

Finance Committee  
September 12, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habhegger; Pete Peterson; Mark Halverson absent  
Others: Tina Osterberg, Diane Erickson, Debra Carney, Judge Ziegler, Alison Elliott, Sharon Nelson, Ally Rudie, Ellie Bradford, Wes Revels, Chad Ziegler, Ron Hamilton, David Ohnstad, Rob Conroy, Tyson Langrehr, Tara Nichols, Linda Smith, Levi Helgren

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

A moment of silence was taken for former Supervisor Keith Kenyon.

- Next meeting date – October 7, 2019 Budget Publication Approval & October 16, 2019 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.

|                           |            |                      |
|---------------------------|------------|----------------------|
| Future Dates to remember: | October 21 | Budget Meeting       |
|                           | October 22 | Budget Meeting       |
|                           | November 6 | Annual Board Meeting |

- Minutes Approval – Motion by Pete Peterson second by Wallace Habhegger to approve the 08/21/19 minutes. Carried 4-0.
- Public Comment – None.
- Budget Adjustments -
  - a. Circuit Court – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Judge Ziegler explained the 2019 budget adjustment in the amount of \$22,876.00 for state grant to help cover doctor examination expense. Carried 4-0.
  - b. Rolling Hills – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Linda Smith explained the 2019 budget adjustment in the amount of \$2,225.10 for van repair work. Carried 4-0.
  - c. Sanitation – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Alison Elliott explained the 2019 budget adjustment in the amount of \$3,177.00 for increase in Wisconsin Fund Grant for replacement of septic systems. Discussion. Motion by Douglas Path second by Wallace Habhegger to amend amount from \$3,176.57 to \$3,177.00. Carried 4-0.
  - d. Health Department – Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Sharon Nelson explained the 2019/2020 budget adjustment in the amount of \$10,000.00 for WI Division of Public Health grant to establish baseline water quality data. Carried 4-0.
  - e. Medical Examiner – Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Wallace Habhegger explained the 2019 budget adjustment in the amount of \$25,000.00 for autopsies. Discussion. Carried 4-0.
- Forestry Line Item Transfer – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Chad Ziegler explained the 2019 line item transfer in the amount of \$3,852.00 for Administrator grant and project loan repayment. Discussion. Carried 4-0.
- Sheriff's Office – Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Rob Conroy explained the 2019 line item transfer in the amount of \$12,999.00 for camera system for detective interview rooms and bullet proof vests. Discussion. Carried 4-0.
- Human Services Credit Card Approval – Motion by Pete Peterson second by Wallace Habhegger to approve credit cards. Ron Hamilton explained the need for a \$5,000.00 credit card for the Business Administrator and \$1,000.00 for CFS IA Social Worker. Carried 4-0.

- Request of Re-Purpose of Funds –
  - a. Maintenance – Motion by Douglas Path second by Pete Peterson to approve Re-Purpose of Funds. Douglas Path explained the 2019 repurpose of funds in the amount of \$9,850.00 for Extension building parking lot concrete. Discussion. Carried 4-0.
  - b. Information Systems – Motion by Pete Peterson second by Wallace Habegger to approve Re-Purpose of Funds. Tina Osterberg explained the 2019 repurpose of funds in the amount of \$58,480.00 for Zuercher Public Safety Project. Carried 4-0.
- Treasurer
  - a. Debra 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.
- Finance Committee Duties – Cedric Schnitzler opened the floor for any changes to the Finance Committee Duties. Duties were updated and approved by the Finance Committee on July 18, 2018. It was a consensus that no further adjustments need to be made.
- General Fund Reserve Policy – This item will be revisited at next month's meeting.
- Revolving Loan Fund Project Recommendations – Cedric Schnitzler explained that the board approved the Revolving Loan Fund buyout at the August Board meeting. The duty of the Finance Committee is now to come forward with up to three project recommendations.

Proposed Projects:

Town of Wilton – Kiev Bridge & Kiln Avenue Repairs

Village of Norwalk – Fire station

Village of Wyeville – Salt & Sand Shed, Welcome Sign, Pavilion and Historical Marker

County Projects:

County Highway N

Drug Court

The committee discussed all of the above projects. Motion by Wallace Habegger second by Douglas Path to approve the Drug Court project and forward to the full board for recommendation. A resolution will be drafted for a Special Finance Committee meeting to be held on September 25 at 5:30 p.m. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to amend the motion to include County Highway N as a second project. Discussion. The amendment failed 2-2. The original motion carried 4-0.

- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
  - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
  - c. Monthly Per Diems and Vouchers - Motion by Doug Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – General Fund Reserve Policy, Revolving Loan Fund Project Recommendations – Discussion/Action, New Revolving Loan Fund Process
- Cedric Schnitzler adjourned the meeting at 10:42 a.m. Carried 4-0.

Shelley Bohl, County Clerk – Recorder