

Finance Committee  
June 19, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habegger, Doug Rogalla, David Pierce  
Others: Tina Osterberg, Mindy Hemmersbach, Ellen Georgson, Diane Erickson, Chris Weaver, Wes Revels, David Heser, Alison Elliott, Tracy Thorsen, Tiffany Giesler, Eric Weihe, Laura Jirik, Kevin Croninger, Lynn Kloety, Adam Balz, David Ohnstad, Judge Todd Ziegler, Kerry Sullivan Flock.

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Toni Wissestad.

- Next Meeting Date – Wednesday, July 17, 2024 in the Monroe County Assembly Room at 9:00 a.m.  
Budget Meeting Dates: October 10, October 21, October 23.
- Minutes Approval - Motion by David Pierce second by Doug Rogalla to amend and approve the May 20, 2024 minutes to reflect the Highway Department Re-Purpose of funds, arbitrage is necessary to determine the amount owed to the US Treasury. Minutes as amended carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Credit Cards:
  - a. Human Services – Motion by David Pierce second by Cedric Schnitzler to approve credit card request. Tracy Thorsen, Human Services Director explained need for Social Worker I - CCS/CLTS card in the amount of \$5,000.00. Discussion. Carried 5-0.
  - b. Treasurer – Motion by David Pierce second by Cedric Schnitzler to approve credit card request. Mindy Hemmersbach, Treasurer explained need for Real Property Lister card in the amount of \$1,000.00. Discussion. Carried 5-0.
- Highway Re-purpose of Funds – Motion by David Pierce second by Cedric Schnitzler to approve re-purpose of funds. David Ohnstad, Highway Commissioner explained re-purpose of funds in the amount of \$2,000.00 for bond fund interest exceed earning allowed before rebating to the US Treasury, arbitrage is necessary to determine the amount owed to the US Treasury. Discussion. Carried 5-0.
- Budget Adjustments:
  - a. Solid Waste – Motion by Doug Rogalla second by Cedric Schnitzler to approve budget adjustment pending committee of jurisdiction approval. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$75,000.00 for future professional service expenditures for sand creek. Discussion. Carried 4-1.
  - b. Solid Waste – Motion by Doug Rogalla second by David Pierce to approve budget adjustment pending committee of jurisdiction approval. David Heser, Solid Waste Director explained the 2024 budget adjustment in the amount of \$3,500.00 for hazardous waste clean-up event. Discussion. Carried 5-0.
  - c. Sheriff/Dispatch – Motion by David Pierce second by Douglas Rogalla to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$24,165.20 radio system projects. Discussion. Carried 5-0.
- Resolutions
  - a. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal – Motion by Wallace Habegger second by David Pierce. Tina Osterberg, County Administrator explained. Discussion. Motion to table resolution until next month by Doug Rogalla second by Wallace Habegger. Carried 5-0

Fiscal note on resolution

- a. Resolution Amending Dog License and Shelter Fees – Motion by David Pierce second by Wally Habegger to approve fiscal note. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Department Director explained increase in annual revenue to offset the cost of the Animal Control Administrative Assistant increase in hours from ½ time to full time. Discussion. Carried 5-0.

- b. Resolution Authorizing the Increase in Hours from Half Time to Full Time for the Sanitation & Zoning Administrative Assistant Position – Motion by David Pierce second by Cedric Schnitzler to approve fiscal note. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Department Director explained position increase to be covered by proposed annual increase in dog license fees. Discussion. Carried 5-0.
  - c. Resolution Authorizing the Increase in Hours from  $\frac{3}{4}$  time to Full Time for the Monroe County District Attorney's Office Administrative Assistant Position – Motion by Douglas Rogalla second by David Pierce to approve fiscal note. Kevin Croninger, District Attorney explained increase to the 2025 budget for wages in benefits. Discussion. Carried 5-0.
  - d. Resolution Authorizing a Part-Time ADRC Administrative Assistant in the Monroe County Human Services Department – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tracy Thorsen, Human Services Director explained cost covered by the state ADRC Base General Purpose Revenue Contract as well as the Medicaid Reimbursement claimed through the ADRC staff time tracking with no increase to the county levy. Discussion. Carried 4-1.
  - e. Resolution Authorizing Six Service Coordinator Positions (CLTS/CCS) in the Monroe County Human Services Department – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tracy Thorsen, Human Services Director explained cost covered by Medicaid billing & waiver revenues and Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy. Discussion. Carried. 3-2.
  - f. Resolution Creating Non-Lapsing Account for use of Monroe County Economic Development and Tourism Conference Funds – Motion by Douglas Rogalla second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained creation of non-lapsing fund for future use of Economic Development and Tourism Conferences. Discussion. Carried 5-0.
- Procedure for Opioid Settlement Funding Request – Chair Toni Wissestad opened the floor for input from committee members on the opioid settlement procedure. Diane Erickson, Finance Director provided members with sample request forms from the past ARPA process.  
Input received:
    - No deadline dates
    - Potential to collaborate with outside agencies
    - Funding, not a savings plan
    - Set aside trust funds for the future
    - Use a similar funding mechanism like the ARPA request
 Discussion. It was a recommendation of the committee to use a similar funding mechanism as used for the ARPA request. This item will be revisited.
- Monroe County Draft Grant Administration Policy Review – Chair Toni Wissestad opened the floor for input from committee members on the grant policy. Discussion. Kerry Sullivan Flock, Assistant Corporation Counsel has some suggested updates. The policy will be updated and brought back to the committee next month for review.
  - County Board Rules/Budget Adjustment Policy Review – Chair Toni Wissestad explained that this item will be forwarded to the Administration & Personnel Committee for review.
  - Treasurer –
    - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
    - b. Treasurer Department Monthly Report Review.
    - c. Pending Tax Appeals – Mindy explained that she has no new information.
    - d. In-Rem Discussion – Tina Osterberg, County Administrator explained that the sand mine properties are being reviewed as to whether or not those properties shall be taken.
  - Finance –
    - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
    - b. Finance Department Monthly Report Review.
    - c. Health Insurance Update – The Administrative & Personnel Committee will be recommending to remain self-insured with adjustment to the tiers of the plan.

- d. Credit Card Approval Process – Diane provided the members with the draft credit card approval process. The policy includes position rather than employee. Discussion. Diane is also adding one position to the policy, Real Property Lister. Motion by Doug Rogalla second by David Pierce to approve the credit card approval process. Carried 5-0.
- e. Monroe County Accounting & Financial Policies Procedures Manual Update – Credit Cards/Purchasing Cards – Diane explained that the Accounting & Financial Policies Manual will need to be updated to reflect the amendment to the credit card approval process. It was noted that the policy should reflect that the cardholder "shall" contact the vendor regarding sales tax error. Discussion. Motion by Doug Rogalla second by David Pierce to approve update to the Monroe County Accounting & Financial Policies Procedures Manual update. Carried 5-0.
- Workman's Compensation 2025 Rates – Diane Erickson provided a summary of workman's compensation rates to members. Discussion. Motion by Wallace Habegger second by Doug Rogalla to remain at a 30% workman compensation rate for 2025. Carried 5-0.
- Monthly Approvals –
  - a. Notice of Donations/User Fees Received Budget Adjustment - Motion by Wallace Habegger second by Doug Rogalla to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 5-0.
  - b. County Disbursement Journal - Motion by Wallace Habegger second by Doug Rogalla to approve the monthly disbursement journal. Carried 5-0.
  - c. County Board Monthly Per Diem and Voucher – Motion by David Pierce second by Cedric Schnitzler to approve the monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution Authorizing Monroe County Payment to Town of Greenfield for COVIA Tax appeal-Discussion/Action; Federal/State Funding Position Tracking; Procedure for Opioid Settlement Funding Request; Monroe County Draft Grant Administration Policy Review.
- Motion by Cedric Schnitzler second by Doug Rogalla to adjourn meeting at 11:37 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder