

Finance Committee
May 20, 2020

Present: Cedric Schnitzler, Wallace Habegger, Mark Halverson, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Ellie Bradford, Bob Micheel, David Ohnstad, Kevin McCoy, Debbie Carney

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 – Wednesday, June 17, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Mark Halverson second by Wallace Habegger to approve the May 6, 2020 minutes. Carried 5-0.
- Credit Card Approvals
 - a. Human Services – Motion by David Pierce second by Toni Wissestad to approve credit card. David Pierce explained credit card request in the amount of \$1,000.00 for the Dementia Care Specialist. Carried 5-0.
- Budget Adjustment
 - a. Human Services – Motion by David Pierce second by Mark Halverson to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of \$3,161.00 for Q'Straint Incline System. Discussion. Carried 5-0.
 - b. Health Department – Motion by David Pierce second by Mark Halverson to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of \$450.00 for Region 4 Healthcare Emergency Readiness Coalition funds. Carried 5-0.
 - c. Health Department WIC – Motion by David Pierce second by Wallace Habegger to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of \$21,842.00 for Department of Health Service Funds for local WIC programs. Discussion. Carried 5-0.
 - d. Land Conservation – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Bob Micheel explained 2020 budget adjustment in the amount of \$4,144.50 to carry over remaining funds for the Comprehensive Planning Grant. Carried 5-0.
- Fiscal Note Approval(s)
 - a. Resolution Authorizing Change to School Woods Agreement – Motion by David Pierce second by Wallace Habegger to approve fiscal note. Bob Micheel explained the resolution revises the original agreement, the school district will keep all timber harvest proceeds for the use on the School Woods Project. Carried 5-0.
 - b. Resolution Authorizing Restricted Climate Change Task Force Donations to a Non-Lapsing Account for the Monroe County Land Conservation Department – Motion by David Pierce second by Mark Halverson to approve fiscal note. Bob Micheel explained the resolution will allow the carry forward of surplus funds from year to year. Carried 5-0.
- Citizen Participation Committee Revolving Loan Fund Close Project Recommendation – Chair Cedric Schnitzler provided a re-cap of the Revolving Loan Fund and the close of the program. Kevin McCoy, Chairman of the Citizens Participation Committee explained that seven projects were presented to the members of the Citizen Participation Committee.

Village of Norwalk – Replacement or renovation of a fire station for the Norwalk Area Fire District. The project is not eligible as the district did not complete a survey in the Town of Wells for LMI state requirement. A second proposal is for a new sewer district in the Village.

Town of Wilton – Bridge replacement on Kiev Avenue.

Rolling Hills –Architectural plan and construction documents for the building of a new senior living complex.

Human Services Department – Development of a crisis stabilization facility for youth. It was noted that the project request was withdrawn.

Maintenance Department – Demolition of building A located at 14301 County B in Sparta. This building is currently vacant and not being used by Monroe County.

Highway Department – Monroe County Highway N rehabilitation in the Township of Clifton.

The Citizens Participation Committee is recommending to the Finance Committee that all remaining funds be used for the Highway Department Proposal for County Highway N. Discussion. The next step is a public hearing. Chair Schnitzler explained that the regular Finance meeting is on June 17th and that the public hearing could be held at the beginning of the meeting. Motion by David Pierce second by Mark Halverson to draft a resolution for review at the next Finance meeting. Carried 5-0.

- General Fund Balance Policy – Tina Osterberg, Administrator explained that it is unknown what COVID-19 expenses will be. The General Fund Balance Policy was provided to members. The policy decreases debt service. An avenue would be to adjust the policy for the expenses the county is acquiring. Discussion. This item will be revisited next month.
- Treasurer
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
 - c. CBDG Loans – Debbie Carney provided an update from last month and explained that Growing Stars is within the 90 days extension as approved by the committee last month.
- 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 for March and April – Motion by Mark Halverson second by Wallace Habegger to approve notice of donations/user fees received budget adjustment. Carried 5-0.
- b. Monthly Disbursement Journal – Motion by Mark Halverson second by Toni Wisestad to approve disbursement journal. Discussion. Carried 5-0.
- c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Toni Wisestad 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 Cost Update, County Highway Road Signs Resolutions, Opioid update, Bond update, Audit update.
- Motion by Toni Wisestad second by David Pierce to adjourn the meeting at 10:34 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder