

Finance Committee
October 19, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Debbie Carney, Garry Spohn, Richard Radcliffe, Lisa Aldinger-Hamblin, Tracy Thorsen, Wes Revels, Bob Micheel, Eric Weihe, Rick Folkedahl

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 November 16, 2022 in the Monroe County Assembly Room at 9:00 a.m. A special meeting will be held on October 26 beginning at 5:45 p.m.

Future Budget Meetings to Note:

October 24 & 25, 2022 – Department Budget Meetings
November 2, 2022 Annual Budget Meeting

- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 09/21/22 & 10/07/22 minutes. Carried 5-0.
- Public Comment – None.
- Sheriff Credit Card Approval – Motion by James Kuhn second by David Pierce to approve credit card. Sheriff Wes Revels explained the need for Patrol Sergeant credit card in the amount of \$1,000.00. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Dispatch - Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$8,711.18 for unexpected generator repairs and failed surge arrestors. Discussion. Carried 5-0.
 - b. Human Services - Motion by David Pierce second by James Kuhn to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2022 budget adjustment in the amount of \$1,038.20 for vehicle repairs and maintenance. Carried 5-0.
- Human Services Line Item Transfer – Motion by David Pierce second by James Kuhn to approve line item transfer. Tracy Thorsen, Human Services Director explained the 2022 line item transfer in the amount of \$10,000.00 for vehicle repairs and maintenance. Carried 5-0.
- Fiscal Note on Resolution(s) –
 - a. Resolution Authorizing the Establishment of a Full-Time Agronomist Position Within the Land Conservation Department – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Bob Micheel, Land Conservation Director explained. Discussion.

Motion by James Kuhn second by Wallace Habegger to amend Fiscal Note to read:

Fiscal Note: The cost for salary and fringe benefits for a full-time Agronomist position would be \$84,955 annually, with 55% of the costs covered through existing Monroe County funds, and the other 45% covered through WEDC, RCP, or NRCS. The funding for this position would reallocate the funding currently designated for the UW-Livestock Agent & associated accounts (Farm Proceeds, Pesticide Certification, Leadership Program) in 2023 to a full-time Agronomist within the Land Conservation Department and subsequent years going forward. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

The fiscal note as amended, carried 5-0.

- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Timeline Schedule for Tax Delinquent Parcels – Debbie Carney explained that the Real Property Lister is reviewing legal descriptions. The next step is for the properties to be sent to the court to begin the foreclosure process.
 - d. 2021 Cancelled Checks – Debbie Carney explained that the 2021 process has begun. Departments will be contacted regarding their uncashed checks.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Security Deposit Fund Account for Prairie Hills – Toni Wissestad explained that an account will be need to be set up for security deposits for Prairie Hills. Motion by Wallace Habhegger second by James Kuhn to establish security deposit account. Discussion. Carried 5-0.
- Local Assistance and Tribal Consistency Fund (LATCF) – Chair Cedric Schnitzler explained funds in the amount of \$85,408.53 for 2022 and \$85,408.53 for 2023. Diane Erickson, Finance Director explained Local Assistance and Tribal Consistency Funds from the US Treasury. Discussion. Diane will compile restricted uses for the committee.
- Planned Use of Opioid Settlement Funds – Judge Radcliffe presented the committee with a priority list of use for recovery support and sustainability for Monroe County residents suffering from addiction to substances. (1) sober living/housing; (2) peer support; (3) Medication/Assisted Treatment; (4) Capacity Building; (5) Back up Funds. Discussion.
- Securitization of Opioid Funds – No new updates are available.
- Building Liability Inspection – Garry Spohn, Property Manager explained that building inspections are completed at the Rolling Hills and Jail buildings. Fire, sprinkler and elevator inspections are completed in all buildings. Our risk manager from Willis Towers Watson also completes building checks. Discussion.
- Loffler Update – Tina Osterberg, County Administrator provided members with pricing proposal in the amount of \$4,245.22 per month for a 60 month lease. This is approximately a savings of \$1,000.00 per month. A Canon fleet list was provided. HP fleet printers were provided along with those printers being removed. Discussion. Motion by Wallace Habhegger second by Toni Wissestad to accept Loffler update. Carried 5-0.
- Cell Phone Policy – Diane Erickson, Finance Director explained update to Cell Phone Policy. Personal Cell Phones, 1st paragraph/1st sentence: Employees are not allowed to use personal cell phones for County Business to include the access and use of email. The only exception to this policy is the use of Multi-Factor Authentication if required. Discussion. Motion by Wally Habhegger second by James Kuhn to approve updated cell phone policy. Garry Spohn, Buildings Manager explained concern over using only Apple I Phones. Carried 5-0.
- Justice Center and Radio Tower Bond Expenditure Funding – No discussion.
- Wisconsin State-Local Government Opioid Bankruptcy Memorandum of Understanding – Motion by David Pierce second by James Kuhn to approve resolution. Chair Cedric Schnitzler explained that this resolution includes an additional opioid settlement. Discussion. Carried 5-0.
- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by James Kuhn to approve disbursement journal. Discussion. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by Wallace Habegger 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; Planned Use of Opioid Settlement Funds; Securitization of Opioid Settlement Funds; Cell Phone Policy.
 - Motion by Cedric Schnitzler to adjourn the meeting at 11:07 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder