

Finance Committee  
September 20, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Justin Derhammer, Wes Revels, Chris Weaver, Eric Weihe, Tara Nichols, Lisa Aldinger Hamblin, Chelsea Stenulson, Mindy Hemmersbach, David Ohnstad, Pamela Pipkin, Tiffany Giesler, Hannah Shimanek, Ed Smudde, Deb Brandt, Judge Ziegler, Press

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, October 18, 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.  
\*November 1, 2023 Annual Board meeting at 6:00 p.m.
- Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the 08/16/2023 minutes. Carried 5-0.
- Public Comment – One individual spoke to the Finance Committee.
- Request for Credit Card Approval(s)
  - a. UW Extension – Motion by David Pierce second by Toni Wissestad to approve credit card. Tina Osterberg, County Administrator explained \$1,000.00 credit card request for the 4-H Educator. Carried 5-0.
  - b. Jail – Motion by Wallace Habegger second by James Kuhn to approve six credit card requests. Chris Weaver, Chief Deputy explained the following credit card requests. Carried 5-0.

(4) Jail Correctional Officer-Sergeants	\$1,000.00 each
Jail Administrator	\$3,000.00
Jail Lieutenant	\$3,000.00
- Re-Purpose of Funds
  - a. Highway Department – Motion by David Pierce second by Wallace Habegger to approve two re-purpose of funds. David Ohnstad, Highway Commissioner explained two 2023 re-purpose of funds in the amount of \$1,629.50 and \$2,029.50 for equipment. Carried 5-0.
  - b. Sheriff's Office – Motion by James Kuhn second by Toni Wissestad to approve re-purpose of funds. Chris Weaver, Chief Deputy explained 2023 re-purpose of funds in the amount of \$23,400.00 for MDC docking stations in vehicles. Carried 5-0.
- Budget Adjustments:
  - a. Maintenance – Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2023 adjustment in the amount of \$814.13 for building A demo electrical work. Carried 5-0.
  - b. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2023 adjustment in the amount of \$105,000.00 for public health vending machine grant. Discussion. Carried 5-0.
  - c. Personnel – Motion by James Kuhn second by Wallace Habegger to approve budget adjustment. Ed Smudde, Personnel Director explained the 2023 adjustment in the amount of \$10,000.00 for legal counsel. Carried 5-0.
- Fiscal Note Approval on Resolution –
  - a. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 16, 2024 – Motion by James Kuhn second by Habegger to approve fiscal note. The increase recommended is \$5.00 per supervisor for both committee and board meetings. Discussion. Carried 5-0.
  - b. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 16, 2024 – Motion by Wallace Habegger second by James Kuhn to

approve fiscal note. The increase recommended is \$500.00 annually for the Chairman and \$200.00 annually for the Vice-Chairman. Carried 5-0.

- c. Resolution Authorizing 2024 County Bridge Aid for Bridge or Culvert Construction and Repair Under WI Statutes Sections 82.08 & 61.48 – Motion by David Pierce second by Wallace Habegger to approve fiscal note. David Ohnstad, Highway Commissioner explained annual resolution for special purpose levy and highway administration revenue. Carried 5-0.
  - d. Resolution Authorizing 2023 County Highway Bridge & Culvert Special Assessments under WI Statute 83.03 (2) – Motion by Toni Wissestad second by David Pierce to approve fiscal note. David Ohnstad, Highway Commissioner explained annual special purpose levy. Discussion. Carried 5-0.
  - e. Resolution Creating Non-Lapsing Accounts for Highway Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. David Ohnstad, Highway Commissioner explained creation of non-lapsing accounts for capital equipment, building improvements and county supplemental highway improvements. Tina Osterberg, County Administrator further explained. Discussion. Carried 5-0.
- Resolution Assigning December 31, 2022 Excess Funds Over the Minimum Fund Balance Policy for Future Building Project to Reduce Overall Tax Burden – Motion by James Kuhn second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained authorization for a one-time waiver to transfer the funds of the minimum fund balance policy to a capital projects fund account for use towards planning, design, construction of a consolidated government building. Discussion. Carried 5-0.
  - Self-Funded Health Insurance/Budget Adjustment –  
Diane Erickson, Finance Director explained the health insurance claim status. Is it possible to have flexibility of funds? This would allow the pulling of funds earlier in the week before the payroll transfer. Tina Osterberg, County Administrator explained that no more than a payroll period would be the cap for the transfer. Discussion. It was a consensus of the committee not to allow the flexibility of the funds but to use the process of a budget adjustment.

Motion by Wallace Habegger second by James Kuhn to approve the 2023 budget adjustment in the amount of \$200,000.00 from the general fund for self-funded insurance. Carried 5-0.

- Opioid Settlement Funds – Chair Cedric Schnitzler explained that the State Department of Justice set a date in April for a joint meeting. Judge Ziegler explained that the task force group has met to discuss options for the funds. He explained that it is hard moving forward, not knowing the clear use for the funding. Discussion. It was explained that the Department Of Justice will determine the process. The county will wait until a clear use of funds is set.
- Treasurer –
  - a. Justin Derhammer, Interim Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Tax Delinquent Parcels/Timeline, Outstanding Years 2019 & 2020 – Justin Derhammer, Interim Treasurer explained that the title work for 2019 & 2020 hasn't been sent. He will be working on sending the title work to the title company.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- Announce Interim Treasurer Decision and Process to fill Vacancy of Treasurer - Lisa Aldinger Hamblin, Corporation Counsel explained that the Interim Treasurer is currently being filled by the current Chief Deputy, Justin Derhammer. The counties options to fill the vacancy of the Treasurer are:
  - (1) Have the current Interim Treasurer serve as Treasurer until the next election.
  - (2) Use an application/interview process to select a Treasurer until the next election.
  - (3) Have a Special Election.Discussion. Motion by David Pierce second by Wallace Habegger to place the Treasurer vacancy out for application countywide. Carried 5-0. It was a consensus for Personnel Director to draft an advertisement

which requires an application, cover letter and resume. Applications are due by October 13, 2023. The Finance Committee will review applications at the October 18, 2023 meeting during a closed session.

- 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 adjustments. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Opioid Settlement Funds-Discussion/Action; Treasurer-Tax Delinquent Parcels/Timeline Outstanding Years 2019 & 2020.
- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 10:48 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder