



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
*\*South Side/Oak Street Entrance\**  
112 South Court St./1<sup>st</sup> Floor Rm 1200  
Sparta, WI 54656  
**DATE:** Wednesday, March 17, 2021

**\*\*PUBLIC:** Due to the COVID-19 Pandemic, you may access this meeting remotely:  
Wednesday, Mar. 17, 2021 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)  
<https://monroecountywi.webex.com/> or Join by phone: +1-404-397-1516 United States Toll  
Meeting Number: 187 318 3415 Access Code: 187 318 3415  
Password: Finance

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of February 10, 2021 and February 17, 2021
4. Request for Credit Card Approval(s) – Discussion/Action
  - a. Human Services
  - b. Health Department
5. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Health Department (2)
  - b. District Attorney
  - c. Land Conservation (2)
  - d. Sheriff / Information Technology
  - e. Capital Outlay (Data Processing)
6. Request for Line Item Transfer – Discussion/Action
  - a. County Board
  - b. Solid Waste
7. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
8. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
9. Payment of Special Assessments
10. Sparta TIF District Funds – Discussion/Action

**FINANCE MEETING  
March 17, 2021 Agenda**

11. Long Term Callable Bonds
12. Minimum Fund Balance
13. Federal COVID Bill Money – Discussion/Action
14. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: March 15, 2021

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

***PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.***



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Cedric Schnitzler, Committee Chair  
Date notices mailed: March 10, 2021

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee  
February 10, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Alison Elliott, Kevin McCoy, Tara Nichols, Kelly Talsky, Eric Weihe, Susie Brownell, David Ohnstad, Mindy Hemmersbach  
WebEx: Roxie Anderson, Bob Micheel, Adrian Lockington

The meeting was called to order at the Monroe County Board Assembly Room at 2:00 p.m. by Chair Cedric Schnitzler.

- The Public Hearing began.
- Eligible Community Development Block Grant (CDBG) Activities and Overview – Chair, Cedric Schnitzler provided an overview of the Block Grant Close. The following topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing.
  1. An overview of the Community Development Block Grant (CDBG) program was provided.
  2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for Housing (CDBG-HSG); Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED) were provided.
  3. Types of activities eligible for CDBG funding include Housing (CDBG-HSG): Rehabilitation, Homebuyer Assistance, Special Housing Projects, Other; Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED).
  4. Housing needs were identified by staff prior to the Public Hearing.
  5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by staff prior to the Public Hearing.
  6. Housing needs were identified by attendees of the Public Hearing.
  7. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by attendees of the Public Hearing.
  8. Activities proposed for the CDBG application – Highway Commissioner, David Ohnstad explained the County Highway N reclamation project.
  9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
  10. The public attending this meeting were allowed an opportunity to discuss the proposed CDBG application.
- Community Development Block Grant DR – Disaster Recovery (CDBG-PF) Funds for Identification of Potential Projects – Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the potential use of funds for properties damaged in the 2018 flood. This project would include acquisition and demolition of four properties. Kevin McCoy, Citizen Participation Committee Chair explained that Bob Micheel, Land Conservation Director had also requested funds for a project to modernize the Tri-Creek Flood Warning System. Kevin McCoy explained that the Citizen's Participation Committee recommended

that both projects apply for the Disaster Recovery Funds. The total amount of funds requested was \$484,844.00 for the acquisition and demolition project and \$17,300.00 for the warning system.

- Update of the Current Community Development Block Grant Close – Public Service (CDBG-PS) Project Drug Court – Tara Nichols, Justice Department explained that due to Covid, treatment court started virtually. In June, drug court began in person. Twelve participants are currently enrolled in the program.
- Update of the Current Community Development Block Grant Close – Public Service (CDBG-PS) Project, County Highway N – David Ohnstad, Highway Commissioner explained that soil testing was completed this past fall. Also completed was inspections of bridges, right away's and the department began clearing the area and provided letters to property owners.

Diane Erickson explained the Department of Administration increased funding an additional \$20,000.00. These funds will be provided to County Highway N Project and the budget was revised.

- Citizen Input Regarding Current and Future CDBG Activities – None
- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 2:49 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
February 17, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Diane Erickson, Garlynn Brookshaw, David Ohnstad, Tiffany Giesler, Ed Smudde, Eric Weihe, Wes Revels  
WebEx: Ron Hamilton, Bob Micheel, Chad Ziegler, Allison Elliott

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, March 17, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Mark Halverson second by David Pierce to approve the January 20 and January 27, 2021 minutes. Carried 5-0.
- Sheriff's Office Request for Credit Card Approval – Motion by Toni Wissestad second by Wallace Habegger to approve credit card. Wallace Habegger explained a \$1,000.00 credit card request for a Patrol Deputy. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
  - a. Highway – Motion by Wallace Habegger second by David Pierce to approve budget adjustment. David Ohnstad, Highway Commissioner explained the 2021 budget adjustment in the amount of \$250,000.00 for two patrol trucks. Carried 5-0.
  - b. ADRC – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2021 budget adjustment in the amount of \$1,217.00 for vehicle operation and maintenance. Carried 5-0.
  - c. Land Conservation – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2020 budget adjustment in the amount of \$1,650.00 for wildlife abatement program donations. Carried 5-0.
  - d. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$3,500.00 for Kindness Community funding. Carried 5-0. Motion by David Pierce second by Mark Halverson to approve budget adjustment. Tiffany explained the 2021 budget adjustment in the amount of \$31,000.00 for funding received from the WI Department of Health Services. Carried 5-0.
  - e. Rolling Hills – Motion by Toni Wissestad second by Habegger to approve budget adjustment pending committee of jurisdiction approval. Garlynn Brookshaw, Rolling Hills Business Services Director/Assistant Finance Director explained the 2021 budget adjustment in the amount of \$69,000.00 for building project. Carried 5-0. Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment pending committee of jurisdiction approval. Garlynn explained the 2020 budget adjustment in the amount of \$20,300.00 for funds from Health and Human Services for Cares Act Relief. Carried 5-0. Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment pending committee of jurisdiction approval. Garlynn explained the 2021 budget adjustment in the amount of \$613,543.73 for building design and construction bid documents. Carried 5-0. Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment pending committee of jurisdiction approval. Garlynn explained the 2021 budget adjustment in the amount of \$16,824,248.40 for revenue and expenditure budget associated with building project bond. Carried 5-0.
  - f. Personnel– Motion by Mark Halverson second by David Pierce to approve budget adjustment. Ed Smudde, Personnel Director explained the 2021 budget adjustment in the amount of \$3,861.00 for HRA reimbursement claims. Discussion. Carried 5-0.
- Request for Line Item Transfer(s) -

- a. Health Department/WIC – Motion by David Pierce second by Toni Wissestad to approve line item transfer. Tiffany Giesler, Health Director explained the 2020 line item transfer in the amount of \$700.00 for salaries. Carried 5-0.
  - b. Justice Programs – Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Eric Weihe, Justice Department Coordinator explained the 2020 line item transfer in the amount of \$2,710.00 for overtime, insurance and computer operations. Carried 5-0.
  - c. Medical Examiner – Motion by Wallace Habhegger second by Toni Wissestad to approve line item transfer. Wallace Habhegger explained the 2020 line item transfer in the amount of \$14,162.00 for salaries and health insurance. Discussion. Carried 5-0.
  - d. Emergency Management – Motion by Toni Wissestad second by Mark Halverson to approve line item transfer. Wes Revels, Sheriff explained the 2020 line item transfer in the amount of \$2,357.00 for health insurance. Carried 5-0.
  - e. Finance – Motion by David Pierce second by Mark Halverson to approve line item transfer. Diane Erickson, Finance Director explained the 2020 line item transfer in the amount of \$6,599.00 for salaries and insurance. Carried 5-0.
- Fiscal Note on Resolution -
    - a. Resolution Authorizing the Application for Outdoor Recreation Aids – Motion by David Pierce second by Mark Halverson to approve fiscal note. Chad Ziegler, Forest and Parks Administrator explained state aid for outdoor recreation. Funding comes from the snowmobile registration. Carried 5-0.
    - b. & c. Motion by David Pierce second by Toni Wissestad to approve fiscal notes from both of the following resolutions. Resolution Authorizing Monroe County to Submit Grant Application for Acquisition and Demolition of Properties Damaged by the August 2018 Flooding Event and Resolution Authorizing Monroe County to Submit Grant Application for the Modernization of the Tri-Creek Dam Flood Warning System. The resolutions would allow grant revenue and expense which will require budget adjustments if and when the grants are awarded. Carried 5-0.
- Treasurer –
 

Chair Cedric Schnitzler explained that the Treasurer has been excused from the meeting. The Treasurer's report was provided to members in the packet.
- Finance
    - a. Diane Erickson provided the Monthly Financial Report.
    - b. Finance Department Monthly Report.
- Bond Rating – Chair Cedric Schnitzler stated that the county's current bond rating is AA-.
- Long Term Callable Debt – Diane Erickson, Finance Director provided members with callable information on Monroe County bonds. Discussion.
- Monthly Approvals –
    - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
    - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Discussion. Carried 5-0.
    - c. Monthly Per Diems and Vouchers - Motion by Toni Wissestad second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Sparta TIF District Funds; Long Term Callable Bonds; Minimum Fund Balance.
- Motion by Cedric Schnitzler second by Toni Wissestad to adjourn the meeting at 10:08 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

**Department:** Human Services

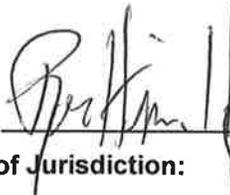
**Committee:** Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Melissa Knutson	RN	\$ 1,000.00
Caitlyn Snyder	Social Worker	\$ 1,000.00

**Justification for Credit Card(s):**

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.
Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

**Department Head Approval:**



3/2/2021

**Date Approved by Committee of Jurisdiction:**



3/2/2021

*Following this acceptance please forward to the County Clerk's Office.*

**Date Approved By Finance Committee:** \_\_\_\_\_

## Request for Credit Card Approval

**Department:** Health

**Committee:** Health and Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Serena Jahnke Berg	Public Health Nurse Supervisor	\$ 1,000.00
Jena Cornell	Public Health Nurse	\$ 1,000.00
Katie Lelonek	Community Health Educator	\$ 1,000.00

**Justification for Credit Card(s):**

Credit card for agency purchase where it is not feasible to use the regular purchasing procedure. When not in use, all credit cards are locked.

**Department Head Approval:** Liffany E. Sieger

**Date Approved by Committee of Jurisdiction:** David A. [Signature]

*Following this acceptance please forward to the County Clerk's Office.*

**Date Approved By Finance Committee:** \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 2, 2021  
 Department: Health  
 Amount: \$9,754.00  
 Budget Year Amended: 2021

**Source of Increase / Decrease and affect on Program:**  
 (If needed attached separate brief explanation.)

Received grant from WI Division of Public Health, Bureau of Environmental and Occupational Health to establish baseline water quality data in September 2019 for \$10,000. The grant year is August 1, 2019 to July 31, 2020. We are moving forward the unspent dollars from 2020 to 2021. The original notice of budgetary adjustment was approved by the County Board 2019. The Original grant will pay for \$35.00 of the \$55.00 fee for water test to be conducted by Stevens Point Center for Water Shed Science (SPCWSS).

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435559		Environmental Grant	\$ -	\$ 9,754.00	\$ 9,754.00
Total Adjustment					\$ 9,754.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	531050		Postage	\$ 2,500.00	\$ 478.00	\$ 2,978.00
24110000	533200		Mileage	\$ 10,750.00	\$ 772.00	\$ 11,522.00
24110000	534050		Block Grant	\$ 13,000.00	\$ 8,504.00	\$ 21,504.00
Total Adjustment					\$ 9,754.00	

Department Head Approval: \_\_\_\_\_

*Liffany E. Meyer*  
*Carol A. Bruce*

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 2, 2021  
 Department: Health  
 Amount: \$800.00  
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Radon-Promote radon testing, education and mitigation.

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**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435540		Radon	\$ -	\$ 800.00	\$ 800.00
Total Adjustment					\$ 800.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 25,004.00	\$ 800.00	\$ 25,804.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 800.00	

Department Head Approval:

*Lillian E. Higley*

Date Approved by Committee of Jurisdiction:

*David R. Duer*

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 1, 2021  
 Department: District Attorney  
 Amount: \$11,156.63  
 Budget Year Amended: 2020

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to cover a Health Insurance Cost coverage in the District Attorney's office. Health Insurance was not budgeted for a position that was vacant when developing the 2020 budget. The new employee has elected to take family insurance. The department budget is able to cover all but \$3,239.63 requested from the Retirement/Fringe Pool

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11310000	515020		DA-Health Insurance	\$ 84,824.00	\$ 11,156.63	\$ 95,980.63
11310000	521130	DV620	DA-Investigative Expense	\$ 1,500.00	\$ (1,500.00)	\$ -
11310000	521320		DA-Transcripts	\$ 3,600.00	\$ (2,087.00)	\$ 1,513.00
11310000	533010	DV615	DA- Conferences/Seminars	\$ 1,330.00	\$ (1,330.00)	\$ -
11310000	539220	DV802	DA-Travel Exp Victim	\$ 1,000.00	\$ (1,000.00)	\$ -
11310000	539220	DV812	DA-Travel Exp Victim	\$ 1,000.00	\$ (1,000.00)	\$ -
11310000	539220	DV830	DA-Travel Exp Expert Fees	\$ 1,000.00	\$ (1,000.00)	\$ -
11435000	515200		Retirement/Fringe Pool	\$ 146,017.19	\$ (3,239.63)	\$ 142,777.56
Total Adjustment					\$	-

Department Head Approval: \_\_\_\_\_

*[Signature]*

3/2/2021

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*[Signature]*

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 10, 2021  
 Department: Land Conservation  
 Amount: \$2,936.00  
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Contribution funds received from federal program work in 2020 will be forwarded to the LC grant account to hire an intern for the summer of 2021.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Fund Balance Applied	\$ 1,082,558.70	\$ 2,936.00	\$ 1,085,494.70
16940000	485100		Land Conservation Revenue	\$ 3,936.00	\$ (2,936.00)	\$ 1,000.00
16942500	485000		LC Donation Revenue	\$ 25,000.00	\$ 2,936.00	\$ 27,936.00
						\$ -
Total Adjustment					\$ 2,936.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16942500	511000		LC Grants- Salaries	\$ 21,704.00	\$ 2,936.00	\$ 24,640.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,936.00	

Department Head Approval: *Bb Michel 3/10/21*  
 Date Approved by Committee of Jurisdiction: *Nodje VanWychen 3/10/21*  
*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 10, 2021  
 Department: Land Conservation  
 Amount: \$58,250.00  
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Amounts were not known at time 2021 budget was completed.

Received a \$41,000 grant from DATCP for the farmland preservation program - signup bonus.

All applicants that enroll into the program will receive a \$2,000 as a signup bonus.

Funds unspent (\$17,250) from the 2020 FLP signup will be carried forward into 2021, for a total of \$58,250

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	435800		State Cost Share Program	\$ 104,000.00	\$ 58,250.00	\$ 162,250.00
						\$ -
Total Adjustment					\$ 58,250.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	579100		Grant Expense - SWRM	\$ 104,000.00	\$ 58,250.00	\$ 162,250.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 58,250.00	

Department Head Approval: Bob Michal 3/10/21

Date Approved by Committee of Jurisdiction: Nodji Van Wyckon 3/10/21

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

**Budget Adjustment**

Purpose

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 8, 2021  
 Department: Sheriff / Information Technology  
 Amount: \$414,266.00  
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

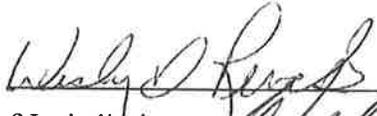
This Budget Adjustment transfers unused funds from the 2020 Sheriff's Office Budget to the Gen. Fund Balance Applied Account in the amount of \$414,266.00. The funds will be expended out of the Capital Equip./Software - IT Account for the purpose of replacing and upgrading all existing video system equipment including cameras, servers, workstations and storage devices.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Gen. Fund Balance Applied	\$ 74,985.00	\$ 414,266.00	\$ 489,251.00
71400000	499999		IT Transfer In	\$ -	\$ 414,266.00	\$ 414,266.00
						\$ -
						\$ -
Total Adjustment					\$ 828,532.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	599999		Gen. Fund Transfer Out	\$ -	\$ 414,266.00	\$ 414,266.00
71475000	581000		Capital Equip./Software - IT	\$ -	\$ 414,266.00	\$ 414,266.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 828,532.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  03/08/21

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class I notice of budget amendment: \_\_\_\_\_

Public Safety Approval: 03/08/21  
 Administrative/Personnel Approval: 03/09/21

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 17, 2021  
 Department: Capital Outlay (Data Processing)  
 Amount: \$26,895.31  
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to carry over the remaining Capital Outlay funds from 2020 to 2021 for continued work on the Work Order portion of the financial software implementation project

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493800		General Fund Balance Applied	\$ -	\$ 26,895.31	\$ 26,895.31
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 26,895.31	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151	581000		Capital Outlay-Data Processing	\$ -	\$ 26,895.31	\$ 26,895.31
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 26,895.31	

Department Head Approval: *Diann Erickson*

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ County Board  
 Budget Year Amended: \_\_\_\_\_ 2020

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533200	County Board Mileage	\$ 15,700.00	\$ 2,600.00	\$ 10,459.28	\$ 13,100.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,600.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 511000	Salaries	\$ 56,000.00	\$ 2,600.00	\$ 58,353.78	\$ 58,600.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,600.00</b>		

**Explanation for Transfer:**  
 County Board Salaries are over budget. There are enough funds in County Board Mileage to cover the expense.

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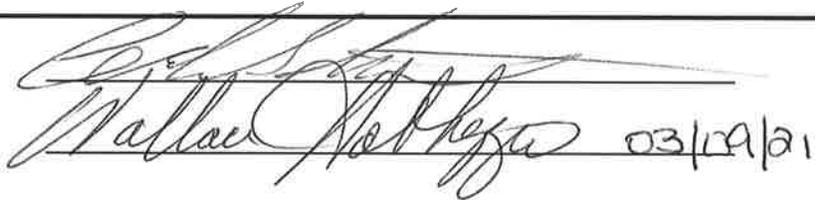
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Department Head Approval

Governing Committee Approval

  
 \_\_\_\_\_  
 \_\_\_\_\_ 03/19/21

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

**REQUEST FOR LINE ITEM TRANSFER**

Date: 3/9/2021  
 Department: Solid Waste  
 Amount: \$ 38,491.00  
 Budget Year Amended: 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000	511000		Salaries	\$ 75,493.00	\$ 2,885.00	\$ 72,607.24	\$ 72,608.00
63630000	511200		Overtime	\$ 3,056.00	\$ 1,139.00	\$ 1,139.88	\$ 1,917.00
63630000	515020		Health Insurance	\$ 19,586.00	\$ 5,393.00	\$ 14,202.82	\$ 14,203.00
63630000	533200		Mileage	\$ 2,004.00	\$ 2,004.00	\$ -	\$ -
63630000	521470		Engineering	\$ 50,000.00	\$ 5,218.00	\$ 44,781.99	\$ 44,782.00
63630000	521495		Landfill Flare Maintenance	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -
63630000	524505		Bldg Repairs & Maint.	\$ 2,500.00	\$ 2,232.00	\$ 287.36	\$ 268.00
63630000	523530		Utility Service	\$ 20,000.00	\$ 4,120.00	\$ 15,600.10	\$ 15,880.00
63630000	580150		Land Improvements	\$ 550,554.00	\$ 12,000.00	\$ 493,911.07	\$ 538,554.00
<b>Total Transfer</b>					<b>\$ 38,491.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000	521840		Recycling Landfill Tax	\$ 300,000.00	\$ 38,491.00	\$ 236,307.50	\$ 338,491.00
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 38,491.00</b>		

Explanation for Transfer:

*TRANSFER FUNDS TO COVER  
 RECYCLING 4th Quarter Fees.*

Department Head Approval

*[Signature]*

Governing Committee Approval

\_\_\_\_\_

*If < \$500:*

Send to County Administrator's Office:

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

Date

*If > \$500:*

Send to County Clerk's Office:

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date

RESOLUTION NO. 2-07-1

RESOLUTION AUTHORIZING THE DISCONTINUANCE OF PAYMENTS IN FULL OF DELINQUENT SPECIAL ASSESSMENTS AND SPECIAL CHARGES AS A PART OF THE ANNUAL AUGUST SETTLEMENT BY THE OFFICE OF THE MONROE COUNTY TREASURER

WHEREAS, Monroe County has had a long-standing past practice of paying as a part of the August settlement to local treasurers all delinquent special assessments and special charges in full; and

WHEREAS, that may or may not have been authorized by County Board Resolution in the past; and

WHEREAS, it is now the recommendation of the Monroe County Finance Committee that Monroe County cease these payments of delinquent special assessments and special charges with the August settlement each year; and

WHEREAS, because of the long-standing nature of this payment practice, the Monroe County Finance Committee does recommend approval of this change by the entire County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the office of the Monroe County Treasurer to cease making payments in full to local treasurers of delinquent special assessments and special charges included in the Tax Roll with the annual August settlement. This change would be effective with the August settlement of 2008.

Dated this 28<sup>th</sup> day of February, 2007.

OFFERED BY THE FINANCE COMMITTEE:

Terese A. Purice

James B. Kuh

Edward Westphal

Dennis Hubbard  
Ed Schick

Finance Committee vote: 5-0

Fiscal note: The average amount that will not be paid by the Monroe County Treasurer to the local Municipal Treasurers is \$19,650.00.

Statement of purpose: This Resolution will authorize the termination of the long-standing past practice of paying all the delinquent special assessments and special charges in full to the local treasurers with each annual August settlement.

# NACo LEGISLATIVE ANALYSIS FOR COUNTIES: U.S. SENATE'S SUBSTITUTE AMENDMENT STATE & LOCAL CORONAVIRUS FISCAL RECOVERY FUND

UPDATED: MARCH 7, 2021



To find your county's estimated allocation through the U.S. Senate's Substitute Amendment of State and Local Coronavirus Recovery Funds, [click here](#).

## SUMMARY

On March 6, the U.S. Senate passed [The American Rescue Plan Act of 2021](#). Now that the Senate passed this legislation, it will move back to the U.S. House next week for final consideration before being sent to the president for his signature.

As part of the overall package, **the Coronavirus State and Local Fiscal Recovery Fund** would provide (1) approximately \$350 billion in new federal fiscal assistance for our nation's states, territories, tribes, counties, and municipalities and (2) \$10 billion for coronavirus capital projects.

The measure outlines that **states, along with the District of Columbia, would receive \$195.3 billion**, distributed mostly upon each state's share of unemployed workers over the 3-month period of October-December 2020. Each state and the District of Columbia would be guaranteed a minimum of \$500 million, plus D.C. would receive a special allocation to compensate for its treatment under the CARES Act last year.

**Local governments would receive \$130.2 billion**, split evenly between municipalities and counties, **resulting in a direct county allocation based on population of \$65.1 billion**. Tribal governments would receive \$20 billion and U.S. territories would receive \$4.5 billion.

The U.S. Department of Treasury would still oversee and administer these payments to state and local governments, and every county would be eligible to receive a direct allocation from Treasury. **States, municipalities, and counties would now receive funds in two tranches** – both tranches would provide 50 percent of the entity's total allocation. In cases where a state has a very high level of unemployed individuals, these states may receive both tranches at the same time.

## DISTRIBUTION FORMULA FOR STATE AND LOCAL RECOVERY FUNDS

Of the approximately \$350 billion in the Senate bill for fiscal relief, 57 percent would be allocated to states and 35 percent to local governments. The distribution formula is as follows:

- **States and District of Columbia:** \$195.3 billion

- \$25.5 billion is **equally divided** with state minimum of \$500 million.
- \$169 billion based on the state **share of unemployed workers** over a three-month period from October-December 2020.
- \$1.25 billion in **additional aid** for the District of Columbia.
- **Local governments:** \$130.2 billion divided evenly between non-county municipalities and counties.
  - **COUNTIES:** \$65.1 billion in direct federal aid to **all counties** (including parishes in Louisiana, boroughs in Alaska and consolidated city-county entities) based on the county share of the U.S. population. *Counties that are CDBG recipients would receive the larger share, based on its population or calculated share under the CDBG allocation method.*
  - **NON-COUNTY MUNICIPALITIES:** \$65.1 billion to cities and other non-county municipalities.
    - \$45.57 billion in **direct federal aid for municipalities with populations of at least 50,000**, using a modified Community Development Block Grant formula.
    - \$19.53 billion for **municipalities with populations of less than 50,000** based on each jurisdiction's percentage of the state's population. Amount per jurisdiction may not exceed 75 percent of its most recent budget as of January 27, 2020. Aid is distributed through the states, with the ability for states to request an extension if they are unable to distribute within 30 days. Any amounts that are not distributed to non-entitlement municipalities shall be returned to the U.S. Treasury. **If the state fails to distribute to these local entities**, the penalty comes from the *state portion* of the State and Local Coronavirus Recovery Fund.
- **U.S. Territories:** \$4.5 billion.
- **Tribal governments:** \$20 billion to federally recognized Tribal governments.

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## ALLOWABLE USES OF RECOVERY FUNDS

The Senate bill outlines that funds **may be used to:**

1. **Respond to the public health emergency with respect to the COVID-19 or its negative economic impacts**, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
2. **Respond to workers performing essential work during the COVID-19 public health emergency** by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local

government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

3. For the provision of **government services to the extent of the reduction in revenue (i.e. online, property or income tax)** due to the public health emergency, or
4. Make necessary investments in **water, sewer, or broadband infrastructure.**

*It is important to note under #1 that the examples outlined are intended to clarify congressional intent that these activities would be eligible. However, state and local activities would NOT be limited only to these activities.*

The Senate bill also outlines that:

1. **States are not allowed to use the funds to either directly or indirectly offset a reduction in the net tax revenue** that results in the state reducing its tax revenue through the passage of a new state law.
2. **States are not allowed to use the funds to either directly or indirectly offset a reduction in the net tax revenue** that results from a change in law, regulation or administrative interpretation during the covered period that reduces any tax. If a state violates this provision, it would be required to repay the amount of the applicable reduction to net tax revenue.
3. **No funds shall be deposited into any pension fund.**
4. **State and local governments are allowed to transfer to** a private nonprofit organization, a public benefit corporation involved in the transportation of passengers or cargo or a special-purpose unit of State or local government.

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## REPORTING REQUIREMENTS, CERTIFICATION & RECOUPMENT

The Senate bill would require **state and local governments to fulfill reporting requirements**, such as:

- States are required to report how funds are used and how their tax revenue was modified during the time that funds were spent during the covered period (covered period begins on March 3, 2021 and ends on the last day of the fiscal year a state or local government has expended or returned all funds to the U.S. Treasury).
- **Local governments would be required to provide “periodic reports”** providing a detailed accounting of the use of funds.
- If a state, county or municipality does not comply with any provision of this bill, they will be **required to repay the U.S. Treasury** an equal amount to the funds used in violation.

## ADMINISTRATION OF RECOVERY FUNDS

The Senate bill further outlines that funds would be administered as follows:

- Funds would be distributed by the U.S. Department of Treasury.
- **The deadline to spend funds would be December 31, 2024.**
- In order to receive a payment either under the first or second tranche, local governments **must provide the U.S. Treasury with a certification** signed by an authorized officer. **The U.S. Treasury is required to pay first tranche to counties not later than 60-days after enactment**, and second payment no earlier than 12 months after the first payment.
- The bill would provide \$117 million for **oversight and to promote transparency and accountability** of all federal coronavirus relief funds, with \$77 million for the Government Accountability Office and \$40 million for the Pandemic Response and Accountability Committee.

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## CORONAVIRUS CAPITAL PROJECTS FUND (SEC. 604)

- **\$10 billion for states, territories, and tribal governments to carry out critical capital projects**, specifically related to enabling work, education, and health monitoring, including remote options, in response to the COVID-19 public health emergency.
- Each state, District of Columbia and Puerto Rico would receive a **minimum allocation of \$100 million**, plus another \$100 million is divided among other U.S. territories and another \$100 million is designated for Tribal governments and Native Hawaiian use.
- **Of the remaining funds, states would receive an additional allocation** based on population (50 percent), number of individuals living in rural areas of the state as a percentage of the U.S. rural population (25 percent), and proportion of the state's population of households living below the poverty line.
- The funding for coronavirus capital projects **is available until expended.**

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## RESOURCES

To access **NACo's resource hub on the State and Local Coronavirus Recovery Funds**, [click here](#). This resource hub contains a **searchable table that contains projected allocations for each county** under the U.S. Senate's bill.

To access the bill text of the U.S. Senate's bill, [click here](#).

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