

Finance Committee  
September 21, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Debbie Carney, Garry Spohn, Dylan Amundson, Tracy Thorsen, David Hesel, Lisa Aldinger Hamblin, Chad Ziegler, Chris Weaver, Wes Revels, Kelsey Hanson

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, October 19, 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 James Kuhn second by David Pierce to approve the 08/17/2022 minutes. Carried 5-0.
- Public Comment – None.
- County Clerk Line Item Transfer – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of \$939.24 for scanner purchase due to technology upgrades. Carried 5-0.
- Budgetary Adjustment(s) –
  - a. Rolling Hills - Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$15,609.62 for the use of interest earned for the building project. Carried 5-0.
  - b. Health Department - Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Kelsey Hanson, Public Health Nurse Manager explained the 2022 budget adjustment in the amount of \$35,000.00 for National Association of County and City Health Officials Grant. Carried 5-0.
  - c. Solid Waste - Motion by Wallace Habegger second by James Kuhn to approve budget adjustment pending committee of jurisdiction of approval. David Hesel, Solid Waste Manager explained the 2022 budget adjustment in the amount of \$35,000.00 for tire recycling. Carried 5-0.
- Fiscal Note on Resolution(s) –
  - a. Resolution Authorizing a Children and Family Services Supervisor Position – Motion by David Pierce second by James Kuhn to approve fiscal note. Tracy Thorsen, Human Services Director explained position to be paid through existing budgeted funds from the vacant CFS Social Worker position. Discussion. Carried 5-0.
  - b. Resolution Approving the Monroe County Forest Annual Work Plan - 2023 – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained Wisconsin Department of Natural Resources grant in the amount of \$54,000.00. Carried 5-0.
  - c. Resolution Authorizing Funds for a NESHAP Inspection Related to Demolition of Building A and Tunnel – Motion by James Kuhn second by Wallace Habegger to approve fiscal note pending committee approval. Garry Spohn, Property Manager explained funds for NESHAP Inspection for Building A and tunnel. Discussion. Carried 5-0.
  - d. Resolution Creating Non-Lapsing Account for Use of Southwest ITBEC Funds – Motion by James Kuhn second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained creation of non-lapsing fund for future use by the Economic Development and Tourism Committee. Discussion. Carried 5-0.
- Resolution(s) –

- a. Resolution Updating Public Depositories and Investments for Monroe County – Motion by David Pierce second by Wallace Habegger to adopt resolution. Debbie Carney, Treasurer explained update to list of public depositories. Discussion. Carried 5-0.
  - b. Resolution for Cancellation of Outstanding 2020 Checks – Motion by Wallace Habegger second by Toni Wissestad to adopt resolution. Debbie Carney, Treasurer explained cancellation of 2020 checks. Carried 5-0.
- Treasurer –
  - a. Debbie Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Tax Delinquent Properties – Debbie explained that the title work has been collected. The Real Property Lister will be reviewing the legal descriptions. From there, tax delinquent properties will be sent to the court to begin the foreclosure process.
  - d. Banking Services RFP – Tina Osterberg, County Administrator explained that last month the Finance Committee motioned to return the bid to the only bidder to be sealed. State Bank Financial was the only bidder. Discussion. Motion by James Kuhn second by Toni Wissestad to approve the banking services bid from State Bank Financial. Carried 5-0.
  - e. Assessment Appeal Process Update – No new updates.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- General Fund Balance Policy / Bond Payments – Tina Osterberg, County Administrator provided committee members with a summary from 2014 and forward regarding tax levy relief.
- TIF Districts – No discussion.
- Loffler Printer/Copier Equipment Service Contract Renewal – Tina Osterberg, County Administrator explained that an audit was completed. A renewal contract would save the county approximately \$1,000.00 per month. HP printer usage will be reviewed with the potential of elimination of some of the machines. Discussion. Motion by Toni Wissestad second by Wallace Habegger to approve 5 year contract with Loffler and continue to work on the HP fleet. Carried 5-0.
- Justice Center and Radio Tower Bond Expenditure Funding – No discussion.
- Securitization of Opioid Funds – No discussion.
- Planned Use of Opioid Settlement Funds – No discussion.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Discussion. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by Wallace Habegger second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – (November) Self Insurance Overview; (November/December) TIF Districts, Timeline schedule for tax delinquent parcels; Loffler update; Dispatch Budget Adjustment.
- Motion by James Kuhn second by Toni Wissestad to adjourn the meeting at 11:01 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder