

Finance Committee
November 15, 2023

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

Absent: Cedric Schnitzler

Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, David Hesel, Jeff Spencer, Tiffany Giesler, Tracy Thorsen, Chad Ziegler

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 20, 2023 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by James Kuhn second by Toni Wissestad to approve the October 6, 10, 18, 23, 24 and 31 minutes. Carried 4-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Credit Card Approval –
 - a. Human Services - Motion by David Pierce second by James Kuhn to approve credit cards. Tracy Thorsen, Human Services Director explained Behavioral Health Social Worker card in the amount of \$1,000.00 and increase in two CCS/CLTS Dual Enrollment Social Workers to the amount of \$5,000.00 each. Discussion. Carried 4-0.
 - b. Treasurer - Motion by Toni Wissestad second by David Pierce to approve credit card. Credit card switch for the Treasurer from the Finance Department in the amount of \$2,500.00. Carried 4-0.
- Budget Adjustments:
 - a. Health Department – Motion by David Pierce second by James Kuhn to approve budget adjustment. Tiffany Giesler, Health Director explained the 2023 adjustment in the amount of \$21,775.00 for Department of Health Services funding. Discussion. Carried 4-0.
 - b. Solid Waste – Motion by Toni Wissestad second by David Hesel to approve budget adjustment. David Hesel, Solid Waste Director explained the 2023 adjustment in the amount of \$4,588.50 for filtration system. Discussion. Carried 4-0.
Solid Waste – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. David Hesel, Solid Waste Director explained the 2024 adjustment in the amount of \$2,000.00 for yearly filtration system maintenance. Discussion. Carried 4-0.
- Line Item Transfers:
 - a. Treasurer – Motion by Toni Wissestad second by James Kuhn to approve line item transfer. Mindy Hemmersbach, Treasurer explained the 2024 line item transfer in the amount of \$507.00 for salaries. Discussion. Carried 4-0.
 - b. Finance – Motion by David Pierce second by James Kuhn to approve line item transfer. Tina Osterberg, County Administrator explained the 2023 line item transfer in the amount of \$700.00 for signature change on county bank checks. Discussion. Carried 4-0.
- Fiscal Note Approval on Resolution –
 - a. Resolution Amending Monroe County Ordinance, Chapter 23, Parks & Recreation, Article II – Outdoor Recreation, Sec. 23-22 – Camping Regulations – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained reservations will be taken online, therefore revenue may increase. Discussion. Carried 4-0.
 - b. Resolution Authorizing Monroe County Emergency Management to Enter into Agreement with Wisconsin Emergency Management for the Purposes of Obtaining Funds for the State-Local Building Resilient Infrastructure and Communities (BRIC) Grant to Make Updates to the Monroe County Multi-Hazards Mitigation Plan – Motion by Toni Wissestad second by James Kuhn to approve fiscal note. Jeff Spencer, Captain explained that upon grant completion, revenue and expenses will require budget adjustments. Discussion. Carried 4-0.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Treasurer Updates
 - d. Growing Stars Revolving Loan Fund Payoff – Mindy explained that Growing Stars contacted her regarding payoff of the Revolving Loan. Growing Stars was contacted back but they did not reply back. The committee recommends that Growing Stars attend a Finance meeting.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by James Kuhn to approve notice of donations/user fees received budget adjustments. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad 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 Fee Restructure.
- Motion by David Pierce second by Toni Wissestad to adjourn meeting at 10:16 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder