

Finance Committee
August 16, 2023

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

Absent: Cedric Schnitzler

Others: Tina Osterberg, Diane Erickson, Debbie Carney, Bob Micheel, Ed Smudde, David Hesel, Chris Weaver, Derek Pierce, Tiffany Giesler, Jarrod Roll, Dirk Lueck

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, September 20, 2023 in the Monroe County Assembly Room at 9:00 a.m.
 - Upcoming Future Dates: *October 06, 2023 at 9:00 a.m.
 - *October 23, 2023 at 8:30 a.m.
 - *October 24, 2023 at 8:30 a.m.
- Minutes Approval - Motion by James Kuhn second by Toni Wissestad to approve the 07/19/23 minutes. Carried 4-0.
- Public Comment – None.
- Human Services Credit Card – Motion by David Pierce second by James Kuhn to approve two credit cards. Diane Erickson, Finance Director explained CSP Case Manager request in the amount of \$1,000.00 and CLTS request in the amount of \$5,000.00. Carried 4-0.
- Sheriff Re-Purpose of Funds – Motion by David Pierce second by Toni Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained the 2023 re-purpose of funds in the amount of \$33,488.00 for squad car. Carried 4-0.
- Budget Adjustments:
 - a. Solid Waste – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. David Hesel, Solid Waste Director explained the 2023 adjustment in the amount of \$58,925.00 for well installation and lawyer fees. Discussion. Carried 4-0.
 - b. Maintenance – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Derek Pierce, Facilities and Property Director explained the 2023 adjustment in the amount of \$37,854.47 for asbestos and hazardous materials survey. Discussion. Carried 4-0.
 - c. Jail – Motion by James Kuhn second by Toni Wissestad to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2023 adjustment in the amount of \$16,600.00 for jail inmate medical expenses. Discussion. Carried 4-0.
- Fiscal Note Approval on Resolution –
 - a. Resolution Authorizing the Establishment of Full-Time Women and Infant Children (WIC) Nutritionist by Reduction of the Program Assistant – WIC to Part-Time - Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tiffany Giesler, Health Director explained that the cost of the increase in the hours of the WIC Nutritionist would be offset by the Program Assistant-WIC reduction in hours. No additional costs annually on the levy. Discussion. Carried 4-0.
 - b. Resolution Authorizing Part-Time Museum Services Associate Position in the Local History Room - Motion by James Kuhn second by David Pierce to approve fiscal note. Jarrod Roll, Historian explained that this would be no additional cost to the county, funding to come from the Local History Room Endowment Fund. Discussion. Carried 4-0.
 - c. Resolution Authorizing Ten Additional Hours Per Week for the Museum Services Associate Position in the Local History Room - Motion by James Kuhn second by David Pierce to approve fiscal note. Jarrod Roll, Historian explained that this would be no additional cost to the county, funding to come from the Local History Room Endowment Fund. Carried 4-0.
 - d. Resolution Authorizing Contract Settlement for 2024-2025 Collective Bargaining Agreement Between Monroe County and the Monroe County Professional Police Association - Motion by

Toni Wissestad second by James Kuhn to approve fiscal note. Ed Smudde, Human Services Director explained wages and wage related benefits for the 2024 and 2025 budgets. Discussion. Carried 4-0.

- e. Resolution Authorizing Monroe County Land Conservation Department to Submit Application to the Surface Water Grant Program and Enter a Grant Agreement to Complete an Open Space Shoreland Protection Project Along the Little La Crosse River. Motion by David Pierce second by Toni Wissestad to approve fiscal note. Dirk Lueck, GIS intern explained grant funding for the open space shoreland protection project along the Little La Crosse River. Discussion. Carried 4-0.
- Treasurer –
 - a. Debbie Carney, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Outstanding Years 2019 & 2020 – Debbie Carney, Treasurer explained that letters were sent to delinquent parcel owners in May. Following September 1st, a listing will be sent to the title company.
 - d. Debbie Carney provided the 2024 budget and answered questions.
 - Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Diane Erickson provided the 2024 budget and answered questions.
 - Opioid Settlement Funds – Diane Erickson, Finance Director provided members with an updated amount of total opioid funds received. Wallace Habhegger explained that a grant writer is not an allowable use for the funding. Discussion.
 - General Fund Minimum Reserve Cash Balance Application to Potential Building Construction or Solid Waste Construction Cost – Tina Osterberg, County Administrator explained that if the county would use excess reserves, it would save interest costs to potential building construction or solid waste construction costs. A resolution could be drafted to update the General Fund Minimum Reserve Cash Policy and reviewed annually. Discussion. Three members agreed to take a look at the use of excess reserves to include an annual review. A resolution will be drafted and presented at the September meeting.
 - Future Building Purchase, Design, Construction Financing – Tina Osterberg, County Administrator explained that with the potential of building consolidation downtown, what happens to the current 48 building staff in the meantime. The Property & Maintenance Committee is looking at a lease. Wallace Habhegger suggested to have professional come in to see what the cost of remodel of the RH building would be for consolidation.
 - Solid Waste New Cell Construction Financing – Tina Osterberg, County Administrator explained that new cell bids will come in the beginning of the 2024 year. The Finance Committee will need to take a look at bonding this late winter.
 - 2024 Budget Book Optional Changes – Tina Osterberg, County Administrator is looking to simplify the budget booklet for larger departments in order to provide a clearer view of the budget. A sample of the maintenance budget was provided to members. A grand total for each type of expense would be provided instead of individual breakdowns.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by James Kuhn second by Toni Wissestad to approve notice of donations/user fees received budget adjustments. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by James Kuhn to approve disbursement journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda – Opioid Settlement Funds-Discussion/Action; Treasurer-Tax Delinquent Parcels/Timeline Outstanding Years 2019 & 2020; Resolution to Update General Fund Minimum Reserve Cash Balance Policy.
- Wallace Habegger adjourned the meeting at 10:40 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder