

Finance Committee
August 21, 2024

Present: Toni Wissestad, Wallace Habhegger, Doug Rogalla, David Pierce

Absent: Cedric Schnitzler

Others: Tina Osterberg, Mindy Hemmersbach, Diane Erickson, Adrian Lockington, Charles Weaver, Tracy Thorsen, Christopher Weaver, Wes Revels, Derek Pierce, Tara Nichols, Eric Weihe, Bob Micheel, Jeremiah Erickson, Ed Smudde, David Ohnstad, Lisa Aldinger-Hamblin, Press Kyle Evans

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, September 18, 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Doug Rogalla second by Wallace Habhegger to approve the July 17, 2024 minutes. Carried 4-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Human Resources Credit Card – Motion by Doug Rogalla second by Wallace Habhegger to approve credit card. Ed Smudde, Human Resources Director explained request for Human Resources Coordinator. Carried 4-0.
- Re-Purpose of Funds –
 - a. Rolling Hills – Motion by Doug Rogalla second by David Pierce to approve re-purpose of funds. Linda Smith explained the 2024 re-purpose of funds in the amount of \$ 1,135.00 for the unexpected change with the electrical to the pergola unit. Discussion. Carried 4-0.
Rolling Hills – Motion by carried by above Doug Rogalla second by David Pierce to approve re-purpose of funds. Linda Smith explained the 2024 re-purpose of funds in the amount of \$ 815.00 for the auto door opener electrical cost. Discussion. Carried 4-0.
 - b. Highway – Motion by David Pierce second by Wallace Habhegger to approve re-purpose of funds. David Ohnstad explained the 2024 re-purpose of funds in the amount of \$500,000 for equipment. Discussion. Carried 4-0.
Highway – Motion by Wallace Habhegger second by David Pierce to approve re-purpose of funds. David Ohnstad explained the 2024 re-purpose of funds in the amount of \$22,845.00 for building improvements. Discussion. Carried 4-0.
- Budget Adjustments:
 - a. Land Records – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Jeremiah Erickson explained the 2024 budget adjustment in the amount of \$1,350.00 for ESRI Software. Discussion. Carried 4-0.
 - b. Veterans Services – Motion by Wallace Habhegger second by Douglas Rogalla to approve budget adjustment. Charles Weaver explained the 2024 budget adjustment in the amount of \$3,163.00 for grant funding. Discussion. Carried 4-0.
 - c. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$55,593.00 for WIC funding. Discussion. Carried 4-0.
Health Department – Motion by carried from above David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$ 900.00 for immunization consolidated contract. Discussion. Carried 4-0.
Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$8,934.00 for Environmental Public Health Tracking Grant. Discussion. Carried 4-0.
- New Bank Account for Economic Development & Tourism Conference – Motion by Doug Rogalla second by David Pierce to create the Economic Development & Tourism Conference Bank Account as recommended. Carried 4-0.

- Fiscal Note of Resolution(s)
 - a. Resolution Authorizing and Approving the Natural Resource Conservation Service Plan for the Decommissioning of Dams in the Coon Creek Watershed and Securing Grant Agreements for Services – Motion by Doug Rogalla second by David Pierce to approve fiscal note. Bob Micheel explained. Discussion. Carried 4-0.
 - b. Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg explained. Discussion. Failed 2-2.
 - c. Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg explained. Discussion. Failed 2-2.
- Resolutions
 - a. Resolution Creating Monroe County Grant Administration Policy – Motion by Doug Rogalla second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin explained. Diane Erickson explained exemptions to this policy and the involvement of departments. Discussion. Doug Rogalla withdraws motion. Motion by David Pierce second by Doug Rogalla to table until September. Carried 4-0.
 - b. 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 explained. Discussion. David Pierce withdraws motion. Motion by Doug Rogalla second by Wallace Habegger to table to September. Carried 4-0.
- Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Motion to table by Doug Rogalla second by David Pierce. Carried 4-0.
- Procedure and Form for Opioid Settlement Funding Request – Toni Wissestad explained. Further direction of Task Force and Committee roles. Discussion. Recommendations of procedure and form received. Will make changes for future discussion.
- Drug Court 2025 Budget – Eric Weihe explained the 2025 budget and future funding source. Committee recommendation is to budget the same method in prior years anticipating the federal funding. Enter into budget as the full four year grant cycle.
- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Investment Interest Rates – Mindy Hemmersbach explains rates and limits on money market accounts. Provides information on investing across multiple financial institutions or by higher interest rates. Committee accepts recommendation to explore and move funds in the best interest of Monroe County. Will also be reviewing accounts and CD's.
 - d. Pending Tax Appeals – Notice of Preliminary numbers/appeals received by DOR. 4 municipalities included are the following: Town of Greenfield, Town of Jefferson, Town of Little Falls, Town of Sparta.
 - e. In-Rem – Mindy Hemmersbach provided update.
 - f. 2025 Budget Presentation – Mindy Hemmersbach provided update on the proposed budget for Treasurer Department.
- Finance –
 - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
 - b. Finance Department Monthly Report Review. Tracy Thorsen explained the Human Services Financial Report. Diane Erickson and Tracy Thorsen answered questions. Recommendation of committee to discuss this every few months moving forward.
 - c. Health Insurance Update – Diane Erickson explained and answered questions. Tina Osterberg added additional information and answers questions.
 - d. 2025 Budget Presentation – Diane Erickson provided update on the proposed budget for Finance Department, Justice Bonds and Radio Tower

- Monthly Approvals –
 - a. Notice of Donations/User Fees Received Budget Adjustment - Motion by David Pierce second by Doug Rogalla to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 4-0.
 - b. County Disbursement Journal - Motion by Wallace Habhegger second by David Pierce to approve the monthly disbursement journal. Carried 4-0.
 - c. County Board Monthly Per Diem and Voucher – Motion by David Pierce second by Wallace Habhegger to approve the monthly Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda –
 - Resolution Creating Monroe County Grant Administration Policy
 - Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
 - Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures Discussion/Action
 - Human Services Financial Report to be included with the Finance Department Monthly Report
 - Procedure and Form for Opioid Settlement Funding Request Discussion/Action
 - Document Central for Grant Funding to include grant funded positions

- Motion by Toni Wissestad second by Doug Rogalla to adjourn meeting at 12:10 p.m. Carried 4-0.

Adrian Lockington
Recorder