

Finance Committee
November 16, 2022

Present: Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad

Absent: Cedric Schnitzler

Others: Tina Osterberg, Diane Erickson, Debbie Carney, Pat Deethardt, Derek Pierce, Tracy Thorsen, Lynn Kloety, Alison Elliott, Chris Weaver, Wes Revels, Eric Weihe, David Hesar, Lisa Aldinger Hamblin, Ed Smudde

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Vice-Chair Wallace Habegger.

- Next Meeting Date – Wednesday, December 21, 2022 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by James Kuhn second by Toni Wissestad to approve the 10/19, 10/24, 10/25, 10/26 and 11/02/22 minutes. Carried 4-0.
- Public Comment – None.
- Credit Card Approval (s) –
 - a. Sheriff – Motion by David Pierce second by James Kuhn to approve credit card. Chris Weaver, Chief Deputy explained credit card in the amount of \$1,000.00 for Patrol Deputy. Carried 4-0.
 - b. Maintenance - Motion by David Pierce second by Toni Wissestad to approve credit card. Tina Osterberg, County Administrator explained credit card in the amount of \$5,000.00 for Interim Facilities & Property Director. Carried 4-0.
- Line Item Transfer (s) –
 - a. District Attorney – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Lynn Kloety, Office Manager explained the 2022 line item transfer in the amount of \$1,300.00 for year-end expense reallocation. Carried 4-0.
 - b. Medical Examiner – Motion by Toni Wissestad second by David Pierce to approve line item transfer. Toni Wissestad explained the 2022 line item transfer in the amount of \$350.00 for training and testing. Carried 4-0.
 - c. Maintenance - Motion by David Pierce second by James Kuhn to approve line item transfer. Tina Osterberg, County Administrator explained 2022 line item transfer in the amount of \$27,200.00 for increased Highway B North Complex expenses. Discussion. Carried 4-0.
- Budgetary Adjustment(s) –
 - a. Maintenance - Motion by David Pierce second by James Kuhn to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$17,200.00 to move electrical services in preparation of future demo. Carried 4-0. Motion by James Kuhn second by David Pierce to approve budget adjustment. Tina Osterberg explained the 2022 budget adjustment in the amount of \$25,000.00 for Justice Center electric. Discussion. Carried 4-0.
 - b. Dispatch – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Tina Osterberg, County Administrator explained 2023 budget adjustment in the amount of \$9,425.00 for digital voice logging system. Carried 4-0.
 - c. Solid Waste – Motion by James Kuhn second by Toni Wissestad to approve budget adjustment pending committee of jurisdiction approval. David Hesar, Solid Waste Director explained 2022 budget adjustment in the amount of \$29,300.00 for recycling. Discussion. Carried 4-0. Motion by Toni Wissestad second by David Pierce to approve budget adjustment pending committee of jurisdiction approval. David Hesar explained 2022 budget adjustment in the amount of \$35,000.00 for recycling. Discussion. Carried 4-0. Motion by James Kuhn second by Toni Wissestad to approve budget adjustment pending committee of jurisdiction approval. David Hesar explained 2022 budget adjustment in the amount of \$48,000.00 for waste created by extra tonnage from refugees. Carried 4-0.

- d. Sanitation & Zoning – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Administrator explained the 2022 budget adjustment in the amount of \$2,000.00 for gas. Carried 4-0.
- e. Zoning Board of Adjustments - Motion by James Kuhn second by Toni Wissestad to approve budget adjustment. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Administrator explained the 2022 budget adjustment in the amount of \$500.00 for mileage. Discussion. Carried 4-0.
- Fiscal Note on Resolution(s) –
 - a. Resolution Eliminating a Community Support Program Case Manager and Authorizing a Comprehensive Community Services Social Worker Position – Motion by Toni Wissestad second by James Kuhn to approve fiscal note on resolution. Tracy Thorsen, Human Services Director explained elimination of Community Support Program Case Manager and authorizing a Comprehensive Community Services Social Worker Position. Discussion. 4-0.
 - b. Resolution Adopting an Amendment to the Monroe County Multi-Hazards Mitigation Plan 2019-2023. Motion by James Kuhn second by David Pierce to approve fiscal note on resolution. Tina Osterberg, County Administrator explained that plan maintains eligibility for certain grants or programs. Discussion. Carried 4-0.
 - c. Resolution Authorizing the Restructuring of the Monroe County Communications Center. Motion by James Kuhn second by David Pierce to approve fiscal note on resolution. No additional levy needed beyond what is budgeted in 2022 and 2023. Carried 4-0.
- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Timeline Schedule for Tax Delinquent Parcels – Debbie explained that they are currently working on collecting information. At this time, she is unsure of timeline.
 - d. 2021 Cancelled Checks – Debbie announced that by statute, she was told by another Treasurer that we are unable to cancel checks before two years. Debbie will seek legal advice on cancelled checks from Corporation Counsel.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Creation of Waste Grade Relocation Escrow Account – Tina Osterberg, County Administrator explained that the Department of Natural Resources is requesting that an Escrow Account be created in the amount of \$249,453.00 for the latest notice of compliance. The other option would be to send the funding directly to the Department of Natural Resources. Discussion. Motion by James Kuhn second by Toni Wissestad to create Escrow Account in the amount of \$249,453.00. Carried 4-0.
- Local Assistance and Tribal Consistency Fund (LATCF) – Tina Osterberg, County Administrator explained that a good use of funds would be demo of Building A. Diane Erickson had emailed members with a listing of uses for the funding.
- Self-Insurance Overview – Diane Erickson provided an overview of the counties self-insurance.
- Cell Phone Policy – Diane Erickson explained that due to reception concerns, page 2 under Personal Cell phones exceptions has been amended to read: Exceptions to this policy include for the use of Multi-Factor Authentication if required, and if an employee is in an area where they do not have radio service or cellular coverage with their work cell phone. Discussion. Motion by Toni Wissestad second by David Pierce to approve cell phone policy update. Carried 4-0.
- Securitization/Bonding of Opioid Funds – Tina Osterberg, County Administrator explained that she had spoken with Brad Viegut from Baird regarding one option for opioid funding. The option would be to take out a bond and have opioid settlement payments placed back on bond payments. The committee agreed to have this option looked at.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by James Kuhn second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by James Kuhn to approve disbursement journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by David Pierce to approve Monthly County Per Diems and Vouchers. Motion by Toni Wissestad second by David Pierce to include virtual attendance for Leo Meeting, Carried 3-0; Wallace Habhegger abstained. The per-diems as amended carried 4-0.
- Items for next month's agenda – TIF Districts; Local Assistance and Tribal Consistency Fund (LATCF); Self-Insurance Overview; Securitization/Bonding of Opioid Funds; Tax Delinquent Parcels/Timeline-Discussion/Action; Cancelled Checks.
- Wallace Habhegger adjourned the meeting at 10:43 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder