

Finance Committee
May 17, 2023

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Toni Wissestad

Absent: James Kuhn

Others: Tina Osterberg, Diane Erickson, Debbie Carney, Chris Weaver, Wes Revels, Lisa Aldinger Hamblin

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, June 21, 2023 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habhegger second by Toni Wissestad to approve the 04/19/2023 minutes. Carried 4-0.
- Public Comment – None.
- Sheriff Request for credit cards. Motion by Toni Wissestad second by David Pierce to approve two credit cards. Chris Weaver, Chief Deputy explained request for two credit cards in the amount of \$1,000.00 each for Patrol Deputy's. Carried 4-0.
- Human Services line Item Transfer – Chair Schnitzler pulled due to the request of the Human Services Director.
- Fiscal Note Approval on Resolution –
 - a. Resolution Establishing 2024 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained 2024 cost of living increased and pay for performance not to exceed \$716,010.00. Discussion. Carried 4-0.
- Resolution(s) –
 - a. Resolution Establishing Ho Chunk Funds Allocation for 2024 budget. Motion by David Pierce second by Toni Wissestad to approve resolution. Tina Osterberg, County Administrator explained fund use for upgrades of the MOCORD and MOHWY channels on Warrens tower site to increase coverage. Discussion. Carried 4-0.
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing. Motion by Toni Wissestad second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained ordinance update, requirements for responsible bidder. Discussion. Carried 4-0.
- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Notice of delinquent parcels have been published.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Over/Under Payment Ordinance – Chair Cedric Schnitzler opened the floor for discussion. Monroe County currently has a policy for \$2.00 overpayments and underpayments. Discussion. It was recommended to have Corporation Counsel draft a resolution. Underpayments to be removed. Overpayments to be collected for \$10.00 and less. This agenda item will be revisited next month.
- Line Item Transfer Policy Change and Form Update – Lisa Aldinger Hamblin, Corporation Counsel explained update to the line item transfer policy and line item transfer form. The process would eliminate the need for the line item transfer to go to Finance for approval. Discussion. A resolution will be drafted for review next month.

- Budget Adjustment/Re-Purpose of Funds, Financial Policy – Lisa Aldinger Hamblin, Corporation Counsel explained update to the budget adjustment form to include whether or not the budget adjustment would decrease the future fund balance available for debt service payments. The same statement could be placed on the re-purpose of funds. Discussion. A resolution will be drafted for review next month.
- Grant Policy and Procedures – No Discussion.
- General Fund Protection Policy – The Finance Committee is looking at placing a statement reflecting whether or not a budget adjustment would decrease the future fund balance available for debt service payments on budget adjustments and re-purpose of funds.
- 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 adjustments. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers – Motion by David Pierce second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Over/underpayments; Line Item/Budget Adjustment Resolution; Proposed Uses of Opioid Settlement Funds.
- Motion by David Pierce second by Toni Wissestad to adjourn at 10:28 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder