



# 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, June 16, 2021

**\*\*PUBLIC:** Due to the COVID-19 Pandemic, you may access this meeting **remotely:**

Wednesday, June 16, 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:** 146 868 5942

**Access Code:** 146 868 5942

**Password:** Finance

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of May 19, 2021 and May 20, 2021
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
  - a. Sheriff's Office
6. Request for Line Item Transfer – Discussion/Action
  - a. Solid Waste
7. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Sheriff's Office
  - b. Health Department
8. Fiscal Note on Resolution(s) – Discussion/Action
  - a. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County
  - b. Resolution Authorizing Establishment of a Paralegal Position Within the Monroe County District Attorney's Office
9. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
10. Work Comp Rates – 2022 Budget – Discussion/Action
11. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
12. American Rescue Funds Request Process – Discussion/Action

**FINANCE MEETING  
June 16, 2021 Agenda**

13. 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
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: June 11, 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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**FINANCE MEETING  
June 16, 2021 Agenda**

12. Items for next month's agenda
13. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: June 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  
May 19, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Deb Carney, Ron Hamilton, Linda Smith, Tiffany Giesler,  
Wes Revels, Pamela Pipkin, Lisa Aldinger Hamblin, Ed Smudde, Press  
WebEx: Bob Micheel, Brad Viegut-Baird

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, June 16, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Mark Halverson to approve the April 21, 2021 minutes. Carried 5-0.
- Public Comment – None
- Human Services Request for Credit Card Approval. Motion by David Pierce second by Toni Wissestad to approve credit card requests. Ron Hamilton, Human Services Director explained request for a \$5,000.00 limit card for the Business Administrator and \$1,000.00 limit card for the Nutrition Program Coordinator. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
  - a. Land Conservation – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Bob Micheel, Land Conservation Director explained 2021 budget adjustment in the amount of \$4,750.00 donated monies to be used for two interns. Carried 5-0.
  - b. Health – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tiffany Giesler, Health Director explained 2021 budget adjustment in the amount of \$1,893.83 funding from the WI Division of Public Health for training. Carried 5-0.
- Fiscal Note on Resolution –
  - a. Resolution Authorizing Establishment of a Second Assistant Corporation Counsel Position. Motion by Mark Halverson second by David Pierce to approve fiscal note. Lisa Aldinger Hamblin explained second Assistant Corporation Counsel position to assist Child Support in case management. Pamela Pipkin further explained contingency upon state budget funding. Discussion. Carried 5-0.
  - b. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County. This resolution was pulled and will be revisited next month.
  - c. Resolution Authorizing an Additional Rolling Hills Part-Time Receptionist/Office Clerk I Position. Motion by Wallace Habegger second by Toni Wissestad to approve fiscal note. Linda Smith, Nursing Home Administrator explained position would have no impact to the county levy. Carried 5-0.
  - d. Resolution Authorizing the Increase of the ADRC Nutrition Coordinator Position to Full Time in Monroe County. Motion by Wallace Habegger second by David Pierce to approve fiscal note. Ron Hamilton, Human Services Director explained increase of the Nutrition Coordinator from  $\frac{3}{4}$  to full time. An additional levy allocation of \$10,000.00. Carried 5-0.
  - e. Resolution Authorizing two Children's Long Term Support Services (CLTS) Social Worker Positions in Monroe County. Motion by Wallace Habegger second by David Pierce to approve fiscal note. Ron Hamilton, Human Services Director explained Medical Assistance Case Management funding to cover the position cost. Discussion. Motion by Wallace Habegger second by Mark Halverson to amend the fiscal note by adding: If outside funding ceases to exist, position shall be eliminated. The amendment carried 5-0. The fiscal note as amended carried 5-0.
  - f. Resolution Authorizing Comprehensive Community Services (CCS) Social Worker Position in Monroe County. Motion by David Pierce second by Wallace Habegger to approve fiscal note. Ron Hamilton, Human Services Director explained Medical Assistance Case Management

funding to cover the position cost. Motion by Wallace Habhegger second by Mark Halverson to amend the fiscal note by adding: If outside funding ceases to exist, position shall be eliminated. The amendment carried 5-0. The fiscal note as amended carried 5-0.

- g. Resolution Authorizing a CFS Social Worker I Initial Assessment Position in Monroe County. Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Ron Hamilton, Human Services Director explained position to be covered thru a combination of Children and Family allocation, grant funding and county levy. County levy being the last resort. Carried 5-0.
- h. Resolution Authorizing a Programs Accountant I Position in Monroe County. Motion by Mark Halverson second by David Pierce to approve fiscal note. Diane Erickson, Finance Director explained position cost to be covered by Medical Assistance funding. If outside funding ceases to exist, position shall be eliminated. Carried 5-0.
- i. Resolution Establishing 2022 Annual Budgeted Allocation for Pay for Performance – Motion by Mark Halverson second by Toni Wissestad to approve fiscal note. Tina Osterberg, Monroe County Administrator explained merit based pay for 2022. Discussion. Carried 5-0.

Mark Halverson was excused from the meeting at 10:10 a.m.

- j. Resolution Approving Bid for Monroe County Nursing Home and Senior Care Facility Project – Tina Osterberg, Monroe County Administrator presented the total recommended award in the amount of \$14,897,961. Six bids will not be awarded at this time and re-bid. Discussion. It was a consensus of the committee to have this fiscal note on resolution taken up at the Special Finance Committee meeting on May 20, 2021 after the Rolling Hills Committee has reviewed and approved the resolution.
  - k. Resolution Setting Change Order Levels for a New Nursing Home and Senior Living Facility Project – Motion by Toni Wissestad second by Wallace Habhegger to approve fiscal note. Toni Wissestad explained change order level procedure. Carried 4-0.
- Resolution Authorizing the Issuance of General Obligation Bonds in an Amount not to Exceed \$3,235,000 for Nursing Home and Senior Living Facility – Committee members discussed the projected total cost of the project. Motion by David Pierce second by Wallace Habhegger to draft a resolution for \$4,000,000 in bonding to be taken up at the Special Finance Committee meeting on May 20, 2021. Carried 4-0.
- Treasurer
    - a. Debra Carney provided the Monthly Treasurers Report.
    - b. Treasurer Department Monthly Report.
    - c. Investment of American Rescue Plan Act Funds – Chair Schnitzler explained that he has been in contact with the Fed's for what the funds can be used for and is waiting a call back. It is anticipated that some of the funds can be used towards parts the Nursing Home Project.
- Finance
    - a. Diane Erickson provided the Monthly Financial Report.
    - b. Finance Department Monthly Report.
- Monthly Approvals –
    - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 4-0.
    - b. Monthly Disbursement Journal – Motion by Wallace Habhegger second by Toni Wissestad to approve disbursement journal. Carried 4-0.
    - c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Fiscal Note Approval/Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County.
- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 10:35 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
May 20, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Lisa Aldinger Hamblin, Linda Smith, Garlynn Brookshaw,  
Mary Von Ruden, Tom Martin, Brent Flaten, Tom Roepke  
WebEx: Brad Viegut-Baird

The meeting was called to order at the Monroe County Board Assembly Room at 3:08 p.m. by Chair Cedric Schnitzler.

- Resolution Approving Bid for Monroe County Nursing Home and Senior Care Facility Project – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Toni Wissestad presented 17 bid awards in the amount of \$14,957,960. Brent Flaten explained the bidding process and recommended that six work scopes be re-bid for more competitive bids. Tom Roepke further explained 81% of the bid package is being locked in and majority of the contractors are local. Discussion. Carried 5-0.
- Resolution Authorizing the Issuance of General Obligation Bonds in an Amount not to Exceed \$4,000,000 for Nursing Home and Senior Living Facility – Motion by Mark Halverson second by Wallace Habegger to approve resolution. Brad Viegut, Baird explained the debt rate for the \$4,000,000 bond. This will require at  $\frac{3}{4}$  vote of the board. The combined \$20,000,000 in bonds to remain under the Rolling Hills levy cap. Discussion. Carried 5-0.
- Motion by Toni Wissestad second by Wallace Habegger to adjourn the meeting at 3:30 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder



## Request for Credit Card Approval

**Department:** Sheriff

**Committee:** Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Jarrold Drake #18	Patrol Deputy	\$1,000
Joseph Merkel #12	Patrol Deputy	\$1,000
Jaimie Zimmerman	Admin. Asst.	\$1,000

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

Office Supplies / Training and Education
Office Supplies / Training and Education
Office Supplies / Training and Education

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

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

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

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

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 6/15/2021  
**Department:** Solid Waste  
**Amount:** \$ 10,390.08  
**Budget Year Amended:** 2021

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000	524810		SW Site Maintenance	\$ 15,000.00	\$ 10,390.08	\$ 46.94	\$ 4,609.92
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 10,390.08</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000	523530		SW Road Maintenance	\$ 4,000.00	\$ 10,390.08		\$ 14,390.08
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 10,390.08</b>		

**Explanation for Transfer:**

Move funds to Road Maintenance for Culvert on Junco Rd

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: May 19, 2021  
 Department: Health  
 Amount: \$534,726.00  
 Budget Year Amended: 2021

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

Epidemiology and Laboratory Capacity (ELC) enhancing Detection Supplement award to support broad range COVID-19 response related totesting, surveillance, disease investigation and follow, and vaccination efforts.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435527	HD191	ELC COVID	\$214,474.00	\$534,726.00	\$749,200
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 534,726.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$672,969.00	\$ 534,726.00	\$ 1,207,695.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 534,726.00	

Department Head Approval: Tiffany E. Gieser  
 Date Approved by Committee of Jurisdiction: David A. Pucin  
*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: \_\_\_\_\_

**RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY**

1       **WHEREAS**, the Monroe County Sanitation & Zoning Committee and Administration &  
2 Personnel Committee have reviewed the attached New Position Analysis and request the establishment  
3 of another Sanitation & Zoning Officer position in the Sanitation, Planning, Zoning, and Dog Control  
4 Department; and

5  
6       **WHEREAS**, the field work load has increased in amount and complexity requiring more time to  
7 be allocated at each site with the current two staff who complete these duties;

8  
9       **WHEREAS**, more review and research time is needed to complete new permitting processes and  
10 to follow up correctly with violations and complaints in a timely manner;

11  
12       **WHEREAS**, proposed increase in fees will cover a portion of the additional cost for this  
13 position, the remainder of the position would be covered by county levy funding;

14  
15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
16 hereby authorize the establishment of a Sanitation & Zoning Officer position in the Sanitation, Planning,  
17 Zoning and Dog Control Department with start date of January 1, 2022.

18  
19 Dated this 23rd day of June, 2021.

20  
21 Offered by the Administration & Personnel Committee

22  
23 **Fiscal note:** The 2022 budget for this position (wages, benefits and equipment) is approximately  
24 \$81,716 which a portion will be covered by an increase in fees requiring the estimated remaining \$  
25 being funded by County tax levy.

26  
27 **Purpose:** To approve budgeting for one Sanitation & Zoning Officer position.

Finance Vote (If required):  
\_\_\_\_ Yes    \_\_\_\_ No    \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: June 9, 2021  
4 Yes    0 No    0 Absent    1 Absent

Approved as to form on 6/9/21  
Lisa Aldinger Humblin  
Andrew C. Keenan, Corporation Counsel  
Lisa Aldinger Humblin

Committee Chair: Walter D. Hoyer  
Mary Von Rueden Brett Sorkin  
Mark Stahl

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.

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 3-22-2021	<b>Department:</b> Sanitation & Zoning
<b>Department Head Name:</b> Alison Elliott	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Field work load has increased and become more complex. Taking more time at each site. Paperwork supporting this field work has also become more complex, taking more time to review and research. Current staffing can keep up with new permits but does not have time to investigate, research and follow up on complaints and violations such that they can be resolved in a timely manner.

<b>Suggested Title:</b> Sanitation & Zoning Officer			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> 11	<b>FLSA Class:</b>
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> January 1, 2022

\* Current or newly created Job Description in current County format must be attached.\*  
\* A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	\$52,183	\$3,523	\$3,236	\$757	\$411	\$18,804	\$784	\$18

1. Where will the funds for this position come from?  
Proposed increase in fees will cover a portion of this position. General fund will be utilized to cover the remainder.  
Special tax could be placed on each property with septic. \$5 per year per parcel with septic would generate about \$45,000 per year.
2. What equipment will need to be purchased for this position (desk, etc.)?  
desk, computer, hand auger, munsell color book, tape measure, tripod, story stick & sensor
  - a. Is office space presently available? NO Where? Department will be relocating in the next couple of years
  - b. Estimated cost of needed equipment? \$2,000
  - c. Is the cost of needed equipment in the department budget? NO
3. What is the grand total cost of all items this fiscal year? \$79,716 + \$2,000 = \$81,716
4. What is the annual cost of salary and fringes, thereafter? \$79,716

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

NA
----

2. Number of employees Directly supervised: NA Indirectly: NA

List the position titles that will report to this position:


3. What position title will this position report to? Sanitation & Zoning Administrator

**County Administrator** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
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**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Administration & Personnel Committee** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Finance Committee** – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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**County Board** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention



<b>Job Title:</b>	<b>Sanitation and Zoning Officer</b>	<b>Department:</b>	Sanitation, Planning, and Zoning
<b>Location:</b>	14345 Co Hwy B, Sparta	<b>FLSA Category:</b>	Exempt- Administrative/Professional
<b>Immediate Supervisor:</b>	Sanitation and Zoning Administrator	<b>Salary Grade:</b>	Grade 11
<b>Supervision Exercised:</b>	None	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Under direction of the Sanitation and Zoning Administrator, the Sanitation and Zoning Officer promotes and protects the environmental health, safety and general welfare of county citizens through regulation of private sewage disposal systems.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provides information and assistance to the public concerning code and ordinance requirements
- Administers and enforces county utilities ordinance and SPS381-SPS385 Wis. Administrative Code
- Assists with administration of county zoning floodplain, shoreland and subdivision ordinance
- Reviews ordinances and proposes changes when necessary
- Investigates violations of private sewage systems ordinances and issues special orders directing and requiring compliance with the rules and standards including issuing citations when necessary
- Investigates complaints concerning private onsite waste treatment systems
- Reviews and verifies Soil and Onsite Evaluation Reports prepared by Certified Soil Testers
- Reviews and approves plans for private onsite waste treatment systems as authorized by SPS383 Wis. Administrative Code and county private onsite waste treatment ordinance
- Reviews sanitary permit applications and issues permits
- Conducts site inspections according to established procedure
- Performs plumbing compliance inspections according to SS145.20 and SPS383
- Gives technical design assistance to plumbing contractors
- Conducts inspections and provides information related to Wisconsin Fund Program (SS145.245 and SPS387)
- Inspects failing systems
- Files reports and conducts surveys
- Investigates and attempts to resolve complaints referred by the Health Director/Officer
- Assists the Health Director/Officer in townships and villages
- Conducts educational seminars for plumbers and certified soil testers
- Conducts inspections for zoning compliance and investigates zoning violations
- Maintain Zoning Code Layer using ARC GIS

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in soil science, natural resources, sanitation, environmental health or related field.
- Certified Soil Tester-Morphological Evaluator and Plumbing II On-Site within six months of hire.
- Minimum of two years "hands on" experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Valid Wisconsin Driver's license.

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, standing, talking, hearing, using near and far vision, judgment, working outdoors, exposed to extreme weather, noise, vibrations, and mechanical hazards. Stoops, bends, handles, fingers, lifts up to 40 pounds, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about sites.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE

1 WHEREAS, Monroe County Public Safety & Justice Committee and the Administrator & Personnel Committee  
2 request the establishment of a Paralegal position in the District Attorney's Office at pay grade 12 effective January 1, 2022;  
3 and  
4

5 WHEREAS, due to the continued rise in caseload and lack of additional prosecutors the District Attorney's office is  
6 in need of a position that can take duties from the prosecutors as well as current staff to ensure that the office doesn't  
7 violate statutory deadlines and to ensure the backlog of cases is kept at an acceptable level; and  
8

9 WHEREAS, the Monroe County District Attorney's Office has continued to strive for the most effective responses  
10 to criminal behavior and addiction, as opposed to the easiest ones, and those responses, including participating in the  
11 Monroe County Drug Court, the Monroe County OWI Court and working to develop further programs that will best serve  
12 the citizens of Monroe County, are more time consuming than many traditional responses to criminal behavior and  
13 addiction; and  
14

15 WHEREAS, this paralegal position would conduct legal research, compile and gather information/documentation  
16 for motion hearings and jury trials beyond the enumerated duties of the current office staff.  
17


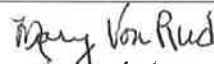
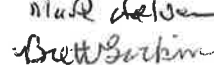
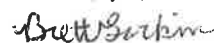
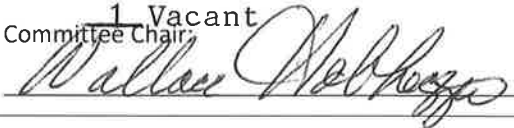
18 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the  
19 establishment of a Paralegal position in the District Attorney's Office effective January 1, 2022.  
20

21 Offered by the Administration & Personnel Committee this 23<sup>rd</sup> day of June 2021.

22 Purpose: Approve a new Paralegal position for 2022.

23 Fiscal Note: Position will be paid through County levy and budgeted for 2022 at a cost of \$75,355 (est \$1,149 increase from  
24 current classification in 2022 with annual adjustments thereafter.  
25

26 Drafted by Lynn Kloety. Office Manager, District Attorney's Office.  
27  
28

<p>Finance Vote (If required):          ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:            Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on:   <u>June 9</u>, 2021 </p> <p>VOTE: <u>4</u> Yes <u>0</u> No <u>0</u> Absent </p> <p><u>1</u> Vacant          Committee Chair: </p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ 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>



# New Position Analysis

- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 05/11/2021	<b>Department:</b> District Attorney's Office
<b>Department Head Name:</b> Kevin Croninger	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

RECLASSIFICATION of Legal Secretary to Paralegal ~  
 Due to the continued rise in serious caseload and the inadequate funding of prosecutors we need to have one of our current legal secretary positions handle the duties of prepping cases for jury trials, court trials and motion hearings. This work involves a complete case review, statute research to determine necessary witnesses and potential arguments the prosecutors need in order to obtain just outcomes in court proceedings for the protection of Monroe County residents.  
 This work should be performed by a paralegal and is currently being completed by a legal secretary. This position needs to be re-classified to adequately compensate for duties being performed.

<b>Suggested Title:</b> Paralegal			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> 12	<b>FLSA Class:</b>
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 01/01/2022	

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
12	\$48,714	\$3,288	\$3,021	\$707	\$19	\$18,804	\$784	\$18

1. Where will the funds for this position come from?  
 Levy funds \_\_\_\_\_
2. What equipment will need to be purchased for this position (desk, etc.)?  
 none, current position to be reclassified  
 a. Is office space presently available? \_\_\_\_\_ Where? \_\_\_\_\_  
 b. Estimated cost of needed equipment? \_\_\_\_\_  
 c. Is the cost of needed equipment in the department budget? \_\_\_\_\_
3. What is the grand total cost of all items this fiscal year? \$75,355 (est \$1,149 increase from current classification)
4. What is the annual cost of salary and fringes, thereafter? \$75,355 (est \$1,149 increase from current classification)

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

none

2. Number of employees Directly supervised: 0 Indirectly: 0

List the position titles that will report to this position:


3. What position title will this position report to? Adm Asst/Off Mngr

**County Administrator** – Action:

Date:  Position Approved:  Position Denied:

**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date:  Position Approved:  Position Denied:  by a vote of:

**Administration & Personnel Committee** – Action:

Date:  Position Approved:  Position Denied:  by a vote of:

**Finance Committee** – Action on Fiscal Note:

Date:  Funds Approved:  Funds Denied:  by a vote of:

**County Board** – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

<b>Job Title:</b>	<b>District Attorney Paralegal</b>	<b>Department:</b>	District Attorney
<b>Location:</b>	Courthouse	<b>FLSA Category:</b>	Non-Exempt
<b>Immediate Supervisor:</b>	Office Manager	<b>Salary Grade:</b>	Grade 12
<b>Supervision Exercised:</b>	None. May provide functional supervision other personnel	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Under general supervision of the Administrative Assistant/Office Manager the Legal Secretary maintains and coordinates criminal and juvenile/traffic case loads.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Performs complex legal research. Reviews State Statutes and case law regarding pending cases. Prepares research reports and submits information to assigned attorney;
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, and legal codes;
- Investigates facts and law of case to determine causes of action, to prepare cases accordingly, and to take appropriate action;
- Shepardize cases;
- Drafts legal documents such as briefs, pleadings, affidavits, orders and other legal papers;
- Acts as Trial Assistant by researching, compiling discovery materials, organizing file contents, assisting in the courtroom on major cases;
- Maintains communication with law enforcement personnel, victim/witness personnel, witnesses, human service personnel, district attorney staff, clerk of court personnel, court personnel, public defenders and other attorneys regarding pending cases and proceedings;
- Composes and drafts correspondence relative to criminal and juvenile/traffic cases;
- Assists attorneys in investigation of cases, obtaining additional information, running record checks, checking into habitual criminal status;
- Coordinates criminal and juvenile/traffic cases with Victim/Witness Program;
- Initiates and receives calls and correspondence from attorneys, judges, clerks of court, citizens, other departments, etc., concerning case status, disposition, scheduling, etc.;
- Schedules prep meetings for witnesses and law enforcement
- Subpoenas witnesses for jury trials and ensures returns or service is completed
- Assists with any departmental work as workload demands.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Possess a paralegal certification from an accredited institution.
- Minimum of two years legal office experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, stooping, reaching, talking, hearing, handling, keyboarding, lifting, and carrying up to 10 pounds. Stands, crouches, and is exposed to potential for physical attack intermittently.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Last revised 6/2021

## WCRB OCTOBER 2020 CLASS RATES

<u>RATE EFF DATE</u>	<u>CLASS</u>	<u>RATE</u>	<u>MIN PREMIUM</u>	<u>EXPECTED LOSS RATE</u>	<u>D RATIO</u>
10/1/2020	5507	6.21	900.00	2.63	0.27
10/1/2020	7720	3.17	791.00	1.42	0.31
10/1/2020	8810	0.19	254.00	0.09	0.34
10/1/2020	9413	3.94	900.00	1.86	0.35

	<u>Potential 2022 Rates</u>					<u>2021 Rates</u>	
	<u>50.00%</u>	<u>40.00%</u>	<u>30.00%</u>	<u>25.00%</u>	<u>20.00%</u>		
<b>Highway</b>	3.1050	2.4840	1.8630	1.5525	1.2420		1.3040
<b>Protective</b>	1.5850	1.2680	0.9510	0.7925	0.6340		0.5700
<b>Clerical</b>	0.0950	0.0760	0.0570	0.0475	0.0380		0.0380
<b>Municipal Oper</b>	1.9700	1.5760	1.1820	0.9850	0.7880		0.7860

2022 Work Comp Projection Estimates      316,812.81      253,450.25      190,087.69      158,406.41      126,725.13

	<u>Ins Claims</u>	<u>Minute Men HR Mgmt</u>	<u>Willis of WI</u>	<u>Excess WC Ins.</u>	<u>DWD Assessment</u>	<u>Excess WC Audit</u>	<u>Total Expenses</u>
<b>2021</b>	10,817.84	5,675.00	29,700.00	72,938.00	8,881.00		119,130.84
<b>2020</b>	170,642.03	14,120.00	29,700.00	93,899.00			308,361.03
<b>2019</b>	257,070.59	14,270.00	26,290.00	93,899.00	2,851.00		391,529.59
<b>2018</b>	259,390.91	14,295.00	28,320.00	99,283.00	251.00		401,288.91
<b>2017</b>	101,971.68	14,470.00	27,960.00	99,283.00	260.00		243,684.68
<b>2016</b>	98,814.19	17,364.00	27,600.00	89,110.00	144.00	3,499.00	232,888.19
<b>2015</b>	86,898.42	15,967.00	27,300.00	77,632.00	1,240.00		207,797.42

Download rates from this website for each budget year.

<https://www.wcrb.org/WCRB/RateDownload/RateDownload.aspx>