

Finance Committee
January 17, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce

Virtual: Toni Wissestad

Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Chris Weaver, Lisa Aldinger Hamblin, David Hesel, Bob Micheel, Alison Elliott, Derek Pierce, Eric Weihe, Chad Ziegler

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, February 21, 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by James Kuhn to approve the December 20, 2023 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Finance Credit Card Approval – Motion by James Kuhn second by Wallace Habegger to approve credit card. Diane Erickson, Finance Director explained credit card request in the amount of \$2,500.00 for Financial Systems Coordinator. Carried 5-0.
- Budget Adjustments:
 - a. Zoning Board of Adjustment – Motion by David Pierce second by James Kuhn to approve budget adjustment. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the 2024 budget adjustment in the amount of \$8,126.95 for appeal case. Discussion. Carried 5-0.
 - b. Rolling Hills – This adjustment was pulled from the agenda.
 - c. Maintenance – Motion by David Pierce second by Wissestad to approve budget adjustment pending committee of jurisdiction approval. Derek Pierce, Facilities & Property Manager explained the 2024 budget adjustment in the amount of \$75,000.00 for additional asbestos in the 1974 section of the old nursing home facility. Discussion. Carried 5-0.
- Solid Waste New Cell Funding – Tina Osterberg, County Administrator provided members with Solid Waste Full Cell Funding Options. Congressional directed spending was noted, if awarded. Discussion. Motion by Wallace Habegger second by James Kuhn to loan up to 2.1 million from the General Fund to the Solid Waste Department, establishing 4% as annual payback to the county. Carried 5-0. A resolution will be drafted and placed on the County Board agenda.
- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. In-Rem Update – Mindy explained that taxpayers will be receiving a courtesy notice at the end of January.
 - d. Treasurer Office Updates – Mindy explained that petty cash was located in the department. These funds will be placed into a revenue account.
- Resolution for Cancellation of Outstanding 2021 Checks – Motion by Wallace Habegger second by James Kuhn to approve resolution. Mindy Hemmersbach, Treasurer explained cancellation of checks. Discussion. Carried 5-0.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Human Services Financial Issue – Chair Cedric Schnitzler explained that the Administrative Team has met. There is a current investigation regarding an outside vendor. The county has reviewed its procedures to be sure that we are protected.

- Fiscal Note Review – Chair Cedric Schnitzler asked if there is a review of fiscal note reinforcements regarding county positions. Discussion. This item will be revisited.
- Notice of Budgetary Adjustment Form – Chair Cedric Schnitzler explained a member of board commented on department using old forms. Discussion. Motion by Wallace Habegger second by Toni Wissestad to not accept old budget adjustment forms at the Finance Committee. Carried 5-0.
- Additional ATC Funds – Chair Cedric Schnitzler explained that additional monies in the amount of \$173,852.00 were received from the Department of Administration for ATC Funds. 2017 original funding had been allocated to the Highway Department and a non-lapsing account had been set for land development/management and conservation. Discussion. The committee discussed potential uses for the funding: brownfield properties, forestry and land conservation. The committee asked if there were any deadlines for the allocation of the funds. Recommendations will be brought forward next month.
- Opioid Fund Update – Eric Weihe, Justice Programs Administrator explained that it was announced that counties would have the final decision on the use of opioid funding. Future information will be provided to counties on eligible uses of the funds. Discussion. The county will continue to gather information and discuss potential uses.
- “February” ARPA Fund Interest – No Discussion. Will be on the February agenda.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger 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 David Pierce to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Self-Funded Insurance / Fiscal Budget – Diane Erickson, Finance Director provided a self-funding insurance update. Tina Osterberg, County Administrator explained that Administration & Personnel Committee will be looking at how the county can contain expenses.
- Items for next month’s agenda – In-Rem Process Update; ARPA Fund Interest; Additional ATC Funds; Opioid Fund Update; Self-Funded Insurance/Fiscal Budget; Grant Policy; Tax Foreclosure Policy.
- Motion by James Kuhn second by David Pierce to adjourn meeting at 11:07 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder