

Finance Committee  
January 18, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce

Absent: Toni Wissestad

Others: Tina Osterberg, Diane Erickson, Debbie Carney, Justin Derhammer, David Ohnstad, Bob Micheel, Alison Elliott, Ed Smudde, Chad Ziegler, Derek Pierce, Stan Hendrickson, Kerry Sullivan Flock, Jarrod Roll, David Hesel, Tiffany Giesler

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, February 15, 2023 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by James Kuhn to approve the 12/21/22 minutes. Carried 4-0.
- Public Comment – None.
- Highway Department, Voyager Fleet Card Increase – Motion by David Pierce second by Wallace Habegger. David Ohnstad, Highway Commissioner explained need to increase limit on Voyager Fleet Card due to increase in fuel costs from \$15,000.00 to \$30,000.00. Discussion. Carried 4-0.
- Notice of Re-Purpose of Funds –
  - a. Land Conservation – Motion by David Pierce second by James Kuhn to approve re-purpose of funds. Bob Micheel, Land Conservation Director explained 2023 re-purpose of funds in the amount of \$9,956.00 for truck. Discussion. Carried 4-0.
  - b. Sanitation & Zoning – Motion by David Pierce second by Wallace Habegger to approve re-purpose of funds. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained 2023 re-purpose of funds in the amount of \$9,956.00 for truck. Carried 4-0.
- Health Department Credit Card Approval – Motion by David Pierce second by James Kuhn to approve credit card. Tiffany Giesler, Health Director explained credit card approval in the amount of \$1,000.00 for WIC and Nutritionist Manager. Carried 4-0.
- Line Item Transfer (s) –
  - a. Personnel/Human Resources – Motion by James Kuhn second by Wallace Habegger to approve line item transfer. Ed Smudde, Personnel Director explained the 2022 line item transfer in the amount of \$2,956.00 for legal counsel and ID badges. Carried 4-0.
  - b. Maintenance – Motion by David Pierce second by James Kuhn to approve line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$12,582.00 for utility expenses. Discussion. Carried 4-0.
- Budgetary Adjustment(s) –
  - a. Maintenance - Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$21,970.00 for NESHAP Inspection. Carried 4-0. Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Tina Osterberg explained the 2023 budget adjustment in the amount of \$17,200.00 for electrical line relocation at the County Highway B, Sparta location. Carried 4-0. Motion by David Pierce second by Wallace Habegger. Tina Osterberg explained the 2023 budget adjustment in the amount of \$1,884.00 for maintenance truck. Discussion. Carried 4-0.
  - b. Forestry & Parks – Motion by David Pierce second by James Kuhn to approve budget adjustment. Chad Ziegler, Forest and Parks Administrator explained the 2023 budget adjustment in the amount of \$1,884.00 for truck. Carried 4-0.
  - c. Solid Waste - Motion by James Kuhn second by David Pierce to approve budget adjustment pending committee of jurisdiction approval. David Hesel, Solid Waste Director explained the

2022 budget adjustment in the amount of \$88,644.00 for the cost of moving garbage required by the DNR. Discussion. Carried 4-0.

- d. Sheriff's Office - Motion by David Pierce second by James Kuhn to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2022 budget adjustment in the amount of \$35,000.00 for Bureau of Traffic Safety Grant from the Wisconsin DOT. Discussion. Carried 4-0. Motion by James Kuhn second by Wallace Habegger to approve budget adjustment. Stan explained the 2023 budget adjustment in the amount of \$34,486.02 for law enforcement assistance grant. Discussion. Carried 4-0.
- 2023 Ruth Arts Wegner Grotto Endowment Grant – Jarrod Roll, County Historian explained that the Wegner Grotto was turned over to the county in 1987. Larger items are funded by outside sources, typically foundations. One foundation has pledged \$75,000.00 in funds to be used in 2023, what is not used must be returned to the foundation. Jarrod explained funding would be used for the Grotto's annual event, purchasing a sign, planting trees and a majority of the funds to hire a preservationist to work on-site. Funds will be deposited into the endowment trust account, what we don't use in 2023 will be returned.
- Treasurer –
  - a. Debbie Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Tax Delinquent Parcels/Timeline – Debbie Carney, Treasurer explained that currently 2018 is in the process of in-rem foreclosure. 2019 & 2020 delinquent parcels will be started in September.
  - d. Budget Adjustment Question – Debbie asked the committee for permission to move monies from the 2022 to the 2023 to cover the new Deputy Treasurer salary budget difference. Discussion. A budget adjustment would need to be drafted in order to be considered by committee.
  - e. Printers – Debbie explained that the Treasurer's Department went from seven to two printers. Due to the busy tax season, she is requesting a minimal of two more printers. Discussion. Tina Osterberg, County Administrator explained that Loeffler did an audit of all departments for printer usage. The committee asked for what the cost would be to the county. This item will be revisited next month.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
  - c. ARPA Funds 2022 Summary – Diane provided members with a summary of the ARPA funding as of December 31, 2022.
- Establish Bank Account for Opioid Settlement Funds – Diane Erickson, Finance Director explained that interest on the monies received for opioid funding must be used for opioid projects. Diane suggests a separate account for the funding. Motion by James Kuhn second by Wallace Habegger to establish a separate bank account for opioid settlement funds. Discussion. Carried 4-0.
- Securitization of Opioid Funds – No updates.
- TIF Districts – No Discussion.
- Self-Insurance Overview – No Discussion.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by James Kuhn to approve notice of donations/user fees received budget adjustment. Discussion. Carried 4-0.
  - b. Monthly Disbursement Journal – Motion by James Kuhn second by David Pierce to approve disbursement journal. 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. Carried 4-0.
- Items for next month's agenda – Treasurer Printer Request, Treasurer Budget Adjustment, Securitization of Opioid Funds, TIF Districts.

- Motion by David Pierce second by James Kuhn to adjourn at 10:53 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder