



Sawyer County

Agenda

**Finance Committee Meeting
Thursday, August 11, 2022 @ 8:30 AM
Assembly Room/Virtual Meeting**

Page

1. CALL TO ORDER

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92253884419>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 922 5388 4419. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Board:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Board members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [7.14.22 Finance Minutes DRAFT](#)

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8. AMERICAN RESCUE PLAN ACT OF 2021 - FUNDING UPDATE

9. OPIOID SETTLEMENT UPDATE

10. UPDATE ON AMBULANCE BILLING

11. COURTHOUSE BUILDING FUNDING

12. 2023 BUDGET UPDATE

- a. List of Mandated Services

13. ELECTED OFFICIALS' COMPENSATION UPDATE

14. REVIEW BOARD POLICY & PROCEDURE MANUAL -- COMMITTEE ROLE & RESPONSIBILITIES (DISCUSSION AND POSSIBLE ACTION)

- a. [Finance Committee Roles & Responsibilities](#)

15. FUTURE AGENDA ITEMS

16. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the July 14th meeting of the Sawyer County
Finance Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- Chair: **Ron Kinsley**
- Vice Chair, John Righeimer
- Stacey Hessel
- Tom Duffy
- Dale Schleiter

Others Present:

- | | |
|------------------------|-------------------------|
| Andy Albarado | Mike Markgren - Virtual |
| Lynn Fitch | Ron Buckholtz |
| Mike Coleson | Linda Zillmer |
| Tweed Shuman | Ed Peters – Virtual |
| Janeen Abric - Virtual | Liz Klein |
| Chris Klein | Brenda Adler |

Call to Order –Chair Kinsley called the meeting to order at 8:30 am.

Certification of Compliance with the open meeting law was met. Roll Call taken and quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes of the previous meeting – A motion was made by Mr. Duffy to approve the minutes of the June 9, 2022, meeting; second by Ms. Hessel. Motion carried without negative vote.

Treasurer’s Report -- A written report was provided. Ms. Abric reported the department is busy receipting tax payments. They have a new employee who will be assuming the position of a retiring deputy.

ARPA Funding Update and Helipad Funding Request -- Mr. Albarado advised that at last month’s meeting there was discussion regarding allocating remaining ARPA funds for the courthouse remodel project. \$1,432,417 of the funds remain unallocated. Mr. Albarado reported that the construction project is facing use of some of the contingency funds due to some cost overruns of approximately \$100,000.

Ms. Klein reported on the funding sources of the Town of Draper Helipad request. Mr. Righeimer made a motion to use \$40,000 of ARPA funds for the Helipad request, and use the remainder for the courthouse project; second by Ms. Hessel and forward to County Board. Vote carries 4 – 1 with a “nay” vote from Mr. Kinsley.

Opioid Settlement Update – Mr. Albarado provided a review of the securitization option for receiving the funds. We are scheduled to receive \$579,668 over a period of 18 years through 2038. Securitization would give us the option of receiving a couple large payments the first and second years with a reduced total payout. A motion was made by Ms. Hessel; second by Mr. Righeimer to allow Mr. Albarado to follow through with the investigation of the securitization option. Motion carried without negative vote.

2021 Audit & 2022 Budget Updates -- Mr. Albarado introduced Mike Markgren as our new finance director. A written report from the finance director was provided. We are tracking well for the 2022 budget. Also new to the department Randy Ehn joined as the staff accountant position.

Mileage and Meal Reimbursements -- Mr. Albarado presented a Resolution to Adjust Meal and Mileage Reimbursement Rates for employees to bring reimbursement rates closer to today’s market prices. A motion was made by Ms. Hessel to approve the resolution as presented; second by Righeimer. Motion carried without negative vote.

Ambulance -- Ambulance Township Ambulance Service Contracts and Rates – Mr. Albarado presented a review of current ambulance billing rate for the Town of Bass Lake, Birchwood and Stone Lake and a proposal to adjust those rates. A written report is provided. The Public Safety Committee gave Mr. Albarado the permission to begin negotiations with the entities. Public comment was made by Ms. Zillmer.

A Resolution to Adjust Ambulance Personnel Wages was presented by Mr. Albarado. Sawyer County has a hard time attracting and retaining EMTs and Paramedics and continue to carry forward open job positions month after month. We are competing with other higher paying services in the area. The resolution would have a \$210,000 fiscal impact and would result in additional EMS levy in 2023. This would adjust the pay grades for both EMTs and Paramedics. A motion was made by Ms. Hessel; second by Mr. Righeimer to approve the Resolution to Adjust Ambulance Personnel Wages. Motion carried without negative vote.

Review Board Policy & Procedure Manual Committee Role & Responsibilities -- A copy of the current committee policy was provided. Mr. Albarado requested that comments from committee members be returned to him and a new copy would come back next month for review, if changes are suggested.

Elected Officials' Compensation -- Mr. Albarado advised that elected officials are not eligible for compensation adjustments outside of the set term, and corporate counsel was consulted.

Meeting Date/Time – The next meeting of the Finance Committee will be Thursday, August 11, at 8:30 am in the Assembly Room.

Meeting adjourned at 9:54 am
Minutes recorded by Lynn Fitch, County Clerk

H) Finance Committee

Roles and Responsibilities of the Finance Committee

Budget

1. Approves budget guidelines departments should follow when preparing the budget as proposed by the County Administrator
2. Acts as a sounding board for the County Administrator when determining modifications to service levels are needed to balance the budget.
3. Reviews and approves balanced budget submitted by the County Administrator forwarding it to the Board for approval. All major budget decisions noted for Board approval.
4. Reviews projected large (the greater of \$25,000 or 20% of budget annualized) adverse (lower revenue or higher expenses) impacts to the approved budget as submitted by the County Administrator. Projected large adverse budgeted items noted for the Finance Committee will be reviewed with the appropriate committee by the County Administrator These items will be included in the Finance Committee's report to the Board if not included in the report of the responsible committee.
5. Approves unbudgeted items (other than line-item transfers) including transfers from the contingency account. Resolution forwarded to Board for approval

Internal Controls

1. Approves selection of independent auditor as recommended by the County Administrator
2. Reviews with the independent auditor the final draft audit and approves such audit report.
3. Reviews the County Administrators proposed corrective action on internal control and other weakness noted by the independent auditor and monitors the progress towards correcting these deficiencies.
4. Reviews significant internal control breaches. Breaches would include duplicate payments, errors in recording transactions or any other events where the assets of the county are not safeguarded or the financial statements do not accurately reflect the county's operations

Policies:

1. Approves policies and changes there to as submitted by the County Administrator in the areas of finance, treasury and other elements of asset protection forwarding them to the Board for approval.

Other Actives:

1. Reviews and approves requests for borrowing forwarding them to the Board for approval.