

RUSK COUNTY FINANCE COMMITTEE MINUTES

January 18, 2024

Finance Committee Present: Tatur, Hauser, P. Unterschuetz, Kalepp and Meyer.

Staff Present: A. Heath, C. Meyer, J. Jacobs, C. Closs, J. Wallace, M. Kron, P. Grassmann, J. Macholl, J. Bugbee and J. Wilk.

Others Present: A. Bradly, A. Anderson, L. Zack, E. Webster.

CALL TO ORDER

Meeting called to order by Chair Tatur at 3:01 p.m.

PUBLIC COMMENT - None

APPROVAL OF MINUTES

Motion by Hauser, seconded by Meyer to approve the December 14, 2023 minutes. Motion carried.

DISCUSSION AND POSSIBLE MOTION

Consideration of Financial Support for Hawkins Daycare – A. Bradly, A. Anderson and L. Zach gave a presentation on the consideration of Financial Support for a daycare in Hawkins and is requesting ARPA funds from the County to help purchase the building. Discussion held.

Motion by P. Unterschuetz, seconded by Kalepp to forward to County Board. Motion carried.

HHS – Clerk II reclassification to Clerk III

Jeremy Jacobs and Carla Closs gave an explanation for the job duties they are requesting to reclassify from a Clerk II to a Clerk III according to the Carlson Dettmann grid.

Motion by Meyer, seconded by Hauser to approve the Clerk II to Clerk III according to the Carlson Dettmann grid as of January 1, 2024 at step 2 - grade 8 - \$21.36 per hour and forward to County Board for approval. Motion carried.

Step Placement for regard RCTC Finance Accountant II

Jaimie gave an overview of the placement and is requesting the RCTC Finance Account II be put on the step placement at the Carlson Dettmann approved wage.

Motion by Hauser, second by Kalepp to approve the grade scale by Carlson Dettmann wage for the RCTC Finance Accountant II, step 6, grade 9 at \$23.72 per hour starting January 1, 2024 and forward to County Board. Motion carried.

Forestry Request to Utilize Funds from Park & Trail Development Fund for Trail Development

Jerrad is requesting to utilize funds of \$3,050.00 for dozer work done on Kozak Lane to Ted Strzok.

Motion by Kalepp, seconded by P. Unterschuetz to approve utilizing funds of \$3,050.00 from Park and Trail Development Fund. Motion carried.

Approve Transfer of BCRC SWAT Funds to 501 (c)(3)

Sheriff Wallace is requesting to transfer of BCRC SWAT Funds to a 501(c)(3).

Motion by P. Unterschuetz, seconded by Meyer to approve the transfer of BCRC SWAT Funds to a 501(c)(3). Motion carried.

Cancellation of Department Credit Cards for Misuse – No misuse was supported.

Approval of Payment of LATCF to NACO for Contribution to the National Center for Public Lands

Counties – Connie and Jaimie presented and invoice from NACO for Contribution to the National Center for Public Lands.

Motion by Kalepp, seconded by Hauser to approve \$1,000.00, 1% of LATCF to NACO for Contribution to the National Center for Public Lands and forward to County Board. Motion carried.

Additional ARPA Requests to Forward to County Board (Resolution) – Fairgrounds Restrooms – Hold off.

Consideration of Open Records Software

Motion by Hauser, seconded by Kalepp to approve the purchase of the Open Records Software for \$20,700.00 from ARPA Funds. Motion carried.

Approve Invoices – *Motion by Hauser, seconded by P. Unterschuetz to approve the January invoices as presented. Motion carried.*

Out of County Travel – Discussed Out of County Travel.

Motion by P. Unterschuetz, seconded by Kalepp to approve Clerk Meyer for March 4-6 to Madison for the WCCO Conference. Motion carried.

Treasurer's report – The Committee reviewed the reports.

Administrative Coordinator report – Ashely Heath, Administrative Coordinator reported on Joint Management building for Michaels, New Jail report, approval for Highway projects and radio project to County Board.

Clerk's report – Clerk Meyer gave a report on the Clerk's Office and Election training.

Finance Director's report – Jaimie Wilk gave a report on the Finance Department.

Next meeting will be February 22, 2024 at 3:00 p.m. in the LEC – Board Room

ADJOURN - Chair Tatur adjourned at 5:25 p.m.