

Finance Committee  
May 18, 2022

Present: Cedric Schnitzler, Wallace Habhegger, Toni Wissestad, David Pierce

Absent: James Kuhn

Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Chris Weaver, Wes Revels, Chad Ziegler, Ed Smudde, Alison Elliott, David Hesper, Debbie Carney

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Motion by Supervisor Pierce to nominate Wallace Habhegger for Vice Chair. Motion by David Pierce second by Toni Wissestad to cast a unanimous ballot. Carried 4-0.
- Monthly Meeting Date/Time – The committee established its monthly meeting the 3<sup>rd</sup> Wednesday at 9:00 a.m.
- Next Meeting Date – Wednesday, June 15, 2022 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habhegger second by David Pierce to approve the 04/16/2022 minutes. Carried 4-0.
- Public Comment – None.
- Line Item Transfer(s) –
  - a. Forestry & Parks – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Chad Ziegler, Forestry & Parks Administrator explained the 2022 line item transfer in the amount of \$5,850.00 for security system at McMullen Park. Carried 4-0.
  - b. Administrator – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$755.00 for portable PA system. Carried 4-0.
- Budgetary Adjustment(s) –
  - a. Land Records - Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2022 budget adjustment in the amount of \$10,000.00 for Strategic Initiative Grant. Carried 4-0.
  - b. Sheriff – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2022 budget adjustment in the amount of \$52,870.00 to move Justice Center CCTV upgrade funding from 2021 to 2022. Discussion. Carried 4-0.
  - c. Solid Waste – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. David Hesper explained the 2022 budget adjustment in the amount of \$28,000.00 for mobile fencing. Discussion. Carried 4-0.
- Maintenance Repurpose of Funds. Motion by David Pierce second by Wallace Habhegger to approve Repurpose of Funds. Chair Cedric Schnitzler explained the 2022 budget adjustment in the amount of \$45,000.00 for HVAC repairs to the ADRC building. Carried 4-0.
- Human Services Credit Cards – Motion by David Pierce second by Toni Wissestad to approve credit card request. Ron Hamilton, Human Services Director explained need for 5 credit cards. ADRC Social Worker in the amount of \$1,000.00; two Social Worker's in the amount of \$1,000.00 each; Accountant I in the amount of \$5,000.00; Human Services Director in the amount of \$5,000.00. Carried 4-0.
- Fiscal Note on Resolution(s) –
  - a. Resolution Authorizing One Children's Long Term Support Services (CLTS) Social Worker Position in Monroe County. Motion by David Pierce second by Toni Wissestad to approve fiscal note. Ron Hamilton explained that position is to be covered by Medical Assistance Case Management Billing. Discussion. Motion by Wallace Habhegger second by David Pierce to add

to the fiscal note: If Federal or State funding ceases for this position, this position will be reviewed. Discussion. The amendment passed 4-0. The fiscal note as amended carried 4-0.

- b. Resolution Authorizing the Establishment of a Park Manager Position in the Forestry and Parks Department. Motion by Toni Wissestad second by David Pierce to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained costs to be covered through revenue generated from user fees. Discussion. Carried 4-0.
  - c. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County. Motion by Wallace Habegger second by Toni Wissestad to approve fiscal note. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained portion of the costs to be covered by an increase in fees. Discussion. Carried 4-0.
  - d. Resolution Authorizing the Establishment of Personal Care Assistant Positions within Rolling Hills Senior Living – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Toni Wissestad explained that Personal Care Assistant positions would take the place of Certified Nursing Assistant Positions that have already been budgeted. The positions would be a lower cost option. Discussion. Carried 4-0.
- Treasurer Report –
    - a. Debbie Carney provided the Monthly Treasurers Report. Debbie noted that an amendment was made to March reports as they did not include the current year amount.
    - b. Treasurer Department Monthly Report Review
  - Finance
    - a. Diane Erickson provided the Monthly Financial Report.
    - b. Finance Department Monthly Report Review.
  - Cancelled Checks – Debbie Carney explained that her deputy is currently working on cancelled checks. Debbie noted that her deputy is leaving employment and it is uncertain when they will be completed. Discussion. The committee recommended an update next month.
  - Tax Delinquent Parcels –
    - a. Foreclosure – Debbie Carney explained that a parcel list has been provided to the abstract company to begin the foreclosure process. There are approximately 60 taxpayers. The foreclosure process will include 2015 through 2018 years. Discussion. The committee asked for a listing of the parcels.
    - b. New Laws – Debbie Carney explained that Senate Bill 829 passed and stated that the county would probably not be making any money on delinquent parcels. Any net proceeds would be used to pay off any liens, the remaining proceeds then would be returned to the property owner. The county would be able to recover its expenses. Discussion.
  - Mileage Reimbursement Rate – Diane Erickson, Finance Director explained that a staff member had reached out to her in regards to the 90% IRS rate that is set July 1<sup>st</sup> each year. It is a concern of the employee who travels often for her job. The committee discussed the current IRS rate. 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 David Pierce second by Wallace Habegger to approve notice of donations/user fees received budget adjustment. Carried 4-0.
    - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by Wallace Habegger to approve disbursement journal. Carried 4-0.
    - c. Monthly Per Diems and Vouchers – Motion by Wallace Habegger second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda – Investment Policy, Bank RFP's, Cancelled Checks, Tax Delinquent Properties, IRS Mileage Rate, Fuel Costs, Treasurer Support Staff
- Motion by Toni Wissestad second by Wallace Habegger to adjourn the meeting at 10:30 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder