

Finance Committee
April 21, 2021

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Mark Halverson, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Deb Carney, Garry Spohn, Stan Hendrickson, Ron Hamilton, Linda Smith, Tiffany Giesler, Wes Revels, Eric Weihe, Tara Nichols, Rick Folkedahl, David Ohnstad
WebEx: Adrian Lockington, Brad Viegut-Baird

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, May 19, 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 March 10 and March 17, 2021 minutes. Carried 5-0.
- Public Comment – None
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Maintenance Re-Purpose of Funds. Motion by Wallace Habhegger second by Toni Wissestad to approve re-purpose of funds. Garry Spohn, Property Manager explained 2021 re-purpose of funds in the amount of \$7,200.00 for vehicle purchase from another county department. Carried 5-0.
- Sheriff's Office Credit Card Approvals. Motion by Wallace Habhegger second by David Pierce to approve credit card request. Wes Revels, Sheriff explained credit card request in the amount of \$1,000.00 for new Patrol Deputy. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
 - a. Jail – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2021 budget adjustment in the amount of \$54,633.00 for Coronavirus Emergency Supplemental Grant. Carried 5-0.
 - b. Health Department– Motion by David Pierce second by Mark Halverson to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$200.00 for donation from 1st UMC United piecemakers. Carried 5-0.
 - c. Health Department/WIC – 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 \$2,000.00 for registered dietitian nutritionist consultation services for meal site. Carried 5-0.
 - d. Human Services/Information Technology – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2021 budget adjustment in the amount of \$169,275.00 for Netsmart myEvolv Software for Clinical, Crisis Alcohol & Other Drug Abuse and Adult Protective Services Programs at Human Services. Carried 5-0.
 - e. Finance – Motion by Wallace Habhegger second by Toni Wissestad to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 budget adjustment in the amount of \$458,570.00 for City of Sparta TID distributions. Carried 5-0.
- Rolling Hills Update/Baird – Brad Viegut, Baird was present via WebEx to provide an update of the Rolling Hills Bonds. It was discussed that the board would need to make decisions on additional financing if the project would exceed \$16,000.00. Project bid opening is May 18, 2021. Discussion. Motion by Toni Wissestad second by David Pierce to prepare initial bonding resolution for the May 19, 2021 Rolling Hills meeting. Carried 5-0.
- Fiscal Note on Resolution –

- a. Resolution Authorizing Treatment Court Donation Policy, Non-lapsing Account and Budget - Motion by Mark Halverson second by Toni Wissestad to approve fiscal note. Wallace Habhegger explained that the policy needs to be amended by adding the following: Termination, if the treatment courts cease to operate, the funds monetary and non-monetary donations and grants will be disbursed pursuant to County Board determination. No levy dollars to be used as the program will be funded by donations. The fiscal note and amendment carried 5-0.
 - b. Resolution Approving AIA Document B132-2009 Standard Form Agreement Between Owner and Architect, Construction Manager as Adviser – Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Tina Osterberg, County Administrator explained contract with Community Living Solutions, LLC to provide architect services. Carried 5-0.
 - c. Resolution Approving AIA Document C132-2009 Standard Form Agreement Between Owner and Construction Manager as Adviser – Motion by Toni Wissestad second by Mark Halverson to approve fiscal note. Tina Osterberg, County Administrator explained Standard form of Agreement between Owner and Construction Manager as Advisor. Carried 5-0.
 - d. Resolution Approving AIA Document A132-2009 Standard Form Agreement Between Owner and Contractor, Construction Manager as Adviser – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained Standard Form Agreement between Owner and Contractor, Construction Manager as Advisor. Carried 5-0.
 - e. Resolution Approving AIA Document A232-2009 General Conditions of the Contract for Construction, Construction Manager as Adviser – Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Tina Osterberg, County Administrator explained General Conditions of the Contract for Construction, Construction Manager as Adviser. Carried 5-0.
 - f. Resolution Approving Committee for Broadband Assessment Advisory Team for Monroe County- Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note pending committee of jurisdiction approval. Chair Cedric Schnitzler explained per diems for members to come from the County Board budget. Discussion. Carried 5-0.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Resolution Authorizing a Programs Accountant I Position in Monroe County – Motion by David Pierce second by Mark Halverson to approve position resolution. Diane Erickson, Finance Director explained the need for Programs Accountant I position in the Finance Department Budget for 2022. There is no cost to the county. Discussion. Motion by Wallace Habhegger second by David Pierce to amend the fiscal note by adding: if outside funding ceases to exist, position would be eliminated. The amendment carried 5-0. The original resolution as amended carried 5-0.
 - d. Audit – Diane Erickson, Finance Director explained that the county audit will take place next week.
 - Federal COVID bill money - Tina Osterberg, County Administrator explained that on May 11th funding will be available.
 - Per Diem Payments – No Discussion.
 - 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 Mark Halverson second by David Pierce to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Wallace Habhegger second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda –
 - Motion by Mark Halverson second by David Pierce to adjourn the meeting at 10:10 a.m. Carried 5-0.
Shelley Bohl, County Clerk - Recorder