

Finance Committee  
March 17, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Tiffany Giesler, Wes Revels, Stan Hendrickson, Adrian Lockington, Rick Folkedahl, Garry Spohn, David Ohnstad, Debra Carney, Andrew Kaftan

WebEx: Ron Hamilton, Bob Micheel, Press

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, April 21, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Mark Halverson second by David Pierce to approve the February 10 and February 17, 2021 minutes. Carried 5-0.
- Credit Card Approvals
  - a. Human Services – Motion by David Pierce second by Toni Wissestad to approve two credit card requests. Ron Hamilton, Human Services Director explained credit card request for RN and Social Worker positions in the amount of \$1,000.00 each. Carried 5-0.
  - b. Health Department – Motion by David Pierce second by Mark Halverson to approve three credit card requests. Tiffany Giesler, Health Director explained credit card request for Public Health Nurse Supervisor, Public Health Nurse and Community Health Educator positions in the amount of \$1,000.00 each. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
  - a. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$9,754.00 for WI Division of Public Health grant. Carried 5-0. Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Tiffany Giesler explained the 2021 budget adjustment in the amount of \$800.00 for radon testing kits. Carried 5-0.
  - b. District Attorney – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Wallace Habegger, County Board Vice-Chair explained the 2020 budget adjustment in the amount of \$11,156.63 for employee health insurance. Carried 5-0.
  - c. Land Conservation – Motion by Mark Halverson second by David Pierce to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2021 budget adjustment in the amount of \$2,936.00 for Federal funding for intern hire. Carried 5-0. Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Bob Micheel explained the 2021 budget adjustment in the amount of \$58,250.00 for DATCP grant funding. Carried 5-0.
  - d. Sheriff/Information Technology – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Wes Revels, Sheriff explained the 2021 budget adjustment in the amount of \$414,266.00 for replacement and upgrading of existing video system. Carried 5-0.
  - e. Capital Outlay/Data Processing – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 budget adjustment in the amount of \$26,895.31 for work order financial software implementation project. Discussion. Carried 5-0.
- Line Item Transfer
  - a. County Board Line Item Transfer – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Shelley Bohl, Monroe County Clerk explained the 2020 line item transfer in the amount of \$2,600.00 for County Board Salaries. Carried 5-0.
  - b. Solid Waste Line Item Transfer – Motion by Mark Halverson second by David Pierce to approve line item transfer pending Committee of Jurisdiction approval. Tina Osterberg, County Administrator explained the 2020 line item transfer in the amount of \$38,491.00 for recurring 4<sup>th</sup> quarter fees. Carried 5-0.

- Treasurer
  - a. Debra Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
- Payment of Special Assessments – Garry Spohn, Property Manager explained that the county in the past was paying special assessments for tax delinquent parcels. Resolution 2-07-1 in February 2007 was passed which terminated the long standing practice of paying all the delinquent special assessments and special charges in full to the local treasurers. When tax delinquent parcels are sold, the county recommends that the bidders have a title search completed.
- Sparta TIF District Funds – Tina Osterberg, County Administrator explained that the county received payments for finalization of two TID districts from the City of Sparta at approximately \$450,000.00. The money has been placed in the TID revenue account. Discussion. Committee members recommended to place the funds into the Contingency Fund. A budget adjustment will follow next month.
- Long Term Callable Bonds – Information was provided to members on Monroe County's bonds. Callable bonds were discussed.
- Minimum Fund Balance – The minimum fund balance policy was provided to members. The minimum fund balance is located under the Finance Director's report monthly.
- Federal Covid Bill Money – Chair Cedric Schnitzler explained that Federal Covid aid to Monroe County is anticipated at over \$9 million dollars. In addition, funds may also be available for our nursing home, Human Services, Emergency Management and Municipalities. There is a 60 day window. Discussion. The Finance Committee will be the Committee of Jurisdiction on the handling of the funds. The Administrator suggested that a plan needs to be developed.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by Mark Halverson to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Supervisor Schmitz claimed three meetings for weekly virtual WCA meetings. These meetings were not pre-approved by committee of jurisdiction nor the County Board Chairman and therefore will not be paid. Discussion. Carried 5-0.
- Items for next month's agenda – Finance Budget Adjustment; Long Term Callable Bonds; Federal Covid Bill Money; Per-Diem Payments.
- Vice-Chair Wallace Habegger adjourned the meeting at 10:15 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder