

Finance Committee  
June 17, 2020

Present: Cedric Schnitzler, Wallace Habegger, Mark Halverson, David Pierce, Toni Wissestad  
Others: Tina Osterberg, Adrian Lockington, Diane Erickson, Ellie Bradford, Sharon Folcey, Ron Rader, Kay Klinkner, Ron Hamilton, David Ohnstad, Mary Von Ruden, Debbie Carney, Sharon Nelson, Craig Saxe, Bob Micheel, Pamela Pipkin, Eric Weihe, Randy Williams, Arden Eberhardt, Linda Ferries, Rob Conroy, Howard Hanson, Don Yahnke, James Leverich, Keith Giraud, Allen Bernhardt, Kevin Raymer, Gregory Selebred, Linda Parish, Members of the Public

The meeting was called to order at the Sparta American Legion Post at 9:00 a.m. by Chair Cedric Schnitzler.

- Public Hearing: Community Development Block Grant CLOSE – Public Facilities CLOSE (CL-PF) Funds to complete a Full Depth Stabilized Reclamation (FDSR) on CTH N

Chair Cedric Schnitzler provided an overview of the Block Grant Close. The following topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing.

1. An overview of the Community Development Block Grant (CDBG) program was provided.
2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for Housing (CDBG-HSG); Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED) were provided.
3. Types of activities eligible for CDBG funding include Housing (CDBG-HSG): Rehabilitation, Homebuyer Assistance, Special Housing Projects, Other; Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED).
4. Housing needs were identified by staff prior to the Public Hearing.
5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by staff prior to the Public Hearing.
6. No housing needs were identified by attendees of the Public Hearing.
7. No Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by attendees of the Public Hearing.
8. Activities proposed for the CDBG application – Highway Commissioner, David Ohnstad explained the County Highway N reclamation project.
9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
10. The public attending this meeting were allowed an opportunity to discuss the proposed CDBG application.

Motion by Toni Wissestad second by Wallace Habhegger to adjourn from the public hearing. Carried 5-0.

- Resolution Authorizing Revolving Loan Fund Project Funding for Rehabilitation of County Highway N in the Township of Clifton in 2021 – Motion by Wallace Habhegger second by David Pierce to approve resolution and forward to the board for approval. The resolution would fund the rehabilitation of 5.15 miles of County Highway N in the Town of Clifton with the use of approved Revolving Loan Funds. Discussion. Carried 5-0.
- Public Comment/Town Road Name Signs – Highway Commissioner, David Ohnstad explained Town Road Name Signs, costs associated and answered questions. Discussion.

Items discussed but not limited to:

- Town Budgets
- Time Restrictions
- Signs
- Hardware
- Installation Costs

- Fiscal Note Approval(s)
  - a. Resolution Authorizing Funding for Town Road Name Signs – Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note to include an update to the Contingency Fund in the amount of \$196,777.09. Discussion. Concern is that the hardware is not currently covered in the resolution. The motion failed, 1 yes - 4 no. The committee's recommendation is to have the Highway Committee look into the cost of the hardware and to consider the purchase of hardware.
  - b. Resolution to Amend Monroe County Ordinance Sec. 11-29, and to Amend Amended Resolution 95-6-3, in Regards to Town Road Name Signs – No Discussion as the prior resolution fiscal note approval failed.
- Next meeting date – Wednesday, July 15, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Wallace Habhegger to approve the May 20, 2020 minutes. Carried 5-0.
- Land Conservation Line Item Transfer – Motion by David Pierce second by Toni Wissestad to approve line item transfer. Bob Micheel explained 2020 transfer in the amount of \$5,000.00 to develop new accounts for climate change task force grants/funds. Discussion. Carried 5-0.
- Credit Card Approvals
  - a. UW Extension – Motion by Mark Halverson second by Wallace Habhegger to approve credit cards. Craig Saxe explained two credit card requests in the amount of \$1,000.00 each for the Administrative Assistant and Health & Well Being Educator. Carried 5-0.

Motion by Wallace Habhegger second by Toni Wissestad to approve the below three credit card requests. Carried 5-0.

- Child Support – Child Support Specialist in the amount of \$1,000.00;
- Sheriff's Office – Office Manager in the amount of \$1,000.00;
- Administrator – Administrative Office Specialist in the amount of \$2,500.00.

- Budget Adjustment
  - a. Land Conservation – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Bob Micheel explained the 2020 budget adjustment in the amount of \$36,086.00 for Fish & Wildlife Service Grant. Carried 5-0.
  - b. Dispatch – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Randy Williams explained the 2020 budget adjustment in the amount of \$1,250.00 for Zuercher annual maintenance. Carried 5-0.

- c. Human Services – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Ron Hamilton explained the 2020 budget adjustment in the amount of \$3,161.00 for Q'Straint Incline System for ADRC. Carried 5-0.
- d. Health Department – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$48,685.00 for WI Department of Health Services grant. Carried 5-0.
- e. Health Department/WIC – Motion by David Pierce second by Wallace Habhegger to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$2,250.00 for Department of Health Service, WIC Program grant. Carried 5-0.

Chair Cedric Schnitzler stepped away briefly at 10:20 a.m.

- f. Justice Department – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Eric Weihe explained the 2020 budget adjustment in the amount of \$9,500.00 for office remodel. Carried 4-0.

Chair Cedric Schnitzler re-joined the meeting at 10:23 a.m.

- Fiscal Note Approval(s)
  - a. Resolution Establishing 2021 Annual Budgeted Allocation for Pay for Performance – Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. The resolution levies pay increases for 2021. Carried 5-0.
  - b. Resolution Amending Monroe County Zoning Permit Fees – Motion by Toni Wissestad second by David Pierce to approve fiscal note. The resolution increases revenue for zoning permit fees. Discussion. Carried 5-0.
- General Fund Balance Policy – This item will be revisited next month.
- Monthly Per-Diems – This item will be revisited next month.
- Monroe County Lawsuit Cost Update – This item will be revisited next month.
- Bond Update – Diane Erickson provided a current summary of Monroe County Bond payments. Consideration of additional bonding needed for the new senior facility project was discussed. Motion by Wallace Habhegger second by Mark Halverson to draft a resolution for up to \$4 million in additional bonding for the new senior facility for review in July. Carried 5-0.
- Audit Update – Diane Erickson, Finance Director explained that the audit has been completed. The audit will be presented at the June County Board meeting.
- Treasurer
  - a. Debbie Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.

Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habhegger second by Mark Halverson to approve notice of donations/user fees received budget adjustment. Carried 5-0.
- b. Monthly Disbursement Journal – Motion by Toni Wissestad second by Mark Halverson to approve disbursement journal. Carried 5-0.
- c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Wallace Habhegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Items for next month's agenda – General Fund Balance Policy, Monthly Per-Diems, Monroe County Lawsuit Update.
- Motion by David Pierce second by Wallace Habegger to adjourn the meeting at 10:57 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder