

FINANCE
September 15th, 2021

- Call to order** The Finance Committee meeting was called to order by Chairman Gary Koch at 9:04 a.m. Committee members present were Geri Kozelka and Gerry Krachey. Wayne Jerrett and Greg Russell were absent. Also present were Tom Cornford, County Board Chairman; Jim Hackett, Emergency Management; Deanne Lutz, Treasurer; Dan McWilliams; Human Services Director; Linda Redman, RIP; Nancy Dowling, Clerk of Court; Melissa Tairi, Treatment Court Coordinator; Kyle Kozelka, Hwy Commissioner; Hettie Brown, CouleeCap; and Roberta Fisher, County Clerk. Eric Frydenlund, Driftless Wisconsin reattended via Zoom.
- Verify posting** The meeting was verified as being properly posted.
- Approval of Minutes** Krachey moved; Kozelka second to approve the minutes from the August 18th Finance Meeting. The motion carried with no negative votes cast.
- Approval of Bills** Kozelka moved; Krachey second to approve payment of regular monthly bills. The motion carried with no negative votes cast.
- ARPA Project Approvals** Jim Hackett, Emergency Management, addressed the Finance Committee regarding the ARPA project proposals.
- Hackett informed the Finance Committee that the official Federal Guidelines for the ARPA funds still have not been finalized.
- Hackett explained each of the ARPA project requests to the committee members. The ARPA sub-committee has met and reviewed these requests, and feel that they would qualify for the grant funds. The Finance Committee had time to review all project proposals, and will act on all of these after hearing the Audit Presentation later in this meeting.
- A revised ARPA COVID-19 PAID LEAVE POLICY was presented to the committee for approval. Since the ARPA funds are subject to final approval from Finance, it was felt the committee should review the policy. Chairman Gary Koch felt that the policy should be forwarded to the Personnel Committee for final approval.

**Credit Card
Request-RIP**

Linda Redman, Register in Probate is requesting a county credit card for her department.

Krachey moved; Kozelka second to approve the request for a credit card for the RIP Department. A signed credit card policy will be kept on file in the County Clerk's office. The motion carried with no negative votes cast.

**Couleecap
Emer. Housing
Request**

Hettie Brown, Couleecap Executive Director addressed the committee regarding the need for Emergency Housing Assistance in Crawford County.

Couleecap has been a local service provider in Crawford County for 55 years. They provide a wide array of programming to address housing, food and economic insecurity.

Over the last couple of years, there has been an increased need for Emergency Housing Assistance in Crawford County. Unfortunately, federal HUD grants are inadequate to meet the needs of residents and run out mid-year.

Hettie is asking the county to contribute an annual appropriation of \$35,000 to Couleecap to ensure housing assistance will be offered to Crawford County families year-round. Services to address homelessness and the impacts of the pandemic on housing insecurity are considered eligible expenses for ARPA funding. The Finance Committee will consider utilizing ARPA funds to contribute dollars to this request.

**Driftless
Wisconsin**

Eric Frydenlund, Driftless Wisconsin appeared via Zoom. Eric thanked the county for the \$5000 contribution to the "Come out and Play" advertising campaign this year.

Frydenlund presented the Driftless Wisconsin JEM Grant Evaluation, which shows the success of the 2020 campaign. In order to continue this successful campaign, Driftless Wisconsin is requesting \$5000 again for 2022.

Motion by Cornford, second by Kozelka to approve the request of \$5000 to Driftless Wisconsin for 2022. The motion carried with no negative votes cast.

Treatment Crt Benefits/Wages

Melissa Tairi presented to the committee the Treatment Court Coordinator wages and benefits that will be included in the 5-year TAD grant that Melissa is applying for. The Finance Committee had time to review the report and had some questions regarding the starting pay.

In Melissa's proposal, she is requesting that the Treatment Court Coordinator start at \$26.02/hour as of January 1st, 2022. The Finance Committee feels that a more comparable wage to start with is \$21.97/hour.

The committee recommends that Melissa adjust her wage and benefits with a starting wage of \$21.97/hour, with a 2.5% annual increase every year beginning in 2023. Her wage at the end of the 5-year TAD grant would be \$24.25/hour.

Krachey moved, Kozelka second to have Melissa make the changes as directed with the starting wage in 2022 at \$21.97/hour. There would be a 2.5% wage increase each year beginning in 2023. The Peer Support Specialist wage and benefits is approved as presented, with the option to fill the position as soon as the grant is approved. The motion carried with no negative votes cast.

2020 Audit

Jay Bennett from Johnson Block presented the 2020 Financial Audit report. Crawford County was issued an "unmodified" audit opinion on the financial statements, which is the highest audit opinion you can get. The Single Audit report is still in process. Following are the highlights of the audit report:

- * Total Governmental and Business-Type activities net position increased by \$1,532,043.
- * General fund balance as of 12/31/2020 was \$3,579,954.
- * Total governmental fund balances increased by \$226,216. General Fund's fund balance increased by \$135,642 and the Human Services' fund balance increased by \$93,754.
- * Total Revenues increased by 9% due to grants.
- * Delinquent taxes receivable decreased by 11.5%.
- * Total governmental fund expenditures increased \$1,593,894 or 10%

* General Obligation debt limitation was \$65,244,700. Debt subject to that limitation totaled \$4,080,000; leaving the G.O. debt capacity at \$61,164,700.

Koch questioned Jay regarding how to prepare the 2022 Budget with the ARPA Revenue from 2021 and 2022.

Jay informed the Finance Committee that a binding loan agreement has to be in place and signed before the Levy Limit Worksheet is completed in order to borrow funds to balance the Budget.

ARPA Proj. Apps The ARPA sub-committee has presented several project requests for approval by the Finance Committee. The following were approved:

<i>Website Design & Development</i>	\$19,500
<i>Treatment Court Chromebooks (12)</i>	\$6,960
<i>Treatment Court 5 Scram Cam Sets</i>	\$11,825
<i>Clerk of Courts- Security Glass with speak hole and buzzer</i>	\$2,500
<i>Human Services - speak hole & buzzer</i>	\$520
<i>Permanent Office Changes (Treasurer, Prop Lister, ROD, 911 & Land Conservation)</i>	\$40,500
<i>Additional Laptop Requests (9) (Prop Lister, Treasurer, LC, ROD & Hwy)</i>	\$18,000
<i>Thycotic Secret Server for Cybersecurity</i>	\$39,399
<i>Emergency Housing Assistance (Couleecap)</i>	\$35,000
Total Approved ARPA Project Costs	\$174,204

Motion by Krachey, second by Kozelka to approve the above ARPA Project Requests and costs totaling \$174,204. The motion carried with no negative votes cast.

Treasurer's Report Deanne Lutz, Treasurer handed out updated Sales & Use Tax and Wheel Tax reports.

Next Meeting October 6th, 2021 at 9:00 a.m. to prepare County Board Agenda.

Adjournment

Krachey moved; Kozelka second to adjourn the meeting. The motion carried with no negative votes cast, and the meeting adjourned at 11:43 a.m.

Roberta A. Fisher, County Clerk