

Finance Committee
October 16, 2019

Present: Douglas Path, Wallace Habhegger; Pete Peterson, Mark Halverson; Absent-Cedric Schnitzler
Others: Tina Osterberg, Diane Erickson, Debra Carney, Andrew Kaftan, Mary Cook, Ally Rudie, Ed Smudde,
Bob Micheel, Wes Revels, Rob Conroy, Gail Frie, Dave Krueger, David Ohnstad, Levi Helgren, Pat
Mulvaney

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Vice-Chair
Wallace Habhegger.

- Next meeting date – November 20, 2019 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 09/12/19 and 09/25/19 minutes. Carried 4-0.
- Public Comment – None.
- Highway Re-Purpose of Funds – None. Vice-Chair Wallace Habhegger pulled the item from the agenda.
- Budget Adjustments -
 - a. Land Conservation – Bob Micheel explained the 2019 budget adjustment in the amount of \$5,000.00 from Compeer Financial for comprehensive planning efforts with local municipalities. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
 - b. Sheriff's Office – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$3,999.96 for Traffic Safety Equipment Grant. Carried 4-0. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$14,372.45 for Speedwave Grant. Carried 4-0.
 - c. Solid Waste – Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Gail Frie explained the 2019 budget adjustment in the amount of \$5,000.00 for truck scale installation. Carried 4-0.
- Line Item Transfer –
 - a. Solid Waste - Motion by Mark Halverson second by Pete Peterson to approve line item transfer. Gail Frie explained the 2019 line item transfer in the amount of \$37,000.00 for recycling market decline due to China Trade War. Discussion. Carried 4-0.
 - b. Sanitation - Motion by Mark Halverson second by Douglas Path to approve line item transfer. Diane Erickson explained the 2019 line item transfer in the amount of \$500.00 for cell phone service switch. Discussion. Carried 4-0.
 - c. Zoning - Motion by Douglas Path second by Mark Halverson to approve line item transfer. Diane Erickson explained the 2019 line item transfer in the amount of \$700.00 for cell phone service switch. Carried 4-0.
- Administrator Credit Card Approval – Motion by Pete Peterson second by Douglas Path to approve credit card. Tina Osterberg explained the need for a \$2,500.00 credit card for the Purchasing and Procurement Coordinator. Carried 4-0.
- Workman's Compensation, Risk Control and Claim Services Contract Renewals – David Krueger, Senior Vice President of Willis Towers Watson provided current loss experience to members along with the standard premium compared to self-insured expenses. Discussion. Motion by Douglas Path second by Mark Halverson to approve three year contracts for both Claim and Risk Control Services; Claims Service \$13,620.00 annually for the next 3 years with Minute Men; Risk Control Services \$29,700.00 annually for the next 3 years with Wills Towers Watson. Carried 4-0.

- Request for Payment of Per Diems for Supervisors for January 27 – 30, 2020 Trial, Monroe County Case 18 CV 72 – Douglas Path explained that some supervisors feel that it is a given that a meeting notice will have to be posted for the trial per the open meetings law and therefore per-diems will be paid to Supervisors. Andrew Kaftan, Corporation Counsel explained that the board would need to look at the set-up of Monroe County Rules for the payment of per-diems. Rules to change per diem cannot be changed until the next body comes in. The question comes down to whether or not the trial would be considered a meeting of the county board. Discussion. Motion by Pete Peterson second by Mark Halverson to table until Chair Pete Peterson is able to speak with our lawyer, Tim Johnson regarding payment of per-diems. Carried 3-1.
- Monroe County Board Lawsuit Litigation Cost Update, Monroe County Case 18 CV 72 – The updated litigation cost is currently at \$45,752.26 for Monroe County expenses. This doesn't include the plaintiff side of expenses.
- Treasurer
 - a. Debra Carney was excused from the meeting. The Monthly Treasurers Report was provided in the packet.
 - b. The Treasurers Department Monthly Report was provided in the packet.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- General Fund Reserve Policy - Douglas Path explained that the minimum general fund policy is currently at 20%. The idea would be to change the percentage to a lesser amount. Tina Osterberg, Finance Director explained that this would only effect the following budget year. Discussion.
- Revolving Loan Fund Project Recommendations – Tina Osterberg, Administrator explained that the 1st revolving loan project was approved last month for the Monroe County Drug Court. Tina suggested that the second and third projects be completed at separate times, so the remaining funds of the 2nd project could be placed towards the 3rd project. Levi Helgren explained the continued interest in project funding for the Norwalk Area Fire District Station. David Ohnstad, Highway Director explained unique opportunity to repair Highway N and Town of Wilton, Kiev Bridge & Kiln Avenue Repairs. Diane Erickson, Finance Director explained that public participation is recommended by the plan. The committee thought it was important to hold off determining a second project until all members of the committee are present.
- New Revolving Loan Fund Process
 - A public hearing must be held
 - A citizen participation plan and committee must be formed
 - Environmental study completed
- County Levy Limit / Allowable Increase – This item will be visited at the October 22, 2019 meeting.
- 2020 Budget – Tina Osterberg provided members with changes to the budget. Contingency Fund Balances were also provided.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson 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 Mark Halverson to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. The Committee discussed that the Design Consultant Review Committee, set by the Highway Committee should be allowed per-diem. Carried 3-1.

- Items for next month's agenda – Treasurer/Local Banks for Investments; Request for Payment of Per Diems for Supervisors for January 27 – 30, 2020 Trial, Monroe County Case 18 CV 72; OPEB Report
- Wallace Habegger adjourned the meeting at 12:07 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder