

Finance Committee
April 13, 2022

Present: Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce
Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Tiffany Giesler, Wes Revels, Bob Micheel, Chad Ziegler, Ron Hamilton, Doug Rogalla, David Ohnstad, Eric Moilien

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 – Thursday, May 18, 2022 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by Mark Halverson to approve the 03/16/2022 minutes. Carried 5-0.
- Public Comment – None.
- Health Department Line Item Transfer – Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Tiffany Giesler, Health Director explained the 2021 line item transfer in the amount of \$42.00 for telephone costs. Carried 5-0.
- Request for Volunteer Driver Reimbursement Annual Adjustment to Correspond with IRS Reimbursement Rates – Motion by Wallace Habegger second by David Pierce to approve volunteer driver reimbursement rates to correspond with the IRS. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Health Department – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 budget adjustment in the amount of \$800.00 for radon testing. Carried 5-0.
 - b. Human Services – Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2022 budget adjustment in the amount of \$520.00 for annual MyEvolv software fee. 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 2022 budget adjustment in the amount of \$40,000.00 for Building Resilient Infrastructure and Communities grant. Carried 5-0.
 - d. Highway – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. David Ohnstad, Highway Commissioner explained the 2022 budget adjustment in the amount of \$5,203,444.90 for bonding funds. Carried 5-0.
 - e. Personnel - Motion by Toni Wissestad second by Mark Halverson to approve budget adjustment. Diane Erickson, Finance Director explained the 2022 budget adjustment in the amount of \$73,908.00 to move wage study funding from the 2021 to 2022 year. Carried 5-0.
- Closed Session – Motion by Toni Wissestad second by Mark Halverson to move into closed session. Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.
- Closed Session per Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Revolving Loan Fund changes to Growing Stars Loan.
- Return to Open Session – Motion by Toni Wissestad second by Wallace Habegger to move into open session. Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.
- Chair Schnitzler announced that the Finance Committee voted in favor to release the property lien with Growing Stars contingent upon the City of Sparta also releasing their lien with Growing Stars.

- Fiscal Note on Resolution –
 - a. Resolution Increasing the Maximum Balance on Reserve Fund for the Monroe County Department of Human Services. Motion to approve fiscal note by David Pierce second by Mark Halverson. Ron Hamilton, Human Services Director explained funding to be taken from the 2023 General Fund future surpluses up to the amount of \$400,000.00. Carried 5-0.
 - b. Resolution Authorizing the Application for Outdoor Recreation Aids – Motion to approve fiscal note by David Pierce second by Wallace Habhegger to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained application for state aid for outdoor recreation for an amount up to \$300,000.00. Carried 5-0.
 - c. Resolution Authorizing the Establishment of a Full Time Medical Examiner Position – Motion by Toni Wissestad second by Wallace Habhegger to approve fiscal note. Wallace Habhegger explained creation of full time position to replace current on-call position. Start date is June 1, 2022. Discussion. Carried 5-0.
 - d. Resolution Authorizing the Establishment of a Part Time Chief Deputy Medical Examiner Position – Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Creation of part time Chief Deputy Medical Examiner position to replace the part time Administrative Assistant. Start date is June 1, 2022. Carried 5-0.
- Treasurer Report – Treasurer Deb Carney was not present. Reports have been provided to members in their packets.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c-e. Audit Contract/Cost Allocation Contract/OPEB Contract – Motion by Wallace Habhegger second by Mark Halverson to approve Audit Contract, Cost Allocation Contract and OPEB Contract as recommended by Diane Erickson Finance Director. Carried 5-0.
- Bank Investments – No Discussion. This item will be revisited next month.
- Tax Delinquent Parcels – The committee is looking for an update of Monroe Counties in-rem foreclosure properties. Tina Osterberg, County Administrator explained that there are new changes to the law. Discussion. This item will be revisited next month.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- 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 Wallace Habhegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Supervisor Mark Halverson's final motion second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Tax Delinquent Parcels (a)foreclosures (b)new laws; Bank Investments
- Motion by Mark Halverson second by David Pierce to adjourn the meeting at 11:55 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder