

FINANCE COMMITTEE MINUTES

COMMITTEE:	JOINT FINANCE/PERSONNEL
DATE:	MAY 21, 2024
TIME:	11:00 A.M.
PLACE:	FOREST COUNTY BOARDROOM

CALL TO ORDER

Lukas called the meeting to order at 11:00 a.m. and read the agenda.

ROLL CALL

Present: Chaney, Decorah, Goode, Lukas, Marvin, Skallerud

Absent: Dailey, Gretzinger, Landru

Others Present:

APPROVE AGENDA

Motion by Chaney to approve the agenda as presented allowing the chairman to adjust the items to fit the committee needs, second by Marvin. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE APRIL 25, 2024 FINANCE MEETING

Motion by Chaney to approve the minutes from the April 25, 2024 meeting, second by Marvin.

All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION/ACTION ON CONSIDERATION OF INITIAL RESOLUTION APPROVING REVENUE BOND FINANCING FOR BUG TUSSEL 2, LLC OR A RELATED LIMITED LIABILITY ENTITY. INFORMATION WITH RESPECT TO THE JOB IMPACT OF THE PROJECT WILL BE AVAILABLE AT THE TIME OF CONSIDERATION OF THE RESOLUTION.

Motion by Marvin to forward the Resolution of Intent to full County Board for approval, second by Goode. All present voting (AYE). Motion carried.

DISCUSSION ON AN AGREEMENT WITH CLA FOR CONSULTING SERVICES FOR SOCIAL SERVICES; POSSIBLE ACTION TO APPROVE AND FUNDING OPTIONS (LATCF)

Motion by Chaney to approve the agreement with CLA for an amount not to exceed \$10,000, using LATCF funding, second by Marvin. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON THE HIGHWAY MECHANIC JOB DESCRIPTION; POSSIBLE FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

(Personnel) Motion by Goode to approve the job descriptions with changes made (25-35 pounds of lifting) and forward to Finance, second by Marvin. All present voting (AYE). Motion carried.

(Finance) Motion by Chaney to approve the job descriptions on recommendation of the Personnel and Highway committees, and forward to full County Board for approval, second by Marvin. All present voting (AYE). Motion carried.

(Finance) Motion by Chaney to give the Clerk permission to submit the positions to Carlson Dettmann for the tier structure placement (\$275.00 per position) if approved by full County Board, forward to Finance to use LATCF funding, second by Marvin. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON A FINANCE DIRECTOR JOB DESCRIPTION; POSSIBLE FORWARDING TO FULL COUNTY BOARD FOR APPROVAL

(Personnel/Finance) Motion by Marvin to forward the job description with changes made (25-35 pounds of lifting) to full County Board for approval, second by Lukas. All present voting (AYE). Motion carried.

(Finance) Motion by Chaney to submit the position to Carlson Dettmann for the tier structure placement using LATCF funds (\$275.00 per position) if approved by full County Board, using LATCF funding, second by Decorah. All present voting (AYE). Motion carried.

DISCUSSION WITH THE DISTRICT ATTORNEY ON HIS 2024 BUDGET; POSSIBLE ACTION

The District Attorney was in to discuss some deficits (subpoenas for trial) in his budget that could be offset by other accounts in his budget that are under (copies) and will be at the end of the year. The committee understands the issue with the subpoenas for trial and as long as his total bottom line is under or at budget, they are okay with it. He was thanked for bringing the budget issues to them and wanted him to just keep them informed of any other deficits.

DISCUSSION ON THE D & M INVOICE FOR THE HANDICAP ELEVATOR AND FUNDING SOURCE (LATCF); POSSIBLE ACTION

Motion by Chaney to approve paying the invoice (\$5,190.74) using LATCF funding, second by Decorah. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON A NEW PLAT BOOK FOR 2025 AND WHICH ~~DEPARTMENT~~ COMMITTEE SHOULD BE HANDLING THE UPDATES

Deferred to budget time for discussion.

DISCUSSION/ACTION ON INVOICES FOR MICROSOFT SECURE EMAILS AND NEW EMAILS FOR BOARD MEMBERS; POSSIBLE FUNDING SOURCE (LATCF)

Motion by Marvin to approve the Microsoft secure emails (\$2550.50) using LATCF funding for 1-year (2024) then budget for and Microsoft emails for board members (\$2,038), second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON 2025 BUDGET AND SETTING UP MEETING WITH DEPARTMENT HEADS; POSSIBLE ACTION

FINANCE COMMITTEE MINUTES

The committee discussed several items for the department heads for the budgets moving forward. The committee members of jurisdiction could be sent a survey asking where they think cuts to budget can be made as well. The committee would like to set aside a Tuesday or Wednesday all day and meet with department heads throughout the day, with one -week advance notice. The committee would like to meet with department heads first to get out the information on the budgets. They would like a work group to start working on questions and discussions for the departments. Motion by Lukas to form a work group to work on gathering information from other board members and for coming up with questions (10) to include Decorah and Marvin, second by Chaney. All present voting (AYE). Motion carried.

DISCUSSION WITH HEALTH DIRECTOR ON APPLICANT FOR THE PUBLIC HEALTH NURSE; POSSIBLE ACTION

No Action

UPDATE – SALES TAX

Sales tax is down by \$12,642.48 for April, probably hitting winter months without snow, but, the year as a whole, is still up by \$4,972.83 from last year.

FUTURE AGENDA ITEMS

- Department head meetings on budget

ADJOURNMENT

Motion by Chaney to adjourn, second by Marvin. All present voting (AYE). Motion carried. Meeting adjourned at 1:11 p.m.