



Minutes - April 24, 2025

Call to Order: Chair Mawhinney called the hybrid Finance Committee meeting to order at 5:00 P.M. in the Jury Deliberation Room.

Committee Members Present: Supervisors Mawhinney, Towns, Wilson, and Schwarz.

Committee Members Absent: Supervisor Ringhand

Staff Members Present: Lisa Tollefson, County Clerk; John Light, County Administrator; Kristin Vander Kooi, Finance Director; Shanna Sanders, Deputy Corporation Counsel; Rich Greenlee, Corporation Counsel; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the Administrator. Sarah Smith, Purchasing Manager, Captain Josh Lund.

Others Present: Supervisors Tillman, Woodman, Sutterlin and Bostwick; Chuck Flynn

Approve Agenda: Supervisor Towns moved approval of the agenda as presented, second by Supervisor Schwarz. ADOPTED.

Citizen Participation, Communications and Announcements: None.

Approval of Minutes:

November 7, 2024 Minutes: Not attached.

April 10, 2025 Minutes: Supervisor Schwarz moved to approve April 10, 2025 minutes, second by Supervisor Wilson. ADOPTED.

Approval of Transfers: None.

Review, Discussion and Possible Action:

Review and discussion regarding updates to the Fund Balance Policy: Kristin talked about creating a capital projects fund balance to provide flexibility for unexpected project costs or changes. Brent explains the need for a cushion to handle unexpected cost increases or emergencies, suggesting it be funded by prior year's projects that came in under-budget. Kristen suggested edits, including establishing an emergency reserve and stabilization reserve within the unassigned general fund balance. Supervisor Towns questioned who decides whether it's an emergency, or whether we're unstable. Kristin answered that any use of the fund balance requires two-thirds approval from the County Board. Rich Greenlee explained the policy is there to give staff guidelines on appropriating

expenditures out of the fund balance. The committee expressed concerns about potential tax implications and the need for clearer language in the policy. The committee agreed to table the discussion for the next meeting. Supervisor Schwarz requested more information and consultation with the bond advisor.

Review and discussion regarding updates to the Budget Amendment and Transfer Policy: Kristin Vander Kooi discussed updates to the budget amendment and transfer policy, clarifying the definitions of budget amendments and transfers. Supervisor Mawhinney noted a change in the wording of the policy.

Review, discussion, and possible action regarding a waiver of technicality error on bid 2025-03 Medical Examiners Garage Renovation: Supervisor Schwarz moved to approve a waiver of technicality error on bid 2025-03 Medical Examiner's Garage renovation, second by Supervisor Wilson.

Sarah Smith explained the approval of a waiver of technicality for a bid from Campbell Construction for the renovation of a garage at the Medical Examiner's Building. The bid was the lowest by \$66,000, but they omitted the addendum II signature page.

Review and Approval of Resolutions:

Awarding the Contract for the Addition/Renovation of a Garage at the Medical Examiner's Building and Amending the 2025 Facilities Management Budget: Supervisor Wilson moved approval of the above resolution, second by Supervisor Towns.

Brent explained the original design had the garage as a separate building. In trying to reduce our costs, they decided to attach the garage to the existing building. Brent noted the need for additional accessibility features and creating efficiencies added additional costs.

ADOPTED.

Awarding the Contract for the Purchase and Installation of Water Heaters and Amending the 2025 Facilities Management Budget: Supervisor Schwarz moved approval of the above resolution, second by Supervisor Wilson.

ADOPTED.

Recognizing Gloria Anderson: Supervisor Towns moved approval of the above resolution, second by Supervisor Wilson. ADOPTED.

Next meeting date and time: May 8, 2025 Time to be determined.

Joint meeting of Finance and County Board Staff on May 15, 2025 6:00 PM at DWRC

Adjournment: Supervisor Towns moved adjournment at 5:44 PM, second by Supervisor Schwarz. ADOPTED.

Respectfully submitted,

Andrea Wolf
Administrative Professional III

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.