

Finance Committee  
March 20, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Chris Weaver, Wes Revels, David Hesper, Derek Pierce, Tiffany Giesler, Chad Ziegler, Bob Micheel, David Ohnstad, Jason Jandt

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 – Friday, April 12, 2024 in the Monroe County Assembly Room at 9:00 a.m.
  - Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the February 21, 2024 minutes. Carried 5-0.
  - Public Comment – No individuals spoke to the Finance Committee.
  - Sheriff Card Approval – Motion by Wallace Habegger second by David Pierce to approve two credit cards. Chris Weaver, Chief Deputy explained two credit card requests in the amount of \$1,000.00 each for two Bailiff Positions. Carried 5-0.
  - Budget Adjustments:
    - a. Sheriff/Dispatch – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$10,000.00 for PulsePoint Program. Discussion. Carried 5-0.
    - b. Sheriff – Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$2,084.66 for two Automated External Defibrillators, AED machines. Carried 5-0.
    - c. Solid Waste – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$50,000.00 for Sand Creek professional service expenditures. Discussion. Carried 4-1.
    - d. Rolling Hills – Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$27,500.00 for professional fees. Carried 5-0.
  - Solid Waste Landfill New Cell Construction Funding through Letter of Credit for Long Term Closure – Tina Osterberg, County Administrator provided members with two funding options. The summary provided a short term and 15 year outlook and contained a county loan at 4% versus a letter of credit option at 1%. Committee members discussed both options.
  - Resolution Approving Loan to Solid Waste Department for Phase 5 New Cell Construction Project – Motion by Wallace Habegger second by David Pierce to place discussion on the floor. Carried 5-0. Motion by James Kuhn second by Cedric Schnitzler to approve letter of credit option. Discussion. The motion failed 2-3. Discussion. Motion by Wallace Habegger second by Toni Wissestad to approve county loan option at 4%. Carried 5-0.
  - ATC Proposals –
    - a. Highway – David Ohnstad, Highway Commissioner explained proposal for County Highway ET/West Veterans Street Reconstruction Project.
    - b. Forestry & Parks – Chad Ziegler, Forestry & Parks Director explained proposal for the Forestry/Land Conservation Land Development and Management Account to be used for projects such as the Byron Park, Rolling Hills Green Space and Tri-Creek Recreation Development.
    - c. Land Conservation – Bob Micheel, Land Conservation Director explained proposal for Land Development & Management and Conservation Programs.
- Motion by Wally Habegger second by David Pierce to postpone until the April 12, 2024 meeting. Carried 5-0.

- Treasurer –
  - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. In-Rem Update – Mindy Hemmersbach, Treasurer provided members with an updated in-rem parcel listing.
  - d. Mindy Hemmersbach provided Treasurer Office updates.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- ARPA Fund Accrued Interest Use – The committee recommended to have departments send in requests for ARPA Fund requests to the Finance Department. Those proposals will be brought to the Finance Committee for review and approval.
- NACO LATCF Contribution – Motion by Wallace Habegger second by James Kuhn to deny payment for the NACO LATCF Contribution. Carried 5-0.
- Credit Card Approval Process – Chair Cedric Schnitzler opened the floor for discussion on the Credit Card approval process. Could the approval process be the Committee of Jurisdiction versus the Finance Committee? It was suggested that the card amounts could be based on positions as approved by the Finance Committee. A summary report of cards issued then could be provided to the Finance Committee. Discussion. Any increase in position amounts could come back to the committee. This item will be revisited.
- Monroe County Grant Administration Policy – The committee recommended to have Department feedback placed into the policy. Next month changes will be summarized. The committee will take a look at all of the updates and work on final approval.
- FICA Payroll Tax Error – Tina Osterberg, County Administrator explained a FICA payroll error. A correction was recommended for the 2021-2023 years. FICA was being taxed for medical, dental and Allstate in error. Discussion.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by David Pierce second by Toni Wissestad to approve notice of donations/user fees received budget adjustments. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by James Kuhn to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – ATC Proposals Discussion/Action; ARPA Fund Accrued Interest Use-Discussion/Action; Opioid Funding; Grant Policy.

May agenda items: Minimum Finance Policy; Credit Card Approval Process-Discussion/Action.

- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 11:30 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder