Finance Committee
September 16, 2020

Present: Cedric Schnitzler, Wallace Habhegger, David Pierce, Toni Wissestad
Absent: Mark Halverson
Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Sharon Nelson, Eric Weihe, Wes Revels, Stan Hendrickson, Debbie Carney, Charles Weaver, Member of the Public

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

- Next meeting date – Wednesday, October 21, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
  *Budget Meetings : October 8 at 9:00 a.m.
  October 26 at 8:30 a.m.
  October 27 at 1:30 p.m.

- Minutes Approval - Motion by David Pierce second by Toni Wissestad to approve the 08/05 & 08/19/20 minutes. Carried 4-0.

- Credit Cards –
  a. Human Services – Motion by David Pierce second by Wallace Habhegger to approve three credit cards. Ron Hamilton, Human Services Director explained credit card requests for two Social Workers and CFS Manager in the amount of $1,000.00 each. Carried 4-0.
  b. Health Department/WIC – Motion by Wallace Habhegger second by David Pierce to approve credit card. Sharon Nelson, Health Director explained credit card request in the amount of $2,500.00 for WIC Coordinator/Nutritionist. Carried 4-0.

- Line Item -
  a. Health Department – Motion by David Pierce second by Toni Wissestad to approve line item transfer. Sharon Nelson, Health Director explained 2020 line item transfer in the amount of $6,000.00 for county cell phones for the COVID-19 pandemic. Carried 4-0.
  b. Justice Programs – Motion by Wallace Habhegger second by David Pierce to approve line item transfer. Eric Weihe, Justice Programs Coordinator explained 2020 line item transfer in the amount of $5,500.00 for MyEvolv maintenance agreement, user fees and technical support. Carried 4-0.
  c. Dispatch – Chair Schnitzler announced that the item is removed per department head request. This adjustment will be taken up in October.
  d. County Board – Motion by Wallace Habhegger second by David Pierce to approve line item transfer. Tina Osterberg, County Administrator explained 2020 line item transfer in the amount of for $1,100.00 for rent expenditure for social distancing due to COVID-19. Carried 4-0.
  e. Veterans Service – Motion by Wallace Habhegger second by Toni Wissestad to approve line item transfer. Charles Weaver, Veterans Service Officer explained 2020 line item transfer in the amount of $550.00 for computer software program. Carried 4-0.

- Budget Adjustment -
  a. Veterans Service – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Charles Weaver, Veteran Service Officer explained 2020 budget adjustment in the amount of $1,500.00 for computer software program. Carried 4-0.
  b. Human Services - Motion by David Pierce second by Wallace Habhegger to approve the following four budget adjustments. Ron Hamilton, Human Services Director explained 2020 budget adjustment in the amount of $28,900.00 for COVID awards; 2020 budget adjustment in the amount of $25,000.00 for CST Supplemental funding; 2020 budget adjustment in the amount of $107,482.00 for Coronavirus aid; 2020 budget adjustment in the amount of $30,097.00 for Family First coronavirus response act. Carried 4-0.

c. County Clerk/Elections - Motion by Dave Pierce second by Toni Wissestad to approve budget adjustment. Shelley Bohl, County Clerk explained 2020 budget adjustment in the amount of $211,200.00 for election machine upgrade due to COVID-19 pandemic. Carried 4-0.

- Fiscal Note of Resolution(s)
  a. Resolution Urban Forestry and Catastrophic Storm Grant – Motion by Toni Wissestad second by David Pierce to approve fiscal note. David Pierce explained the resolution would authorize the application for grant funds. Carried 4-0.

  b. Resolution Monroe County Conversation Aids Program – Motion by David Pierce second by Wallace Habhegger to approve fiscal note. David Pierce explained the resolution would authorize the application for grant funds. Carried 4-0.

  c. Resolution Transferring Rolling Hills Nonlapsing Capital Accounts to the Rolling Hills Enterprise Fund from the General Fund Capital Section – Motion by Toni Wissestad second by Wallace Habhegger to approve fiscal note. Tina Osterberg, County Administrator explained relocation of funds for clearer tracking and efficiencies for Rolling Hills nonlapsing equipment, building and land improvement accounts. Carried 4-0.

  d. Resolution Allocating Use of General Funds Reserves for Rolling Hills Nursing Home and Senior Living Facility Design and Construction Bid Documents – Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Toni Wissestad explained financing the design and construction bid documents by using General Fund Reserves, three designs will be allowed for bid. Carried 4-0.

  e. Resolution for Purchasing New Squad - Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Wes Revels explained purchase of a squad vehicle and equipment of up to $57,500.00. Tina Osterberg, County Administrator further explained. Discussion. Carried 4-0.

- 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.

- Public Comment Period – One member of the public addressed the board regarding concern regarding tax delinquencies in the Treasurers Department.

- COVID Budget Shortfalls – Diane Erickson, Finance Director provided members with a summary of COVID expenses and submission for reimbursement through the routes to recovery fund.

- Monthly Approvals –
  a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 4-0.
  b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 4-0.
  c. Monthly Per Diems and Vouchers - Motion by Toni Wissestad second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 4-0.

- Items for next month's agenda – Public Comment Period, Dispatch Budget Adjustment.

- Chair Cedric Schnitzler adjourned the meeting at 10:30 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder