

RUSK COUNTY FINANCE COMMITTEE MINUTES

May 16, 2024

Finance Committee Present: Kalepp, Meyer, Coggins, Wedwick, Unterschuetz.

Staff Present: A. Heath, C. Meyer, A. Gudis, C. Riddle, Captain Murray and J. Wilk.

Others Present: S. Sweikert, K. Haldur

CALL TO ORDER

Meeting called to order by Chair Kalepp at 3:00 p.m.

APPROVAL OF MINUTES

Motion by Unterschuetz, seconded by Coggins to approve the April 18, 2024 minutes. Motion carried.

PUBLIC COMMENT – None

DISCUSSION AND POSSIBLE MOTION

Approval to Purchase Items for Rusk County Farmer's Market on a Reimbursement Basis

Motion by Unterschuetz, seconded by Meyer to approve C. Riddle to use the County Credit Card for the Rusk County Farmer's Market purchases on a Reimbursement basis. Motion carried.

Presentation

Justin Fischer from Baird gave a presentation on Rusk County Bonding.

Approval of Jail Medical Contract

Captain Murray is requesting approval of the Jail Medical Contract.

Motion by Wedwick, seconded by Coggins to approve an 18-month Jail Medical Contract and forward to County Board. Motion carried.

Approve Fiscal Impact of Amendment to Sheriff's Department Reserve Deputy and Court Security Wage Adjustments – A. Heath is requesting on behalf of the Sheriff's office to increase the wage for the Reserve Deputy.

Motion by Wedwick, seconded by Unterschuetz to approve the Resolution for the Fiscal Impact and the Amendment to the Sheriff's Reserve Deputy and Court Security Wage Adjustment and forward to County Board. Motion carried.

Pre-Approval of In-County Lunch Expense for Forestry Audit in August 2024.

Motion by Unterschuetz, seconded by Wedwick to approve the In-County Lunch Expense for the Forestry Audit in August 2024 up to \$500.00. Motion carried.

Approve Update to Financial Procedures Manual – Increase for the Equipment Purchase Threshold for Maintenance Department to \$2,500 without Property Committee Approval.

Motion by Unterschuetz, seconded by Meyer to send the Equipment Purchase Threshold for Maintenance Department to \$2,500 back to the Property Committee for clarification. Motion carried.

Approval for County Board Chair County-Issued Cell Phone

Motion by Wedwick, seconded by Meyer to approve the County Board Chair County-Issued Cell Phone as requested. Motion carried.

Review of Preliminary 2023 Financial Results

J. Wilk gave an overview of the Preliminary 2023 Financial Results.

2023 Contingency Transfers – Expenditures within 10% of Budget

Contingency transfer requests to cover expenditures in excess of revenues as actual 2023 expenditures do not exceed budgeted expenditures by more than 10%.				
Budget Account	Budget Description	Amount Needed	Reason for Budget Variance	Transfer Funds From
100-14-41110-000	County Clerk	1,927.91	Election Expenses	100-91-41110-000
100-30-41110-000	Emergency Management	2,218.82	Implementation of Wage Study	100-91-41110-000
100-64-41110-000	Zoning	8,743.26	Wages and Travel in Excess of Budget	100-91-41110-000
100-76-41110-000	Information Technology	15,828.30	Additional IT Specialist Position	100-91-41110-000
100-35-41110-000	Airport	27,041.04	Maintenance Costs in Excess of Budget	100-91-41110-000
100-19-41110-000	Insurance	10,860.06	Insurance Deductibles Paid	100-91-41110-000
100-20-41110-000	Finance	39,577.23	Restitution Payment	100-91-41110-000
100-09-41110-000	Health & Human Services	210,787.87	Expenditures in Excess of budget	100-91-41110-000
		316,984.49		

Motion by Wedwick, seconded by Coggins to approve \$316,9884.49 transfer from contingency to cover expenditures in excess of revenues as actual 2023 expenditures not exceed budgeted expenditures by more than 10%. Motion carried.

Resolution – 2023 Contingency and General Fund Transfers

Contingency and other transfer requests to cover expenditures in excess of revenues for 2023 expenditures that exceed budgeted expenditures by more than 10%.				
Budget Account	Budget Description	Amount Needed	Reason for Budget Variance	Transfer Funds From
100-05-41110-000	Guardian Ad Litem	9,649.86	Legal fees are higher than budgeted	100-91-41110-000
100-07-41110-000	Crime Victim Witness	1,278.31	Implementation of Wage Study	100-91-41110-000
100-41-41110-000	Animal Shelter	7,613.22	A/C Unit Replaced, Increased Supply Costs, Increased Transport Costs	100-91-41110-000
100-11-41110-000	County Board	9,124.23	Additional Committee Expenses, Mileage, Printing	100-91-41110-000
100-12-41110-000	Tax Deed	10,160.08	Tax Deed Expenses in Excess of Profits	100-91-41110-000
100-40-41110-000	Land Information Grant	20,332.29	Remonumentation and wage costs over budget.	100-91-41110-000
100-49-41110-000	Old Marshfield Clinic Build	605.72	New Budget in 2023 Due to Building Purchase	100-91-41110-000
100-54-41110-000	Fairgrounds	65,547.77	Maintenance expenses in excess of budget	100-91-41110-000
100-55-41110-000	Trails End	11,544.86	Maintenance expenses in excess of budget	100-91-41110-000
100-73-41110-000	Other County Property	2,199.26	Library Basement Operations in Excess of Budget	100-91-41110-000
		\$ 138,055.60	From Contingency Funds	
N/A	Capital Projects	254,756.00	Jail Design Costs	400-17-49990-000
400-17-49100-000	Capital Projects	1,479,694.24	Old Clinic Purchase, Old Hospital Demolition	100-09-59204-000
		\$ 1,734,450.24	From General Fund Balance and Future Bond Reimbursement	

Motion by Wedwick seconded by Meyer to approve the Resolution Contingency and other transfer requests to cover expenditures in excess of revenues for 2023 expenditures that exceed budgeted expenditures by more than 10% and forward to County Board. Motion carried.

Resolution – 2023 Budget Amendments

Budgets that need to be amended as actual expenditures are in excess of 10% of the original budgeted expenditures.				
Department	Budget	Original Budgeted Expenditures	Amended Expenditures	
CJCC Grant	100-03	-	9,465.00	
Guardian Ad Litem	100-05	118,750.00	150,701.00	
Crime Victim Witness Coordinat	100-07	43,291.00	52,087.00	
County Board	100-11	81,034.00	90,158.00	
Tax Deed Properties	100-12	10,900.00	12,160.00	
Land Information Grant	100-40	212,176.00	245,725.00	
Animal Shelter	100-41	150,301.00	165,926.00	
Jail Maintenance	100-42	15,016.00	19,136.00	
Fair	100-44	133,534.00	178,935.00	
Old Marshfield Clinic Building	100-49	-	606.00	
Park Development	100-53	-	2,548.00	
Fairgrounds	100-54	35,500.00	44,780.00	
Trails End	100-55	16,670.00	23,020.00	
Park and Trail Development	100-59	-	3,050.00	
LWCD-Tree Program	100-69	12,344.00	15,073.00	
Other County Property	100-73	18,193.00	20,392.00	
Forestry Road Aids	100-82	8,115.00	32,034.00	
Animal Shelter-Spay/Neuter Fur	100-98	3,000.00	22,049.00	
Snowmobile Trails	205-54	100,118.00	409,931.00	
LCDD-Wildlife Abatement	209-61	84,912.00	133,900.00	
BRDEU	211-22	5,000.00	7,573.00	
BRDEU Meth Grant	211-36	-	2,819.00	
Shop with a Cop	211-39	14,100.00	23,934.00	
Joint Management-Fritz	214-16	47,400.00	102,213.00	
Joint Management-Enterprise	214-73	43,400.00	63,605.00	
Forest Industrial Park II	214-74	4,725.00	12,383.00	
Joint Management-Gates	214-76	48,725.00	79,192.00	
Miner Ave Building	214-80	1,450.00	1,866.00	
Rail Industrial Park	214-83	1,025.00	1,879.00	
Forest Industrial Park I	214-84	7,700.00	36,037.00	
LCDD-Soil & Water Resource Mar	220-65	110,132.00	131,730.00	
Housing Loans - CDBG	231-69	50,100.00	160,598.00	
ARPA Projects	290	783,282.00	1,077,519.00	
Capital Projects	460-17	138,599.00	1,850,514.00	
Central Services Copy Charges	610-15	45,000.00	55,552.00	
County Car Fleet	620-15	325,000.00	362,015.00	
Deductible Funding	630-38	6,500.00	7,486.00	

Motion by Coggins, seconded by Wedwick to approve the Resolution Budgets that need to be amended as actual expenditures are in excess of 10% of the original budgeted expenditures and forward to County Board. Motion carried.

Resolution – Utilize General Fund Balance for Fairgrounds North Bathrooms – Discussion held on waiting for the budgeting process to put out RFP’s for the Fairgrounds North Bathrooms.

Consideration of Pay Increases for General Employees

J. Wilk and A. Gudis gave an overview to consideration of a pay increase for the General Employees.

Motion by Wedwick, seconded by Coggins to approve the increase in the General Employees wages by 3 steps (\$152,990.25) starting on July 1, 2024 and forward to Personnel. Motion carried.

Approve Invoices

Motion by Coggins, seconded by Meyer to approve the May invoices as presented. Motion carried.

Out of County Travel

Motion by Unterschuetz, seconded by Meyer to approve the Out of County Travel for Jaimie Wilk in Lacrosse in September for 5 days. Motion carried.

Recess 7:00 – 7:05 p.m.

Treasurer’s report – The Committee reviewed the reports given by Treasurer Nielson.

Administrative Coordinator report – Ashley Heath, Administrative Coordinator gave a report on Departments, Sheriff’s Budget, JA Counter Presentation, Highway, HR, Joint Management, Animal Control, Ad Hoc Construction, Presentation from Samuels Group, Hospital site, RFP for Land and the Purchase of the Clinic and Oakleaf.

Clerk’s report – Clerk Meyer gave a report on the Clerk’s Office.

Finance Director’s report – Jaimie Wilk gave a report on the Finance Department.

Review/Amend Future Committee Meeting Dates

The next meeting will be June 20, 2024 at 3:00 p.m.

Motion by Meyer, seconded by Wedwick to enter into closed session at 7:19 p.m. All responded yes.

CLOSED SESSION announced by Chair

The Finance Committee may entertain a motion to go into closed session pursuant to Wis. Stats 19.85(1)(f). “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations,” to wit: investigation of grant and budget reporting.

OPEN SESSION – at 7:59 p.m.

ADJOURN

Motion by Meyer, seconded by Unterschuetz to adjourn at 8:00 p.m. Motion carried.