

Finance Committee
December 16, 2020

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Toni Wissestad; Mark Halverson (WebEx)
Others: Tina Osterberg, Diane Erickson, Wes Revels, Stan Hendrickson, David Hesel, Rick Folkedahl
WebEx: Brad Viegut, Ron Hamilton, Ed Smudde, Sharon Nelson, Deb Brandt, Linda Anderson

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Rolling Hills Building Project Financing Plan – Brad Viegut, Baird provided the financing plan summary and interest rates. The county will be going out for bids in January 2021.
- Next meeting date – Wednesday, January 20, 2021 regular Meeting in the Monroe County Assembly Room at 9:00 a.m. A Special Meeting will be held just before the Monroe County Board meeting on January 27, 2021.
- Minutes Approval - Motion by Wallace Habhegger second by David Pierce to approve the 10/26, 10/27 and 11/18/20 minutes. Carried 5-0.
- Human Services Credit Card – Motion by Toni Wissestad second by David Pierce to approve two credit card requests. Ron Hamilton, Human Services Director explained \$1,000.00 credit card request each for Dementia Care Specialist and Social Worker. Carried 5-0.
- Rolling Hills Re-Purpose of Funds – Motion by Toni Wissestad second by David Pierce to approve re-purpose of funds. Linda Anderson, Nursing Home Administrator explained the 2020 re-purpose of funds in the amount of \$1,343.44 for flooring repairs. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
 - a. Rolling Hills – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Linda Anderson, Nursing Home Administrator explained the 2020 budget adjustment in the amount of \$39,097.30 for Health & Human Services funding under the Cares Act Relief Fund for Covid-19. Carried 5-0.
 - b. Finance – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2020 budget adjustment in the amount of \$37,577.33 for Cares Act Routes to Recovery Funding for Covid-19. Carried 5-0.
- Request for Line Item Transfer(s) -
 - a. Register of Deeds – Motion by Wallace Habhegger second by Toni Wissestad to approve line item transfer. Deb Brandt, Register of Deeds explained the 2020 line item transfer in the amount of \$1,350.00 for repository size increase due for indexing data and recording digitized images. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Toni Wissestad to approve line item transfer. Sharon Nelson, Health Director explained the 2020 line item transfer in the amount of \$20,000.00 for flu vaccine and Block Grant supplies. Carried 5-0.
 - c. Human Services – Motion by David Pierce second by Wallace Habhegger to approve line item transfer. Ron Hamilton, Human Services Director explained the 2020 line item transfer in the amount of \$48,500.00 for home meal and caregiver support programs. Carried 5-0.
 - d. Personnel – Motion by Wallace Habhegger second by Toni Wissestad to approve line item transfer. Ed Smudde, Personnel Director explained the 2020 line item transfer in the amount of \$530.00 for phone and EAP program. Carried 5-0.
- Fiscal Note on Resolution
 - a. Resolution Authorizing Approval the Transfer of Solid Waste Facilities Reserve Funds – Motion by David Pierce second by Mark Halverson to approve fiscal note. David Hesel, Solid Waste Manager explained transfer of Solid Waste Facilities Reserve Funds. Discussion. Carried 5-0.

- Resolution Authorizing Changes to the Monroe County Accounting & Financial Policies and Procedures Manual, Minimum Fund Balance – Motion by Toni Wissestad second by David Pierce to approve resolution and forward to the full board for approval. Tina Osterberg, County Administrator explained Minimum Fund Balance Policy updates. Discussion. Carried 5-0.
- Treasurer
 - a. Monthly Treasurers Report – None.
 - b. Treasurer Department Monthly Report included in packet.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- FICA Portion of Payroll Deferment – Diane Erickson, Finance Director provided an update of the estimated portion of FICA that will be deferred for 2020.
- Work Comp Excess Insurance Renewal –Shelley Bohl, County Clerk provided members with the bids for excess insurance. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve excess insurance renewal with Midwest Employers Casualty Company, Option 2 with a deposit premium of \$72,938.00. Carried 5-0.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Mark Halverson second by Toni Wissestad to approve Monthly County Per Diems and Vouchers, this would include Jennifer Schmitz request for WCA Virtual Meeting attendance on 10/12, 10/15, 10/19, 10/26, 11/2, 11/9 and 11/10; the Clerk will look further into Watershed Planning and Golden Sands as to if the Committee of Jurisdiction had approved these two attendances before per diem payment would be made. Carried 5-0.
- Items for next month's agenda – Per Diem Payment Discussion.
- Chair Schnitzler adjourned the meeting at 10:29 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder