



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656

DATE: Wednesday, January 17, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of December 20, 2023
4. Public Comment
5. Request for Credit Card Approval(s) – Discussion/Action
 - a. Finance
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Zoning Board of Adjustment
 - b. Rolling Hills
 - c. Maintenance
7. Solid Waste New Cell Funding – Discussion/Action
8. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. In-Rem Update
 - d. Treasurer Office Updates
9. Resolution for Cancellation of Outstanding 2021 Checks – Discussion/Action
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
11. Human Services Financial Issue
12. Fiscal Note Review – Discussion
13. Notice of Budgetary Adjustment Form – Discussion/Action
14. Additional ATC Funds – Discussion/Action
15. Opioid Fund Update
16. "February" ARPA Fund Interest

**FINANCE MEETING
January 17, 2024 Agenda**

17. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
18. Self-Funded Insurance / Fiscal Budget
19. Next Month's Agenda Items
20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: January 11, 2024

PLEASE NOTE: *A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.*



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**FINANCE MEETING
January 17, 2024 Agenda**

16. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
17. Self-Insurance / Fiscal Budget
18. Next Month's Agenda Items
19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: January 10, 2024

PLEASE NOTE: *A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.*

Finance Committee
December 20, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Deb Brandt, Chris Weaver, Wes Revels, Tracy Thorsen, Kerry Sullivan Flock, Derek Pierce, Bob Micheel, Ed Smudde, Jarrod Roll

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, January 17, 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by Toni Wissestad to approve the November 15 and 29, 2023 minutes. It was noted that the November 15th minutes need to be amended to reflect that Vice-Chair, Wallace Habegger ran the meeting. The minutes as amended carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Credit Card Approval –
 - a. Sheriff – Motion by David Pierce second by Wallace Habegger to approve credit card request. Chris Weaver, Chief Deputy explained credit card request in the amount of \$2,500.00 for the Office Manager. Carried 5-0.
 - b. Sheriff – Motion by Toni Pierce second by David Pierce to approve credit card request. Chris Weaver, Chief Deputy explained credit card request in the amount of \$1,000.00 for the Patrol Deputy. Carried 5-0.
- Budget Adjustments:
 - a. History Room – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Jarrod Roll, Local History Room Director explained the 2023 budget adjustment in the amount of \$6,000.00 for ScanPro microfilm reader/printer. Discussion. Carried 5-0.
 - b. Rolling Hills – Pulled from agenda.
 - c. Maintenance – Motion by David Pierce second by James Kuhn to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2023 budget adjustment in the amount of \$164,401.00 for abatement and demolition of the North Complex, Boiler House, Pump House, Smoke Shed, Tunnels, Building B and Booster Station. Discussion. Carried 4-1.
 - d. Human Services – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2023 budget adjustment in the amount of \$500,000.00 for Children’s Long Term Support Waiver Funds. Discussion. Carried 5-0.
 - e. County Clerk – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Shelley Bohl, Monroe County Clerk explained the 2023 budget adjustment in the amount of \$2,604.82 from the Wisconsin Election Commission Subgrant Funds for the use of election supplies. Carried 5-0.
 - f. Finance – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg, County Administrator explained the 2023 budget adjustment in the amount of \$300,000.00 for health insurance claims. Ed Smudde, Personnel Director further explained. Discussion. Carried 5-0.
- Fiscal Note Approval on Resolution –
 - a. Resolution Authorizing the Purchase of Real Estate – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Bob Micheel, Land Conservation Director explained that funding exists in the non-lapsing land development and management account and this purchase would provide watershed protection and additional recreational opportunities and public access. Discussion. Carried 5-0.
 - b. Resolution Authorizing the Increase in Marriage License Fee – Motion by Toni Wissestad second by Wally Habegger to approve fiscal note. Shelley Bohl, Monroe County Clerk explained increase in marriage license fees from \$75.00 to \$100.00. Discussion. Carried 5-0.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Treasurer Fee Restructure – Mindy Hemmersbach explained that she reached out to other County Treasurers. Currently Monroe County is charging more fees than other counties. It was a recommendation from the committee to not make any changes to the fee structure.

- 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 James Kuhn second by David Pierce to approve notice of donations/user fees received budget adjustments. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Fiscal Note Review – Chair Cedric Schnitzler explained that several positions have been approved by state or federal funding. When are those positions being reviewed? Is it the committee responsibility, department head responsibility or the County Administrator? Discussion. This item will be revisited

- Items for next month's agenda – "February" ARPA Fund interest; Additional ATC Funds- Discussion/Action; Opioid Fund Update; Self-Funded Insurance/Fiscal Budget.

- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 10:31 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Finance

Committee: Finance

Name of Card Holder	Title of Postion	Credit Card Limit
Connie Berendes	Financial Systems Coordinator	\$ 2,500.00

Justification for Credit Card(s):

Credit card to use for conference training registrations and expenses

Department Head Approval: *Diane Erickson*

Date Approved by Committee of Jurisdiction: _____

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

MONROE COUNTY
Notice of Budgetary Adjustment
 Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 15, 2024
 Department: Zoning Board of Adjustment
 Amount: \$8,126.95
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? Yes Explain: Carryover of funding decreases fund balance available for future Debt Service Payments

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

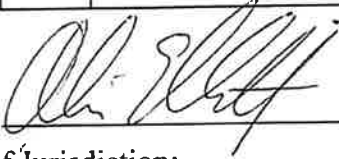
In 2023 it was necessary to contract with a private legal firm to represent the Zoning Board of Adjustments in an appeal case. This is an expense that isn't normally put in the annual budget. A Budget Adjustment was approved by the County Board on July 28, 2023 to transfer \$10,000 from the Contingency Fund. During 2023, \$1,873.05 was spent and the case is ongoing into 2024. Requesting to move remaining balance of \$8,126.95 to 2024 budget to cover costs of the appeal case.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appl	\$ 838,954.00	\$ 8,126.95	\$ 847,080.95
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,126.95	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16983000	521340		Zoning Board of Adjustment	\$ -	\$ 8,126.95	\$ 8,126.95
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,126.95	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____ Date _____
 Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION NO. _____

RESOLUTION FOR CANCELLATION OF OUTSTANDING 2021 CHECKS

1 WHEREAS, the checks listed on the attachment, 2021 Outstanding Checks, are outstanding and
2 demand special accounting and extra work listing them as outstanding due to not being timely presented;
3 and
4

5 WHEREAS, the checks, previously mailed or delivered to the party, read "VOID 90 DAYS FROM DATE
6 OF ISSUE" and more than 90 days have passed since the checks were issued; and
7

8 WHEREAS, the auditors for the county recommend a policy and practice of canceling outstanding
9 checks.
10

11 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Treasurer, in accordance with Wis.
12 Stat. §59.64(4)(e) of the Wisconsin Statutes, is instructed to:
13

- 14 1. Cancel the attached list of checks issued in the calendar year 2021; and
- 15 2. Credit the amount of the outstanding checks to the General Fund; and
- 16 3. If a listed check is presented at a later date and within six years of the date of the check, issue
17 a new check in payment thereof.

18
19 Offered this 17th day of January, 2024 by the Finance Committee.
20

21 Fiscal note: Passage would increase the General Fund by the amount of \$4,224.75
22

23 Statement of purpose: The cancellation of outstanding checks from 2021.
24

25 Drafted by Mindy Hemmersbach, Monroe County Treasurer

Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 2024 VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 2024 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

2021 Outstanding Checks

CHECK #	CHECK DATE	VENDOR NAME	AMOUNT
1053097	03/05/2021	COURTNEY ANN OPPELT	\$ 35.34
1053100	03/05/2021	DANIEL JOSEPH HELLMAN	\$ 22.59
1053110	03/05/2021	JASON EDWARD RUBITSKY	\$ 19.02
1053551	03/26/2021	MARY J HOLDERNESS/SCHALLER	\$ 37.50
1053649	04/01/2021	DAVID LAWRENCE WURDEMAN	\$ 34.83
1054194	04/30/2021	SHANNON N EDWARDS	\$ 72.01
1054211	04/30/2021	ANDREA TERESE DUCKLOW	\$ 33.30
1054236	04/30/2021	KATHERINE JOY L PICA	\$ 29.08
1054271	04/30/2021	JOHN FORD	\$ 450.00
1054448	05/14/2021	HILARY ANN BURNSTAD	\$ 43.36
1054573	05/21/2021	JOSEPH D LEONARD AND TAYLOR N LADWIG	\$ 50.00
1054598	05/21/2021	DANIEL RICHOLSON	\$ 50.00
1054715	05/28/2021	BRENDA S CALLAWAY	\$ 34.83
1054861	06/04/2021	HALEY M BERZ	\$ 55.10
1054888	06/04/2021	THOMAS LAUFENBERG	\$ 20.00
1055137	06/18/2021	AMY LEIGH DUNEK	\$ 18.51
1055139	06/18/2021	CHEYENNE MARIE POWLESS	\$ 82.64
1055154	06/18/2021	MELANIE BRIDGET HEMMERSBACH	\$ 20.04
1055447	07/02/2021	WISC DEPT OF ADMINISTRATION	\$ 586.44
1056148	08/13/2021	REBECCA HAHN	\$ 16.03
1056394	08/27/2021	GREGORY MICHAEL PFAFF	\$ 18.51
1056411	08/27/2021	SARAH NATASHA RODGERS	\$ 19.02
1056412	08/27/2021	SHELLY M LAUFENBERG	\$ 35.34
1056439	08/27/2021	ROBERT KRUK	\$ 2.52
1056767	09/17/2021	TRAVIS MARSHALL	\$ 10.00
1056820	09/17/2021	DANIELLE MARIE CALHOUN	\$ 1,312.00
1056856	09/24/2021	MICHAEL B ANDERSON	\$ 100.00
1057339	10/22/2021	DION LEE STANTON	\$ 34.32
1057353	10/22/2021	ROGER DEAN LUND	\$ 24.12
1057355	10/22/2021	STACEY ANN ZELLMER	\$ 34.69
1057610	11/05/2021	RENA EVELYN WILLIS	\$ 16.48
1057820	11/19/2021	MICHAEL GILES	\$ 320.00
1057821	11/19/2021	RAFAEL CRUZ-VASQUEZ	\$ 320.00
1058202	12/10/2021	FOREST J PETERSON JR	\$ 14.95
1058532	12/30/2021	MODERN DISPOSAL SYSTEMS	\$ 210.11
1058550	12/30/2021	RUTH WILLIAMS	\$ 10.07
1058579	12/30/2021	LOGAN JAMES MARTIN RADEK	\$ 32.00
Total			\$ 4,224.75