

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 2024 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 Habhegger 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