

Finance Committee  
August 18, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Deb Carney, Ed Smudde, Ron Hamilton, Chad Ziegler, Brad Viegut, Wes Revels, 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, September 15, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m. Upcoming budget meetings to note: October 7, 18 & 19.
- Minutes Approval - Motion by David Pierce second by Mark Halverson to approve the July 7 and July 21, 2021 minutes. Carried 5-0.
- Public Comment – None
- Treasurer
  - a. Debra Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
  - c. Debra Carney presented the 2022 budget and answered questions.
- Request for Line Item Transfer –
  - a. Veterans Service – Motion by Mark Halverson second by David Pierce to approve line item transfer. Wallace Habegger explained 2021 line item transfer in the amount of \$2,500.00 for Veteran marker/flag holders. Carried 5-0.
  - b. Personnel – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Ed Smudde, Personnel Director explained 2021 line item transfer in the amount of \$2,321.00 for legal counsel fees. Carried 5-0.
  - c. Economic Development and Tourism – Motion by Mark Halverson second by David Pierce to approve line item transfer. Tina Osterberg, County Administrator explained 2021 line item transfer in the amount of \$510.00 for mileage. Carried 5-0.
  - d. Administrator – Motion by Wallace Habegger second by Toni Wissestad to approve line item transfer. Tina Osterberg, County Administrator explained 2021 line item transfer in the amount of \$1,375.00 for overtime. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
  - a. Emergency Management – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Wes Revels, Sheriff explained 2021 budget adjustment in the amount of \$2,000.00 for hazmat spill supplies. Carried 5-0.
  - b. Rolling Hills – Motion by Toni Wissestad second by Mark Halverson to approve budget adjustment. Tina Osterberg, County Administrator explained 2021 budget adjustment in the amount of \$102,755.14 for Bipolar Ionizations to the HVAC system for the Rolling Hills building project. Carried 5-0. Motion by Mark Halverson second by David Pierce to approve budget adjustment. Tina Osterberg, County Administrator explained 2021 budget adjustment in the amount of \$16,769,718.73 for budget breakdown reportability purposes, no financial effect on the revenues or expenses in the Rolling Hills budget. Carried 5-0.
  - c. Forestry – Chad Ziegler, Forest and Parks Administrator explained 2021 budget adjustment in the amount of \$1,629.31 for County Forest Administrator Grant increase. Motion by Mark Halverson second by David Pierce to approve budget adjustment. Carried 5-0.
- Fiscal Note on Resolution –
  - a. Resolution Authorizing Monroe County Human Services Program Donation Policy, Non-Lapsing Account and Ledger – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Ron Hamilton, Human Services Director explained non-lapsing account to receive and disburse donations under the Monroe County Human Services Donation Policy. Carried 5-0.

- b. Resolution Approving the Monroe County Forest Annual Work Plan, 2022 – Motion by Toni Wissestad second by Wallace Habegger to approve fiscal note. Chad Ziegler, Forest and Parks Administrator explained annual work plan which allows application of the County Forest Administrator Grant. Carried 5-0.
  - c. Resolution Increasing the Maximum Balance of the Non-Lapsing Capital Improvement Account for the Park Department – Motion by Mark Halverson second by David Pierce to approve fiscal note. Chad Ziegler, Forest and Parks Administrator explained the resolution would increase the maximum balance of the non-lapsing park account from \$200,000 to \$300,000. Discussion. Carried 5-0.
- Refunding of 2013 G.O. County Building Bonds and Rolling Hills G.O. Building Bonds Financing Plans - Brad Viegut, Baird was present to explain the re-financing option of the 2013 Building Bonds and Rolling Hills Building Bonds. A hypothetical financing plan was provided. It is anticipated that \$112,390.00 would be saved with the re-finance. Discussion. It was a consensus of the committee to bring a resolution forth in September for a re-finance.
- Resolutions –
  - a. Resolution Approving Coronavirus State and Local Fiscal Recovery Funds Policy and Procedure – Motion by Wallace Habegger second by Mark Halverson to approve resolution. Chair Schnitzler explained that this resolution was postponed last month and the committee is tasked with taking a second look at the policy and review Federal and State guidelines. Discussion. Motion by Wallace Habegger second by David Pierce to amend policy: add Water/Sewer Infrastructure under the category for eligible uses along with notation that not all guidelines are inclusive; and add that you must be a Monroe County Department or Monroe County Board Committee to apply for Fiscal Recovery Funds under the objective section. The policy amendment, Carried 5-0. The original resolution and amended policy will be forwarded to the board. Carried 5-0.
  - b. Resolution Establishing Ho Chuck Funds Allocation for 2022 Budget – Motion by David Pierce second by Mark Halverson to approve resolution. Tina Osterberg, County Administrator explained funding to be used for dispatch equipment upgrade. Carried 5-0.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
  - c. Diane Erickson presented the 2022 budget and answered questions.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- Opioid Updates – Tina Osterberg, County Administrator explained that one potential settlement may be near. There is also a State level settlement.
- Budget Report Process – Tina Osterberg, County Administrator explained that the budget will be ready to distribute on October 7<sup>th</sup>. Budget meetings will occur on October 18 & 19. County Board will meet on November 3 for final budget approval.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by David Pierce second by Mark Halverson to approve notice of donations/user fees received budget adjustment. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution approving the Re-Finance of County Building Bonds and Rolling Hills Building Bonds; Self-Insurance Balance Update.

- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 10:47 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder