

Finance Committee
July 17, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habegger, Doug Rogalla, David Pierce
Others: Tina Osterberg, Mindy Hemmersbach, Diane Erickson, Chris Weaver, Wes Revels, Tiffany Giesler, Tracy Thorsen, Lisa Aldinger Hamblin, Adam Balz, Derek Pierce, Adrian Lockington, David Ohnstad, Eric Weihe, Members of the public, Press.

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, August 21, 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 Doug Rogalla second by Wallace Habegger to approve the June 19, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Budget Adjustments:
 - a. Jail – Motion by Doug Rogalla second by Wallace Habegger to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$7,490.00 for state SCAPP funds received. Discussion. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Cedric Schnitzler to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$24,590.79 for Department of Health Services Grant. Discussion. Carried 5-0. Motion by David Pierce second by Cedric Schnitzler to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$898.00 for federal grant. Carried 5-0.
- Resolutions
 - a. Resolution to Increase the Non-Resident Reimbursement Rates for Monroe County Libraries – Motion by Cedric Schnitzler second by Doug Rogalla to approve resolution. Adam Balz, County Board Supervisor explained that Monroe County is currently reimbursing libraries at 80%. This resolution recommends a 5% adjustment for the following years: 2025, 2026 & 2027 until 100% reimbursement is attained. Discussion. Carried 4-1.
 - b. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal – Motion by Wallace Habegger second by Doug Rogalla to approve resolution. David Pierce explained request for payment to the Town of Greenfield for Monroe County's share of the Covia tax appeals. Discussion. Motion by Doug Rogalla second by Cedric Schnitzler to update the payment due date to July 31 in line #19, statement of purpose and fiscal note. Discussion. The amendment carried 4-0, David Pierce abstained. The resolution as amended carried 4-0, David Pierce abstained.
 - c. Resolution Authorizing Monroe County to Enter into the Settlement Agreement with the Kroger Co. and Agree to the Terms of Addendum Two to the MOU Allocating Settlement Proceeds – Motion by David Pierce second by Cedric Schnitzler to approve resolution. Tina Osterberg, County Administrator explained settlement agreement with Kroger Co. Discussion. Carried 4-1.
 - d. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing – Motion by Doug Rogalla second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained amendment to section 14-72 of the purchasing ordinance. Discussion. It was a recommendation to add state grants to the policy. Discussion. The updated Request for Proposal Policy is currently in draft form at the Administration & Personnel Committee and has not yet been approved. Motion to table the resolution by Doug Rogalla second by Wallace Habegger. Carried 5-0.
 - e. Resolution Creating Monroe County Grant Administration Policy – Members discussed that they needed more time to review the policy. Motion to table resolution by Doug Rogalla second by Wallace Habegger. Carried 5-0.

- Fiscal note on resolution
 - a. Resolution Approving and Establishing Monroe County Ordinance Article IV, Public Health Standards for Lodging, Recreation and Food Establishments – Motion by David Pierce second by Cedric Schnitzler to approve fiscal note. Tiffany Giesler, Health Director explained the collection of licensing and permitting fees to cover the cost of performing the duties of the agent of the state locally. Discussion. Carried 4-1.
 - b. Resolution to Approving the Monroe County Open Space Management Plan 2024-2029 – Pulled from the agenda. The resolution is currently at the committee of jurisdiction level.
 - c. Resolution Authorizing the Completion of Space Planning for a Consolidated Government Building - Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg, County Administrator explained funding from the general fund to conduct space planning and updated building project cost estimates. Discussion. Carried 3-2.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Pending Tax Appeals – Mindy explained she has no new information.
 - d. In-Rem Discussion – Tina Osterberg, County Administrator explained that the sand mine parcels are currently in the foreclosure process.

- Finance –
 - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
 - b. Finance Department Monthly Report Review.
 - c. Monroe County Accounting & Financial Policies Procedures Manual Update – Employee, Department Head and Board of Supervisors Business Travel – Diane explained the updates to the business travel section of the manual. Discussion. Motion by Doug Rogalla second by Wallace Habegger to approve manual update for business travel. Carried 5-0.
 - d. Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Tina Osterberg, County Administrator asked to table the discussion since the resolution to amend ordinance 14-72, Purchasing was tabled. Motion by Doug Rogalla second by David Pierce to table to next month. Carried 5-0.

- New Bank Account for Suicide Prevention Task Force – Tina Osterberg, County Administrator explained the request to create a new bank account for the Suicide Prevention Task Force. Motion by Doug Rogalla second by David Pierce to approve new bank account for the suicide prevention task force. Discussion. Carried 5-0.

- Procedure for Opioid Settlement Funding Request – The opioid settlement funds request form was provided to members. Chair Toni Wissestad asked members to take the time to review the document and provide feedback to the committee next month. It was also suggested to send the draft procedure to the department heads for feedback. Discussion. Eric Weihe, Justice Programs Director suggested to have the task force provide some input to the Finance Committee regarding the requests. There is concern that all requests need to be looked at and in a fair matter. The committee consensus is to have the Finance Committee make the final approval. Collaboration was also discussed. This item will be reviewed next month.

Doug Rogalla was excused from the meeting at 11:00 a.m.

- Federal/State Funding Tracking – Tina Osterberg, County Administrator explained that as part of the annual audit, every federal/state award collected is included in the budget.

- New Position Fiscal Note Review – Chair Toni Wissestad explained that the Health Department & Human Services Department have mechanisms in place which federal/state positions are reviewed. Tracy Thorsen, Human Services Director explained that the positions are built into the budget. Tiffany Geisler, Health Director explained that she internally holds charts of all of her positions and their history

- Monthly Approvals –

- a. Notice of Donations/User Fees Received Budget Adjustment - Motion by Wallace Habhegger second by David Pierce to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 5-0.
 - b. County Disbursement Journal - Motion by Wallace Habhegger second by Cedric Schnitzler to approve the monthly disbursement journal. Carried 5-0.
 - c. County Board Monthly Per Diem and Voucher – Motion by Wallace Habhegger second by David Pierce to approve the monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing; Resolution Creating Monroe County Grant Administration Policy; Resolution to Approving the Monroe County Open Space Management Plan 2024-2029; Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures; Procedure for Opioid Settlement Funding Request.
 - Motion by David Pierce second by Cedric Schnitzler to adjourn meeting at 11:16 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder