



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

Wednesday, September 22, 2021

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: 2499 183 3467

Password: Board

Join by phone

+1-404-397-1516 United States Toll

Access code: 2499 183 3467

IT Point of Contact, Rick Folkedahl 608-633-2700

Rolling Hills Building Project Site Tour will begin at 4:30 p.m.

A quorum of the Monroe County Board or other committees may be present during this tour.

The gathering is for the purposes of touring the location only.

No business of the County Board will be conducted during this tour.

The Monroe County Board meeting will begin at 6:00 p.m. at the Sparta American Legion.

4:30 p.m.

Rolling Hills Building Project Site Tour (*Meet in the Rolling Hills Parking Lot*)

14345 County Highway B Sparta, WI 54656

*If inclement weather, tour will be postponed until a later date

6:00 p.m.

Call to Order/Roll Call

Pledge of Allegiance

**Recognition of Emergency First Responders – Sheriff Wes Revels,
Supervisor Brett Larkin**

Approval of Minutes – August 25, 2021 & September 1, 2021

Public Comment Period

**Re-Purpose of Funds
Highway**

**Budget Adjustments
Highway**

County Clerk, General Fund Elections

Rolling Hills Building Update – Rolling Hills Committee Chair, Toni Wissestad

Monthly Treasurers Report – Debra Carney, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrators Report – Tina Osterberg, County Administrator

**County Forest Land Purchase Presentation, Town of Byron –
Chad Ziegler, Forest and Parks Administrator**

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

Chairman's Report

Adjournment

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. 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.

The August meeting of the Monroe County Board of Supervisors convened at the McMullen Memorial County Park in the Town of Lincoln, Wisconsin, on Wednesday, August 25, 2021 at 1:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 14 Supervisors present; Supervisors Nicholson and Balz absent. The Pledge of Allegiance was recited. Prior to the meeting, tours were held at Weatherby Cranberry and McMullen Memorial County Park.

Motion by Supervisor McCoy second by Supervisor Pierce to approve the July 28, 2021 minutes. Carried by voice vote.

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

Budget Adjustments:

Emergency Management – Motion by Supervisor Gomez second by Supervisor Larkin to approve budget adjustment. Wes Revels, Sheriff explained the 2021 budget adjustment in the amount of \$2,000.00 for hazmat spill supplies. The budget adjustment passed by voice vote.

Rolling Hills – Motion by Supervisor Wissestad second by Supervisor McCoy to approve budget adjustment. Tina Osterberg, County Administrator explained the 2021 budget adjustment in the amount of \$16,769,718.73 for budget breakdown reportability purposes, no financial effect on the revenues or expenses in the Rolling Hills budget. The budget adjustment passed by voice vote.

Rolling Hills – Motion by Supervisor Cook second by Supervisor Von Ruden to approve budget adjustment. Tina Osterberg, County Administrator explained the 2021 budget adjustment in the amount of \$102,755.14 for upgrading Bipolar Ionizations to the HVAC system in the Rolling Hills Building Project. The budget adjustment passed by voice vote.

Forestry & Parks – Motion by Supervisor Luethe second by Supervisor VanWychen to approve budget adjustment. Chad Ziegler, Forest and Parks Administrator explained the 2021 budget adjustment in the amount of \$1,629.31 for County Forest Administrator grant. The budget adjustment passed by voice vote.

David Ohnstad, Highway Commissioner provided the Highway Project Bonding Presentation and answered questions.

Toni Wissestad, Rolling Hills Committee Chair provided the Rolling Hills Building Update and answered questions.

The monthly Treasurers report was provided in the meeting packet.

Diane Erickson, Finance Director provided the monthly Finance Director's report and answered questions.

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

Supervisor Von Ruden was excused from the meeting at 2:22 p.m.

RESOLUTION 07-21-02

RESOLUTION APPROVING CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS POLICY AND PROCEDURE

The foregoing resolution was moved for adoption by Supervisor Halverson second by Supervisor Gomez. Chair Schnitzler explained. Tina Osterberg, County Administrator further explained. Discussion. The resolution carried by voice vote.

RESOLUTION 08-21-01

**RESOLUTION AUTHORIZING MONROE COUNTY HUMAN SERVICES PROGRAM
DONATION POLICY, NON-LAPSING ACCOUNT AND LEDGER**

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Larkin. Supervisor Pierce explained. The resolution carried by voice vote.

RESOLUTION 08-21-02

RESOLUTION APPROVING THE MONROE COUNTY FOREST WORK PLAN - 2022

The foregoing resolution was moved for adoption by Supervisor VanWychen second by Supervisor Pierce. Chad Ziegler, Forest and Parks Administrator explained. The resolution carried by voice vote.

RESOLUTION 08-21-03

**RESOLUTION INCREASING THE MAXIMUM BALANCE OF THE NON-LAPSING CAPITAL
IMPROVEMENT ACCOUNT FOR THE PARK DEPARTMENT**

Supervisor VanWychen asked to pull the resolution from the agenda. This resolution will be placed on the September agenda.

RESOLUTION 08-21-04

RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2022 BUDGET

The foregoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Wissestad. Tina Osterberg, County Administrator explained. Discussion. The resolution carried by voice vote.

Chairman's Report – A special meeting will be held on September 1, 2021.

Motion by Supervisor Kuhn second by Supervisor Schmitz to adjourn the meeting at 2:35 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the August meeting of the Monroe County Board of Supervisors held on August 25, 2021.

The September special meeting of the County Board of Supervisors convened at the Sparta American Legion Post 100 in the City of Sparta, Wisconsin, on Wednesday, September 1, 2021 at 6:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 15 Supervisors present; Supervisor Nicholson absent. The Pledge of Allegiance was recited.

Motion by Supervisor Gomez second by Supervisor Larkin to come together as a committee of the whole for the proposed redistricting plan. Carried by voice vote. Supervisor Balz provided the proposed redistricting plan. Jeremiah Erickson, GIS Specialist/Land Information Officer further explained. Chair Cedric Schnitzler announced the Public hearing per WI Statute 59.10(3)(b)(1). One individual from the public signed up to speak. Chair Schnitzler called three times for anyone else from the public to speak. The public hearing was closed. Motion by Supervisor Larkin second by Supervisor Lueth to return to the full session of the board. Carried by voice vote.

RESOLUTION 09s-21-01

RESOLUTION PROVIDING APPROVAL OF THE TENTATIVE MONROE COUNTY SUPERVISOR DISTRICT PLAN FOLLOWING THE 2020 CENSUS

The foregoing resolution was moved for adoption by Supervisor Wissestad second by Supervisor Pierce. Discussion. Jeremiah Erickson, GIS Specialist/Land Information Officer presented all six maps that were provided to the Redistricting Committee. Discussion. A roll call vote was taken. The resolution passed with 14 Supervisors voting yes, Supervisor McCoy voting no, 1 absent.

Motion by Supervisor Pierce second by Supervisor Kuhn to adjourn the meeting at 7:19 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the September special meeting of the Monroe County Board of Supervisors held on September 1, 2021.

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/19/2021
Department: Highway
Amount: \$ 200,000.00
Budget Year Amended: 2021

Explanation/Reason funds are being re-purposed and affect on Program:
(If needed attached separate brief explanation.)

Increase allowance of tractor and boom mower (\$116,033), add two electronic arrowboards (\$10,000), replacement of crash-damaged truck mounted water tank (\$19,103), addition to major repairs line item (\$54,864)

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310281	581000		Acquisition of Capital Assets-Equ	Scale-Sign Truck	See description above	\$ 200,000.00
Total Adjustment						\$ 200,000.00

Department Head Approval:  8/19/2021

Date Approved by Committee of Jurisdiction: August 19, 2021

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

Date Approved by Finance Committee: 09/15/2021

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: August 19, 2021
 Department: Highway
 Amount: \$300,000.00
 Budget Year Amended: 2021

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

Additon of CTH N Bridge Replacement and Addition of cost increase for CTH M and CTH Z Bridge Replacements

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319	534005		CTH Supplemental Construc	\$ 2,274,968.00	\$ (300,000.00)	\$ 1,974,968.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ (300,000.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73330318	534005		CTH Bridge Construction	\$ 950,000.00	\$ 300,000.00	\$ 1,250,000.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 300,000.00	

Department Head Approval:  8/19/2021

Date Approved by Committee of Jurisdiction: 8/19/2021

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

Date Approved by Finance Committee: 09/15/2021

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: September 14, 2021
 Department: General Fund Elections
 Amount: \$217,800.00
 Budget Year Amended: 2021

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

In 2020 Monroe County purchased Election Machines for Municipalities at a cost of \$217,800, and the municipalities are reimbursing the County for the cost of the machines. The invoice for the machines was received in 2021 due to COVID. Reimbursement of \$171,600 was received in 2020 for the machines. Carryover to 2021 the expense budget and revenue received during 2020.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000	473300		Elections Towns, Cities, Villages	\$ -	\$ 46,200.00	\$ 46,200.00
10000001	493000		General Fund Applied	\$ 2,557,966.53	\$ 171,600.00	\$ 2,729,566.53
						\$ -
						\$ -
Total Adjustment					\$ 217,800.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000	539500		Election Equipment	\$ -	\$ 217,800.00	\$ 217,800.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 217,800.00	

Department Head Approval:

Snouley Bone

Date Approved by Committee of Jurisdiction:

Dellane [Signature]

9-14-21

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

Date Approved by Finance Committee:

09/15/2021

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 August 1, 2021 to August 31, 2021
Debra J Carney, County Treasurer

GENERAL FUND BALANCES

Month End Balance	\$ (28,414.27)
Outstanding Checks	\$ (713,981.02)
Outstanding Deposits	\$ 52,266.01
General Fund Investments	\$ 28,516,288.43
Totals	\$ 27,826,159.15

RECEIPTS & DISBURSEMENTS

Receipts for Current Month:	\$ 21,931,990.60
Wires & Disbursements for Current Month:	\$ 22,464,457.24

INVESTMENTS - GENERAL FUND

Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 6,369,948.11	none	0.25%
State Investment Pool		\$ 38,016.00	none	0.05%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,558.01	none	0.05%
Citizens First Bank MM		\$ 5,417,033.67	none	0.30%
River Bank MM		\$ 16,448,228.61	none	1.00%
TOTAL GENERAL FUND =		\$ 28,516,288.43		

TOTAL GENERAL FUND AS OF AUGUST 2020 WAS:	\$ 27,155,737.71
DIFFERENCE FROM ONE YEAR AGO:	\$ 1,360,550.72

Delinquent Taxes in August 2021 were:	\$ 1,375,731.67
Delinquent Taxes in August 2020 were:	\$ 1,616,317.16
Delinquent Taxes are down from one year ago:	\$ (240,585.49)

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

GENERAL FUND BALANCES	
Month End Balance	\$ (358,626.30)
Outstanding Checks	\$ (293,520.53)
Outstanding Deposits	\$ 494,484.19
General Fund Investments	\$ 33,755,564.85
Totals	\$ 33,597,902.21

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 16,873,806.23
Wires & Disbursements for Current Month:	\$ 16,951,565.47

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 5,623,605.67	none	0.25%
State Investment Pool		\$ 6,037,868.27	none	0.05%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 242,547.38	none	0.05%
Citizens First Bank MM		\$ 5,416,768.78	none	0.30%
River Bank MM		\$ 16,434,270.72	none	1.00%
TOTAL GENERAL FUND =		\$ 33,755,564.85		

TOTAL GENERAL FUND AS OF JULY 2020 WAS:	\$ 32,440,891.55
DIFFERENCE FROM ONE YEAR AGO:	\$ 1,314,673.30

Delinquent Taxes in July 2021 were:	\$ 648,949.41
Delinquent Taxes in July 2020 were:	\$ 756,293.39
Delinquent Taxes are down from one year ago:	\$ (107,343.98)

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

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 82,180.89	None	0.03%
Bremer Bank-History Room MMII		\$ 25,612.55	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,004,125.97	None	
Bremer Bank-Wegner Grotto Trust		\$ 237,434.10	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 409,925.95	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,002.21	None	0.10248%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 33,734.11	None	0.03%
Jail Assessment				
Bank First MM		\$ 396,784.85	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 136,127.92	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,989.57	12/2/2021	0.39922%
		\$ 222,386.48	12/2/2021	0.39922%
		\$ 207,627.64	12/2/2021	0.39922%
		\$ 209,922.91	12/2/2021	0.39922%
		\$ 208,783.04	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,978.98	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 36,348.42	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,870,377.63	None	0.25000%
CCF Bank of Tomah		\$ 580,948.14	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 335,150.81	None	0.35518%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative		\$ 287.70	None	
River Bank MM		\$ 15,018,984.63	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 4,496,703.86	None	0.35518%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 26,730,418.36		

SALES & USE TAX	
Sales Tax Received in January thru August 2021 Sales tax for the month of Nov 2020 thru June 2021	\$ 2,847,326.14
Sales Tax Received in January thru August 2020 Sales tax for the month of Nov 2019 thru June 2020	\$ 2,444,189.35
Sales tax received is up from one year ago	\$ 403,136.79

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

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 82,601.71	None	0.03%
Bremer Bank-History Room MMII		\$ 25,611.90	None	0.03%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,982,171.10	None	
Bremer Bank-Wegner Grotto Trust		\$ 237,428.05	None	0.03%
Wegner Grotto Endowment-Raymond James		\$ 402,447.81	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,002.12	None	0.13990%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 33,733.26	None	0.03%
Jail Assessment				
Bank First MM		\$ 407,034.84	None	0.05%
Monroe County Land Information Board				
Bank First MM		\$ 129,250.04	None	0.05%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 211,917.70	12/2/2021	0.39922%
		\$ 222,311.08	12/2/2021	0.39922%
		\$ 207,557.25	12/2/2021	0.39922%
		\$ 209,851.74	12/2/2021	0.39922%
		\$ 208,738.77	1/27/2022	0.24968%
State Bank - Facility Reserve-MM		\$ 3,978.14	None	0.25000%
Section 125 Plan				
State Bank of Sparta		\$ 31,541.66	None	0.25000%
Worker's Comp				
State Bank of Sparta		\$ 1,858,224.46	None	0.25000%
CCF Bank of Tomah		\$ 580,596.91	None	0.71%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 636,105.53	None	0.33934%
Rolling Hills Building Project				
Wisconsin Investment Series Cooperative		\$ 287.70	None	
River Bank MM		\$ 16,685,895.16	None	0.50%
American Rescue Plan				
State Bank of Sparta		\$ 4,495,347.79	None	0.43900%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 28,653,634.71		

SALES & USE TAX	
Sales Tax Received in January thru July 2021	\$ 2,469,899.18
Sales tax for the month of Nov 2020 thru May 2021	
Sales Tax Received in January thru July 2020	\$ 2,071,578.62
Sales tax for the month of Nov 2019 thru May 2020	
Sales tax received is up from one year ago	\$ 398,320.56

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	\$ 923,639.07 *
March	\$ 28,688,241.00	\$ 234,997.56 Sales for Tax Jan. 2021	\$ 837,934.28 *
April	\$ 28,404,352.92	\$ 345,063.46 Sales Tax for Feb. 2021	\$ 814,019.87 *
May	\$ 31,915,664.98	\$ 398,313.67 Sales Tax for Mar. 2021	\$ 773,998.46 *
June	\$ 27,182,057.51	\$ 422,521.20 Sales Tax for April 2021	\$ 701,920.48 *
July	\$ 33,755,564.85	\$ 380,559.34 Sales Tax for May 2021	\$ 648,949.41 *
August	\$ 28,516,288.43	\$ 377,426.96 Sales Tax for June 2021	\$ 1,375,731.67
September		Sales Tax for July 2021	NOW INCLUDES ALL YEARS DELINQUENT TAXES
October		Sales Tax for Aug. 2021	
November		Sales Tax for Sept. 2021	
December		Sales Tax for Oct. 2021	

\$ 2,847,326.14 ← 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

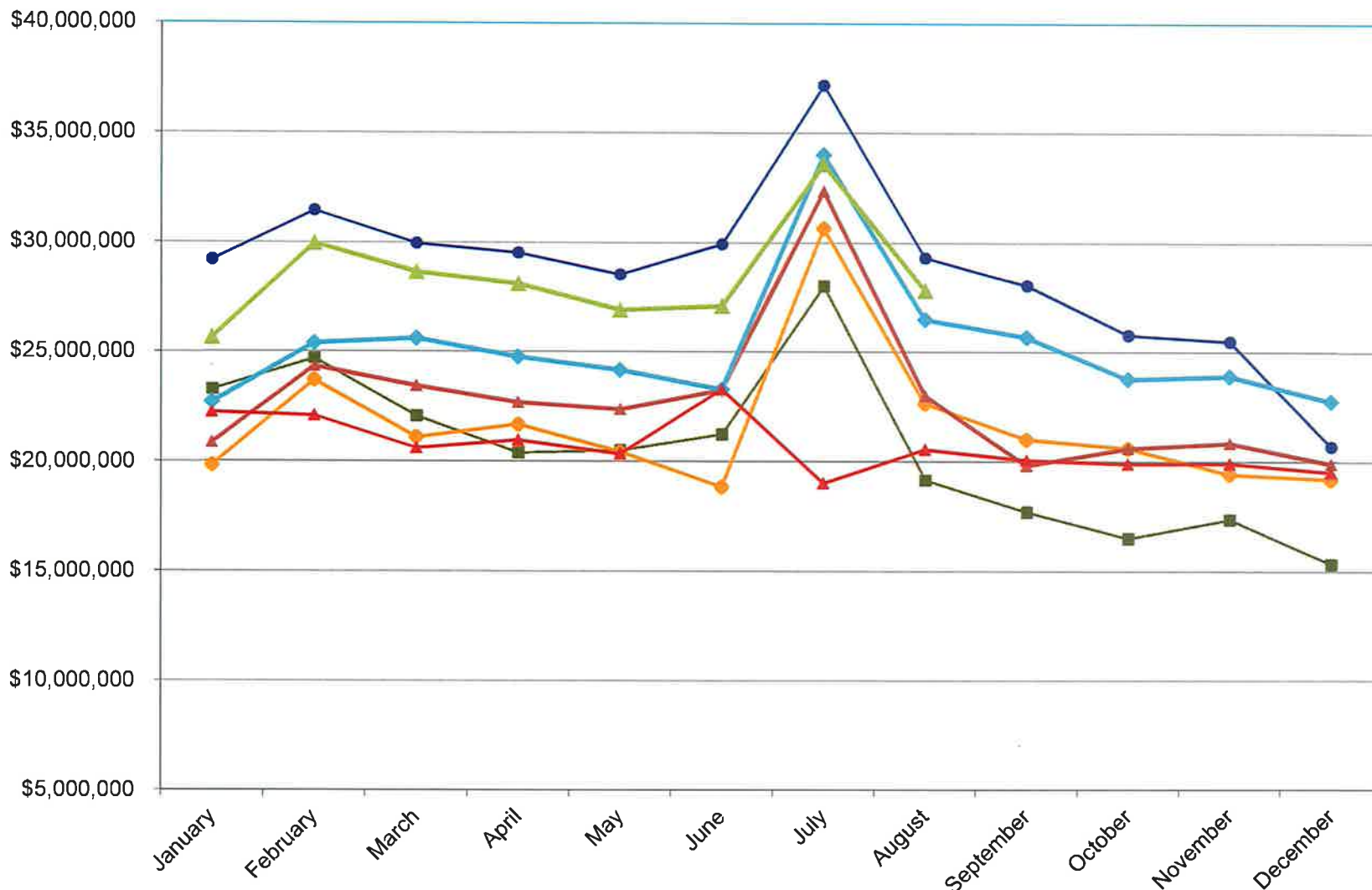
*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2019

NURSING HOME PROJECT FUNDING PLAN

2020 (Resolution 09-20-02)	General Fund	\$	765,567.00
2020 (RH Repurpose of Funds)	Repurpose Capital Outlay	\$	69,000.00
2021 (Bond Premium-State Bank)	Bond Proceeds	\$	16,000,000.00
2021 (RH Repurpose of Funds)	COVID for HVAC System	\$	200,000.00
2021 (Bond Premium-State Bank)	Bond Proceeds	\$	4,000,000.00
2021(RH Repurpose of Funds)	COVID for HVAC System	\$	15,530.00
			21,050,097.00
<i>Total Interest on Investments</i>		\$	-
<i>Total Funding Revenue Approved:</i>		\$	21,050,097.00
<i>Total Building Invoices Approved & Paid</i>		\$	2,578,174.98
<i>Total Debt Service Invoices Approved & Paid</i>		\$	112,825.00
<i>Total Invoices - Pending Approval</i>		\$	1,308,556.06
<i>Total Debt Service Invoices - Pending Approval</i>		\$	-
<i>Total Estimated Rolling Hills Expenditures</i>		\$	3,999,556.04
<i>Estimated Funding Available</i>		\$	17,050,540.96

County Total General Fund Cash Balance

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM



● 2016
 ■ 2017
 ◆ 2018
 ▲ 2019
 ◆ 2020
 ▲ 2021
 ▲ 20 Reserve

9/13/2021

Diane Erickson

Minimum Fund Balance Reserve + Restricted/Committed Fd Balance

Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2021\2021 General Fund Reserved-Committed-20%

**MONROE COUNTY MINIMUM FUND BALANCE POLICY
AUGUST 2021**

Fund Balance in Excess of General and Special Revenue Fund Cash Reserves

General and Special Fund Balance MM/ICS -	\$	27,826,159.15	
General Fund CD's	\$	-	
Total General Fund	\$	27,826,159.15	
Less Employer FICA deferred due to COVID-19	\$	942,607.57	Began with 4/9/2020 paydate
Less Human Services Prepay	\$	276,698.00	Prepay due back to state 12/31/2021 - \$415,047
Total General Fund Cash Balance-Less FICA deferred & Prepay	\$	26,606,853.58	1/12 each month is approximately \$34,587.25

General and Special Revenue Fund Cash Balance 8/31/2021 **\$ 12,706,550.27**

General Fund Restricted Total	\$	670,896.08
General Fund Committed Total	\$	228,247.19
General Fund Assigned Total	\$	1,317,090.52
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,216,233.79

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 10,490,295.48**

Proprietary, Debt & Internal Service Funds Cash: **\$ 15,119,608.88**

Proprietary, Debt & Internal Service Funds Committed: **\$ 3,143,216.50**

Proprietary, Debt & Internal Service Funds Cash Less Committed: **\$ 11,976,392.38**

Actual 2021 total General & Special revenue budgeted operating expenses \$ 36,390,765.00

Minimum Fund Balance % (X) 20%

Minimum Fund Balance Amount **\$ 7,278,153.00**

General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount **\$ 3,212,142.48**

9/13/2021

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2021\2021 General Fund Reserved-Committed-20%

Restricted, Committed and Assigned Funds

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	912.92
Child Support - Designated Fund Balance	\$	26,333.13
Software/computers 21300000 342100 E2200		
WEDCS Election Exp. Fund 11421000 579100	\$	673.03
Redaction Fees 11715000 461390/521350	\$	14,211.55
K-9 Donations 12116000 485000/579200	\$	10,799.49
Dog Control 14195000 485000/579200	\$	41,841.47
Justice Dept Donations 1295000 485000/579200	\$	89.00
Veterans Service 14700000 485000/579200	\$	1,544.50
Park Donations 15200000 485000/579200	\$	6,120.80
Crep Program 16140000	\$	35,382.43
Forestry Maint. Land Acq. 16919000 580100	\$	49,254.58
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13
Wildlife Habitat 16913000 435800/534050	\$	351.03
Land Cons. CCTF Donations 16942200 485000/579200	\$	10,749.50
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	910.06
Non-lapsing Cons, Programs Account 16942000 435800/534005	\$	132,670.33
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	47,581.13
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	290,000.00

Committed Funds

Farm Proceeds-Ed Fd 10000000 342400 E4050-11970	\$	15,037.59	
Nonlapsing Capital Parks 17620620 582500	\$	154,474.41	(\$89,884.93 + \$64,589.48 for 2020)Res 03-19-04
Cloud-Based ERP Financial Software 17100151	\$	26,895.31	
Angelo Wayside Improvement-17620620 582000	\$	527.19	

Extension

Leadership Prog. Exp. 15620611 579100	\$	6,318.98
Family Living Agent 15620613 579100	\$	3,322.48
Agriculture Agent 15620614 579100	\$	13,757.23
Youth Development Agent 15620615 579100	\$	5,237.28
Pesticide Certification 15620616 579100	\$	2,676.72

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	194,047.14
Contingency Fund Balance 10010000 539200	\$	15,484.00
Retirement/Fringe Pool 11435000 515200	\$	130,512.79
Nonlapsing Capital Pool 17100169	\$	540,689.98
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	436,356.61

General Fund Total **\$ 2,216,233.79**

Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	2,369,250.29	
Nonlapsing Technology Pool 71490000 599000	\$	605,966.21	
Town Road Sign Replacement-73360470 536005	\$	168,000.00	Resolution 08-20-12 \$168,000 (12/2023)
Proprietary, Debt & Internal Service Funds	\$	3,143,216.50	

9/13/2021

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2021\2021 General Fund Reserved-Committed-20%

FINANCIAL DATA THROUGH AUGUST 31

Account Type

Revenue

	2020		2020 Actual to Annual Budget %	2021		2021 Actual to Annual Budget %
	Total Annual Budget	Month Actual		Total Annual Budget	Month Actual	
100 - GENERAL FUND						
0000 - UNDEFINED	53,699	2,178	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	19,318,742	10,417,127	53.92%	17,505,293	15,746,646	89.95%
1110 - COUNTY BOARD	4,365			0	0	0.00%
1121 - CIRCUIT COURT	280,607	289,621	103.21%	252,075	260,208	103.23%
1122 - CLERK OF COURT	553,829	332,297	60.00%	532,550	409,837	76.96%
1124 - FAMILY COURT COMMISSIONER	5,400	3,100	57.41%	5,320	3,200	60.15%
1127 - MEDICAL EXAMINER	42,597	21,900	51.41%	41,300	26,000	62.95%
1131 - DISTRICT ATTORNEY	74,230	29,525	39.78%	68,731	39,479	57.44%
1132 - CORPORATION COUNSEL	775	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	19,381	10	100.00%	0	0	100.00%
1142 - COUNTY CLERK	250,135	19,597	7.83%	26,545	52,888	199.24%
1143 - PERSONNEL	7,514	748	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	604,142	394,821	65.35%	647,673	413,401	63.83%
1152 - TREASURER	18,542	2,383	12.85%	13,000	3,135	24.12%
1160 - MAINTENANCE	70,106	4,697	6.70%	1	0	0.00%
1171 - REGISTER OF DEEDS	311,511	236,396	75.89%	343,538	295,303	85.96%
1172 - SURVEYOR	1,500	1,460	97.33%	2,300	1,110	48.26%
1175 - LAND RECORDS	295,558	115,215	38.98%	195,308	127,302	65.18%
1210 - SHERIFF DEPARTMENT	132,750	68,979	51.96%	95,095	70,503	74.14%
1270 - JAIL	282,570	92,411	32.70%	156,303	131,303	84.01%
1290 - EMERGENCY MANAGEMENT	80,384	11,437	-14.23%	71,206	4,887	-6.86%
1293 - DISPATCH CENTER	39,209	1,321	100.00%	0	712	100.00%
1295 - JUSTICE DEPARTMENT	492,487	105,450	21.41%	417,511	172,105	41.22%
1368 - SANITATION	188,304	72,300	38.40%	139,500	68,624	49.19%
1419 - DOG CONTROL	151,903	132,737	87.38%	139,481	126,285	90.54%
1470 - VETERANS SERVICE	14,901	11,900	79.86%	12,053	12,053	100.00%
1512 - LOCAL HISTORY ROOM	95,829	17,767	18.54%	83,801	16,472	19.66%
1520 - PARKS	197,677	126,506	64.00%	202,562	187,395	92.51%
1530 - SNOWMOBILE	200,000	116,962	58.48%	200,000	46,305	23.15%
1560 - UW-EXTENSION	12,852	7,605	59.18%	5,767	7,159	124.14%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	0			0	0	100.00%
1691 - FORESTRY	161,091	89,414	55.51%	151,929	87,993	57.92%
1694 - LAND CONSERVATION	462,598	95,283	20.60%	427,373	65,513	15.33%
1698 - ZONING	1,888,886	17,630	0.93%	1,887,673	598,276	31.69%
1700 - CAPITAL OUTLAY	285,033	100,439	35.24%	14,500	0	0.00%
100 - GENERAL FUND Total	26,599,104	12,916,341	48.56%	23,638,387	18,964,320	80.23%
213 - CHILD SUPPORT	574,555	295,307	51.40%	592,224	294,787	49.78%
241 - HEALTH DEPARTMENT	1,576,852	797,950	50.60%	1,711,944	909,116	53.10%
249 - HUMAN SERVICES	14,542,032	8,326,035	57.25%	14,133,359	8,581,403	60.72%
310 - DEBT SERVICE	4,101,367	1,816,091	44.28%	2,334,408	140,636	6.02%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,772,545	1,252,198	45.16%	2,704,000	1,424,873	52.70%
642 - ROLLING HILLS	9,902,043	5,455,818	55.10%	26,320,109	21,412,110	81.35%
714 - INFORMATION SYSTEMS	1,473,896	1,361,356	92.36%	1,819,224	1,250,605	68.74%
715 - INFORMATION TECHNOLOGY POOL	635,211	94,870	14.94%	646,568	71,796	11.10%
717 - SELF FUNDED EMPLOYEE INSURANCE	0.00	0		5,670,064	4,440,152	78.31%
719 - WORKERS COMPENSATION	312,718	163,727	52.36%	333,820	83,432	24.99%
732 - HIGHWAY	11,965,177	8,210,712	68.62%	14,989,257	8,004,730	53.40%
820 - JAIL ASSESSMENT	133,699	36,901	27.60%	80,000	51,567	64.46%
830 - LOCAL HISTORY ROOM	87,241	319,216	365.90%	83,801	358,744	428.09%
856 - M.M. HANEY TRUST	0	21	100.00%	0	0	100.00%
860 - REVOLVING LOAN FUND	0			0	0	100.00%
Grand Total	74,676,441	41,046,543	54.97%	95,057,165	65,988,269	69.42%

This is 8 out of 12 months

These Revenue numbers include the tax appropriations for 2021

58.33%

FINANCIAL DATA THROUGH AUGUST 31

Account Type	Expense					
	2020 Total Annual Budget	2020 Month Actual	2020 Actual to Annual Budget %	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	3,033,966	1,931,609	63.67%	1,054,645	0	100.00%
1000 - GENERAL GOVERNMENT	28,777	0	0.00%	15,484	0	0.00%
1110 - COUNTY BOARD	113,121	55,655	49.20%	111,286	70,166	63.05%
1121 - CIRCUIT COURT	746,541	380,327	50.95%	688,416	374,033	54.33%
1122 - CLERK OF COURT	790,037	386,423	48.91%	781,181	396,469	50.75%
1124 - FAMILY COURT COMMISSIONER	40,800	23,800	58.33%	40,800	23,800	58.33%
1127 - MEDICAL EXAMINER	177,376	88,978	50.16%	189,701	97,670	51.49%
1131 - DISTRICT ATTORNEY	581,526	356,689	61.34%	621,641	391,139	62.92%
1132 - CORPORATION COUNSEL	296,213	186,759	63.05%	300,235	189,391	63.08%
1141 - ADMINISTRATOR	233,347	128,073	54.89%	227,888	141,988	62.31%
1142 - COUNTY CLERK	526,284	205,527	39.05%	251,728	165,372	65.69%
1143 - PERSONNEL	712,986	288,444	40.46%	476,001	178,168	37.43%
1151 - FINANCE DEPARTMENT	1,033,942	664,169	64.24%	1,021,430	685,677	67.13%
1152 - TREASURER	306,710	177,145	57.76%	313,384	183,428	58.53%
1160 - MAINTENANCE	1,022,068	502,409	49.16%	891,657	519,707	58.29%
1171 - REGISTER OF DEEDS	299,118	157,744	52.74%	304,408	171,175	56.23%
1172 - SURVEYOR	20,745	20,745	75.28%	27,556	18,180	65.97%
1175 - LAND RECORDS	295,558	184,404	62.39%	195,448	121,280	62.05%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	539,618	568,800	105.41%	539,456	617,917	114.54%
1210 - SHERIFF DEPARTMENT	3,293,568	1,798,336	54.60%	3,220,558	1,900,468	59.01%
1270 - JAIL	3,049,394	1,750,965	57.42%	3,127,387	1,771,702	56.65%
1290 - EMERGENCY MANAGEMENT	155,856	77,088	49.46%	164,233	67,032	40.82%
1293 - DISPATCH CENTER	1,264,092	810,350	64.11%	1,309,873	806,235	61.55%
1295 - JUSTICE DEPARTMENT	1,122,919	616,928	54.94%	1,013,139	595,582	58.79%
1368 - SANITATION	233,924	79,897	34.15%	181,287	90,025	49.66%
1419 - DOG CONTROL	224,473	100,906	44.95%	219,451	116,959	53.30%
1470 - VETERANS SERVICE	160,961	91,751	57.00%	166,743	102,871	61.69%
1511 - LIBRARY	442,676	442,676	100.00%	456,430	456,430	100.00%
1512 - LOCAL HISTORY ROOM	212,785	97,499	45.82%	208,510	95,747	45.92%
1520 - PARKS	131,959	54,387	41.22%	133,119	68,499	51.46%
1530 - SNOWMOBILE	200,000	116,962	58.48%	200,000	92,610	46.31%
1560 - UW-EXTENSION	231,378	91,569	39.58%	220,773	111,170	50.35%
1614 - CONSERV RESERVE ENHANCE PROGR	24,297	0	0.00%	35,382	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	28,656	15,771	55.04%	31,821	15,644	49.16%
1691 - FORESTRY	176,740	72,462	41.00%	179,397	79,838	44.50%
1694 - LAND CONSERVATION	1,220,638	326,319	26.73%	1,161,679	378,650	32.60%
1698 - ZONING	1,967,023	66,728	3.39%	1,968,013	766,642	38.96%
1700 - CAPITAL OUTLAY	1,652,221	261,768	15.84%	1,588,247	294,728	18.56%
100 - GENERAL FUND Total	26,599,104	13,180,065	49.55%	23,638,387	12,156,391	51.43%
213 - CHILD SUPPORT	574,555	343,373	59.76%	592,224	376,413	63.56%
241 - HEALTH DEPARTMENT	1,576,852	641,745	40.70%	1,711,944	695,221	40.61%
249 - HUMAN SERVICES	14,542,032	8,084,096	55.59%	14,133,359	8,102,927	57.33%
310 - DEBT SERVICE	4,101,367	2,336,333	56.96%	2,334,408	2,332,983	99.94%
410 - CAPITAL PROJECTS	0	0	100.00%	0	0	100.00%
633 - SOLID WASTE	2,772,545	1,248,260	45.02%	2,704,000	1,234,311	45.65%
642 - ROLLING HILLS	9,902,043	4,887,643	49.36%	26,320,109	7,228,813	27.46%
714 - INFORMATION SYSTEMS	1,473,896	784,487	53.23%	1,819,224	753,400	41.41%
715 - INFORMATION TECHNOLOGY POOL	635,211	19,028	3.00%	646,568	29,632	4.58%
717 - SELF FUNDED EMPLOYEE INSURNCE	0	0		5,670,064	4,548,606	80.22%
719 - WORKERS COMPENSATION	312,718	239,543	76.60%	333,820	160,156	47.98%
732 - HIGHWAY	11,965,177	3,078,836	25.73%	14,989,257	4,061,973	27.10%
820 - JAIL ASSESSMENT	133,699	32,464	24.28%	80,000	45,802	57.25%
830 - LOCAL HISTORY ROOM	87,241	20,698	23.72%	83,801	16,472	19.66%
860 - REVOLVING LOAN FUND	0		100.00%	0	0	100.00%
Grand Total	74,676,441	34,896,571	46.73%	95,057,165	41,743,101	43.91%

FINANCIAL DATA THROUGH AUGUST 31

Account Type

Salary & Fringe Expense

	2020 Total Annual Budget	2020 Month Actual	2020 Actual to Annual Budget %	2021 Total Annual Budget	2021 Month Actual	2021 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	62,919	32,011	50.88%	69,999	46,747	66.78%
1121 - CIRCUIT COURT	323,845	204,803	63.24%	334,946	213,068	63.61%
1122 - CLERK OF COURT	517,067	308,936	59.75%	522,374	315,712	60.44%
1127 - MEDICAL EXAMINER	115,698	72,833	62.95%	114,266	78,438	68.65%
1131 - DISTRICT ATTORNEY	559,326	346,701	61.99%	592,863	379,956	64.09%
1132 - CORPORATION COUNSEL	286,615	181,725	63.40%	292,920	186,379	63.63%
1141 - ADMINISTRATOR	218,489	123,213	56.39%	220,129	139,153	63.21%
1142 - COUNTY CLERK	183,809	116,582	63.43%	188,902	120,411	63.74%
1143 - PERSONNEL	197,066	121,132	61.47%	199,302	128,320	64.38%
1151 - FINANCE DEPARTMENT	983,665	626,546	63.70%	966,608	641,164	66.33%
1152 - TREASURER	248,369	159,972	64.41%	243,694	158,791	65.16%
1160 - MAINTENANCE	391,707	201,751	51.51%	328,945	207,192	62.99%
1171 - REGISTER OF DEEDS	226,546	136,277	60.15%	230,325	147,222	63.92%
1175 - LAND RECORDS	72,292	46,207	63.92%	73,752	46,780	63.43%
1210 - SHERIFF DEPARTMENT	2,830,664	1,610,027	56.88%	2,781,805	1,671,687	60.09%
1270 - JAIL	2,332,324	1,319,493	56.57%	2,330,048	1,307,567	56.12%
1290 - EMERGENCY MANAGEMENT	125,332	74,268	59.26%	128,262	63,544	49.54%
1293 - DISPATCH CENTER	1,039,696	648,401	62.36%	1,043,324	652,006	62.49%
1295 - JUSTICE DEPARTMENT	717,669	428,367	59.69%	700,985	440,228	62.80%
1368 - SANITATION	119,380	75,805	63.50%	121,324	79,534	65.55%
1419 - DOG CONTROL	137,313	77,918	56.74%	139,412	86,417	61.99%
1470 - VETERANS SERVICE	138,888	80,598	58.03%	141,334	91,572	64.79%
1512 - LOCAL HISTORY ROOM	123,849	72,669	58.68%	123,820	78,680	63.54%
1520 - PARKS	78,098	40,812	52.26%	78,921	46,966	59.51%
1560 - UW-EXTENSION	160,031	79,866	49.91%	155,202	84,893	54.70%
1691 - FORESTRY	52,291	33,029	63.16%	54,009	34,807	64.45%
1694 - LAND CONSERVATION	352,850	215,734	61.14%	343,617	231,308	67.32%
1698 - ZONING	94,926	59,067	62.22%	95,310	61,986	65.04%
100 - GENERAL FUND Total	12,690,724	7,494,743	59.06%	12,616,398	7,740,527	61.35%
213 - CHILD SUPPORT	473,919	289,067	61.00%	492,164	309,243	62.83%
241 - HEALTH DEPARTMENT	1,313,097	590,925	45.00%	1,591,558	645,005	40.53%
249 - HUMAN SERVICES	5,365,216	3,223,379	60.08%	5,491,021	3,364,902	61.28%
633 - SOLID WASTE	173,402	114,059	65.78%	150,563	97,958	65.06%
642 - ROLLING HILLS	6,304,007	3,746,125	59.42%	6,452,430	3,596,822	55.74%
714 - INFORMATION SYSTEMS	422,058	239,413	56.73%	364,686	160,471	44.00%
732 - HIGHWAY	3,608,774	2,236,831	61.98%	3,681,123	2,290,643	62.23%
Grand Total	30,351,196	17,934,542	59.09%	30,839,943	18,205,571	59.03%

This is 8 out of 12 months Insurance and 17/26 Payrolls

RESOLUTIONS AND ORDINANCES – September 22, 2021

08-21-03

**RESOLUTION INCREASING THE MAXIMUM BALANCE OF THE
NON-LAPSING CAPITAL IMPROVEMENT ACCOUNT FOR THE PARK
DEPARTMENT**

Offered by the Natural Resources and Extension Committee

**1. RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$8,485,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS**

Offered by the Finance Committee

**2. RESOLUTION AUTHORIZING CONTRACT SETTLEMENT FOR 2022-2023
COLLECTIVE BARGAINING AGREEMENT BETWEEN MONROE COUNTY
AND THE MONROE COUNTY PROFESSIONAL POLICE ASSOCIATION**

Offered by the Administration and Personnel Committee

**3. RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR OCTOBER 2021 - COVID-19 Policy**

Offered by the Administration and Personnel Committee

**4. RESOLUTION APPROVING EQUIPMENT AND TECHNOLOGY FOR
MONROE COUNTY NURSING HOME AND SENIOR CARE FACILITY
PROJECT**

Offered by the Rolling Hills Committee

**5. MUNICIPAL RESOLUTION DEPARTMENT OF NATURAL RESOURCES
WISCONSIN ASSESSMENT MONEY (WAM) - CONTRACTOR SERVICES
AWARD**

Offered by the Property & Maintenance Committee

**6. RESOLUTION APPROVING MALLINKRODT BANKRUPTCY SETTLEMENT
PLAN IN REGARDS TO OPIOD LAWSUIT**

Offered by the Finance Committee

**7. RESOLUTION AUTHORIZING DELEGATION OF AUTHORITY FOR OPIOID
SETTLEMENT**

Offered by the Finance Committee

RESOLUTION INCREASING THE MAXIMUM BALANCE OF THE NON-LAPSING CAPITAL IMPROVEMENT ACCOUNT FOR THE PARK DEPARTMENT

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WHEREAS, Monroe County Board of Supervisors approved resolution 03-19-04 on March 27th, 2019 which authorizes the Finance Department to place the Park Department's surplus revenue each year into a non-lapsing Long Range Capital Improvements account; and

WHEREAS, the purpose of the Long Range Capital Improvements account is to fund park maintenance, repairs and improvements without levying taxes; and

WHEREAS, the cost of goods and services has increased significantly in the past two years and will continue to increase in the future; and

WHEREAS, future funding sources for maintenance, repairs and improvements is unknown.



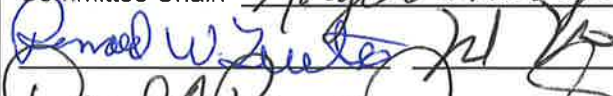
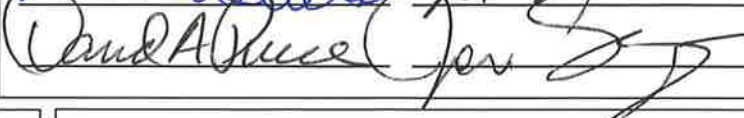
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the maximum balance of the non-lapsing Long Range Capital Improvements account for the Park Department to be increased from \$200,000.00 to \$300,000.00.

Dated this 25th day of August, 2021.

Offered by the Natural Resources and Extension Committee

Purpose: This resolution will increase the maximum balance of the non-lapsing capital improvement account for the Park Department from \$200,000.00 to \$300,000.00.

Fiscal note: This resolution will authorize reassignment of an additional \$100,000.00 of surplus park revenue into a Park Capital Improvements account. Per Wisconsin Statute sec. 65.90 this resolution will require a 2/3rds vote of the entire membership of the Monroe County Board of Supervisors for approval. Spending of these funds will also require a 2/3rds majority unless the improvements are included in the annual county budget.

Reviewed as to form on <u>8/16/2021</u>  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>August 9 20 21</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>Nodji Vanulychen</u>   
Finance Vote (If required): <u>5</u> Yes <u>0</u> No <u>0</u> Absent	(Continuation of signatures from above)
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ <u>20</u> _____ _____ Yes _____ No _____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$8,485,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS

WHEREAS, Monroe County, Wisconsin (the "County"), on May 20, 2021, adopted an initial resolution authorizing the issuance of \$4,000,000 general obligation bonds for the public purpose of financing the construction and equipping of a nursing home and senior living facility (the "Project").

WHEREAS, the County is also in need of the amount of approximately \$4,485,000 for the public purpose of paying the cost of refunding certain outstanding obligations of the County, including interest on them, specifically, the General Obligation County Building Bonds, dated October 16, 2013 (the "Refunding").

WHEREAS it is desirable to borrow the funds needed for the Project and the Refunding through the issuance of general obligation bonds pursuant to Chapter 67, Wisconsin Statutes.

WHEREAS, the County Board of Supervisors hereby finds and determines that the Project and the Refunding are within the County's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Combination of Issues. The bonds to be issued for the Project and the Refunding are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2021B" (the "Bonds") in the amount of approximately \$8,485,000 for the purposes above specified (with an amount not to exceed \$4,000,000 to be issued to finance the Project).

Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the County Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded September 22, 2021.


Offered by the Finance Committee:


Cedric Schnitzler


Wallace Habegger

Mark Halverson


David Pierce


Toni Wissestad

Finance Committee vote: 4 yes 0 no 1 absent

County Board vote: yes no absent

Cedric Schnitzler, County Board Chairperson

Shelley Bohl, County Clerk

The logo for Baird, featuring the word "BAIRD" in white, uppercase, serif font, set against a dark blue, trapezoidal background that is wider at the top and tapers towards the bottom.

Monroe County

Finance Committee Meeting

August 18, 2021

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
Fax 414.298.7354

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Monroe County

Finance Committee Meeting

August 18, 2021



Borrowing Amount / Structure / Purpose

Issue:	General Obligation Corporate Purpose Bonds
Estimated Amount:	\$8,485,000
Purpose:	<ul style="list-style-type: none">• \$4,000,000 - Rolling Hills Nursing Home & Senior Living Facility• \$4,485,000 - Refinance 2013 Bonds
Structure:	Matures March 1, 2022-2041
First Interest:	March 1, 2022
Callable:	Callable March 1, 2030
Estimated Interest Rate:	1.83%
Estimated Present Value Savings of 2013 Bonds (\$):	\$112,390
Estimated Present Value Savings of 2013 Bonds (%):	2.512%

Monroe County

Finance Committee Meeting

August 18, 2021



Hypothetical Refinancing Illustration of 2013 Bonds

Calendar Year	BEFORE REFINANCING				AFTER REFINANCING				POTENTIAL DEBT SERVICE SAVINGS	
	\$10,000,000 G.O. County Building Bonds Dated October 16, 2013			TOTAL DEBT SERVICE	\$10,000,000 G.O. County Building Bonds Dated October 16, 2013		\$4,485,000 G.O. Corp. Purp. Bonds (CR) Dated December 1, 2021 ⁽¹⁾			TOTAL NEW DEBT SERVICE
	PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)		PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)		
2021	\$300,000	2.000%	\$132,125	\$432,125	\$300,000	\$132,125			\$432,125	\$0
2022	\$200,000	2.125%	\$127,000	\$327,000	\$200,000	\$2,125	\$30,000	\$66,975	\$299,100	\$27,900
2023	\$1,500,000	2.375%	\$107,063	\$1,607,063	***		\$1,505,000	\$74,050	\$1,579,050	\$28,013
2024	\$1,555,000	3.000%	\$65,925	\$1,620,925	***		\$1,550,000	\$43,500	\$1,593,500	\$27,425
2025	\$1,420,000	3.000%	\$21,300	\$1,441,300	***		\$1,400,000	\$14,000	\$1,414,000	\$27,300
	\$4,975,000		\$453,413	\$5,428,413	\$500,000	\$134,250	\$4,485,000	\$198,525	\$5,317,775	\$110,638

Maturities callable 3/1/2022 or any date thereafter.

CALLABLE MATURITIES

*** REFINANCED WITH 2021 ISSUE.

ROUNDING AMOUNT..... \$4,702
 POTENTIAL GROSS SAVINGS..... \$115,340

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds +15 bps as of 7/27/21. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

⁽²⁾ POTENTIAL PRESENT VALUE SAVINGS \$..... \$112,390
 POTENTIAL PRESENT VALUE SAVINGS %..... 2.512%

(2) Present value calculated using the All Inclusive Cost (AIC) of 1.42% as the discount rate.
 Inclusive of estimated investment earnings calculated using an estimated investment rate of 0.04%.

Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	3.192%	\$142,825
-0.20%	2.964%	\$132,634
-0.10%	2.738%	\$122,535
+0.10%	2.286%	\$102,289
+0.20%	2.062%	\$92,262
+0.30%	1.837%	\$82,205

Monroe County

Finance Committee Meeting

August 18, 2021

Hypothetical Rolling Hills Financing Plan



PRELIMINARY - ROLLING HILLS									
\$4,000,000									
G.O. CORPORATE PURPOSE BONDS									
<i>Dated December 1, 2021</i>									
<i>(First interest 3/1/2022)</i>									
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE - NON-ROLLING HILLS	EXISTING DEBT SERVICE - ROLLING HILLS <i>(Net of Bid Premium from 2021 Bonds)</i>	PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 2.05%	HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED ROLLING HILLS DEBT SERVICE <i>(After New Issue)</i>	YEAR DUE
2020	2021	\$2,332,983	\$0					\$0	2021
2021	2022	\$2,507,008	\$600,000		\$94,242	(\$94,242)		\$600,000	2022
2022	2023	\$2,505,308	\$886,456	\$330,000	\$122,356	(\$122,356)	\$330,000	\$1,216,456	2023
2023	2024	\$2,504,639	\$958,738	\$210,000	\$116,956	(\$71,492)	\$255,465	\$1,214,202	2024
2024	2025	\$2,508,151	\$941,363	\$160,000	\$113,256		\$273,256	\$1,214,619	2025
2025	2026	\$2,307,351	\$928,113	\$180,000	\$107,156		\$287,156	\$1,215,269	2026
2026	2027	\$2,308,845	\$913,863	\$205,000	\$97,531		\$302,531	\$1,216,394	2027
2027	2028	\$1,347,623	\$903,488	\$225,000	\$86,781		\$311,781	\$1,215,269	2028
2028	2029		\$901,788	\$235,000	\$75,281		\$310,281	\$1,212,069	2029
2029	2030		\$919,263	\$230,000	\$63,656		\$293,656	\$1,212,919	2030
2030	2031		\$941,463	\$220,000	\$54,606		\$274,606	\$1,216,069	2031
2031	2032		\$952,903	\$215,000	\$48,081		\$263,081	\$1,215,984	2032
2032	2033		\$963,100	\$210,000	\$41,706		\$251,706	\$1,214,806	2033
2033	2034		\$972,003	\$205,000	\$35,481		\$240,481	\$1,212,484	2034
2034	2035		\$979,563	\$205,000	\$29,844		\$234,844	\$1,214,406	2035
2035	2036		\$986,288	\$205,000	\$24,975		\$229,975	\$1,216,263	2036
2036	2037		\$997,675	\$195,000	\$20,475		\$215,475	\$1,213,150	2037
2037	2038		\$1,002,550	\$195,000	\$16,088		\$211,088	\$1,213,638	2038
2038	2039		\$1,010,881	\$190,000	\$11,638		\$201,638	\$1,212,519	2039
2039	2040		\$1,013,819	\$195,000	\$7,066		\$202,066	\$1,215,884	2040
2040	2041		\$1,020,100	\$190,000	\$2,375		\$192,375	\$1,212,475	2041
		\$18,321,906	\$18,793,413	\$4,000,000	\$1,169,552	(\$288,090)	\$4,881,461	\$23,674,874	

Monroe County

Finance Committee Meeting

August 18, 2021

Important Disclosures



Robert W. Baird & Co. Incorporated ("Baird") is not recommending that you take or not take any action. Baird is not acting as financial advisor or municipal advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you with respect to the information contained herein and/or accompanying materials (collectively, the "Materials"). Baird is acting for its own interests. You should discuss the Materials with any and all internal or external advisors and experts that you deem appropriate before acting on the Materials.

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RESOLUTION NO. 09-21-02

**RESOLUTION AUTHORIZING CONTRACT SETTLEMENT FOR 2022-2023
COLLECTIVE BARGAINING AGREEMENT BETWEEN MONROE COUNTY AND THE
MONROE COUNTY PROFESSIONAL POLICE ASSOCIATION**

1 **WHEREAS**, the Bargaining Committee of the Monroe County Board of Supervisors met with
2 representatives of the Monroe County Professional Police Association during the past month to
3 negotiate a 2022-2023 collective bargaining agreement; and
4

5 **WHEREAS**, the parties were able to resolve their differences and reached a voluntary settlement
6 for 2022-2023 on August 10, 2021; and
7

8 **WHEREAS**, the parties agreed to a four percent wage increase for Patrol Sergeants and
9 Detectives, three percent for Patrol Officers and Bailiffs, and one percent for the introductory Patrol
10 Officer and Bailiffs, effective January 1, 2023, and January 1, 2024. The parties also agreed to language
11 regarding K-9 unit selection and policy, shift differential increase, death within the line of duty
12 language, and adjusting current language to reflect varied shifts. In addition, the parties agreed to a
13 maximum of ninety-six (96) hours of compensatory time being used each year, with a maximum of
14 forty-eight (48) hours allowed in the compensatory time bank. Beyond these agreements the parties
15 agreed to the attached provisions regarding other minor language changes.
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that the
18 Bargaining Committee is authorized and empowered to enter into the attached two-year agreement with the
19 Monroe County Professional Police Association for 2022-2023 on behalf of the County of Monroe, state of
20 Wisconsin.
21

22 Dated this 25th day of August, 2021.
23

24 Offered by the Administration & Personnel Committee
25

26 Purpose: Ratify a successor two-year agreement with the Monroe County Professional Police
27 Association.
28

29 Fiscal note: \$78,782.94 in additional wages and wage-related benefits will be included in the 2022
30 budget, and similar 2023 costs will be included in the 2022 and 2023 budgets.

Finance Vote (If required):

4 Yes 0 No 1 Absent

Approved as to form on 9/14/21
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on:

September 14, 20 21

VOTE: 4 Yes 0 No 1 Absent

Committee Chair: Walter Hobbeggs
James B. Kuh
Brett Sarkin Mary Von Puelen

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.

**AGREEMENT BETWEEN
THE COUNTY OF MONROE**

and

**WISCONSIN PROFESSIONAL POLICE ASSOCIATION/
LAW ENFORCEMENT EMPLOYEE RELATIONS
DIVISION**

For and Behalf of

**MONROE COUNTY PROFESSIONAL POLICE
ASSOCIATION**

1/1/2022 – 12/31/2023

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AGREEMENT

This Agreement, made and entered into by and between the County of Monroe, as a municipal employer, hereinafter called the County, and the Wisconsin Professional Police Association/Law Enforcement Employee Relations Division, for and on behalf of Monroe County Professional Police Association, hereinafter called the Association, is set forth as follows:

PREAMBLE

Both parties to this Agreement are desirous of reaching an amicable understanding with respect to the employee-employer relationship that is to exist between them, and enter into an Agreement covering rates of pay, hours of work and conditions of employment, as well as procedures for reducing potential conflict.

ARTICLE 1. RECOGNITION AND DUES AGREEMENT

Section 1. The County recognizes the Association as the sole and exclusive bargaining agent for all regular full-time law enforcement personnel having the powers of arrest in the employ of the Sheriff's Department of Monroe County, including employees classified as Patrol Officer, Sergeants, and Investigators, but expressly excluding the Sheriff, Chief Deputy, Captains, Lieutenants, clerical personnel, and other managerial, supervisory, confidential, and executive employees for the purpose of collective bargaining on matters of wages, hours, and conditions of employment.

Section 2. Membership Not Required: Membership in any employee organization is not compulsory. Employees have the right to join, not join, maintain, or drop their membership in an employee organization as they see fit. No employee will be denied membership because of age, race, sex, creed, ancestry, disability, arrest and conviction records, marital status, sexual preference or national origin. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article wherever the Commission finds that the Association has denied an employee membership because of age, race, sex, creed, ancestry, handicap, arrest and conviction records, marital status, sexual preference or national origin.

Section 3. Dues Deduction: The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER. In addition, the Local Association may authorize local dues which shall be deducted in conjunction with the WPPA/LEER dues. The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month. Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the

bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed color or sex.

Section 4. Hold Harmless Clause: It is expressly understood and agreed that the Association will refund to the County or to the employee involved any dues erroneously collected by the County and paid to the Association. The Association agrees to save and hold the County harmless from any claims or demands arising out of the County's compliance with the provisions of this Article.

ARTICLE 2. MANAGEMENT RIGHTS

Section 1. The County possesses the sole right to operate County government and all management rights repose in it, subject only to the provisions of this Agreement and applicable law.

These rights include, but are not limited to the following:

- A.** To direct all operations of the County;
- B.** To establish reasonable work rules and schedules of work;
- C.** To hire, train, promote, transfer, schedule, and assign employees to positions within the County;
- D.** To suspend, demote, discharge, and take other disciplinary action against employees for just cause;
- E.** To relieve employees from their duties because of lack of work or any other legitimate reason;
- F.** To maintain efficiency of County government operations;
- G.** To take whatever action is necessary to comply with state or federal law;
- H.** To introduce new or improved methods or facilities;
- I.** To change existing methods or facilities;
- J.** To determine the kind and amount of services to be performed as pertains to County government operation; and the number and kinds of classifications to perform each service;
- K.** To contract out for goods and services;
- L.** To determine the methods, means, and personnel by which County operations are to be conducted;
- M.** To take whatever action is necessary to carry out the functions of the County in situations of emergency;
- N.** No Article or Section of this Agreement shall be interpreted to abridge the duties or powers of the Sheriff as outlined in appropriate State Statutes relative to the operation of the jail, the service of papers, or any other statutory duties or powers of the Sheriff's Office.

Section 2. The County has the right to hire an external candidate to a full-time position as defined in ARTICLE 4. WAGES (Patrol Sergeant, Investigator, Patrol Officer, or Bailiff) at a rate of pay for those who have completed one year of employment with Monroe County if they have the following qualifications:

- a. Currently employed as a full-time law enforcement officer and have a minimum of three (3) years of continuous service as a full-time law enforcement officer excluding academy time.
- b. Employment must be with an agency of similar or greater jurisdictional responsibility or agency size, unless an exception is made at the discretion of the Sheriff.
- c. Currently certified as a Wisconsin Police Officer.
- d. Seniority will be based off of date of hire with Monroe County consistent with Article 14.

In addition to the conditions mentioned above for hiring a candidate at the higher rate of pay per union contract Monroe County would reserve the right to hire a staff member at a higher rate of vacation accrual based on the policy as outlined in ARTICLE 13.

VACATIONS if the candidate would have the following qualifications:

- a. Currently employed as a full-time law enforcement officer and have a minimum of three (3) years of continuous service as a full-time law enforcement officer excluding academy time to mirror the requirements of Monroe County's staff as outlined in Article 13 (A, B, C, and D).
- b. Employment must be with an agency of similar or greater jurisdictional responsibility or agency size, unless an exception is made at the discretion of the Sheriff.
- c. Currently certified as a Wisconsin Police Officer.

All qualifications would have to be approved by the Monroe County Sheriff.

The County's exercise of the foregoing functions shall be limited only by the express provisions of this Agreement. If the County exceeds this limitation, the matter shall be processed under the grievance procedure. The Association in recognizing the above listed Management Rights does not waive any of its rights to negotiate on subjects which are held out to be mandatory subjects of bargaining.

ARTICLE 3. GRIEVANCE AND ARBITRATION PROCEDURE

A. Definition of Grievance: A grievance shall mean a dispute concerning the interpretation or application of this Agreement.

B. Subject Matter: Only one (1) subject matter shall be covered in any one (1) grievance. A written grievance shall contain the name and position of the grievant, a clear and concise statement of the grievance, the issue involved, the relief sought, the date the incident or violation took place, the specific Section of the Agreement alleged to have been violated and the signature of the grievant and the date.

C. Time Limitations: If it is impossible to comply with the time limitations specified in the procedure because of work schedules, illness, vacations, etc., these limits may be extended by mutual consent in writing.

D. Settlement of Grievance: Any grievance shall be considered settled at the completion of any step in the procedure, if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

E. Steps in the procedure:

Step 1: The employee, alone or with the Association representative, shall orally explain the grievance to the Department Head no later than ten (10) calendar days after he/she knew or should have known of the cause of such grievance. In the event of a grievance, the employee shall perform the assigned work task and grieve. the complaint later. The Department Head shall, within ten (10) calendar days, orally inform the employee and the representative, where applicable, of the decision.

Step 2: If the grievance is not settled at the first step, the employee and/or the Association representative shall reduce the grievance to writing on a County grievance form and shall submit the written grievance, within ten (10) calendar days of the oral decision, to the Department Head. The employee shall continue to perform assigned tasks as in step one (1) and as in future steps. The Department Head shall consider the written grievance and shall respond in writing within ten (10) calendar days.

Step 3: If the grievance is not settled at the second step, the employee and/or the Association representative may appeal the grievance in writing to the Monroe County Administrator within ten (10) calendar days after receipt of the written decision of the Department Head. The Monroe County Administrator shall respond within ten (10) calendar days in writing.

F. Arbitration:

1) Time Limit: If a satisfactory settlement is not reached in Step 3, the Association must notify the Monroe County Administrator in writing within ten (10) calendar days that they intend to process the grievance to arbitration.

2) Arbitrator: Any grievance which cannot be settled through the above procedure may be processed through arbitration. The Association and the County shall have the option to agree on an impartial private arbitrator to hear the grievance. If, after a good faith effort to agree on a private arbitrator within a period of ten (10) calendar days unless mutually agreed to extend the time, the parties fail to agree, the parties jointly or separately may petition the Wisconsin Employment Relations Commission for a staff arbitrator.

3) Arbitration Hearing: The arbitrator shall meet with the parties at a mutually agreeable date to review the evidence and hear testimony relating to the grievance. Upon

the completion of this review and hearing, the arbitrator shall render a written decision to both the County and the Association which shall be binding upon both parties.

4) Costs: Both parties shall share equally the costs and expenses of the arbitration proceedings, including transcript fees and fees of the arbitrator, if any. Each party, however, shall bear its own costs for their witnesses and all other out-of-pocket expenses including possible attorney fees. Testimony or participation of employees shall not be paid by the County, except, an employee shall be paid his/her regular salary if ordered by the County to spend time in the preparation or attendance at such hearing during the regularly scheduled work shift. The arbitration hearing shall be conducted in the County Courthouse in Sparta, Wisconsin.

5) Transcript: No transcript shall be prepared for an arbitration hearing unless mutually agreed to do so. This shall not preclude either side from paying for their own transcript if they so choose. Should one side choose to pay for a transcript, said transcript shall not be available to the other side unless a payment is agreed upon.

6) Decision of the Arbitrator: The decision of the arbitrator shall be limited to the subject matter of the grievance and shall be restrained solely to interpretation of the Agreement in the area where the alleged breach occurred. The arbitrator shall not modify, add to, or delete from the express terms of this Agreement.

7) Notice: The Association shall provide a ten (10) calendar day notice of the names of bargaining unit witnesses needed for arbitration hearings directly to the Sheriff or his/her designee, provided sufficient time is allowed by the Arbitrator. However, a technical non-compliance with this provision shall not prevent the Association from calling any witness it deems appropriate.

G. Past Grievances: Past grievances may not be filed under the provisions of the procedure and all grievances filed which bear a filing date which precedes or is the same as the expiration date of this Agreement must be processed to conclusion under the terms of this procedure.

ARTICLE 4. WAGES

Section 1. The annual wages, based upon actual hours worked, a pay period being two (2) calendar weeks, shall be as follows:

Position	1/1/2022	% inc.	1/1/2023	% inc.
Patrol/Detective Sergeants	\$ 30.47	4%	\$ 31.69	4%
Investigators	\$ 29.62	4%	\$ 30.80	4%
Patrol Officers	\$ 28.81	3%	\$ 29.67	3%
Bailiffs	\$ 27.94	3%	\$ 28.78	3%
First Year Patrol Officers	\$ 26.62	1%	\$ 26.89	1%
First Year Bailiffs	\$ 26.55	1%	\$ 26.82	1%

The above annual wages are computed upon 2080 and 2184 hours per year, depending upon the work cycle being worked.

Any employee who is hired as a patrol officer/bailiff will receive the first year rate of pay until completing one full year in that position. After completing one full year of employment, the employee will be paid the patrol officer/bailiff rate of pay.

Part-time employees covered by this Agreement shall work 2080 hours prior to qualifying for the rate paid to full-time employees who complete one (1) full year of employment.

Section 2. In exchange for the elimination of longevity language, the County will pay an additional twenty-five cents (\$.25) per hour to employees with at least two but less than 10 years of seniority on January 1, 2003; and no additional payments to employees with less than two years of seniority on January 1, 2003, and for all employees hired thereafter. This section replaces the longevity clause effective May 11, 2003.

Section 3. A fifty cent (\$.50) per hour shift differential shall be paid to each employee for all hours worked on shifts commencing between 6:00 P.M. and Midnight, both times inclusive.

Section 4. When members of this Association are assigned by the Department Head to fill a position in a higher rank classification, in an acting capacity or temporary assignment, they shall be entitled to the salary pertaining thereto provided the following conditions are met:

- A. The employee shall perform a full shift of duty in the higher graded position.
- B. A Patrol Officer acting as a Sergeant OIC shall be paid at the Sergeant rate.

Section 5. Additional compensation for assignment to Field Training Officer (FTO) duties:

A. Bargaining unit employees who are assigned by management to function as Field Training Officers (FTO) shall be compensated an additional fifty cents (\$.50) per hour for those hours assigned to FTO duties.

B. This provision is specific to the initial FTO training plan and any extension approved by management, and does not extend to other training programs.

C. The additional compensation becomes effective when the signed agreement is effective (1/1/19).

D. The parties agree that this action is non-precedential and may not be used as a status quo condition in any arbitration proceeding.

Section 6. Employees working as instructors (examples not limited to: Firearms, Daat, EVOC, etc...) shall be paid an additional fifty (\$.50) cents per hour while actively instructing, as designated by department head.

Section 7. K-9 Handler Patrol Officer

Compensation for Days Worked: When part of the regular scheduled work days the K-9 Handler shall work a 12 hour shift, with 30 minutes per day off being dedicated to the K-9 care (either beginning or ending of shift) as staffing allows. If a handler must work an entire shift they would be paid 30 minutes of overtime.

Compensation for Days Off: K-9 Handler shall receive 30 minutes of either overtime pay or compensatory time for each day not on-duty as the Deputy chooses.

Equipment/Supplies: The County shall provide the following:

- A. Complete veterinary care for the dog assigned to the Deputy.
- B. Necessary grooming supplies.
- C. Appropriate food supplies.
- D. Kenneling of dog while handler is out of town on vacation or other time off, not to exceed twenty-five (25) days per year. The Sheriff or designee may authorize additional days.
- E. Necessary training equipment.
- F. A kennel at the handler's residence.

Home Damage: Home damage situations and liability for same will be handled on a case by case basis. Proper handling, training and care of the animal which are the responsibility of the handler may be factors in some situations where some damage may occur for reasons beyond the control of the handler.

Training: K-9 Handler receive 16 hours per month for K-9 specific training. This is not to be included as part of the Deputies 24 hours of required annual training.

Monroe County is responsible for all costs of the canine for departmental purposes as long as the K-9 program exists. It is also understood by both parties, that Monroe County retains the right to discontinue the K-9 operations at any time for any reason. All other provisions of the collective bargaining agreement apply to the K-9 position.

ARTICLE 5. HOURS

Section 1. The normal working hours for full-time employees shall be between eight (8) and twelve (12) hours per day, and between eighty (80) and eighty-four (84) hours per pay period, depending upon the work cycle being worked. Work schedules are drawn by the Department Head. The normal work day for regular part-time employees shall be the same as that worked by full-time employee in the same work classification. Efforts will be made to find shift coverage to reduce extended shifts beyond 12 hrs. Assignments may be outside of regular hours in periods of emergency, to protect County property for health or safety reasons or other unusual circumstances.

1. Patrol Officers covered by the collective bargaining agreement shall work a twelve (12) hour shift schedule. Sheriff would reserve the authority to schedule special assignments outside the established 12 hr. shift rotation. These special assignments could still be ordered to cover other shifts.

2. For the term of this agreement (1/1/2022 thru 12/31/2023) the work schedule for Patrol Officers shall be as follows, (2 days on/2 days off/ 3 days on/ 2 days off/ 2 days on/ 3 days off) with the rotation as follows: Monday, Tuesday work/ Wednesday, Thursday off/ Friday, Saturday, Sunday work/ Monday, Tuesday off/ Wednesday, Thursday work/ Friday, Saturday, Sunday off.

3. The normal pay period for detectives shall consist of eight 9-hour days and one 8 hour day. This will allow for a day off during the week for every two week pay period. Friday's will be the agreed upon day off, alternated every other week, unless a different day is submitted and approved or assigned by the Sheriff, Chief Deputy, or Administrative Lieutenant for that pay period. Any hours worked outside the normal shift hours or weekends will still be considered overtime. If holiday falls on a scheduled day off, staff will receive 8 hrs. of holiday pay per Article 7. HOLIDAYS, Section 2.

Section 2. Shift Selection: The employees shall have the opportunity to select shifts by seniority within their classification on an annual basis, on or before December 1st of year. The employees shall, as part of the selection process, provide the County with their first, second, and third preferred shift of work. The selection shall become effective in the first pay period in January of the following year.

ARTICLE 6. OVERTIME AND COMPENSATORY TIME

Section 1. Overtime will not be expected except in emergencies, and other overtime will not be approved for pay except when approved by the Department Head or designee. The Department Head has the right to set overtime schedules in the manner most advantageous to the County and consistent with the requirements of municipal employment and the public interest. 7

Section 2. All hours worked outside the standard work day and/or the regularly scheduled work periods shall be paid at one and one-half (1½) times the employee's regular hourly rate of pay.

Section 3. A minimum of two (2) hours payable at one and one-half (1½) times shall be granted to any employee who is requested to report outside the regular schedule of hours. The two (2) hour minimum shall apply when scheduled court appearances are cancelled with less than forty-eight (48) hours' notice.

Section 4. Compensatory time may be accrued at the employee's option provided certain conditions are met. Employees shall be permitted to accumulate compensatory time in the same manner as overtime, at the rate of time and one-half (1½) times the employee's regular hours, provided that the employee's compensatory time accumulation shall not exceed forty-eight (48) hours at any one time. If an employee uses a portion of his/her accumulation, he/she may regenerate the same. Once compensatory time is accumulated, the employee may request as to

when he/she will use the same, subject to the approval of the Department Head or his/her designee. The use of compensatory time shall not conflict with the needs of the department.

A. The limit for compensatory time used per calendar year to be no more than ninety-six (96) hours of compensatory time per calendar year provided that there is a volunteer to fill the shift, no officer has to be ordered to fill the compensatory time shift, and compensatory time does not prevent an officer from going to training events. Compensatory time off will not be approved on training days.

B. Bailiffs may take unlimited comp time off provided there is no backfill required.

Section 5. Any employee who is entitled to compensatory time at the time of terminating services with the County shall be paid for compensatory time with the employee's final paycheck.

Section 6. Overtime time shall not be payable in increments less than fifteen (15) minutes.

Section 7. Compensatory time must be used in increments of thirty (30) minutes or more.

ARTICLE 7. HOLIDAYS

Section 1. The holidays will be: New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, eight (8) hours of floating holiday each year only when Christmas falls on Tuesday through Friday, and Christmas Day. There shall be, in addition to the eight (8) and nine (9) holidays above, twelve (12) hours of floating holidays to be taken at the employee's discretion with prior supervisory approval. The use of floating holiday must not conflict with the needs of the department.

Section 2. All employees shall receive one and one-half (1½) times their regular hourly rate of pay for all work performed on holidays in addition to the regular eight (8) hour holiday which each employee shall receive for holiday whether worked or not. Holiday overtime shall continue beyond the eight hour holiday period as long as the employee remains on duty. Any employee whose regular day off shall fall on a holiday shall be entitled to one eight (8) hour holiday pay at straight time. An employee shall be deemed to have worked on a holiday only if his/her shift of duty commences during that holiday.

Section 3. Those employees classified as Investigators or Bailiffs with a Monday-Friday schedule will be scheduled off on any holidays declared in Section 1. Prior supervisor approval will be required for any work scheduled to be performed on holidays. Upon supervisor approval, compensation shall be paid as indicated in Article 7, Section 2.

ARTICLE 8. SICK LEAVE

Section 1. All full-time employees are entitled to eight (8) hours of sick leave per month, accumulative to one thousand forty (1040) hours. Accumulative sick leave is not payable or granted upon termination of employment. Employees shall be paid while on such sick leave at

the regular rate of pay for the same number of hours he/she would normally have worked. To qualify for such sick leave, an employee must report that he/she is sick at least one (1) hour prior to the scheduled starting time whenever possible. Each sick employee shall be subject to check to verify the alleged sickness by a County representative. Sick leave shall be used in one-half (1/2) hour increments. A doctor's certificate may be required when a sick leave absence exceeds (25) consecutive work hours. Any employee who after proper hearing is found to have violated any sick leave regulation shall be subject to discipline or discharge.

Effective January 1, 2019 and payable after, there shall be a 50% payout of up to the first forty (40) hours of accumulation annually. Also, employees who use no sick leave for an entire calendar year and also comply with any other approved time off policies, shall have one additional floating holiday provided for use in the succeeding calendar year.

Section 2. Upon the retirement, total disability or death of an employee off duty, the employee or his/her beneficiary (in case of death) shall be paid twenty-five percent (25%) of accumulated sick leave credits up to one hundred and thirty (130) days as severance pay. Accumulated sick shall be paid out at one-hundred percent (100%) for any death of an employee that occurs within the line of duty.

Section 3. Sick leave will be granted when an employee is required to give care and attendance to a member of his/her immediate family (spouse, child, or other relative who is a member of the employee's immediate household) up to a maximum of twenty-four (24) hours per year. The hours, if needed, shall be taken from the annual accrual of sick leave of the employee.

ARTICLE 9. REQUIRED TRAINING SESSIONS

Section 1. Whenever any employee is required or scheduled to attend law enforcement training sessions, workshops, or law enforcement conference, time so spent by the employee shall be considered part of the normal work schedule, except that a maximum of twelve (12) hours straight time may be paid for any twenty-four (24) hour period. The employee shall be compensated for the actual hours worked. Hours will be predetermined by the direct supervisor's approval for any training sessions attended.

Section 2. Any employee directed and required by the employer to use a personal vehicle for such employment or in the line of duty, shall be paid at the current authorized mileage rate for Monroe County.

Section 3. If required attendance at sessions requires an employee to be away from Monroe County between the hours of 12:00 o'clock noon and 1:00 o'clock P.M. or between 6:00 o'clock and 7:00 o'clock P.M., employee shall be reimbursed for the cost of the meal pursuant to County policy, but not less than \$8, \$10 and \$15 for breakfast, lunch and dinner respectively. If meal is provided as part of the training that portion of the per diem would not be included in the reimbursement.

Section 4. All travel or overnight stay shall adhere to the same guidelines as the Financial Policy and Procedure Manual.

ARTICLE 10. LEAVE OF ABSENCE

Section 1. Application for leave of absence shall be made to the County, with a copy of the same transmitted to the Association for informational purposes only, in writing, and shall be presented to the Department Head by the employee; the granting of such leaves and the length of time for such leaves shall be contingent upon the reasons for the requests. The Department Head may grant leaves of absence of fourteen (14) calendar days or less without further authorization of the County Administrator.

Leaves of absence for more than fourteen (14) calendar days shall be discussed with the Department Head by the employee. The Department Head shall present such requests to the County Administrator with a recommendation. The employee shall be notified by the Department Head of the date of the presentation of the recommendation to the County Administrator. All leaves of absence under this Agreement shall be without pay. A leave of absence may not be granted for taking of other employment. However, the term "other employment" shall not include selection to federal, state, county or municipal offices or Association duties.

Section 2. A period of up to but not more than one (1) year shall be granted as leave of absence due to personal illness, or for disability due to accident, whether work related or non-work related, provided a physician's certificate is furnished from time to time to substantiate the need for continuing the leave. Additional time may be extended in such cases by mutual consent of the employee and the County Administrator.

Section 3. Seniority shall continue to accrue during leaves of absence for personal illness and/or disability due to accident, whether work related or non-work related, for a period of up to one (1) year.

Section 4. Any employee elected to public office may be granted a leave of absence as necessary to fulfill the duties of such office. The period of time for such leave shall be subject to negotiations between the employee and the Department Head and the County Administrator.

Section 5. Seniority shall not accrue during leaves of absence for personal reasons; except that seniority shall accrue for leaves of fourteen (14) calendar days or less.

Section 6. Personal leaves of absence for pregnancy may be applied for as set forth in Section 2 above. Whenever an employee becomes pregnant, she shall furnish the employer with a certificate from her physician, stating the approximate date of delivery, the nature of work she may do, and the length of time she may continue to work during such pregnancy. Thereafter, upon request of the employer, she will furnish an additional certificate containing like information every thirty (30) days to forty-five (45) days.

The period of maternity leave will be up to twelve (12) weeks. The period extending beyond twelve (12) weeks will be resolved on an individual basis and accompanied by appropriate medical certification and submitted to the County Administrator. The employee may return to work sooner.

Should the employee desire to return to work sooner than six (6) weeks following delivery, the employee must have permission of her doctor. Disability due to pregnancy or childbirth shall be paid under the sick leave policy the same as any other temporary disability, consistent with Federal and State Statutes, provided a physician's statement is provided certifying that the employee is physically unable to work. In the absence of certification of physical incapacity, the employee may not use accumulated sick leave.

ARTICLE 11. LUNCH PERIODS

Each employee shall be entitled to one-half (½) hour lunch period during the shifts that cross the normal eating time for the noon and evening meals. The lunch period shall be scheduled at the discretion of the employer, and during such lunch period, employees shall be subject to call, if in the judgment of the employer, conditions make it necessary or desirable.

ARTICLE 12. COFFEE BREAKS

Two (2) 15-minute or one (1) 30-minute coffee break shall be allowed to each employee during each shift. The coffee breaks shall be scheduled at the discretion of the Department Head or designee, and during such coffee breaks, employees shall be subject to call, if in the judgment of the employer, conditions make it necessary or desirable. Coffee breaks not taken for whatever reason do not accumulate for use at other times.

ARTICLE 13. VACATIONS

Section 1. After one year of continuous employment, a regular full-time employee shall have eighty (80) hours of paid vacation (two weeks) accrued. Employees will have access to use vacation accruals as accrued upon date of hire. No prorated credit is due any employee who leaves County employment with less than one full year of county service.

- (a) After one (1) year, but less than six (6) years of continuous employment, a regular full-time employee shall have eighty (80) hours of paid vacation (two weeks) for use each year.
- (b) After six (6) years, but less than 14 years of continuous employment, a regular full-time employee shall have one-hundred twenty (120) hours of paid vacation (three weeks) for use each year.
- (c) After fourteen (14) years, but less than twenty-two (22) years of continuous employment, a regular full-time employee shall receive one-hundred sixty (160) hours of paid vacation (four weeks) for use each year.
- (d) More than twenty-two (22) years of continuous employment, a regular full-time employee shall receive one-hundred eighty-four (184) hours of paid vacation for use each year.

Vacation may be taken in as little as one-half (½) hour increments.

Section 2. Each full-time employee must take vacation in the year following completion of the year of employment or lose vacation rights for the year unless vacation time has been denied by management. Requests for vacation are to be submitted to the Department Head on prescribed forms by the 15th of the month prior to the month the vacation is desired. This notification may be waived in the case of an emergency, and vacations shall be granted so as not to diminish the efficiency of the departments. In the event an employee wants a partial week vacation such as one-half (½) day or one (1) day vacation, permission must be obtained the previous day.

Section 3. All employees shall give a three (3) weeks' notice in writing of their intention to voluntarily sever their employment with the County and upon failure to do so, any accumulation of pay except for time actually worked or as required by law shall be forfeited. Similarly, the County shall give the employees three (3) weeks' notice in writing of any layoff.

Section 4. Seniority shall prevail in granting vacations when more than the usual number of employees desire their vacations at the same time.

Section 5. Any employee who is entitled to a vacation at the time of terminating services with the County shall receive accumulated vacation pay with the final paycheck.

Section 6. Employees may donate up to forty (40) hours of accumulated vacation time to a Monroe County employee who has a serious health condition as defined by the Family and Medical Leave Act. The 40 hour maximum is per donating employee per calendar year.

ARTICLE 14. SENIORITY

Section 1. The principle of seniority shall be taken into account in cases of layoff and recall, where vacation time requests conflict, promotion, transfer, reclassification and job posting. In the event that there shall be a layoff of employees, the employee with the least seniority shall be the employee laid off provided that the remaining employees shall have the capabilities to perform the employer's work. Recall from layoff shall be by seniority provided the employee recalled is capable of performing the available work.

Section 2. Seniority shall accrue from the first day of employment. An employee's seniority shall be terminated for any of the following reasons:

- A.** An employee quits or retires.
- B.** An employee is discharged for just cause.
- C.** An employee is laid off for a period of more than one (1) year without being recalled by the County.
- D.** An employee who has been laid off fails to report to work within seven (7) days after being notified to do so, unless such failure to report is beyond the employee's control.
- E.** If an employee is absent from employment for three (3) consecutive working days without notice to the employer, unless such failure to give notice is beyond the

employee's control, provided, however, that this Section shall not affect disciplinary action against an employee for unexcused absence.

Section 3. In the absence of a Sergeant on any particular shift, the Patrol officer with the most seniority will assume the role of "Officer in Charge" (OIC) per Article 4, Section 4, B.

ARTICLE 15. CLASSIFICATION

Any reclassification on specific individual work assignments, other than as the result of disciplinary action or at the request of an employee or reclassification resulting from a reduction in the work force, shall not result in reduction of the individual employee's wages.

Wages, hours, and working conditions of any newly created work classification which are an appropriate part of the bargaining unit shall be subject to negotiations between Association and employer.

ARTICLE 16. JOB POSTING

Section 1. Whenever a vacancy occurs, or a new position is created, said vacancy or new position shall be posted for five (5) days in overlapping weeks on the bulletin board provided by the County for Association use. The posting shall set forth the job requirements, qualifications required and rate of pay. Interested bargaining unit employees shall sign the posting indicating such interest. Bargaining unit employees shall be given first opportunity to fill such position openings provided they meet at least the minimum entry level qualifications for the position.

Probationary employees (employees who are on their initial hire twelve (12) month probation), are limited to the employer's outside hiring process; these employees may not utilize the posting process as do other bargaining unit employees. The employer must first comply with the job posting provisions for non-probationary employees before considering the outside hiring process.

Outside applicants may not be considered for an opening unless there exists no interested bargaining unit employee possessing at least the minimum entry level qualifications. Where qualifications of interested bargaining unit employees are substantially equal, seniority shall be the determining factor in deciding who shall be awarded the job. It will be the policy to fill positions with the best qualified candidate available with the attempt to provide County employees with career advancement opportunities.

Section 2. Employees on lay off shall be given first opportunity to fill any vacancy equivalent to or below the classifications they held prior to lay off, if qualified.

Section 3. Any employee who has completed the probationary twelve (12) months satisfactorily and is assigned to a new job classification, thereafter, shall serve an additional six (6) month probationary period in such new job classification, during which period the Department Head and/or Public Safety and Justice Coordinating Committee may terminate such employment in the new job classification and revert the employee back to the previous job classification for just cause. An employee who is reverted under this Section shall have the right to appeal such action directly to the Public Safety and Justice Coordinating Committee.

The successful applicant, if moving into a higher or lower pay rate, shall be paid the higher or lower rate on his/her first day in said position. 13 Any employee may at any time during his/her initial sixty (60) day probationary period, elect to revert back to his/her previous job classification.

ARTICLE 17. PROBATION

Section 1. Whenever additional full-time employees are hired in the Sheriff's Department, they shall work in such position subject to a probationary period of twelve (12) months, during which period the Department Head and Public Safety and Justice Coordinating Committee may terminate such employment for any reason. It is understood that the removal of a probationary employee does not require the same kind of charges and/or reasons that might be expected in the removal of an employee who had completed his/her term of probation.

Section 2. Full-time employees who have completed the probationary twelve (12) months period satisfactorily and are continued, thereafter, shall have a regular status and shall be entitled to all rights, protection, and benefits granted by this Agreement.

ARTICLE 18. INSURANCE

Section 1. Effective January 1, 2013 police officers covered by this agreement shall be placed in the same health insurance plan as non-protective county employees. The County shall also offer single and family dental insurance to all employees who work at least 20 hours per week. The employer and employee shall contribute toward such premiums based on percentages, with the employer paying eighty-seven percent (87%) of the monthly premium and the employee paying thirteen percent (13%) of the monthly premium. Effective January 1, 2015 employees shall pay the same percentage contribution as non-protective county employees up to a maximum of fifteen percent (15%). The County may, during the term of this agreement, commence a self-funded insurance program or seek bids for different carriers.

Early retirees, who are eligible and draw a monthly annuity from the Wisconsin Retirement Fund through age 65, may remain in the health insurance group provided the retiree pays the full premium for the applicable coverage. After age 65, the retiree is eligible for an additional 18 months group coverage provided the retiree pays the full premium for the applicable coverage.

Section 2. Worker's Compensation Insurance shall continue to be provided by Monroe County. Fringe benefits will continue in full for the first fourteen (14) days of the period for which a worker may be receiving Worker's Compensation benefits beyond the initial fourteen (14) days, certain fringe benefits do not continue to accrue.

Examples of benefits which do not continue to accrue are retirement benefits, holiday pay, and vacation accrual. Sick leave shall continue to accrue for a maximum of one year (1) and then additional accrual shall cease if the employee is still under Worker's Compensation. The County's portion of health insurance will be continued for a maximum period of one (1) year, for employees eligible for Worker's Compensation due to work related injuries or illness. Additional extensions may be requested as per the provisions of Article 10, Section 2.

A. It is the intent of the parties that matters relating to temporary full or temporary partial disability be carefully and prudently assessed. The employee's as well as the employer's best interests will be considered when attempting to place the employee back on active duty. Medical opinion(s) as well as any other conditions that would affect job performance will be considered on a case-by-case basis. Should any of the above factors potentially affect the wages, hours or working conditions, outside of the current Collective Bargaining Agreement, of the employee affected, the County will meet with the Union in an attempt to resolve the issues.

B. Whenever an affected employee requests a light duty assignment, because of a condition necessitating such light duty, the employer shall, to the extent possible, accommodate the employee.

Section 3. The County shall provide false arrest insurance.

Section 4. The County shall provide each regular full-time employee covered by this Agreement with a \$10,000 term life insurance policy with AD&D effective at the same time the health insurance becomes effective for new employees. This coverage will be provided to regular part-time employees who may qualify under the guidelines as established by the insurance carrier.

ARTICLE 19. FUNERAL LEAVE

Section 1. Employees shall receive a three (3) day funeral leave with full pay for the death of a spouse, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, stepparent, grandparent, grandchild or other relative who is a member of the employee's immediate household. Funeral leave shall be taken within a five (5) work day period (excluding scheduled days off), consisting of the two (2) work days immediately preceding and the two (2) work days immediately following the funeral. If there is a need to use funeral leave on a scheduled holiday, the holiday (excluding floating holiday) shall be taken as an extra day after the funeral leave, with approval of the employee's supervisor. An additional two (2) days of funeral leave in the case of the death of an immediate family member may be taken from an accumulated sick leave balance. These days shall be taken immediately preceding or following use of funeral leave.

Section 2. Employees shall receive one (1) day funeral leave with full pay for the death of a grandparent-in-law, aunt, uncle, niece or nephew of the first degree, if actually attending the funeral on a scheduled work day or holiday.

Section 3. Definitions for this article shall be as follows:

- A.** Immediate family member - spouse, child, or other relative who is a member of the employee's immediate household;
- B.** Nephew - son of employee's brother or sister or brother-in-law or sister-in-law;
- C.** Niece - daughter of employee's brother or sister or brother-in-law or sister-in-law;

- D. Aunt - sister or brother's wife of employee's mother or father;
- E. Uncle - brother or sister's husband of employee's mother or father.

Divorce severs in-law relationship.

Section 4. Employees shall receive a one-half (½) day funeral leave with full pay when attending a funeral as a pallbearer, and also shall receive a one-half (1) day funeral leave with full pay when attending a military funeral as a participant. Such attendance shall be limited to three (3) times per calendar year.

ARTICLE 20. RETIREMENT

Section 1. The County shall contribute to the Wisconsin Retirement Fund as stipulated by Wisconsin Law.

Section 2. Effective January 1, 2016 employees hired prior to July 1, 2011, shall contribute the full employee portion of the Wisconsin Retirement Fund contribution.

ARTICLE 21. MILITARY LEAVE

Section 1. Employees who are members of a military service shall be granted a leave of absence for their annual tour of two (2) weeks. Employees called to active duty shall be granted a military leave of absence.

Section 2. Employees receiving leave for annual two (2) week tours shall be paid the difference between their military pay and the pay they would have normally earned had they worked for the County.

Section 3. Employees drafted or ordered into military service shall be entitled to return to his/her former job at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from mandatory service. Seniority shall accrue while in the service on active duty.

ARTICLE 22. UNIFORM ALLOWANCE

Section 1. The County shall pay to full-time employees in the position of Patrol Officer, Patrol Sergeant, Investigator, Investigative Sergeant, and Civil Process Deputy, a uniform allowance of six hundred dollars (\$600.00) for uniform allowance per year; and to employees in the position of Bailiff the sum of five hundred dollars (\$500.00) for uniform allowance per year; such uniform allowance to be payable on the second payroll in January for the year ensuing January for which said allowance is paid. All full-time employees who work part-time as a Patrol Division Officer shall receive the Patrol/Sergeant/Deputy uniform allowance.

Section 2. Any employee receiving a uniform allowance who shall terminate employment in the position for which he/she qualified for such uniform allowance, or who shall be terminated in such position, shall pay to the County a sum of money which shall be determined to be unused uniform allowance prorated from date of termination of employment to the end of the calendar year.

ARTICLE 23. ASSOCIATION ACTIVITY.

Section 1. Bulletin Boards: The County agrees to provide bulletin board space for the Association's use. The bulletin boards are to be used by the Association for notices only of the following: Association meeting, Association elections, Association appointments, Association recreational and social events, unemployment compensation information, and other materials of nonpolitical, noncontroversial nature.

Upon written demand from the County, the Association shall promptly remove from such bulletin boards any material which is libelous, scurrilous, or in any way detrimental to the labor management relationship. The County will retain ownership of the bulletin boards. In the event the Association fails to remove materials in violation of this Section, the County reserves the right to remove said material or the bulletin board upon which said material is posted.

Section 2. Association Business: Except as otherwise herein expressly permitted or agreed to by the County, Association business shall be transacted outside of the normal working hours. Grievances may be processed by an employee during working hours on County property provided he/she has the consent of the Department Head. In processing grievances, permission must be received from the Department Head before an employee shall leave a work area to conduct Association business, or before an Association representative may enter County property to conduct County business. The County reserves the right to exclude such meetings from any and all work areas of County property. Such meetings shall not interfere with the orderly and efficient operation of County business. Association membership meetings shall not be conducted on County property.

Section 3. Association Officials: The Association agrees to provide written notification to the County within seven (7) days following election or selection of Association representatives, stewards or other Association officials to enforce the Agreement.

Section 4. Use of County Facilities: The Association may have reasonable access to County facilities for purposes of holding bargaining planning sessions prior to scheduled negotiations with the County, for planning for mediation/arbitration sessions, or grievance hearings, provided the meeting consists of off-duty employees and their representative only and that it is held away from the law enforcement work site.

ARTICLE 24. NO STRIKE AGREEMENT

Section 1. Strike Prohibited: Neither the Association nor any of its officers, agents, or County employees will instigate promote, encourage, sponsor, engage in, or condone any strike, picketing, slow-down, concerted work stoppage, or any other intentional interruption of work during the term of this Agreement.

Section 2. Association Action: Upon notification by the County to the Association that certain of its members are engaged in a violation of this provision, the Association shall immediately in writing order such members to return to work, provide the County with a copy of such an order, and a responsible official of the Association shall publicly order them to return to work. In the event that a strike or other violation not authorized by the Association occurs,

the Association agrees to take all reasonable, effective and affirmative action to secure the members return to work as promptly as possible. Failure of the Association to issue the orders and take the action required herein shall be considered in determining whether or not the Association caused or authorized the strike.

Section 3. Penalties: Any or all of the employees who violated any of the provisions of this Section may be discharged or disciplined by the County, including loss of compensation, vacation benefits, and holiday pay. In any arbitration proceeding involving breach of this provision, the sole question for the arbitration to determine is whether the employee engaged in the prohibited activity.

In addition to penalties provided herein, the County may enforce any other legal rights and remedies to which by law it is entitled.

ARTICLE 25. NONDISCRIMINATION

County and Association shall comply with the Federal and Wisconsin Law as to nondiscriminatory employment. Monroe County and the Monroe County Professional Police Association are committed to the principles of equal employment opportunities and practices for all persons regardless of age, race, sex, creed, ancestry, disability, arrest and conviction records, marital status, sexual preference or national origin, except where these factors constitute a bona fide occupational qualification.

Monroe County and said Association will act in a nondiscriminatory manner in all matters regarding personnel, which shall include, but is not limited to, the following: hiring, promotion, demotion, dismissal, disciplining, wage and fringe benefit policies, training, working conditions, and all other benefits of employment.

ARTICLE 26. JURY DUTY

An employee required to serve as a juror shall be paid his/her regular wages while serving as a juror, if it falls during the employee's normal work shift and the compensation paid to such employee for serving as a juror, excluding mileage, will be turned over to the employer. If the employee is required to serve as a juror during regularly scheduled off time, such employee shall be entitled to retain his/her jury fees.

ARTICLE 27. DAMAGE TO PERSONAL ITEMS

Employees who have eyeglasses, watches or other personal property broken or destroyed, provided said employee is acting within the proper scope of his/her duties when on active duty, shall have the damaged item restored to its pre-damaged condition prior to the incident. The employee shall fully cooperate with the Department Head and County in pursuing, by all means necessary, restitution from the assailant.

ARTICLE 28. ENTIRE MEMORANDUM OF AGREEMENT

Section 1. This Agreement constitutes the entire Agreement between the parties and no verbal statements shall supersede any of its provisions.

Any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto. The parties further acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and the opportunity are set forth in this Agreement.

Therefore, the County and the Union, for the life of this agreement, each voluntarily and unqualifiedly waive the right and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, except for mandatory subjects of bargaining within the meaning of Wisconsin Statutes 111.70, even though such subject may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Waiver of any breach of this Agreement by either party shall not constitute a waiver of any future breach of this Agreement.

Section 2. If any Article of this Agreement or any additions thereto should be held invalid by operation of law or by any executive, legislative, administrative or judicial action, or if compliance with or enforcement of any Article or section should be enjoined or restrained by such operation of law or executive, legislative, administrative or judicial action, the remainder of this Agreement and amendments thereto shall not be affected thereby, and the parties hereto shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 29. DURATION OF AGREEMENT

This Agreement shall become effective January 1, 2022, and shall remain in full force and effect through December 31, 2023. Contract negotiations for 2024 shall begin as soon after July 1, 2023, as is practical. Additionally, this Agreement shall further continue in full force and effect thereafter, from year to year, unless written notice is given by either party of an intent to bargain, at least one hundred twenty (120) days prior to the last day of each year.

RESOLUTION NO. 09-21-03

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL FOR OCTOBER 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 No; 09-20-04
3 Adopting Covid-19 Personnel Policies; Resolution No. 12-20-21 Authorizing Changes to the COVID-19
4 Policy, and Resolution No. 03-21-01, Authorizing Changes to the COVID-19 Policy; and
5

6 **WHEREAS**, the pandemic continues and polices created under Resolution No. 03-20-01,
7 Resolution No. 09-20-04, Resolution No. 12-20-01, and Resolution No. 03-21-01 are set to expire on
8 September 30, 2021, Monroe County wants to ensure personnel are given a proper policy in response to
9 COVID-19 related events; and
10

11 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends the
12 County approve the revisions to the Monroe County Personnel’s COVID-19 Response Policy as
13 proposed by the Personnel Director as referenced by the attached document; and
14

15 **WHEREAS**, in addition, the Monroe County Administration and Personnel Committee
16 recommends flexibility to address changes coming from the state or federal administrations.
17

18 **NOW, THEREFORE BE IT RESOLVED**, the Monroe County Board of Supervisors, that as
19 of October 1, 2021, they do hereby extend the current Personnel Policies created pursuant to Resolution
20 No. 03-20-01, Resolution No. 09-20-04, Resolution No. 12-20-21, and Resolution No. 03-21-01 through
21 March 31, 2022; and
22

23 **NOW, THEREFORE BE IT RESOLVED**, that nothing within this resolution should be
24 construed in any way which limits the constitutional and statutorily granted powers of the Judiciary, the
25 Sheriff, the District Attorney or any other county office which is granted authority by the Constitution or
26 Statute; and
27

28 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors acknowledges the
29 authority of the County Administrator and Personnel Department to adopt the Personnel Policies in
30 accordance with evolving state and federal rules, regulations and policies and directs that substantive
31 changes shall be presented to the Administration and Personnel Committee and County Board for
32 consideration for ratification.
33

34 Offered by the Administration & Personnel Committee this 22nd day of September 2021.
35

36 Purpose: To ratify Personnel Policies created to address the Covid-19 county operations and health,
37 safety and welfare concerns for the county employees and residents for October 1, 2021 – March 31,
38 2022.
39

40 Fiscal note: No direct budget impact. Any budget impact will be addressed by a separate action or
41 resolution.
42
43



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 **Tuesday, June 1, 2021:**

What does this mean?

Employees who are fully vaccinated:

- Are asked to continue to wear a mask when interacting with the public
- Can remove masks when at their workstations or working with fellow vaccinated employees that are comfortable with the removal of masks.
- Masks and social distancing along with other required PPE should continue to be used by all people in health care settings, correctional facilities, and on buses, trains, and planes.
- Employees who are fully vaccinated are welcome to continue wearing masks in accordance with their comfort zone.
- Staff that have been around someone who has COVID-19 do not need to quarantine or get tested after a known exposure unless they have symptoms. If they work in a correctional facility or Healthcare setting, they should get tested after a known exposure, even if you don't have symptoms.
- Staff that are vaccinated and experiencing symptoms should get tested.

Employees who are not fully vaccinated:

- Must continue to wear face mask or covering and maintain physical distancing 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, and gathering.
- Monroe county staff who work at or provide services in Rolling Hills will be asked about vaccination status and the employee must provide this information.

- Staff are attesting to being vaccinated if not wearing a face mask when entering a building or moving about common areas.
- 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).

How to Obtain a Vaccination:

- Monroe County encourages everyone to get vaccinated. For information on where to go to get vaccinated visit the Monroe County Health Department COVID-19 Vaccine webpage at <https://healthymonroecowi.org/vaccine/>.

Be respectful of others:

- Monroe County encourages everyone to get vaccinated and to follow CDC guidelines, but at the same time respects everyone's decisions regarding their personal health. If there is a business need to inquire about vaccine status, please keep in mind that this question could be perceived and interpreted by an individual as calling them out and making them uncomfortable to a degree. If there is a need to determine vaccine status, please do so with a deep understanding of the question's impact on people and handle with sensitivity, respect, and care.
- Also, keep in mind just because someone is wearing a mask, the reason isn't necessarily because they aren't vaccinated. Some vaccinated employees may feel more comfortable to continue, in some instances, to wear a mask.

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 internationally.
- 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

#1) In the past 24 hours have you experienced:

If employee has experienced any of the symptoms listed, they should **NOT** go to work.

Restrictions include:

- **Self-quarantine for up to 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.**

Accrual banks required to supplement work time if telework options are unavailable.

- 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

POTENTIAL CONTACT: If employee answers “yes” to #2 and are not fully vaccinated will be sent home and required to self-quarantine for 14 calendar days and potentially longer under guidance of your local Health Department. **

#2) Have you had close contact with a confirmed COVID-19 patient while that person was ill and are not fully vaccinated?

- Yes
 No

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 must be approved by department head prior to any travel for conducting 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). Vaccinated employees exposed to a co-worker with confirmed COVID-19 do not need to quarantine or get tested after a known exposure unless they have symptoms. If they work in a correctional facility or Healthcare setting, they should get tested after a known exposure, even if you don't have symptoms. Unvaccinated employees should refer to CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/faq.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. 09-21-04

RESOLUTION APPROVING EQUIPMENT AND TECHNOLOGY FOR MONROE COUNTY NURSING HOME AND SENIOR CARE FACILITY PROJECT

1 WHEREAS, the Monroe County Board of Supervisors approved Resolution 12-17-01, which authorized the
2 issuance of a general obligation bonds in an amount not to exceed \$16,000,000 for the purpose of constructing a
3 nursing home and senior care facility and authorized the letting of bids for the project; and
4

5 WHEREAS, Resolution 07-17-02 approved moving forward with planning for a nursing home and senior care
6 facility for Monroe County and bids were advertised with a response deadline and bid opening of May 18, 2021;
7 and
8

9 WHEREAS, the Rolling Hills Committee reviewed the proposals and bidder's proof of responsibilities findings;
10 and
11

12 WHEREAS, the Monroe County Board of Supervisors approved Resolution 05s-21-02, which authorized
13 approval of 19 recommended bids in an amount of \$14,957,960 from bid package #1 for the Monroe County
14 nursing home and senior care facility project; and
15

16 WHEREAS, the Monroe County Board of Supervisors approved Resolution 06-21-01, which authorized approval
17 of 8 recommended bids in an amount of \$3,856,560 from bid package #2 for the Monroe County nursing home
18 and senior care facility project.
19

20 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors approves the list of lowest
21 reasonable and responsive bids offered in the attached addendum for a total costs of \$_____.

22
23 FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors directs the Board Chair to enter
24 into such contracts as necessary to enact this approval; subject to confirmation that all qualifications are met and
25 documents are in order.
26

27 Offered by the Rolling Hills Committee this 22nd day of September, 2021.
28

29 Purpose: The resolution approves the nursing home and senior care facility Equipment and Technology bids as
30 listed in the attached addendum as the lowest reasonable and responsive bidder.
31

32 Fiscal Note: Funding provided under Resolution 09-20-02 allocating use of general fund reserves of \$765, 567 for
33 design, Resolution 12-17-01 which authorized the issuance of a general obligation bond to not exceed \$16,000,000,
34 Resolution 05s-21-01 authorizing the issuance of a general obligation bond to not exceed \$4,000,000, and multiple
35 budget adjustments.

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

Municipal Resolution
Department of Natural Resources
Wisconsin Assessment Money (WAM) - Contractor Services Award

1 **WHEREAS**, a resolution authorizing the submittal of an award application for the Milwaukee Street S
2 of Walrath Street, Sparta, WI, Parcel No. 281-00229-5000 and Milwaukee Street N of Walrath Street,
3 Sparta, WI Parcel No. 281-00166-5000 (see attached) property by Monroe County, Wisconsin for WAM
4 Contractor Services as part of the application process; and

5
6 **WHEREAS**, Monroe County recognizes that the environmental assessment of brownfields is an
7 important part of protecting Wisconsin's resources; and

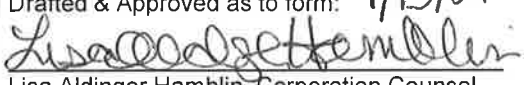
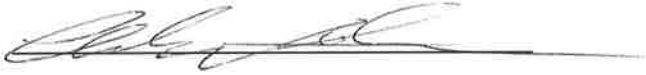
8
9 **WHEREAS**, Monroe County will allow employees from the Department of Natural Resources access to
10 inspect the award site or facility and award records.

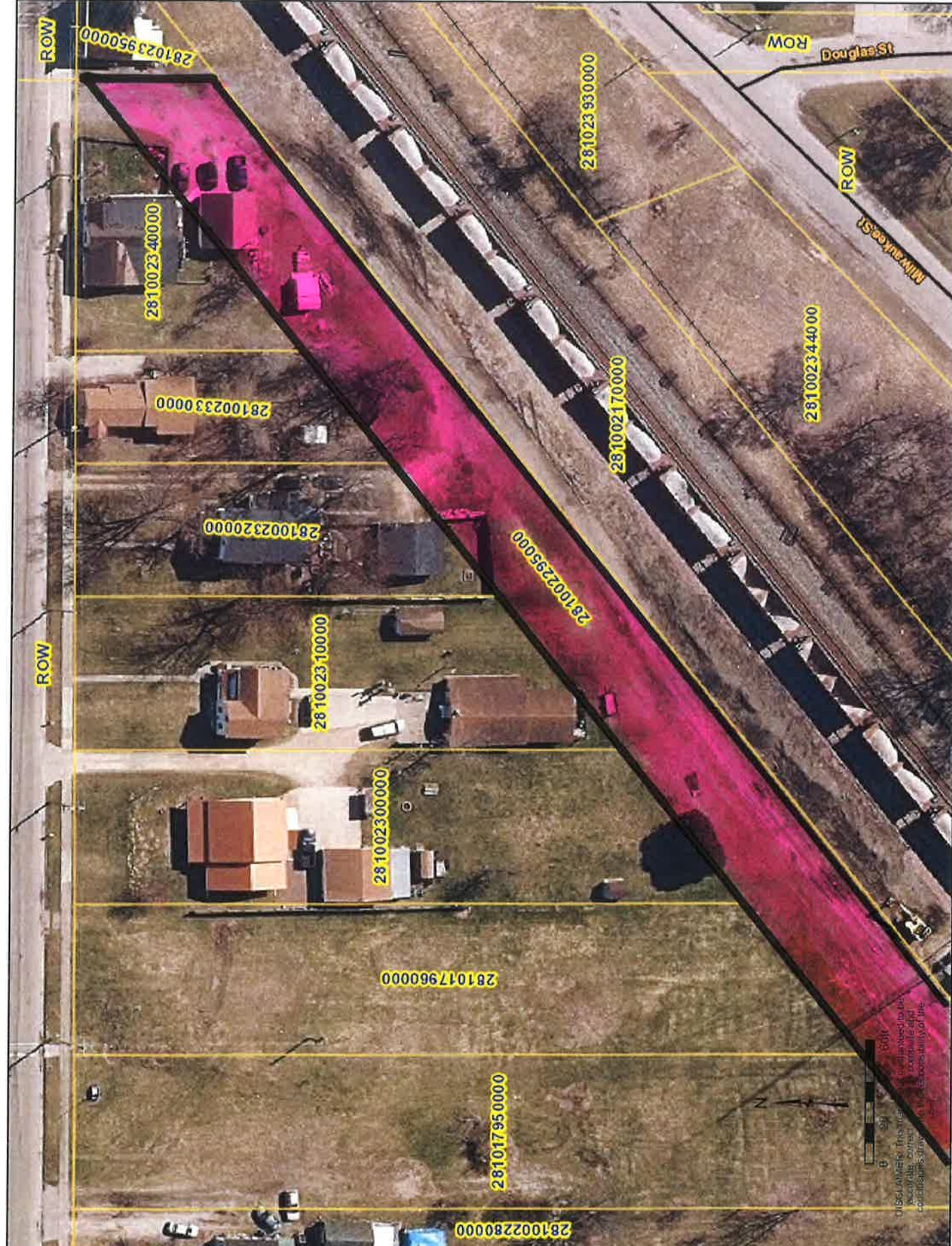
11
12 **NOW, THEREFORE, BE IT RESOLVED**, The Monroe County Board requests services and
13 assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor
14 Services Award program and will comply with state and federal rules for the program.

15
16 **BE IT FURTHER RESOLVED**, The Monroe County Board Chair is authorized to act on the behalf of
17 the Monroe County Board to submit an application to the State of Wisconsin for contractor services
18 under the WAM program, sign documents, and take necessary action to comply with approved award
19 activities.

20
21 Offered this 8th day of September, 2021 by the Property and Maintenance Committee.

22
23 Fiscal Note: This is a request in support of an application for grant funds, no county levy funds are being
24 requested at this time.

Finance Vote (If required): ___ Yes ___ No ___ Absent ***** Drafted & Approved as to form: <u>9/15/21</u>  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>September 8</u> , 20 <u>21</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: 
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 _____. <hr/> SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>



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RESOLUTION No. 09-21-06



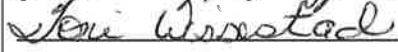
**APPROVING MALLINCKRODT BANKRUPTCY SETTLEMENT PLAN
IN REGARDS TO OPIOID LAWSUIT**

1 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 11-17-03, determined it to
2 be in the best interest of the county, its citizens, residents, visitors and taxpayers to join with
3 other counties in and outside Wisconsin to engage attorneys to pursue the claims against certain
4 opioid manufacturers, and to faithfully participate in the pursuit of the claims and directed all
5 county personnel to cooperate with and assist with the county's participation; and
6
7 **WHEREAS**, the Monroe County Board of Supervisors, in Resolution 11a-19-05, confirmed it
8 wanted the county to remain a member of the Negotiation Class in *In re: National Prescription*
9 *Opiate Litigation, MDL 2804 (N.E. Ohio)*, for purposes of negotiating a settlement of all claims
10 and issues in the litigation; and
11
12 **WHEREAS**, Crueger Dickinson, LLC, class action attorneys for the county, have presented
13 information on the settlement in the Mallinckrodt bankruptcy plan negotiated by the Plaintiff's
14 Executive Committee; and
15
16 **WHEREAS**, the involved plaintiff municipalities are to consider the Plan and determine if they
17 will confirm the plan or not; and
18
19 **WHEREAS**, the Monroe County Board of Supervisors has considered the Plan and the
20 alternative of engaging in further expensive litigation.
21
22 **NOW, THEREFORE BE IT RESOLVED** that the Monroe County Board of Supervisors does
23 confirm its support of the Mallinckrodt bankruptcy settlement plan and authorizes the County
24 Administrator and/or County Board Chairman to act in accordance with this confirmation.

Offered this 15th day of September, 2021 by the Finance Committee.

Purpose: To confirm the board's support of the negotiated Mallinckrodt settlement plan.

Fiscal Note: No impact to the county budget. Impact to the budget would be upon distribution of a settlement.

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: <u>September 15</u> , 20 <u>21</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent
***** Drafted and Approved as to form on <u>9/15/21</u>  Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair  

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.

AUTHORIZING DELEGATION OF AUTHORITY FOR OPIOID SETTLEMENT

1 **WHEREAS**, Crueger Dickinson, LLC, class action attorneys for the county in various opioid litigation,
2 have presented information on the settlements negotiated by them; and
3

4 **WHEREAS**, the involved plaintiff municipalities are to consider the settlement plans and determine if
5 they will confirm the plan or not; and
6

7 **WHEREAS**, there is generally very little time provided to respond to the settlement plans which makes
8 it difficult to get the settlement proposals before the board prior to the deadlines.
9

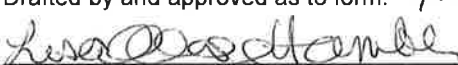
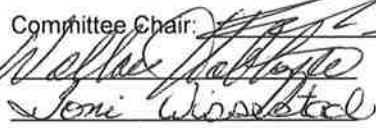
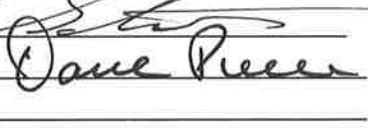

10 **THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors hereby approves a
11 delegation of authority allowing for the plans to be approved as follows:
12

- 13 • If there is less than 30 days for a settlement to be approved or declined, two of three individuals listed can
14 authorize or reject the settlement from the following three positions: County Board Chair, County Board
15 Vice-Chair, and County Administrator and the individuals with authority to act will contact an attorney
16 from Monroe County Corporation Counsel to verify whether there are any legal issues.
17
- 18 • If there is a delegation of authority, the County Board will review the approval during the next scheduled
19 County Board meeting.
20
- 21 • If there are 30 or more days before an answer is required on an opioid settlement, the matter will proceed
22 through committee and to the County Board.

Offered by the Finance Committee this 15th day of September, 2021

Purpose: To approve authorization procedure for opioid settlements.

Fiscal Note: No impact to the county budget. Impact to the budget would be upon distribution of a settlement.

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Drafted by and approved as to form: <u>9/15/21</u>  Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>September 15, 20 21</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair:   
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 _____ <hr/> SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>