

Finance Committee  
September 18, 2024

Present: Toni Wissestad, Wallace Habegger, Doug Rogalla, David Pierce; Cedric Schnitzler joined the meeting at 9:08 a.m.

Others: Tina Osterberg, Mindy Hemmersbach, Diane Erickson, Chad Ziegler, Wes Revels, Stan Hendrickson, Eric Weihe, Adrian Lockington, David Ohnstad, Tracy Thorsen

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, October 16, 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Doug Rogalla to approve the August 21 & 28, 2024 minutes. Doug Rogalla explained that in the future that he would like to see the names recorded for no votes. It was explained that this is an Administrative Procedure and should be taken up with the Administration & Personnel Committee. Carried 4-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Jail Budget Adjustment. Motion by Doug Rogalla second by David Pierce to approve budget adjustment. Stan Hendrickson, Jail Administrator explained the 2024 budget adjustment in the amount of \$7,500.00 for medical expenses. Carried 4-0.
- Fiscal Note of Resolution(s)
  - a. Resolution Authorizing Applications for County Conservation Aids – Motion by Doug Rogalla second by David Pierce to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained annual grant in the amount of \$2,500.00. Carried 4-0.
  - b. Resolution Authorizing 2025 County Aid for Bridge or Culvert Construction and Repair Under WI Statute Sections 82.08 & 61.48 – Motion by Doug Rogalla second by Wallace Habegger to approve fiscal note. David Ohnstad, Highway Commissioner explained special purpose levy. Carried 4-0.
  - c. Resolution Authorizing 2025 County Highway Bridge & Culvert Special Assessments Under WI Statute 83.03(2) – Motion by Wallace Habegger second by David Pierce to approve fiscal note. David Ohnstad, Highway Commissioner explained special purpose levy. Carried 4-0.

Cedric Schnitzler joined the meeting at 9:08 a.m.

- Resolutions
  - a. Resolution Creating Monroe County Grant Administration Policy – Motion by Doug Rogalla second by Wallace Habegger to approve resolution. Diane Erickson, Finance Director explained the Grant Administration Policy. Carried 5-0.
  - 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, County Administrator explained update to the Monroe County Code of Ordinances. Carried 5-0.
  - c. Resolution Establishing Ho-Chunk Funds Allocation for 2025 Budget – Motion by David Pierce second by Doug Rogalla to approve resolution. Tina Osterberg, County Administrator explained funds for the historic courthouse roof. Carried 5-0.
- Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Motion by Doug Rogalla second by David Pierce to approve the Monroe County Accounting & Financial Policies Procedures Manual Update. Diane Erickson, Finance Director provided updates to members. Discussion. Carried 5-0.
- Procedure and Form for Opioid Settlement Funding Request – Chair Toni Wissestad explained that Adrian Lockington had provided committee members with a sample procedure from Vernon County.

Discussion. Members will review the sample procedure and bring back comments/suggestions to the committee next month.

- Update on Human Services 2024 Budget Shortfall – Tracy Thorsen, Human Services Director provided members with an up to date Human Services 2024 budget report. Discussion. A hard copy update will be provided for members in future months.
- Update on Solid Waste Phase 5 New Cell Construction Project – Tina Osterberg, County Administrator explained that she is currently working on the change order for the Solid Waste Phase 5 project.
- Treasurer –
  - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Investment Interest Rate Update – Mindy Hemmersbach provided an investment interest rate update. A resolution will be brought forth next month updating the bank depositories.
  - d. Pending Tax Appeals – Mindy Hemmersbach explained that the Town of Greenfield may owe the county the difference from the chargeback and what the state said for a preliminary chargeback amount.
  - e. In-Rem – Mindy Hemmersbach explained that she has received title searches. Documents are being processed/reviewed and a list is being created for Corporation Counsel on 56 total properties.
  - f. Delinquent Tax Process – Chair Toni Wissestad Chair explained that land owners are provided tax bills each year. Postcard reminders are sent to individuals for the second installment in June. Letters are sent for past due tax.
- Finance –
  - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
  - b. Finance Department Monthly Report Review.
  - c. Health Insurance Update – Diane Erickson provided a Health Insurance update to members.
- Document Central for Grant Funding to Include Grant Funded Positions – Tina Osterberg, County Administrator reached out to Departments for a listing of grant funded positions. An update will be provided next month.
- Monthly Approvals –
  - a. Notice of Donations/User Fees Received Budget Adjustment - Motion by Cedric Schnitzler 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 David Pierce second by Wallace Habhegger 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 – Procedure & Form for Opioid Settlement Funding Request; Document Central for Grant Funding to Include Grant Funded Positions; Bank Depository Resolution.
- Motion by Wallace Habhegger second by David Pierce to adjourn meeting at 10:24 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder