

Finance Committee  
April 12, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Chris Weaver, Wes Revels, Eric Weihe, Derek Pierce, Tracy Thorsen, Chad Ziegler, David Ohnstad, Bob Micheel.

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, May 15, 2024 in the Monroe County Assembly Room at 9:00 a.m. April 24, 2024 Special Meeting at 5:00 p.m.
- Minutes Approval - Motion by James Kuhn second by David Pierce to approve the March 20, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Re-purpose of Funds – Motion by David Pierce second by Toni Wissestad to approve re-purpose of funds. Derek Pierce, Facilities & Property Manager explained the 2024 re-purpose of funds in the amount of \$50,000.00 for air conditioning unit on the Community Service Center Building. Discussion. Carried 5-0.
- Human Services Credit Card Approval – Motion by David Pierce second by Wallace Habegger to approve four credit cards. Tracy Thorsen, Human Services Director explained two ADRC Driver cards in the amount of \$1,000.00 each; ADRC Social worker in the amount of \$1,000.00 and Social Worker I – CCS/CLTS in the amount of \$5,000.00. Carried 5-0.
- Budget Adjustments:
  - a. Human Services – Motion by David Pierce second by James Kuhn to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2023 budget adjustment in the amount of \$3,270,423.54 for Children's Long Term Support revenue and expenses. Carried 5-0.
  - b. Maintenance – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2024 budget adjustment in the amount of \$1,800.00 for farm house electricity. Discussion. Carried 5-0.
  - c. Maintenance – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2024 budget adjustment in the amount of \$18,500.00 for facilities condition assessment. Carried 5-0.
  - d. Jail – 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 \$10,900.00 for SCAPP Funds for Body Scanner Service Agreement. Carried 5-0.
- Fiscal Note on Resolution – Resolution Authorizing the Establishment of a Full-time Assistant Corporation Counsel Position – This resolution was pulled from the agenda. It was not forwarded from the Administration & Personnel Committee.
- Resolution for Reauthorization of Self-Insurance – Motion by Toni Wissestad second by David Pierce to approve resolution. Shelley Bohl, County Clerk explained the need to affirm the counties intent to remain self-insured for purposes of worker's compensation insurance. Discussion. 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 James Kuhn second by Toni Wissestad to place the funding into the Forestry/Land Conservation Land Development Account. Discussion. Carried 3-2. A resolution will be drafted for the full board.

- Treasurer –
  - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review
  - c. Pending Tax Appeals – Mindy provided members with a tax appeal for the Town of Greenfield.
  - d. Treasurer Office Updates – Mindy explained that the Deputy position is currently vacant.
  - e. In-Rem Update – Mindy explained that the Property & Maintenance Committee is working on in-rem parcels.
  - f. Growing Stars Update – Mindy explained that Growing Stars is current. All payments have been caught up.
- Finance
  - a. Diane Erickson provided the monthly Financial Report.
  - b. Finance Department Monthly Report.
- Opioid Funding Update – Diane Erickson, Finance Director provided members with proposed OPIOID Settlement Payments. Eric Weihe, Justice Programs Director explained that a May 29<sup>th</sup> meeting will be held by the Opioid Taskforce for opioid funding suggestions. Could the board set a policy/process for opioid requests? This could be once per year for spending of the funds. Federal grant awards were also discussed.

Chair Schnitzler recommended that Finance Committee members attend the May 29<sup>th</sup>, taskforce meeting. Supervisor Toni Wissestad stated that she will be in attendance and Supervisor Habhegger may also be in attendance.

- Monroe County Grant Administration Policy – No Discussion.
- 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 5-0.
  - b. Monthly Disbursement Journal – Motion by James Kuhn second by David Pierce to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers – Motion by Wallace Habhegger second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Minimum Finance Policy; Credit Card Approval Process-Discussion/Action; Monroe County Grant Administration Policy.
- Motion by Toni Wissestad second by James Kuhn to adjourn meeting at 11:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder