

Finance Committee
January 20, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson

Absent: Toni Wissestad

Others: Diane Erickson, Garry Spohn, Linda Smith, Tiffany Giesler, Ron Hamilton, Jeremiah Erickson, Rick Folkedahl, Wes Revels, Stan Hendrickson, Debra Carney

WebEx: Bob Micheel, Tina Osterberg, Sara Schnoor, Michelle Tryggestad

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

- Next meeting date – Wednesday, February 17, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m. A special meeting will be held on February 10, 2021 at 2:00 p.m.
- Minutes Approval - Motion by David Pierce second by Mark Halverson to approve the December 16 and December 17 minutes. Carried 4-0.
- Rolling Hills Re-Purpose of Funds – Motion by Wallace Habegger second by David Pierce to approve re-purpose of funds. Linda Smith, Nursing Home Administrator explained the 2020 re-purpose of funds in the amount of \$69,000.00 for the new building project. Carried 4-0.
- Rolling Hills Re-Purpose of Funds – Motion by Wallace Habegger second by Mark Halverson to approve re-purpose of funds. Linda Smith, Nursing Home Administrator explained the 2021 re-purpose of funds in the amount of \$2,616.00 for air handler repairs. Carried 4-0.
- Request for Line Item Transfer(s) -
 - a. Child Support – Motion by Wallace Habegger second by David Pierce to approve line item transfer. Diane Erickson, Finance Director explained the 2020 line item transfer in the amount of \$1,500.00 for router. Carried 4-0.
 - b. Land Conservation – Motion by Mark Halverson second by David Pierce to approve line item transfer. Bob Micheel, Land Conservation Department Director explained the 2020 line item transfer in the amount of \$2,890.00 for phone, copier and project expenses. Carried 4-0.
 - c. Health Department – Motion by David Pierce second by Mark Halverson to approve line item transfer. Tiffany Giesler, Health Director explained the 2020 line item transfer in the amount of \$12,000.00 for block grant supplies for equipment necessary for Covid-19. Carried 4-0. Motion by David Pierce second by Mark Halverson to approve line item transfer. Tiffany explained the 2020 line item transfer in the amount of \$8,900.00 for phone, internet and salaries. Carried 4-0.
 - d. County Clerk – Motion by Wallace Habegger second by David Pierce to approve line item transfer. Shelley Bohl, County Clerk explained the 2020 line item transfer in the amount of \$2,050.00 for salaries, copier expenses and mileage. Carried 4-0.
 - e. Land Records – Motion by Wallace Habegger second by David Pierce to approve line item transfer. Jeremiah Erickson, GIS Specialist, LIO explained the 2020 line item transfer in the amount of \$10,594.52 for GPS units, cost to place new imagery to website and ESRI license. Carried 4-0.
- Notice of Budgetary Adjustment(s) -
 - a. Land Records – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Jeremiah Erickson, GIS Specialist, LIO explained the 2021 budget adjustment in the amount of \$7,000.00 for GIS server, ESRI license and GPS tablet screen. Carried 4-0.
 - b. Maintenance – Motion by Mark Halverson second by David Pierce to approve budget adjustment. Garry Spohn, Property Manager explained the 2021 budget adjustment in the amount of \$9,000.00 for defibrillators. Carried 4-0. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Garry Spohn explained the 2021 budget adjustment in the amount of \$5,750.00 for batteries. Carried 4-0.

- c. Economic Development and Tourism – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Tina Osterberg, County Administrator explained the 2021 budget adjustment in the amount of \$4,485.00 for bike stations. Carried 4-0.
 - d. Human Services – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2020 budget adjustment in the amount of \$26,292.00 for Covid-19 Child Welfare Emergency Payments. Carried 4-0. Motion by David Pierce second by Wallace Habhegger to approve budget adjustment. Ron Hamilton explained the 2020 budget adjustment in the amount of \$328,522.65 for Comprehensive Community Support Program revenue and expenses. Carried 4-0.
 - e. Sheriff – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Wes Revels, Sheriff explained the 2020 budget adjustment in the amount of \$8,389.87 for Speedwave Grant. Carried 4-0.
 - f. Jail – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2021 budget adjustment in the amount of \$29,000.00 for Guard Tour Time Keeping System. Carried 4-0. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Stan Hendrickson explained 2021 budget adjustment in the amount of \$22,000.00 for Guard Tour Time Keeping System interface with Zuercher. Carried 4-0.
 - g. Finance – Motion by Mark Halverson second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2020 budget adjustment in the amount of \$81,085.66 for Cares Act Routes to Recovery funding. Carried 4-0.
- Resolution for Reauthorization of Self-Insurance. Motion by David Pierce second by Mark Halverson to approve resolution and forward to the full board for approval. Shelley Bohl, County Clerk explained authorization to continue as a self-insured entity for worker's compensation insurance. Carried 4-0.
 - Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. Rolling Hills Bond Proceeds Investment – PMA Financial Network. Sara Schnoor explained that funds will be invested to maximize funding. Money will need to be available for draws. Discussion. Motion by Wallace Habhegger second by Mark Halverson to allow PMA to work with bonding funds. Carried 4-0.
 - Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - Per Diem Discussion – None.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habhegger to approve notice of donations/user fees received budget adjustment. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habhegger second by David Pierce to approve disbursement journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
 - Items for next month's agenda – Per Diem Payments, Bond Rating.
 - Motion by Wallace Habhegger second by David Pierce to adjourn the meeting at 10:03 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder