

Finance Committee
June 15, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, Toni Wissestad, David Pierce
Others: Tina Osterberg, Diane Erickson, Debbie Carney, Chris Weaver, Tiffany Giesler, Bob Smith, Tracy Thorsen, Garry Spohn, David Ohnstad, Adam Balz, David Heser, Bob Micheel

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 20, 2022 in the Monroe County Assembly Room at 9:00 a.m.

Future Budget Meetings to Note:

Oct 7, 2022 – Budget Publication

October 24 & 25, 2022 – Department Budget Meetings

November 2, 2022 Annual Budget Meeting

- Minutes Approval - Motion by David Pierce second by Toni Wissestad to approve the 05/18/2022 minutes. Motion to amend by James Kuhn second by David Pierce to mark James Kuhn as absent for the 05/18/2022 meeting. The minutes as amended carried 5-0.
- Public Comment – None.
- Human Services Credit Card – Motion by David Pierce second by Toni Wissestad to approve credit card request. Tracy Thorsen, Human Services Director explained CFS Social Worker I credit card in the amount of \$1,000.00. Carried 5-0.
- Maintenance Repurpose of Funds. Motion by Wallace Habegger second by David Pierce to approve Repurpose of Funds. Garry Spohn, Property Manager explained the 2022 repurpose of funds in the amount of \$24,566.95 to add remaining portion of the Justice Center to the generator circuit. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Circuit Court - Motion by David Pierce second by James Kuhn to approve budget adjustment. Supervisor Adam Balz explained the 2022 budget adjustment in the amount of \$1,932.00 for LTE needed due to maternity leave. Carried 5-0.
 - b. Health Department - Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 budget adjustment in the amount of \$28,424.00 for rollover of preparedness grant not used in 2021. Discussion. Carried 5-0.
 - c. Land Conservation - Motion by David Pierce second by James Kuhn to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2022 budget adjustment in the amount of \$1,512.00 for tree sales program. Carried 5-0.
 - d. Solid Waste - Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. David Heser, Solid Waste Manager explained the 2022 budget adjustment in the amount of \$4,502.42 for well monitoring. Discussion. Carried 5-0.
- Fiscal Note on Resolution(s) –
 - a. Resolution Increasing the Fee Assessed for a Cremation Permit by the Monroe County Medical Examiner's Office Effective July 1, 2022 – Motion by James Kuhn second by Toni Wissestad to approve fiscal note. Bob Smith, Medical Examiner explained cremation permit based annually on the U.S. Consumer Price Index. Discussion. Carried 5-0.
 - b. Resolution Authorizing the Establishment of a Full-Time Community Health Educator in the Monroe County Health Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tiffany Giesler, Health Director explained that the position will be funded through grants. Carried 5-0.

- Resolution Creating Restricted Opioid Settlement Non-Lapsing Account for Future Opioid Abatement Uses – Motion by David Pierce second by Wallace Habegger to adopt resolution. Tina Osterberg, County Administrator explained that the resolution authorizes the creation of non-lapsing revenue and expenditure abatement accounts. Discussion. Carried 5-0.
- Securitization of Opioid Funds – Tina Osterberg, County Administrator explained that securitization of opioid funding would have to be determined by the Monroe County Board. Discussion.
- Planned Use of Opioid Settlement Funds – Chair Cedric Schnitzler placed this item on floor. Some fund suggestions were: Drug Task Force, Human Services for Recovery and Public Health and Justice Systems.
- Treasurer Report –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Investment Policy – Debbie provided members with a draft resolution. Debbie suggested that #4, should be removed from the resolution due to low interest rates. She also suggested removing 1% or greater of. Discussion. This resolution will be revisited in the future.
 - d. Bank RFP's – Debbie explained that we currently have a low rate on charges from our bank contract. The concern would be if the low rate on charges would continue. Also, there may be costs associated with munis for changes in accounts. Discussion. Motion by Wallace Habegger second by David Pierce to place bank contract out for RFP. Carried 5-0.
 - e. Cancelled Checks – Debbie explained that she is currently working on cancelled checks. Some checks are being re-issued. Discussion. A resolution will be drafted in the future.
 - f. Tax Delinquent Properties – Debbie provided a listing of tax delinquent properties to members. Title work has not been returned from the title company. Once completed, the process can begin.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. RFP Audit Contract – Diane explained that two RFP's were received. Kerber-Rose for a 5 year, 2022-2026 year contract in the amount of \$295,575.00 and WIPFLI for a 3 year contract in the amount of \$187,500.00. Discussion. Motion by Wallace Habegger second by Toni Wissestad to accept Kerber-Rose 5 year contract in the amount of \$295,575.00 pending cost verification. Carried 5-0.
 - d. RFP Cost Allocation Contract – This item will be placed on the July agenda.
 - e. RFP OPEB Contract – This item will be placed on the July agenda.
- Human Services Reserve Fund/Cash Reserve Policy – Chair Cedric Schnitzler explained that we have \$300,000 for a Human Services Reserve Fund. Is the County also reserving another \$300,000 in our cash reserve policy? David Pierce explained that Human Services has established \$300,000 in a reserve fund which was recently increased to \$400,000. Discussion. The question is whether or not it affects the cash reserve policy? Are we counting for it twice? This item will be re-visited next month.
- IRS Mileage Rate – Diane Erickson, Finance Director provided members with what staff/departments have been paid for mileage and completed a comparison for what the current IRS rate is. Discussion. Motion by Wallace Habegger second by Toni Wissestad to set the mileage rate at the IRS rate effective January 1, 2023 based on the July 15, 2022 IRS mileage rate. Carried 5-0.

Motion by Wallace Habegger second by Toni Wissestad to set the mileage rate for the current year on August 1, 2022 based on the IRS mileage to \$62.5 cents for the remainder of 2022. Carried 5-0.

- Treasurer Support Staff – The Deputy position is currently open and waiting for appointment.

- Fuel Costs – Chris Weaver, Chief Deputy provided members the current fuel expense from the Sheriff's Department. Currently the department is slightly over in fuel costs to date.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Toni Wissestad to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by James Kuhn 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 – Securitization of Opioid Funds, Planned Use of Opioid Settlement Funds, Investment Policy Resolution, Bank RFP's, Cancelled Check Resolution, Highway Budget, RFP Cost Allocation Contract, RFP OPEB Contract, Human Services Reserve Fund/Cash Reserve Policy, Resolution Increasing the 2022 mileage rate, Budget Summary Overview, Pay for Performance Resolution, Assessment Appeal Process.

- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 11:49 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder