



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

MONROE COUNTY BOARD AGENDA

Thursday, March 18, 2021 - AMENDED

American Legion Post #100

1116 Angelo Road Sparta, WI 54656

Public, due to the COVID-19 Pandemic, you may access the meeting **remotely**

Meeting Information

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 187 188 9691

Password: County

Join by phone

+1-404-397-1516 United States Toll

Access code: 187 188 9691

IT Point of Contact

Rick Folkedahl

608-633-2700

6:00 p.m.

**Call to Order/Roll Call
Pledge of Allegiance**

Approval of Minutes – February 24, 2021

Public Comment Period

Chairman's General Comments

Appointment

Corporation Counsel, Lisa Aldinger Hamblin effective May 1, 2021

Resolution(s) – Discussion/Action (listed on separate sheet)

Budget Adjustments

Health Department (2)

District Attorney

Land Conservation (2)

Sheriff/Information Technology

Capital Outlay (Data Processing)

Health Department Report – Tiffany Giesler, Health Director

Katie Lelonek, Community Health Educator

Solid Waste Department Report - David Hesel, Solid Waste Manager

Monthly Treasurers Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrators Report – Tina Osterberg, County Administrator

Adjournment

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

>Supervisors: Do wear your name tags, it helps visitors

>Agenda order may change

The February meeting of the County Board of Supervisors convened in the Sparta American Legion Post 100 in the City of Sparta, Wisconsin, on Wednesday, February 24, 2021 at 5:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 15 Supervisors present; Supervisor Von Ruden joined the meeting at 5:20 p.m. The Pledge of Allegiance was recited.

WebEx Attendance: Supervisors Sherwood, Schmitz and Cook.

Rolling Hills Committee Chair, Supervisor Wissestad provided the Rolling Hills project update. Duane Helwig, Community Living Solutions provided an overview of the new Rolling Hills facility layout. Tom Martin, Community Living Solutions provided an overview of the construction manager process.

Supervisor Von Ruden joined the meeting at 5:20 p.m.

RESOLUTION 02-21-01

RESOLUTION APPROVING CONSTRUCTION MANAGER AS ADVISOR FOR NEW NURSING HOME AND SENIOR LIVING FACILITY CONSTRUCTION

The foregoing resolution was moved for adoption by Supervisor Wissestad second by Supervisor Luethe. Supervisor Wissestad explained. Tom Roepke and Brent Flaten provided an introduction of staff and overview of Kraus-Anderson. Discussion. A roll call vote was taken. The resolution passed with 15 Supervisors voting yes, Supervisor Sherwood voting no.

Chairman's General Announcements – Chair Schnitzler announced that a Special Board meeting will be held on March 10, 2021 beginning at 5:00 p.m. at the Sparta American Legion.

Motion by Supervisor Balz second by Supervisor Von Ruden to amend minutes to reflect that Supervisor McCoy had seconded the motion of the Rolling Hills 2020 repurpose of funds instead of Supervisor Sherwood. The 01/27/2021 minutes as amended carried by voice vote.

Public Comment Period – No members of the public addressed the board.

Lynn Kloety, District Attorney Office Manager presented the Prosecutor of the Year Award to Kevin Croninger, District Attorney.

Appointments – Motion by Supervisor Gomez second by Supervisor Von Ruden to approve appointment of the Transportation Coordinating Committee for a term ending 03/01/23; Julie Leis, Stephanie Squires, Pam Weber, Ron Hamilton, Linda Smith, Chris Poradish, Krista Heinz, Charles Weaver, Wallace Habegger, Kaelyn Laylan, Bob Gollnik. Carried by voice vote.

Budget Adjustments:

ADRC, Aging Disability Resource Center – Motion by Supervisor Pierce second by Supervisor Balz 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. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Health – Motion by Supervisor Pierce second by Supervisor Schmitz to approve budget adjustment. Tiffany Giesler, Health Director explained the 2021 budget adjustment in the amount of \$3,500.00 for Kindness Community Inc. funding. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes; Motion by Supervisor Gomez second by Supervisor Pierce to approve budget adjustment. Tiffany explained the 2021 budget adjustment in the amount of \$31,000.00 for Wisconsin Department of Health Services funding. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Highway – Motion by Supervisor Luethe second by Supervisor Folcey to approve budget adjustment. David Ohnstad, Highway Commissioner explained the 2021 budget adjustment in the amount of \$250,000.00 for patrol trucks. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Land Conservation – Motion by Supervisor VanWycken second by Supervisor Luethe 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. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Personnel – Motion by Supervisor Larkin second by Supervisor Gomez to approve budget adjustment. Ed Smudde, Personnel Director explained the 2021 budget adjustment in the amount of \$3,861.00 for HRA reimbursement expenses. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Rolling Hills – Motion by Supervisor Wissestad second by Supervisor Balz to approve budget adjustment. Linda Smith, Nursing Home Administrator explained the 2021 budget adjustment in the amount of \$69,000.00 for building project. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes; Motion by Supervisor Larkin second by Supervisor McCoy to approve budget adjustment. Linda explained the 2020 budget adjustment in the amount of \$20,300.00 for Health and Human Services Cares Act Relief funding. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes; Motion by Supervisor Wissestad second by Supervisor Von Ruden to approve budget adjustment. Linda explained the 2021 budget adjustment in the amount of \$613,543.73 for building design and construction bid documents. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes; Motion by Supervisor Gomez second by Supervisor McCoy to approve budget adjustment. Linda explained the 2021 budget adjustment in the amount of \$16,824,248.40 for adjustment to budget associated with building project bond. A roll call vote was taken. The budget adjustment passed with all Supervisors voting yes.

Ed Smudde, Personnel Director provided the Monroe County PTO Proposal Presentation and answered questions.

Tina Osterberg provided the monthly Administrator's report and answered questions.

DECLARATION 02-2021

DECLARATION OF EXTRAORDINARY CIRCUMSTANCES

The foregoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Larkin. Chair Schnitzler explained. The declaration passed by voice vote.

RESOLUTION 02-21-02

RESOLUTION UNDER §59.69 WIS. STATS. TO AMEND AN ORDINANCE PERTAINING TO ZONING IN THE TOWN OF SPARTA

The foregoing resolution was moved for adoption by Supervisor Larkin second by Supervisor Luethe. Chair Schnitzler explained. The resolution passed by voice vote.

RESOLUTION 02-21-03

RESOLUTION AUTHORIZING THE APPLICATION FOR OUTDOOR RECREATION AIDS

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Gomez. Chair Ziegler, Forest and Parks Administrator explained. The resolution passed by voice vote.

RESOLUTION 02-21-05

RESOLUTION AUTHORIZING MONROE COUNTY TO SUBMIT GRANT APPLICATION FOR ACQUISITION AND DEMOLITION OF PROPERTIES DAMAGED BY THE AUGUST 2018 FLOODING EVENT

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Luethe. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained. The resolution passed by voice vote.

RESOLUTION 02-21-04

RESOLUTION AUTHORIZING MONROE COUNTY TO SUBMIT GRANT APPLICATION FOR THE MODERNIZATION OF THE TRI-CREEK DAM FLOOD WARNING SYSTEM

The foregoing resolution was moved for adoption by Supervisor VanWychen second by Supervisor Gomez. Bob Micheel, Land Conservation Director explained. A roll call vote was taken. The resolution passed by voice vote.

Chair Schnitzler adjourned the meeting at 8:17 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the February meeting of the Monroe County Board of Supervisors held on February 24, 2021.

RESOLUTIONS AND ORDINANCES – March 18, 2021

- 1. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL FOR APRIL 2021 – COVID-19 POLICY**
Offered by the Administration and Personnel Committee
- 2. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – PAID TIME OFF (PTO)**
Offered by the Administration and Personnel Committee
- 3. RESOLUTION APPROVING THE MONROE COUNTY FOREST COMPREHENSIVE LAND USE PLAN 2021-2035**
Offered by the Natural Resources and Extension Committee
- 4. RESOLUTION FOR PROCLAMATION RECOGNIZING THE VIETNAM WAR AND HONORING THOSE WHO SERVED DURING THE VIETNAM ERA**
Offered by Administration and Personnel Committee

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR APRIL 2021 – COVID-19 POLICY**

1 **WHEREAS**, the Monroe County Board adopted Resolution No. 03-20-01, Resolution Declaring
2 State of Emergency in Monroe County due to the Covid-19 Pandemic, Resolution 09-20-04 Adopting
3 Covid-19 Personnel Policies, and Resolution 12-20-21 Authorizing changes to the COVID-19 Policy;
4 and
5

6 **WHEREAS**, the pandemic continues and polices created under Resolution No. 03-20-01,
7 Resolution No. 09-20-04, and Resolution 12-20-01 are set to expire on March 31, 2021, Monroe County
8 wants to ensure personnel are given a proper policy in response to COVID-19 related events; and
9

10 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends the
11 County approve the revisions to the Monroe County Personnel’s COVID-19 Response Policy as
12 proposed by the Personnel Director as referenced by the attached document; and
13

14 **WHEREAS**, in addition, the Monroe County Administration and Personnel Committee
15 recommends flexibility to address changes coming from the state or federal administrations.
16

17 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as
18 of April 1, 2021, they do hereby adopt the attached Personnel Policies created pursuant to Resolution
19 No. 03-20-01, Resolution No. 09-20-04, and Resolution 12-20-21 through September 30, 2021; and
20

21 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be
22 construed in any way which limits the constitutional and statutorily granted powers of the Judiciary, the
23 Sheriff, the District Attorney or any other county office which is granted authority by the Constitution or
24 Statute; and
25

26 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the
27 authority of the County Administrator and Personnel Department to adapt the Personnel Policies in
28 accordance with evolving state and federal rules, regulations and policies and directs that any substantive
29 changes shall be presented to the Administration and Personnel Committee and County Board for
30 consideration for ratification as soon as is practical.
31

32 Offered by the Administration & Personnel Committee this 24th day of March 2021.
33

34 Purpose: To ratify Personnel Policies created to address the Covid-19 county operations and health,
35 safety and welfare concerns for the county employees and residents for April 1, 2021 – September 30,
36 2021.
37

38 Fiscal note: No direct budget impact. Any budget impact will be addressed by a separate action or
39 resolution.
40
41

Finance Vote (If required):

___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: March 9, 2021

4 Yes 1 No 0 Absent

Approved as to form on 3-10-21

Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair: Wallace Habegger

Mark Hall Suzanne Folsom

Brett Surkin Mary VonRueden

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

___ Yes ___ No ___ Absent

STATE OF WISCONSIN
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.



Monroe County Personnel Department

124 North Court Street
Sparta, WI 54656
(608) 269-8719

Monroe County Personnel's COVID-19 Response Policy

Purpose

The purpose of this plan is to provide guidance to Monroe County Department Heads and employees on Monroe County's plan for responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This plan will be reviewed by the Monroe County Administrator and Personnel Director weekly or more often as needed.

This plan is to provide clarity and guidance regarding taking time off during the COVID-19 public health emergency. With new laws enacted we are looking to give our staff a few options to help them navigate through this difficult time.

Due to Governor Evers Executive Orders throughout 2020 declaring a public health emergency for the state of Wisconsin we have adopted a policy to address changes to the workplace and other policies given the current COVID-19 pandemic. Previous executive orders were given and we had developed new policy in order to remain compliant while providing guidance for our employees. As a precautionary measure in response to the emergency orders and the COVID-19 pandemic the following updated rules will be in effect as of **Thursday, April 1, 2021:**

What does this mean?

- Everyone must wear a mask or cloth face covering to cover the mouth and nose, when entering the building and moving about common areas (hallways, waiting rooms, conference rooms, public rest rooms, courts, common office areas, etc.) and while visiting offices, attending a meeting, gathering or court hearing (*exceptions will be made for members of the public who may have a health condition that may not allow for a mask*).
- Staff in an enclosed office will be able to remove their mask. If another staff member or a member of the public comes into the office the mask would need to be put back on.
- Staff in a cubicle setting will be required to wear a mask.
- Staff working outdoors with the ability to social distance from other individuals will not be required to wear a mask.
- Those who fail to comply with the masking policy will be subject to discipline per the Monroe County Personnel Policy.
- **Some departments may have additional requirements above and beyond the requirements of the Emergency Order #1, which stated face coverings are required (example: Rolling Hills).**

**If employees have a medical reason they cannot wear a face covering, they are to privately let the Personnel Department know. Employees may be required to provide information from their physician confirming their medical condition and why not wearing a mask is necessary to accommodate this condition. Employees are not

expected to disclose those reasons to others. All employees should be respectful of their co-workers' right to privacy. Because some employees are unable to wear a face covering, it is important that those who can, do.**

Staffing

- Department Heads that wish to continue with the alternate scheduling are authorized to do so. Due to these measures staff may still be working rotating schedules with a combination of telework and office time. It is recommended that you contact the Personnel Department regarding the need to take any of the leave due to COVID-19 related circumstances.

Employee – defined as a Monroe County staff member that works full-time (40 hrs. /wk.) or at least part-time status (20 hrs. /wk. or more) that are currently benefit eligible per Monroe County's Personnel Policy Manual.

Leave Options

For those who have to take time off due to COVID-19 related circumstances whether it be personal illness or child care will have the following options to consider.

Compensation during any COVID-19 related leave will be through the use of earned vacation, **sick leave**, floating holiday, comp time or leave without pay. Employee's will have the choice of the accrual bank or leave without pay during any circumstances directly related to COVID-19, whether it is a quarantine order, positive test result, or care for an immediate family member. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility. ****Dates of quarantine time frames could be reduced under advisement of Monroe County Health Department.****

Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

1. Vacation
2. Floating Holiday
3. Sick Leave
4. Comp Time (if applicable)
5. Leave without pay (LWOP)

Process

All requests for any leave options must be completed on the attached COVID-19 Personnel Leave Request Form (revised 4/1/2021).

To access the form please visit the Monroe County Personnel Department webpage:

<https://www.co.monroe.wi.us/departments/personnel>

All forms and COVID materials are listed under COVID-19 Response Plan and Policies.

Vaccination Information

During 2021 members of the public and staff will be eligible for the COVID-19 vaccines. Our Monroe County Health Department encourages all staff to take part in this process and get vaccinated. If you have any questions regarding this process or resources on where you can find more information or where Monroe County has vaccination clinics being held please use the following links:

<http://healthymonroecowi.org/vaccine>

<https://www.dhs.wisconsin.gov/covid-19/vaccine.htm>

<https://www.dhs.wisconsin.gov/covid-19/vaccine-map.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

To contact the Monroe County Health Department directly you can call 608.269.8666.

When to Stay Home from Work

Anticipating the spread of COVID-19 to Monroe County, we will have staff who will need to stay home; either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to continue to provide necessary, and in some cases, life-saving services to our clients at a time we anticipate potential staffing shortages, the last action we want you to take is to come to work ill and potentially spread COVID-19 to your co-workers and clients.

To help manage the distribution of staffing resources county-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track staff that are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you or a member of your household traveled to a state or country with "community spread/transmission" in the past 15 days?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for additional guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head, in consultation with the Monroe County Health Department may send an employee home who reports to work exhibiting signs of illness as described below.

- The employee is exhibiting flu-like symptoms.
- Someone in the employee's family or household is exhibiting flu-like symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the County Personnel Department to determine FMLA eligibility.

If staff are sent home by a supervisor they will have the option to use earned vacation, sick leave, floating holiday, comp time or leave without pay.

Travel Restrictions

- 1) It is recommended that employees postpone or cancel personal travel outside of Wisconsin, domestic and international.
- 2) Those who choose to travel are strongly encouraged to monitor their symptoms before, during, and upon return from travel, to ensure their safety as well as those around them during travel and their coworkers upon return to the workplace. Prior to traveling anywhere we recommend you check the travel regulations at <https://wwwnc.cdc.gov/travel> to ensure you're adhering to all laws and guidelines established.
- 3) Staff will be required to self-quarantine should they meet the requirements listed on the next page with the chart titled **Travel Self-Monitoring Questionnaire**.
 - a. Based on the answers to the guide staff may be required to remain out of the office for up to 14 calendar days. Telework alternative options may be allowed with department head's approval if staff are required to self-quarantine.
 - b. Please review the questionnaire below if you or anybody in your immediate household are traveling.

Travel Self-Monitoring Questionnaire

<p>#1) In the past 24 hours have you experienced:</p> <p>If employee has experienced any of the symptoms listed, they should <u>NOT</u> go to work.</p> <p>Restrictions include:</p> <ul style="list-style-type: none"> • Self-quarantine for 10 calendar days and must remain symptom free for the last 72 hrs. before returning to work. • Recommend employee to contact health care provider for further guidance. <p>Accrual banks required to supplement work time if telework options are unavailable.</p>	<ul style="list-style-type: none"> • Fever • Cough • Feeling Feverish • Sore throat • Loss of sense of taste/smell • Chills • Muscle/body aches • Congestion/runny nose • Shortness of breath/difficulty breathing • Diarrhea/abdominal pain • Nausea/vomiting
<p>POTENTIAL CONTACT: If employee answers “yes” to #2 they will be sent home and required to self-quarantine for 14 calendar days and potentially longer under guidance of your local Health Department. **</p>	
<p>#2) Have you had close contact with a confirmed COVID-19 patient while that person was ill?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

In these circumstances, self-quarantine means remaining away from work and other public areas, typically in one’s home, for a minimum of 10 calendar days. If employee remains symptom free for the last 72 hours they will be eligible to return to work. Compensation during the 10 day self-quarantine period will be through the use of earned vacation, **sick leave**, floating holiday, comp time or leave without pay. Employee’s will have the choice of the accrual bank or leave without pay during any of the circumstances listed on pg. 4. During this process the required certification from a health care facility will be waived unless there is a cause to believe the employee falsified the request and this will be evaluated on a case by case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement to adhere to state and other guidelines for a health care or other type of facility. ****Dates of quarantine time frames could be reduced under advisement of Monroe County Health Department. ****

Employees shall notify their manager of any leave being taken. All employees taking leave as a result of travel outside of the country must contact their manager or the Personnel Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Personnel Department their time will be charged as such:

1. Vacation
 2. Floating Holiday
 3. Sick Leave
 4. Comp Time (if applicable)
 5. Leave without pay (LWOP)
- 4) County travel shall be limited to essential purposes to conduct County business or operations.
- 5) County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction under “Travel Restrictions”.

School or Daycare Closure

Any employee that must miss work due to school or daycare closures will be required to use their accrued vacation, sick leave, floating holiday, comp time, or leave without pay within the guidelines established within this policy.

Taking leave without pay under this section will not affect accruals of benefits provided by the county.

For tracking purposes, the Department Head or Supervisor shall have the employee complete the proper form and report the time on the timesheet accordingly for approval.

We are asking departments to be flexible, if possible, with hours of work for staff members to continue to complete tasks. We ask all staff to be in communication and ensure approval through their manager before taking time off.

Reporting to Work

- 1) Employees should continue to report to work unless directed otherwise as reflected in the Monroe County Personnel Policy Manual. A copy of the Personnel Policy Manual can be found on the Monroe county website at <http://www.co.monroe.wi.us/departments/personnel/>. As county employees, we have obligations to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplace.
- 2) If an employee is confirmed to have COVID-19, the Health Department will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
- 3) **Employees who fail to come to work without supervisor approval in a pandemic will be treated as if they failed to come to work at any other time and may be subject to disciplinary action.**
- 4) Employees may request leave time and it will be reviewed, and approved or denied, in accordance with the leave provisions in the Monroe County Personnel Manual and listed above in this document. In general, our objective is to ensure the health and safety of our county employees while continuing the County's critical services. At this time, our goal is to encourage healthy employees that are able, to report to work.
- 5) Employees must work as assigned unless granted leave. Employees may be required to assist in performing work for absent or ill co-workers to ensure that the County is able to provide essential services. The County will make an effort to provide the appropriate protective measures to employees assigned to work in a situation that would put them at greater risk of exposure than the typical interactions encountered in conducting usual life activities.

Social Distancing

Social distancing includes any action to limit contact with others. General actions we are directing departments to take:

- Limiting face-to-face meetings: To the greatest extent possible, you should be considering how to limit face-to-face meetings, including using email, phone conferences, or videoconferencing when possible. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. Our default position should be

that in-person meetings will be cancelled unless there is a compelling need. If additional technology conferencing tools are needed please reach out to the IT Director and County Administrator for approval of such need.

Emergency Declaration

As a result, all department heads shall begin tracking all expenses relating to COVID-19 planning and preparedness. This declaration has since expired at the county level, but all departments are still recommended to track expenses for potential reimbursement.

Office Closure

Complete county department/office closure will only be authorized by the County Administrator, with the guidance of Public Health Officials.

Exceptions to Monroe County Policies and Procedures and this COVID-19 Plan may be considered and approved by the County Administrator on a case by case basis.

Response Coordination

The Public Health Director for Monroe County shall be responsible for coordinating Monroe County's response to COVID-19. The scope of that coordination shall include, but is not limited to:

- 1) Consulting with federal, state, and local emergency management and public health officials concerning the County's overall response to COVID-19;
- 2) Distributing official communications concerning the virus, its spread, and the County's response to it;
- 3) Providing recommendations on office closures, and travel limitations and restrictions; and
- 4) Consulting with, and providing recommendations to, department heads on service delivery as it relates to COVID-19.

Communication Protocol

- 6) External Communication: All e-mails, public health bulletins, and press releases concerning the County's overall response to the pandemic shall be issued by the Health Director.
- 7) Internal Communication: Communication to the County employees shall be through County Administration or Personnel in consultation with Health.
- 8) With the exception of the Health Director and Emergency Management Coordinator, all employees shall refrain from distributing group e-mails, notices, pamphlets, brochures or other forms of correspondence concerning the pandemic so as not to confuse, contradict or in any other way interfere with official communications issued by Health or County Administration. Employees concerned with receiving the most recent and credible information concerning the pandemic should go to the CDC website: <http://cdc.gov/coronavirus/2019-NCOV/cases-in-us.html>.
- 9) At the department level, Department Heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of the pandemic.

- 10) Communication to clients, vendors and other business partners regarding changes to business practices, due to the response to a pandemic, will be at the Department Head level.
- 11) Employees are urged to remain vigilant for e-mail scams related to pandemic.
 - a. Avoid clicking on links in unsolicited emails and be wary of email attachments;
 - b. Use trusted sources – such as legitimate, government websites – for up-to-date, fact-based information about the pandemic;
 - c. Do not reveal personal or financial information in emails, and do not respond to email solicitations for this information.

Cleaning and Disinfecting

- 1) Monroe County Maintenance is primarily responsible for cleaning and disinfecting all county facilities utilizing standards proven effective against COVID-19, and for coordinating with custodians on the proper cleaning and disinfecting standards related to COVID-19.
- 2) To the extent that employees are capable of doing so safely, they shall assist maintenance and housekeeping staff with disinfecting porous and non-porous surfaces.
- 3) Maintenance and/or housekeeping personnel shall provide soap and water and alcohol-based hand rubs in the workplace, ensure that adequate supplies are maintained, and place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

Future Communications

Given the extent of the COVID-19 pandemic and the fluidity of the situation, this plan may be revised and/or updated frequently. Please ensure you are referring to the most recent version of this plan.

RESOLUTION NO. 03-21-02

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – PAID TIME OFF (PTO)

1 WHEREAS, the Monroe County Administration and Personnel Committee, recommends
2 approval of the Personnel Policy Manual changes proposed by the Personnel Director to sections 4.31
3 Vacations and 4.40 Sick Leave as attached and set out below; and
4

5 WHEREAS, the Committee also recommends approval of newly created section 4.315 Paid
6 Time Off (PTO) which is a significant change from the current employee categories of accruals,
7 vacation, sick leave and floating holiday, to an a single accrual bank which offers staff greater
8 discretion, autonomy and flexibility regarding their use of accrued time off; and
9

10 WHEREAS, this would convert all of Monroe County employees' (except Wisconsin
11 Professional Police Association (WPPA) employees under contract) vacation and floating holiday
12 accruals into Paid Time Off (PTO), and modify, as of the 3/26/2021 pay day, how current sick leave
13 balances may be used.
14

15 WHEREAS, the accrual methods and all language referencing vacation, sick leave and floating
16 holiday are to be amended, as set out in the attached document, to reflect the conversion to PTO.
17

18 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they
19 do hereby approve the proposed Personnel Policy Manual changes as set out in the attached document
20 amending the language in sections 4.31 Vacation and 4.40 Sick Leave, and the addition of section 4.315
21 Paid Time Off (PTO).
22

23 Offered this 24th day of March, 2021 by the Administration & Personnel Committee
24


25 Purpose: To convert from a vacation and sick leave category system to a PTO system by making
26 changes to Personnel Policy Manual sections 4.31 Vacation, 4.40 Sick Leave, and all references of
27 vacation, sick leave, and floating holiday, and adding section 4.315 Paid Time Off (PTO).
28





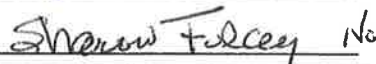
29 Fiscal note: No direct budget costs.
30

31 Drafted by: Personnel Director, Ed Smudde

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: March 9, 2021
3 Yes 2 No 0 Absent

Approved as to form on 3-10-21

Andrew C. Kaftan, Corporation Counsel

Committee Chair: 
 
 No  No

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

Monroe County PTO Plan Proposal vs. Current Accrual Plan

Current Monroe County Accrual Breakdown

<i>Current Plan Breakdown</i>									
<u>Years of Service</u>	<u>Vacation</u>	<u>Sick Leave</u>	<u>Floating</u>	<u>Total Earn per year</u>	<u>Total Earn per Payroll</u>	<u>Max payout</u>	<u>Max SL</u>	<u>Max VAC</u>	<u>Retirement</u>
>5	80	96	12	188	7.2308	240	1040	120	240
6-14	120	96	12	228	8.7692	420	1040	160	420
14-22	160	96	12	268	10.3077	460	1040	200	460
22+	184	96	12	292	11.2308	484	1040	224	484

Revised PTO Proposal – 2/25/2021 (voted on 3/18/2021)

<i>Current PTO Suggestion - A (Sick Leave Remain)</i>					
<u>Years of Service</u>	<u>Total PTO earn /yr.</u>	<u>Total PTO earn per payroll</u>	<u>Max PTO bank</u>	<u>Max PTO Payout</u>	<u>Max Retirement Payout (PTO amount + 25% Sick Leave)*</u>
0-2	148	5.6923	600	100	148
2-5	168	6.4615	600	150	270
5-10	188	7.2308	600	200	440
10-15	208	8.0000	600	300	500
15-20	228	8.7692	600	400	500
20+	260	10.0000	600	500	500

- 100% of Vacation and Floating Holiday converted to PTO
- Sick Leave bank would remain active, with same guidelines of current policy, however staff will not accrue Sick Leave effective 4/1/2021.
 - Family Sick Leave would be amended from current policy of 24 hrs. of use for family member up to 40 hrs. per calendar year.
- Staff would be eligible to receive up to 25% of Sick Leave paid out upon retirement with proper notice.
- Max payout of PTO balance based on years of service listed above, with proper notice of resignation is given.
- Max Retirement Payout = a combination of PTO and 25% of sick leave in accordance with the years of services listed in the table above, when proper notice of retirement is given.
- *Those staff who would have a combination of PTO hrs. and 25% sick leave above 500 hrs. upon date of conversion (4/1/21) shall receive a max retirement payout up to 580 hrs. through the remainder of 2021. This extension would expire 12/31/21, and any payout from 1/1/2022 on, would max out at 500 hrs. as the table above lists.

Monroe County PTO Survey Results

Survey #1 – Goal: Gauge level of interest in PTO

Results:

- **Sent to 411 employees, received 244 responses = 59% of staff**
- **Question 1: How would you rate our current time off policy (1-10)?**
 - 49% rated our current plan 8 or higher
- **Question 2: Would you be in favor of changing from current plan to PTO?**
 - 54% Yes, 43% No, 3% Did not answer
- **Questions 3-7: How important are the following on a scale of (1-5)?**
 - Flexibility = 34% said 5
 - Security = 41% said 5
 - **Amount = 60% said 5**
 - Amount Paid out = 35% said 5
 - **Amount of Time Bank = 46% said 5**

Survey #2 – Goal: Get thoughts on PTO Proposal

Results:

- **Sent to 411 staff, received 165 responses = 40% of staff**
- **Question 1 – Would you be in favor of the drafted PTO plan?**
 - 59% No – 41% Yes
- **Question 2 – Are you in favor of converting 100% of Vacation to PTO?**
 - 72% Yes – 26% No – 2% Skipped
- **Question 3 – Are you in favor of converting 25% Sick Leave to PTO?**
 - 61% No – 36% Yes – 3% Skipped
- **Question 4 – Are you in favor converting Floating Holiday to PTO?**
 - 73% Yes – 26% No – 1% Skipped
- **Question 5 – Interest in an employee purchased short term disability plan?**
 - 51% Yes – 44% No – 5% Skipped

Survey #3 – Goal: Get thoughts on revisions to PTO vs. Original and Current Plan

Results:

- **Sent to 411 employees, received 170 responses = 41% of staff**
- **Question 1: Which PTO plan would you be in favor of?**
 - **68% Revised**
 - 10% Original
 - 15% No preference
 - 7% Skipped
- **Question 2: Would you prefer either of the PTO plans or to remain with our current accrual policy (vacation/sick leave/floating holiday)?**
 - **45% PTO**
 - 39% Current
 - 15% No preference
 - 1% Skipped
- **Questions 3: Do you feel you've received enough information on PTO throughout this process?**
 - **81% Yes**
 - 17% No
 - 2% Skipped

2021 MONROE COUNTY PTO PROPOSAL DRAFT

Presented by Ed Smudde, Personnel Director





TIMELINE THUS FAR

- Release draft to all staff for feedback
- Host Q & A sessions Survey all staff on the proposed PTO policy
- Review survey results and make appropriate changes
- Review draft re-write with PTO team for fine tuning
- Draft resolution/policy manual language changes
- Take new and improved draft policy to Admin/Personnel Committee in March
- If passed in March, take to full County Board in March
- **Full County Board – if approved, apply policy and designated effective date, tentative 4/1/2021**
- Announcement and application to all staff under policy

WHAT IS THE CURRENT PLAN?

- Currently we have 3 separate leave banks
 - Vacation
 - Sick Leave
 - Floating Holiday
- How do we accrue time now? See table below:

Years of Services	Vacation	Sick Leave	Floating	Total Earn per year	Earn per Payroll	Max payout	Max SL	Max VAC	Retirement
>5	80	96	12	188	7.2308	240	1040		240
6-14	120	96	12	228	8.7692	420	1040		420
14-22	160	96	12	268	10.3077	460	1040		460
22+	184	96	12	292	11.2308	484	1040		484

- Revised PTO Plan Breakdown (Full Access to Current Sick Leave Amount):

Years of Services	Vacation	Sick Leave	Floating	Total Earn per year	Earn per Payroll	Max allowed	Max PTO Payout	Max Retirement Payout*
0-2	80	56	12	148	5.6923	600	100	148
2-5	100	56	12	168	6.4615	600	150	270
5-10	120	56	12	188	7.2308	600	200	440
10-15	140	56	12	208	8.0000	600	300	500
15-20	160	56	12	228	8.7692	600	400	500
20+	192	56	12	260	10.0000	600	500	500

HOW DO I CALCULATE WHAT MY PTO BANK WOULD BE?

- 100% of current Vacation
- 100% of current Floating Holiday
- Sick Leave bank would remain at the amount of the 3/26/21 payroll, with full access as with current policy, all future sick leave accrual will be a part of the PTO accrual and not added to the sick leave bank.
- **No Holidays, No Funeral Leave, No Comp Time included in PTO, all separate**

- Example:

	Amount	Factor
Vacation	169	100%
Floating Holiday	12	100%
Total PTO Bank	181	
Sick Leave Bank	346.25	

AVERAGE STAFF MEMBER 2021

- Average Monroe County as of 1/1/2021 has the following:
 - 8.5 years of service
 - **90 hrs. of vacation**
 - **12 hrs. of floating holiday**
 - 281 hrs. of sick leave
 - **PTO Balance would be = 102 hrs.**
- As of 1/1/2021 Monroe County employees (411) fall into this table:
 - 53% of staff less than 5 years
 - 47% of staff have 5 years or more
 - 18% of our staff have 20+ years of service

Vacation Accrual Rates	# of Staff
20+	73
15-20	24
10-15	24
5-10	73
2-5	97
0-2	120

USAGE AND LOST TIME 2018-2020

- Over the past 3 years, here is how many hours of time have been used:

Accruals Used Last 3 years					
Year	Vacation	Sick Leave	FMLA	FMLA No Pay	Total Time Off
2020	32,815.75	14,510.00	6,200.50	2,767.25	56,293.50
2019	38,854.75	15,643.00	4,285.75	1,309.50	60,093.00
2018	38,086.75	16,587.25	2,217.50	1,089.00	57,980.50

- Over the past 3 years here are the amounts of sick leave lost due to being maxed out (1,040 hours):
 - 2020 = 1,981.70
 - 2019 = 1,889.04
 - 2018 = 1,688.55
 - **Total = 5,559.29**
- Over the past 3 years here are the amounts of Vacation hours lost by staff:
 - 2020 = 128.50
 - 2019 = 229.00
 - 2018 = 168.00
 - **Total = 525.50**



POTENTIAL LOST TIME 2021

- Staff are subject to lose 480+(489.77) hours as of 4/1/2021, once our COVID policy expires.
- Comparison staff lost 525 hrs. **total in last 3 years**, and are subject to lose well beyond that by April of this year.
- 3,700 + hours are above the allotted caps for staff, for 62 employees
 - Meaning another 2,480 hrs. would be use or lose within 60 days of anniversary date.
 - All staff have a cap of where they can be each anniversary date, and this cap is 40 hrs. above what they accrue at (example 80 hrs. + 40 hrs. = 120 cap).
 - Any hours above said cap are lost on anniversary date. Remaining 40 hrs. above accrual rate, become “use it or lose it” within next 60 days.
 - Example: Ed has 125 hrs. of vacation, earns at 2 weeks/80 hrs. per year. Ed loses 5 hrs. on his anniversary date, and must use 40 within next 60 days.



1ST PTO SURVEY RESULTS

- Sent to 411 employees, received 244 responses = 59% of staff (THANK YOU!)
- Question 1: How would you rate our current time off policy (1-10)?
 - 49% rated our current plan 8 or higher
- Question 2: Would you be in favor of changing from current plan to PTO?
 - 54% Yes, 43% No, 3% Did not answer
- Questions 3-7: How important are the following on a scale of (1-5)?
 - Flexibility = 34% said 5
 - Security = 41% said 5
 - **Amount = 60% said 5**
 - Amount Paid out = 35% said 5
 - **Amount of Time Bank = 46% said 5**
- Comments referenced how would it be converted, paid, and accumulated.
 - So very pro PTO, some very negative towards PTO
 - That is why we are here today



2ND PTO SURVEY RESULTS

- Sent to 411 staff, received 165 responses = 40% of staff
- Question 1 – Would you be in favor of the drafted PTO plan?
 - 59% No – 41% Yes
- Question 2 – Are you in favor of converting 100% of Vacation to PTO?
 - 72% Yes – 26% No – 2% Skipped
- Question 3 – Are you in favor of converting 25% Sick Leave to PTO?
 - 61% No – 36% Yes – 3% Skipped
- Question 4 – Are you in favor converting Floating Holiday to PTO?
 - 73% Yes – 26% No – 1% Skipped
- Question 5 – Interest in a employee purchased short term disability plan?
 - 51% Yes – 44% No – 5% Skipped

Comments varied, but some rather hostile.



3RD SURVEY RESULTS

- Sent to 411 employees, received 170 responses = 41% of staff
- Question 1: Which PTO plan would you be in favor of?
 - **68% Revised**
 - 10% Original
 - 15% No preference
 - 7% Skipped
- Question 2: Would you prefer either of the PTO plans or to remain with our current accrual policy (vacation/sick leave/floating holiday)?
 - **45% PTO**
 - 39% Current
 - 15% No preference
 - 1% Skipped
- Questions 3: Do you feel you've received enough information on PTO throughout this process?
 - **81% Yes**
 - 17% No
 - 2% Skipped
- Comments referenced - less earned/accrual rate (40 hrs. sick leave), family sick leave rates, flexibility, responsibility, short vs. long-term approach, short term disability, overall very constructive



WHY PTO? WHY NOW?

- The amount of staff over the past several years that have reached out to see if we'd reconsider PTO has increased drastically.
- With 2020 being the year of the pandemic, many time off banks are high, and a lot of staff may lose large amounts of vacation.
- We're looking for a way to allow staff the flexibility and responsibility of using their time as they earn it in a way that is less restrictive than we currently have.
- Our goals are to reduce the amount of time being lost by staff, as well as reduce the amount of sick leave abuse. We feel that this plan offers an alternative that keeps what we have, but builds in a more flexible option for staff going forward.

RESOLUTION NO. 03-21-03

RESOLUTION APPROVING
THE
MONROE COUNTY FOREST COMPREHENSIVE LAND USE PLAN 2021-2035

1 **WHEREAS**, s.28.11 (5) (a) Wisconsin Statutes requires that a Comprehensive County Forest Land Use
2 Plan be prepared for a fifteen-year period by the Natural Resources & Extension Committee and that it
3 shall be approved by the County Board of Supervisors before being submitted to the Wisconsin
4 Department of Natural Resources as a final draft; and
5

6 **WHEREAS**, Monroe County has 7,441 acres of land enrolled under the County Forest Law and the
7 Forestry and Parks Department has prepared this plan with the assistance of the Wisconsin
8 Department of Natural Resources; and
9

10 **WHEREAS**, the plan lays out the policies, procedures, strategies and goals that will help guide
11 management decisions on the County Forest during the 15-year period from January 1, 2021 through
12 December 31, 2035; and
13

14 **WHEREAS**, the plan is a dynamic document, therefore future changes in policy and procedure in the
15 best interest of the county and the public may be incorporated into the plan by amendment; and
16

17 **WHEREAS**, this plan has been reviewed and approved by the Monroe County Natural Resources and
18 Extension Committee and is being submitted for approval of the Monroe County Board of Supervisors.
19

20 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do
21 hereby approve the Monroe County Forest Comprehensive Land Use Plan for 2021 through 2035; and
22

23 **BE IT FURTHER RESOLVED**, that the Forest Administrator is authorized and directed to submit this
24 plan to the Department of Natural Resources for review and approval.
25


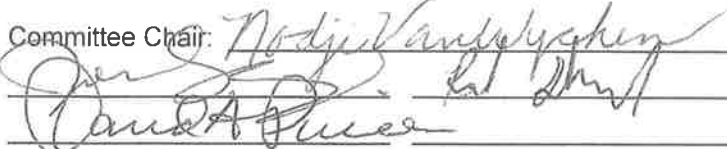
26 Dated this 24th of March 2021.
27

28 Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.
29

30 Purpose: To approve the Monroe County Forest Comprehensive Land Use Plan for 2021-2035 to
31 comply with s.28.11 (5) (a) Wisconsin Statutes.
32

33 Fiscal Note: No direct impact on the budget.
34

35 Drafted by Chad Ziegler.

<p>Finance Vote (If required): _____ Yes _____ No _____ Absent</p> <p>*****</p> <p>Drafted and approved by:  Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>March 10</u>, 20<u>21</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent</p> <p>Committee Chair: </p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 2021. _____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION NO. 03-21-04

PROCLAMATION RECOGNIZING THE VIETNAM WAR AND HONORING THOSE WHO SERVED DURING THE VIETAM ERA

1 **WHEREAS**, on March 29, 2012, National Vietnam War Veterans Day was proclaimed a
2 national day of observation and in 2017 it was introduced as an annual day of observation; and
3

4 **WHEREAS**, Monroe County men and women were among the over one hundred thousand
5 Wisconsinites who served in the Vietnam War from 1964 until 1972; and
6

7 **WHEREAS**, their patriotism, commitment and sacrifice, in pursuit of the preservation of the
8 Republic of South Vietnam and the ideals of freedom of the United States of America, demand
9 recognition; and
10

11 **WHEREAS**, six Wisconsin Vietnam Veterans received the Medal of Honor, and 1,239 gave
12 their lives and 26 remain Missing in Action; and
13

14 **WHEREAS**, Monroe County wishes to honor those individuals who served faithfully and
15 honorably during the Vietnam Era and wishes to recognize the sacrifices made by their families; and
16

17 **WHEREAS**, the Monroe County Board of Supervisors acknowledges the veterans' devotion to
18 Monroe County as well as their service to the State of Wisconsin and salutes the sacrifices they made.
19

20 **NOW, THEREFORE BE IT RESOLVED**, that the Monroe County Board of Supervisors, on
21 behalf of the board and the people of the County, takes this opportunity to commend all Monroe County
22 Vietnam Veterans for all their outstanding service and dedication; and
23

24 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors proclaims:
25

26 March 29, 2021, as: "Monroe County Vietnam Veteran's Day"
27

28 And calls upon all citizens of Monroe County to observe this day and the legacy of Monroe County
29 Vietnam Veterans.
30

31
32 Offered this 24th day of March, 2021 by the Administrative & Personnel Committee
33

34 Purpose: To commend Monroe County Vietnam Veterans for outstanding service and dedication to
35 Monroe County, Wisconsin, United States of America.
36

37 Fiscal note: none.
38

39 Drafted by: Charles E. Weaver Jr., Monroe County Veterans Services Officer

Finance Vote (If required):
___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: March 9, 20 21
5 Yes 0 No 0 Absent

Approved as to form on 3-10-21
Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair Wallace Habegger
Brett Seckin Sharon Foley
Mark Shiva Mary VonKrumen

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
___ Yes ___ No ___ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

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*
 Date Approved by Committee of Jurisdiction: *Carol A. Quere*

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.

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: Liffang E. Higley
 Date Approved by Committee of Jurisdiction: David A. Oliver

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 overage 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:

3/2/2021

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 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: Bob Michel 3/10/21
 Date Approved by Committee of Jurisdiction: Nodja Vanduycken 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 Michel 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 1 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: *Deann 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: _____

TREASURER'S REPORT
For the period of February 1, 2021 to February 28, 2021
Debra J Carney, County Treasurer

GENERAL FUND BALANCES

Month End Balance	\$ 107,820.02
Outstanding Checks	\$ (2,049,393.95)
Outstanding Deposits	\$ 49,049.90
General Fund Investments	\$ 31,860,476.19
Totals	\$ 29,967,952.16

RECEIPTS & DISBURSEMENTS

Receipts for Current Month:	\$ 15,397,821.10
Wires & Disbursements for Current Month:	\$ 16,188,392.24

INVESTMENTS - GENERAL FUND

Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 14,276,316.50	none	0.35%
State Investment Pool		\$ 37,815.73	none	0.08%
Bank First CD		\$ 500,000.00	3/6/2021	1.86%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,497.08	none	0.04%
Citizens First Bank CD		\$ 509,242.52	3/4/2021	0.20%
Citizens First Bank MM		\$ 916,029.87	none	1.15%
River Bank CD		\$ 506,983.79	3/7/2021	1.85%
River Bank CD		\$ 504,710.75	3/20/2021	1.25%
River Bank MM		\$ 14,366,375.92	none	1.26%
TOTAL GENERAL FUND =		\$ 31,860,476.19		

TOTAL GENERAL FUND AS OF February 2020 WAS:	\$ 26,090,630.60
DIFFERENCE FROM ONE YEAR AGO:	\$ 5,769,845.59

Delinquent Taxes in February 2021 were:	\$ 2,012,596.05
Delinquent Taxes in February 2020 were:	\$ 1,074,833.05
Delinquent Taxes are up from one year ago:	\$ 937,763.00

TREASURER'S REPORT
For the period of January 1, 2021 to January 31, 2021
Debra J Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ 20,836.14
Outstanding Checks	\$ (1,207,119.17)
Outstanding Deposits	\$ 84,330.14
General Fund Investments	\$ 26,749,416.95
Totals	\$ 25,647,464.06

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 11,104,028.40
Wires & Disbursements for Current Month:	\$ 11,661,360.34

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 10,182,290.66	none	0.35%
State Investment Pool		\$ 37,813.52	none	0.09%
Bank First CD		\$ 500,000.00	3/6/2021	1.86%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,489.24	none	0.04%
Citizens First Bank CD		\$ 500,000.00	3/4/2021	1.85%
Citizens First Bank MM		\$ 915,963.21	none	1.15%
River Bank CD		\$ 504,611.64	2/24/2021	1.85%
River Bank CD		\$ 506,983.79	3/7/2021	1.85%
River Bank CD		\$ 504,710.75	3/20/2021	1.25%
River Bank MM		\$ 12,854,050.11	none	1.26%
TOTAL GENERAL FUND =		\$ 26,749,416.95		

TOTAL GENERAL FUND AS OF January 2020 WAS:	\$ 23,534,773.18
DIFFERENCE FROM ONE YEAR AGO:	\$ 3,214,643.77

Delinquent Taxes in January 2021 were:	\$ 959,936.03
Delinquent Taxes in January 2020 were:	\$ 1,180,671.02
Delinquent Taxes are down from one year ago:	\$ (220,734.99)

TREASURER'S REPORT
For the period of February 1, 2021 to February 28, 2021
Debra J Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 81,426.48	None	0.05%
Bremer Bank-History Room MMII		\$ 25,483.57	None	0.05%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,776,355.22	None	
Bremer Bank-Wegner Grotto Trust		\$ 217,191.20	None	0.05%
Wegner Grotto Endowment-Raymond James		\$ 351,275.21	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2021	0.75%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 27,055.95	None	0.05%
Jail Assessment				
Bank First MM		\$ 397,089.91	None	0.04%
Monroe County Land Information Board				
Bank First MM		\$ 206,212.58	None	0.04%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,563.35	12/2/2021	0.39922%
		\$ 221,939.36	12/2/2021	0.39922%
		\$ 207,210.19	12/2/2021	0.39922%
		\$ 209,500.84	12/2/2021	0.39922%
		\$ 208,520.40	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,973.89	None	0.35%
Section 125 Plan				
State Bank of Sparta		\$ 46,437.22	None	0.35%
Worker's Comp				
State Bank of Sparta		\$ 1,923,794.08	None	0.35%
CCF Bank of Tomah		\$ 578,870.66	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 678,463.79	None	0.44%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative		\$320,009.80	None	
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 7,693,373.70		

SALES & USE TAX	
Sales Tax Received in January thru February 2021 Sales tax for the month of Nov thru Dec 2020	\$ 688,443.95
Sales Tax Received in January thru February 2020 Sales tax for the month of Nov thru Dec 2019	\$ 593,216.52
Sales tax received is up from one year ago	\$ 95,227.43

TREASURER'S REPORT
For the period of January 1, 2021 to January 31, 2021
Debra J Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 70,951.45	None	0.05%
Bremer Bank-History Room MMII		\$ 24,676.85	None	0.05%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,732,654.08	None	
Bremer Bank-Wegner Grotto Trust		\$ 213,636.13	None	0.05%
Wegner Grotto Endowment-Raymond James		\$ 331,767.99	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2021	0.75%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 27,055.12	None	0.05%
Jail Assessment				
Bank First MM		\$ 402,300.65	None	0.04%
Monroe County Land Information Board				
Bank First MM		\$ 191,286.31	None	0.04%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,498.57	12/2/2021	0.39922%
		\$ 221,871.41	12/2/2021	0.39922%
		\$ 207,146.74	12/2/2021	0.39922%
		\$ 209,436.69	12/2/2021	0.39922%
		\$ 208,480.46	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,972.82	None	0.35%
Section 125 Plan				
State Bank of Sparta		\$ 37,197.51	None	0.35%
Worker's Comp				
State Bank of Sparta		\$ 1,954,693.80	None	0.35%
CCF Bank of Tomah		\$ 578,555.49	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 477,306.36	None	0.44%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 6,628,182.07		

SALES & USE TAX	
Sales Tax Received in January 2021 Sales tax for the month of Nov 2020	\$ 307,391.02
Sales Tax Received in January 2020 Sales tax for the month of Nov 2019	\$ 309,903.08
Sales tax received is down from one year ago	\$ (2,512.06)

2021 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 26,749,416.95	\$ 307,391.02 Sales Tax for Nov. 2020	\$ 959,936.03 *
February	\$ 31,860,476.19	\$ 381,052.93 Sales for Tax Dec. 2020	\$ 2,012,596.05 *
March		Sales for Tax Jan. 2021	*
April		Sales Tax for Feb. 2021	*
May		Sales Tax for Mar. 2021	*
June		Sales Tax for April 2021	*
July		Sales Tax for May 2021	*
August		Sales Tax for June 2021	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2021	
October		Sales Tax for Aug. 2021	
November		Sales Tax for Sept. 2021	
December		Sales Tax for Oct. 2021	

\$ 688,443.95 ← Sales Tax Received in 2021

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2020

2020 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 23,531,176.98	\$ 309,903.08 Sales Tax for Nov. 2019	\$ 1,180,671.02 *
February	\$ 26,090,630.60	\$ 283,313.44 Sales for Tax Dec. 2019	\$ 1,074,833.05 *
March	\$ 25,111,208.87	\$ 255,231.93 Sales for Tax Jan. 2020	\$ 916,090.84 *
April	\$ 24,953,317.17	\$ 277,829.58 Sales Tax for Feb. 2020	\$ 872,488.52 *
May	\$ 24,645,739.56	\$ 298,021.05 Sales Tax for Mar. 2020	\$ 843,006.23 *
June	\$ 23,203,776.42	\$ 289,680.05 Sales Tax for April 2020	\$ 810,983.19 *
July	\$ 32,440,891.55	\$ 357,599.49 Sales Tax for May 2020	\$ 756,293.39 *
August	\$ 27,155,737.71	\$ 372,610.73 Sales Tax for June 2020	\$ 1,616,317.16
September	\$ 25,775,359.70	\$ 350,396.67 Sales Tax for July 2020	\$ 1,325,662.48
October	\$ 24,324,103.78	\$ 363,470.46 Sales Tax for Aug. 2020	\$ 1,204,440.06
November	\$ 24,563,718.93	\$ 287,403.45 Sales Tax for Sept. 2020	\$ 1,125,054.82
December	\$ 23,313,514.45	\$ 312,099.05 Sales Tax for Oct. 2020	\$ 1,039,081.03

NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

\$ 3,757,558.98 ← Sales Tax Received in 2020

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2019