

Finance Committee
June 16, 2021

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Mark Halverson, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Deb Carney, Lynn Kloety, Tiffany Giesler, Alison Elliott, Wes Revels
WebEx: Adrian Lockington

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, July 21, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Mark Halverson to approve the May 19 & May 20, 2021 minutes. Carried 5-0.
- Public Comment – None
- Sheriff Request for Credit Card Approval. Motion by Wallace Habhegger second by Mark Halverson to approve credit card request. Wes Revels, Sheriff explained request for two Patrol Deputies and Administrative Assistant in the amount of \$1,000.00 each. Carried 5-0.
- Solid Waste Line Item Transfer – Motion by Mark Halverson second by Wallace Habhegger to approve line item transfer pending Committee of Jurisdiction approval. 2021 request in the amount of \$10,390.08 for Junco Road culvert. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
 - a. Sheriff's Office – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Wes Revels, Sheriff explained 2021 budget adjustment in the amount of \$29,799.00 for scanner, security system camera and video upgrades. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Tiffany Giesler, Health Director explained 2021 budget adjustment in the amount of \$534,726.00 for Epidemiology and Laboratory Capacity enhancing Detection Supplement Award to support COVID 19 response. Carried 5-0.
- Fiscal Note on Resolution –
 - a. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County. Motion by Mark Halverson second by Wallace Habhegger to approve fiscal note. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained that portion of the position will be funded by an increase in fees with the remainder of funding through tax levy. Carried 5-0.
 - b. Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office. Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Lynn Kloety, District Attorney Office Manager explained the request to adjust one Legal Secretary for a new Paralegal Position. Carried 5-0.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Work Comp Rates-2022 Budget. Diane Erickson, Finance Director provided past work comp history to members. Discussion. Motion by Wallace Habhegger second by David Pierce to set the 2022 work comp rate at 30%. Carried 4-1.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.

- American Rescue Funds Request Process. Tina Osterberg, County Administrator explained the need to set a process, timetable and guidelines for American Rescue Funds requests. Discussion. Motion by Toni Wissestad second by David Pierce to develop guidelines for the American Rescue Funds Request process. Carried 5-0.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habhegger second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habhegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Toni Wissestad second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – American Rescue Funds Request Process.
- Motion by Wallace Habhegger second by Toni Wissestad to adjourn the meeting at 10:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder