

Finance Committee  
November 20, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habhegger; Pete Peterson, Mark Halverson  
Others: Tina Osterberg, Diane Erickson, Debra Carney, Sharon Nelson, David Ohnstad, Ron Hamilton, Pamela Pipkin, Rob Conroy, Ed Smudde

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

- Next meeting date – December 18, 2019 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Wallace Habhegger to approve the 10/07, 10/16, 10/21, 10/22, 10/30 and 11/06/19 minutes. Carried 5-0.
- Public Comment – None.
- Human Services Credit Card Approval - Motion by Mark Halverson second by Douglas Path to approve credit cards. Ron Hamilton explained need for two credit cards in the amount of \$1,000.00 each for an RN and APNP staff. Carried 5-0.
- Budget Adjustments -
  - a. Human Services – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$400,000.00 for estimated revenue to received from WIMCR, WI Medicaid Cost Reimbursement. Carried 5-0.
  - b. Highway – Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. David Ohnstad explained the 2019 budget adjustment in the amount of \$23,000.00 for temporary rumble strips and Tomah Garage Roof repairs. Carried 5-0.
  - c. Jail – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$1,264.56 for SCAAP awards. Carried 5-0.
  - d. Worker's Compensation – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Diane Erickson explained the 2019 budget adjustment in the amount of \$65,000.00 for worker's compensation claims. Discussion. Carried 5-0.
  - e. Treasurer – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Debra Carney explained the 2019 budget adjustment in the amount of \$80,000.00 for In Rem Foreclosure Process. Discussion. Carried 5-0.
- Line Item Transfers
  - a. Health Department – Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Sharon Nelson explained the 2019 line item transfer in the amount of \$19,000.00 for vaccines, equipment service contract, medical supplies and cell phones. Carried 5-0.
  - b. 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 \$2,022.46 for new camera and microphone in Sheriff conference room and connection to current standalone interview audio/video recording system. Carried 5-0.
  - c. Personnel – Motion by Mark Halverson second by Pete Peterson to approve line item transfer. Ed Smudde explained the 2019 line item transfer in the amount of \$1,500.00 for labor relations and office supplies. Discussion. Carried 4-1.
  - d. Administrator - Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Tina Osterberg explained the 2019 line item transfer in the amount of \$1,200.00 for office chairs and cell phone cover. Carried 5-0.
- Fiscal Note Approvals-
  - a. Resolution to Conduct Countywide Advisory Referendum on Creation of Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans and Maps – Motion by

Douglas Path second by Mark Halverson to approve fiscal note. Publication costs are estimated at \$300.00. Discussion. Carried 3-2.

- b. Resolution Codifying Department Name Change from Information Systems to Information Technology and Amending the Monroe County Personnel Policy Manual – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Ed Smudde explained no direct costs are associated with the department name change. Discussion. Carried 5-0.
  - c. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Employee Recognition Program – Motion by Mark Halverson second by Pete Peterson to approve fiscal note. Ed Smudde explained that the program is funded through the Employee Recognition Line that was budgeted in 2020. Discussion. Motion to amend by Wallace Habegger second by Douglas Path: Remove “No additional budgetary costs for 2020 and thereafter”; and add “line item not to exceed \$10,000.00 for the fiscal year 2020; no additional budgetary cost in 2020.” Carried 5-0. The original fiscal note as amended carried 5-0.
- Request for Payment of Per Diems for Supervisors for January 27-30, 2020 Trial, Monroe County Case 18 CV 72 – Chair Pete Peterson explained that he has reached out to the county lawyer following last month’s meeting for an opinion on the payment of per-diems for the upcoming trial, a call has not been returned. Discussion. Motion by Wallace Habegger 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 5-0.
- Treasurer
    - a. Debra Carney provided the Monthly Treasurers Report.
    - b. Treasurer Department Monthly Report.
    - c. Treasurer/Local Banks for Investments – Public Depositories and investments are designated by resolution by the board. Debra explained that all banks are contacted on the designated listing and are offered the opportunity to bid on investments. Interest earned, offsets the levy. Discussion. It was a consensus of the committee to not look at changing the investment policy.
    - d. Resolution Regarding Cancellation of Outstanding 2018 Checks – Motion by Mark Halverson second by Wallace Habegger to approve resolution and forward to the full county board for approval. Discussion. Carried 5-0.
- Finance
    - a. Diane Erickson provided the Monthly Financial Report.
    - b. Finance Department Monthly Report.
    - c. OPEB Report - Diane Erickson provided information from OPEB reports as of December 31, 2018.
- Monthly Approvals –
    - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
    - b. Monthly County Disbursement Journal – Motion by Mark Halverson second by Douglas Path to approve Monthly County Disbursement Journal. Discussion. Carried 5-0.
    - c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month’s agenda – Highway Road Sign Cost Discussion/Action; Revolving Loan Fund Update.
- Motion by Pete Peterson second by Mark Halverson to adjourn the meeting at 10:52 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder