



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656

DATE: Wednesday, May 18, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Election of Committee Vice-Chair – Discussion/Action
3. Establishment of Monthly Meeting Date/Time – Discussion/Action
4. Next Month's Meeting Date/Time
5. Minutes Approval of April 13, 2022
6. Public Comment
7. Notice of Re-Purpose of Funds - Discussion/Action
 - a. Maintenance
8. Request for Line Item Transfer(s) – Discussion/Action
 - a. Forestry & Parks
 - b. Administrator
9. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Sheriff
 - c. Solid Waste
10. Request for Credit Card Approval – Discussion/Action
 - a. Human Services
11. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing One Children's Long Term Support Services (CLTS) Social Worker Position in Monroe County
 - b. Resolution Authorizing the Establishment of a Park Manager Position in the Forestry & Parks Department
 - c. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County
 - d. Resolution Authorizing the Establishment of Personal Care Assistant Positions Within Rolling Hills Senior Living
12. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review

**FINANCE MEETING
May 18, 2022 Agenda**

14. Cancelled Checks
15. Tax Delinquent Parcels
 - a. Foreclosures
 - b. New Laws
16. Mileage Reimbursement Rate - Discussion
17. Self-Insurance Balance Update
18. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: May 12, 2022

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

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

Finance Committee
April 13, 2022

Present: Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce
Others: Tina Osterberg, Diane Erickson, Ron Hamilton, Tiffany Giesler, Wes Revels, Bob Micheel, Chad Ziegler, Ron Hamilton, Doug Rogalla, David Ohnstad, Eric Moilien

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – Thursday, May 18, 2022 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by Mark Halverson to approve the 03/16/2022 minutes. Carried 5-0.
- Public Comment – None.
- Health Department Line Item Transfer – Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Tiffany Giesler, Health Director explained the 2021 line item transfer in the amount of \$42.00 for telephone costs. Carried 5-0.
- Request for Volunteer Driver Reimbursement Annual Adjustment to Correspond with IRS Reimbursement Rates – Motion by Wallace Habegger second by David Pierce to approve volunteer driver reimbursement rates to correspond with the IRS. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Health Department – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 budget adjustment in the amount of \$800.00 for radon testing. Carried 5-0.
 - b. Human Services – Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2022 budget adjustment in the amount of \$520.00 for annual MyEvolv software fee. Carried 5-0.
 - c. Land Conservation – Motion by Mark Halverson second by David Pierce to approve budget adjustment. Bob Micheel, Land Conservation Director explained the 2022 budget adjustment in the amount of \$40,000.00 for Building Resilient Infrastructure and Communities grant. Carried 5-0.
 - d. Highway – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. David Ohnstad, Highway Commissioner explained the 2022 budget adjustment in the amount of \$5,203,444.90 for bonding funds. Carried 5-0.
 - e. Personnel - Motion by Toni Wissestad second by Mark Halverson to approve budget adjustment. Diane Erickson, Finance Director explained the 2022 budget adjustment in the amount of \$73,908.00 to move wage study funding from the 2021 to 2022 year. Carried 5-0.
- Closed Session – Motion by Toni Wissestad second by Mark Halverson to move into closed session. Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.
- Closed Session per Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Revolving Loan Fund changes to Growing Stars Loan.
- Return to Open Session – Motion by Toni Wissestad second by Wallace Habegger to move into open session. Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.
- Chair Schnitzler announced that the Finance Committee voted in favor to release the property lien with Growing Stars contingent upon the City of Sparta also releasing their lien with Growing Stars.

- Fiscal Note on Resolution –
 - a. Resolution Increasing the Maximum Balance on Reserve Fund for the Monroe County Department of Human Services. Motion to approve fiscal note by David Pierce second by Mark Halverson. Ron Hamilton, Human Services Director explained funding to be taken from the 2023 General Fund future surpluses up to the amount of \$400,000.00. Carried 5-0.
 - b. Resolution Authorizing the Application for Outdoor Recreation Aids – Motion to approve fiscal note by David Pierce second by Wallace Habegger to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained application for state aid for outdoor recreation for an amount up to \$300,000.00. Carried 5-0.
 - c. Resolution Authorizing the Establishment of a Full Time Medical Examiner Position – Motion by Toni Wissestad second by Wallace Habegger to approve fiscal note. Wallace Habegger explained creation of full time position to replace current on-call position. Start date is June 1, 2022. Discussion. Carried 5-0.
 - d. Resolution Authorizing the Establishment of a Part Time Chief Deputy Medical Examiner Position – Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Creation of part time Chief Deputy Medical Examiner position to replace the part time Administrative Assistant. Start date is June 1, 2022. Carried 5-0.
- Treasurer Report – Treasurer Deb Carney was not present. Reports have been provided to members in their packets.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c-e. Audit Contract/Cost Allocation Contract/OPEB Contract – Motion by Wallace Habegger second by Mark Halverson to approve Audit Contract, Cost Allocation Contract and OPEB Contract as recommended by Diane Erickson Finance Director. Carried 5-0.
- Bank Investments – No Discussion. This item will be revisited next month.
- Tax Delinquent Parcels – The committee is looking for an update of Monroe Counties in-rem foreclosure properties. Tina Osterberg, County Administrator explained that there are new changes to the law. Discussion. This item will be revisited next month.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Supervisor Mark Halverson's final motion second by David Pierce to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Tax Delinquent Parcels (a)foreclosures (b)new laws; Bank Investments
- Motion by Mark Halverson second by David Pierce to adjourn the meeting at 11:55 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

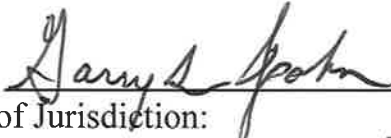
Date: 5/11/2022
 Department: Maintenance
 Amount: \$ 45,000.00
 Budget Year Amended: 2022

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

The Re-Purpose is to replace HVAC equipment in the ADRC building at 315 West Oak.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-581050	Building Improvements	Long Range Improvements	HVAC Equipment Replacement	\$ 45,000.00
Total Adjustment				\$ 45,000.00

Department Head Approval:  +
 Date Approved by Committee of Jurisdiction: 05/11/2022
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Date: 5/17/2021
Department: Administrator
Amount: \$ 755.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	533010		Conference/Seminars	\$ 2,525.00	\$ 455.00	\$ 438.00	\$ 2,070.00
11410000	533200		Mileage	\$ 875.00	\$ 300.00	\$ -	\$ 575.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 755.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	531000		Office Supplies	\$ 880.00	\$ 755.00	\$ 98.50	\$ 1,635.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 755.00		

Explanation for Transfer: As we have been working on projects over the last couple of years it has become apparent that a portable PA system would be very beneficial for county operations. Each time we have an event outside, we are searching for options. These funds would be transferred to the office supplies account to allow the purchase of a portable PA system to be used for such events. I will not be able to attend the winter or summer WCMA conference due to scheduling conflicts in 2022, this will account for a portion of these costs.

Department Head Approval

Kina Ostroberg

Governing Committee Approval

 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

_____ Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 19, 2022
 Department: Land Records
 Amount: \$10,000.00
 Budget Year Amended: 2022

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

The Strategic Initiative Grant from the State of Wisconsin increased from 50,000 to 60,000 for 2022.
I was awarded a grant of \$60,000, I am going to use the money to increase the size of our section
corner maintenance coordinate acquisition projects.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 435122	STRAT. INITIATIVE GRANT	\$ 50,000.00	\$ 10,000.00	\$ 60,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 10,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521000	PROGRAM COSTS	\$ 89,863.82	\$ 10,000.00	\$ 99,863.82
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 10,000.00	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 29, 2022
 Department: Sheriff
 Amount: \$52,870.00
 Budget Year Amended: 2022

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

Budget adjustment to roll funds forward from 2021 to 2022 budget for the purpose of paying the final invoice for the Justice Center CCTV upgrade. Work on this project began in 2021 but due to parts delays work was not completed until 2022, when the final bill will be paid.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appli	\$ 6,706,612.78	\$ 52,870.00	\$ 6,759,482.78
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,870.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	581000		Capital Equip./Software-IT	\$ -	\$ 52,870.00	\$ 52,870.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,870.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Adm Bz 5/9/2022

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

Request for Credit Card Approval

Department: Human Services

Committee: Human Services



Name of Card Holder	Title of Postion	Credit Card Limit
Elizabeth Carney	ADRC Social Worker I	\$ 1,000.00
Kellie Koball	Social Worker I	\$ 1,000.00
Kaitlyn Holz	Social Worker I	\$ 1,000.00
Kristin Betts	Accountant I	\$ 5,000.00
Tracy Thorsen	Director	\$ 5,000.00

Justification for Credit Card(s):

The CLTS program, which Kristin works with, involves purchasing adaptive aids that are approved by the State. The credit limit of \$5,000 is adequate when purchasing the higher cost items for clients. Also, due to COVID there is an increase in the number of items being purchased via credit card for the clients.

Credit card requests are for agency purchases where it is not feasible to use the regular purchasing procedure.

When not in use all credit cards are locked in a safe.

Department Head Approval:  5/3/2022
Date Approved by Committee of Jurisdiction:  5/3/2022
Following this acceptance please forward to the County Clerk's Office.
Date Approved By Finance Committee: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS)
SOCIAL WORKER POSITIONS IN MONROE COUNTY

1 WHEREAS, early intervention for children with developmental disabilities, severe emotional disturbances,
2 and physical disabilities in the community is being promoted at state and federal levels; and
3

4 WHEREAS, intervention for identified vulnerable children in our county is a matter of safety and
5 security for the children; and
6

7 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
8 have reviewed the attached New Position Analysis and request the establishment one CLTS Social
9 Worker positions in the Department of Human Services; and
10

11 WHEREAS, the current CLTS program:

- 12 1. as of April 1 2021, the state began managing all County waitlists and forward new
- 13 referrals which must be processed in a 60 day time frame; and
- 14 2. there are currently 206 individuals served by a 7 FTE CLTS staff; and
- 15 3. the projected number of individuals served will be over 235 children by 12/31/2022; and
- 16 4. the 8 FTE staffing would be needed to create caseloads of 30 children per staff position.
17
18

19 WHEREAS, these positions generate revenues through Medical Assistance billing which will cover the
20 costs.
21

22 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
23 hereby authorize the establishment of one CLTS social worker positions in the Department of Human
24 Services with start date of January 1, 2023.
25

26 Offered by the Administration & Personnel Committee this 22nd day of June, 2022.
27

28 Fiscal note: The 2023 budget for this position (wages, benefits and equipment) is approximately \$85,101
29 which will be covered by Medical Assistance Case Management billing avoiding the need for tax levy
30 funding.
31

32 Purpose: To approve budgeting in 2023 for one CLTS social worker.

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

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

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.

New Position Analysis



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

Date: 6/22/2022	Department: Human Services
Department Head Name: Ron Hamilton/Tracy Thorsen	

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

There are currently 7 FT Childrens's Long Term Support Staff, three are recent hires. Experienced staff have caseloads of over 35 children, with the new staff building their caseloads are between 18-25 cases. The recommended caseload is 25-30. We currently have 206 children enrolled with 8 children in process of enrollment as of 4/15/22. We anticipate that we will be serving 235 children by the end of 2022. We are requesting a Social Worker CFS Designated Service Program position who would work 100% in CLTS to meet our consumer growth. This position will allow the additional children, some of the most vulnerable children in our county to begin receiving services throughout 2023. This program is no longer allowed to have a wait list. State and federal funding will be available through an allocation pool to Monroe County CLTS based on the number of children in the program. This new position is able to be supported through Case Management Medical Assistance billing. No additional county tax levy will be requested for this position

Suggested Title: Social Worker CFS Designated Service Program			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	52,388	3,406	3249	760	620	21,376	784	18

1. Where will the funds for this position come from?
 Medical Assistance billingsr will cover the cost for the positions. This will come from a State Allocation per child.

2. What equipment will need to be purchased for this position (desk, etc.)?
 chair, cell phone, computer
 - a. Is office space presently available? Yes _____ Where? Human Services/Telework
 - b. Estimated cost of needed equipment? 2,500
 - c. Is the cost of needed equipment in the department budget? Will be for the 2023 budget
3. What is the grand total cost of all items this fiscal year? \$82,601 + 2500 = \$85,101 for fiscal year 2023
4. What is the annual cost of salary and fringes, thereafter? \$82,601

Supervisory Responsibility (if applicable):

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

N/A

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

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

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

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

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

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

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

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PARK MANAGER POSITION IN THE FORESTRY & PARKS DEPARTMENT

WHEREAS, the Monroe County Natural Resource & Extension Committee and Administrative & Personnel Committee request the establishment of Park Manager position in the Forestry & Parks Department effective January 1, 2023; and

WHEREAS, the increased need for additional oversight of the county parks and facilities is needed on an annual basis to keep up with the high utilization of the campground as well as addressing backlogged forestry practices, cleaning up boundary issues, land acquisitions and other duties beyond the current departments ability with only one position; and

WHEREAS, this new position would have consistent oversight over the county day-use park and campground, by maintaining facilities, grounds, collecting park fees, making deposits, assisting campers, and writing grant applications, while having management oversight over other seasonal employees; and

WHEREAS, this position would be funded by annual park revenue generated from user fees; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one new Park Manager position in the Forestry & Parks Department, effective January 1, 2023.

Dated this 22nd day of June, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve one additional Parks Manager position in the Forestry & Parks Department effective January 1, 2023.

Fiscal Note: Cost for the one position for one year in 2023 is \$89,589, with similar costs each year thereafter. The additional one position will not increase Monroe County levy as the costs would be covered under annual park revenue generated from user fees. If funding ceases for this position, this position will be reviewed.

Finance Vote (If required): ___ Yes ___ No ___ Absent	Committee of Jurisdiction Forwarded on: _____, 20___ ___ Yes ___ No ___ Absent
Drafted & Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	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 _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

New Position Analysis



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

Date: 3/25/2022	Department: Forestry & Parks
Department Head Name: Chad Ziegler	

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

See attached "Forestry & Park Department Duties"

Suggested Title: Park Manager			
Personnel Director's Recommended Classification:		Grade: 10	FLSA Class:
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 3/1/2023

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
28.10	49006	3186	3039	711	580	17813	653	15

1. Where will the funds for this position come from?
Annual park revenue generated from user fees. Anticipated start date March 1, 2023.
2. What equipment will need to be purchased for this position (desk, etc.)?
Computer or lap top, all in one printer/scanner, cell phone, internet hot spot
 - a. Is office space presently available? Yes Where? McMullen Park
 - b. Estimated cost of needed equipment? \$1250
 - c. Is the cost of needed equipment in the department budget? Yes
3. What is the grand total cost of all items this fiscal year? \$77,004 [includes \$2,000 equip/cell phone/internet] start date March1, 2023
4. What is the annual cost of salary and fringes, thereafter? \$89,589

Supervisory Responsibility (if applicable):

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

This position will have supervisory authority over the Camp Host and Park Laborers. These positions are Limited Term Employees.

2. Number of employees Directly supervised: 2-3 Indirectly: 0

List the position titles that will report to this position:

Park Laborer(s)		
Camp Host		

3. What position title will this position report to? Forestry & Parks Administrator

County Administrator – Action:

Date: 3/23/2022 Position Approved: Position Denied:

Committee of Jurisdiction: Natural Resources & Extension – Action:

Date: 4/13/2022 Position Approved: Position Denied: by a vote of:

Administration & Personnel Committee – Action:

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

Finance Committee – Action on Fiscal Note:

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

County Board – Action:

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

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Parks

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Park Manager	1744 hours	\$ 49,006		\$ 3,186	\$ 3,039	\$ 711	\$ 17,813	\$ 653	\$ 15	\$ 25,418	\$ 580	\$ 75,004
Grade N market (\$28.10)	March 1 start date											
2080 Hours		\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589
				\$ -	\$ -	\$ -					\$ -	
				\$ -	\$ -	\$ -					\$ -	
Grand Total		\$ 107,454		\$ 6,986	\$ 6,663	\$ 1,559	\$ 39,189	\$ 1,437	\$ 33	\$ 55,868	\$ 1,271	\$ 164,593

Wisconsin Retirement

General Employee - 0.0650
Protective Employee - 0.1204

2022 Workers Compensation Rate

Street Const. 0.0186
Protective 0.0095
Municipal Oper. 0.0118
Office/Clerical 0.0006

2022 Health Insurance

87% CoShare
Single \$734.96
Family \$1,781.34

2022 Dental Insurance

87% CoShare
Single \$21.01
Family \$65.33

Life Insurance \$1.50

Social Security 0.062
Medicare 0.0145

***Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

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

1 **WHEREAS**, the Monroe County Sanitation & Zoning Committee and Administration &
2 Personnel Committee have reviewed the attached New Position Analysis and request the establishment
3 of another Sanitation & Zoning Specialist position in the Sanitation, Planning, Zoning, and Dog Control
4 Department; and
5

6 **WHEREAS**, the field work load has increased in amount and complexity requiring more time to
7 be allocated at each site with the current two staff who complete these duties;
8

9 **WHEREAS**, more review and research time is needed to complete new permitting processes and
10 to follow up correctly with violations and complaints in a timely manner;
11

12 **WHEREAS**, an increase in fees in will cover a portion of the additional cost for this position,
13 the remainder of the position would be covered by county levy funding;
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
16 hereby authorize the establishment of a Sanitation & Zoning Specialist position in the Sanitation,
17 Planning, Zoning and Dog Control Department with start date of January 1, 2023.
18

19 Dated this 22nd day of June, 2022.

20 Offered by the Administration & Personnel Committee
21
22

23 **Fiscal note:** The 2023 budget for this position (wages, benefits and equipment) is approximately
24 \$91,589 which approximately \$12,300 will be covered by the increase in fees requiring the estimated
25 remaining \$79,289 being funded by County tax levy.
26

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

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

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

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.

New Position Analysis



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

Date: 4-6-2022	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

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

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

Suggested Title: Sanitation & Zoning Specialist			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: <input type="checkbox"/>	/hours	Projected Start Date: January 1, 2023

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
28.10	58,448	3,800	3,624	848	691	21,376	784	18

1. Where will the funds for this position come from?
 Proposed increase in fees will cover a portion of this position. General fund will be utilized to cover the remainder.
 Special tax could be placed on each property with septic. \$5 per year per parcel with septic would generate about \$45,000 per year.
2. What equipment will need to be purchased for this position (desk, etc.)?
 desk, computer, hand auger, munsell color book, tape measure, tripod, story stick & sensor
 - a. Is office space presently available? NO Where? Department will be relocating in the next years
 - b. Estimated cost of needed equipment? \$2,000
 - c. Is the cost of needed equipment in the department budget? NO
3. What is the grand total cost of all items this fiscal year? \$ 89,589 + \$2,000 = \$91,589
4. What is the annual cost of salary and fringes, thereafter? \$ 89,589

Supervisory Responsibility (if applicable):

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

NA

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

List the position titles that will report to this position:

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

County Administrator – Action:

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

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

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

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

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

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Sanitation & Zoning

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Zoning Officer	2080 hrs	\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589
Grade N market (\$28.10)												
				\$ -	\$ -	\$ -					\$ -	
				\$ -	\$ -	\$ -					\$ -	
Grand Total		\$ 58,448		\$ 3,800	\$ 3,624	\$ 848	\$ 21,376	\$ 784	\$ 18	\$ 30,450	\$ 691	\$ 89,589

Wisconsin Retirement

General Employee - 0.0650
Protective Employee - 0.1204

2022 Workers Compensation Rate

Street Const. 0.0186
Protective 0.0095
Municipal Oper. 0.0118
Office/Clerical 0.0006

2022 Health Insurance

87% CoShare
Single \$734.96
Family \$1,781.34

2022 Dental Insurance

87% CoShare
Single \$21.01
Family \$65.33

Social Security 0.062
Medicare 0.0145

Life Insurance \$1.50

***Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

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

Basic Functions and Responsibilities

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

Job Description

ROLE AND RESPONSIBILITIES

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

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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

PHYSICAL DEMANDS

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

ADDITIONAL NOTES

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

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF PERSONAL CARE ASSISTANT
POSITIONS WITHIN ROLLING HILLS SENIOR LIVING**

WHEREAS, the Monroe County Rolling Hills Committee and Administrative & Personnel Committee request the establishment of Personal Care Assistant positions within Rolling Hills Senior Living effective June 1, 2022; and

WHEREAS, Rolling Hills is expanding its assisted living services within the new building, and work previously performed by Certified Nursing Assistants (CNA) could be performed by Personal Care Assistants (PCA) instead. This would offer a more flexible opportunity to bring in employees who may not have achieved their CNA certification, but would still be able to provide services needed to the residents in the assisted living areas; and

WHEREAS, the cost for these positions would come from the current allocation for the CNA staff, as these positions would be performing some of the duties that currently CNA staff would address. The PCA positions would be a lower cost alternative that would allow the residents to receive the care needed while remaining in the assisted living area of the new building; and

WHEREAS, these positions would not require any additional funding to the Rolling Hills budget, but would be a reallocation of funds between the CNA positions currently. The number of these positions would vary on need within the assisted living area and resident census. These positions are not to be additional staff beyond current CNA expectations, rather an alternative for designated areas that would allow it; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of new Personal Care Assistant positions within Rolling Hills, effective June 1, 2022.

Dated this 25th day of May, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve additional Personal Care Assistant positions within Rolling Hills effective June 1, 2022.

Fiscal Note: Cost for the one position for the remainder of 2022 is \$36,248 with the cost for a full year being \$62,051, with similar costs each year thereafter. These positions would take the place of Certified Nursing Assistant positions where applicable and would be a lower cost option to the current budget, and would require no additional funding outside of what is currently budgeted for Rolling Hills in 2022, and years thereafter.

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

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: _____, 20__
____ Yes ____ No ____ Absent

Committee Chair: _____

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

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

New Position Analysis



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

Date: 04/24/2022	Department: Rolling Hills
Department Head Name: Linda Smith	

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

Rolling Hills is expanding its assisted living services in the new building. We currently have Certified Nursing Assistants (CNA) who work in the CBRF assisted living area (8 bed unit) as they do float to the nursing home as well. State regulations allow us to use personal care workers or assistants (PCA) in the assisted living areas to provide direct care services. Wages are slightly less and the pool of workers is potentially larger. Hiring PCAs offers an opportunity to train them and is a great stepping stone to growing our CNA ranks. We will continue to use some CNAs in the assisted living facilities, however, the total number of PCAs/ CNAs working in the assisted living facilities will be based upon resident census and need. If we staff with 3 direct care staff on a shift this may be any combination of PCAs and CNAs. The new CBRF will be 24 beds and the Assisted Living Apartments (RCAC) will be 24 units (up to 32 residents). We need to have positions added for personal care assistants (PCA) as an option for staffing. If not approved we would use CNA staff across the facility which is more costly and often more difficult to staff.

Suggested Title: Personal Care Assistant		
Personnel Director's Recommended Classification:	Grade: E (new scale)	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: fill in/hours	Projected Start Date: June 2022

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
16.62	34,570	2,248	2,144	502	409	21,376	784	18

1. Where will the funds for this position come from?
 The current budget includes all staffing for the assisted living facilities. This was budgeted at a CNA wage, however, we can have some savings by filling some of the positions with personal care assistants. _____
2. What equipment will need to be purchased for this position (desk, etc.)?
 none _____
 - a. Is office space presently available? yes Where? new facility assisted living charting stations
 - b. Estimated cost of needed equipment? \$0
 - c. Is the cost of needed equipment in the department budget? NA
3. What is the grand total cost of all items this fiscal year? _____
4. What is the annual cost of salary and fringes, thereafter? _____

Supervisory Responsibility (if applicable):

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

none

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

List the position titles that will report to this position:

3. What position title will this position report to? CBRF / RCAC Managers

County Administrator – Action:

Date: 04/14/2022 Position Approved: Position Denied:

Committee of Jurisdiction: Rolling Hills – Action:

Date: 04/18/2022 Position Approved: Position Denied: by a vote of: 5 - 0

Administration & Personnel Committee – Action:

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

Finance Committee – Action on Fiscal Note:

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

County Board – Action:

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

Job Title:	Personal Care Assistant (PCA)	Department:	Rolling Hills Senior Living
Location:	Rolling Hills Senior Living, 14400 / 14350 Co Hwy B, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	CBRF Manager / RCAC Manager	Salary Grade:	Grade E
Supervision Exercised:	None	Position Type:	Full-time:

Basic Functions and Responsibilities

Under supervision of the CBRF/ RCAC Managers, the Personal Care Assistant will provide direct care and assistance to the assisted living tenants.

Job Description

ROLE AND RESPONSIBILITIES

- Provides direct care to tenants, including personal hygiene, bathing, grooming, dressing, toileting and mealtime assistance.
- Provides medications and treatments as delegated by the assisted living nurse in compliance with physician orders
- Assist with laundry and housekeeping tasks
- Communicates and interacts with residents in a kind and compassionate manner
- Recognizes and reports changes of resident condition
- Assists residents with exercise and therapy restorative programs.
- Provides for social interaction and stimulation by encouraging and assisting with activities
- Observes for safety hazards to residents and staff and reports conditions
- Assists in admission and discharge of residents
- Documents care, meal intakes and medication administration information in the medical record
- Assumes responsibility to obtain at least 15 hours of continuing education annually to meet state requirements.
- Functions within resident rights guidelines and maintains good public relations with residents, families and other healthcare providers
- Maintains satisfactory and diligent work performance, teamwork and business-like dress and deportment
- Attends mandatory educational training as required by federal and state rules and regulations
- Follows all infection prevention and control policies and procedures

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Preference for completion of CBRF training certification in fire safety, first aid, medication management and personal care.
- Preference for previous experience in a healthcare setting or personal care area
- No previous criminal convictions which could threaten the residents' safety.

PHYSICAL DEMANDS

A large percentage of time is spent walking, standing, stooping, balancing, bending, reaching, feeling, talking, hearing, handling, fingering, using near and far vision (color and night vision included), judgment, exposed to adverse environmental and atmospheric conditions, potential infectious human agents. Sits, runs, grapples, climbs intermittently; lifts/carries 1-25 pounds frequently, 26-50 pounds occasionally, 51-70 pounds seldom; may perform minimum to total assists during resident transfers using transfer belts or other mechanical assist devices; pushes/pulls 20-58 pounds to include wheelchairs, lifts, carts and beds.

ADDITIONAL NOTES

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

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

**MONROE COUNTY
PERSONNEL COSTS
2022 BUDGET**

DEPARTMENT: Rolling Hills

*Round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
PCA - begin 6/1/22	1216 hrs	\$ 20,210		\$ 1,314	\$ 1,254	\$ 294	\$ 12,469	\$ 457	\$ 11	\$ 15,799	\$ 239	\$ 36,248
Grade E market (\$16.62)												
PCA - full year	2080 hrs	\$ 34,570		\$ 2,248	\$ 2,144	\$ 502	\$ 21,376	\$ 784	\$ 18	\$ 27,072	\$ 409	\$ 62,051
Grade E market (\$16.62)												
				\$ -	\$ -	\$ -					\$ -	
CNA - begin 6/1/22	1216 hrs	\$ 22,715		\$ 1,477	\$ 1,409	\$ 330	\$ 12,469	\$ 457	\$ 11	\$ 16,153	\$ 269	\$ 39,137
Grade G market (\$18.68)												
PCA - full year	2080 hrs	\$ 38,854		\$ 2,526	\$ 2,409	\$ 564	\$ 21,376	\$ 784	\$ 18	\$ 27,677	\$ 460	\$ 66,991
Grade G market (\$18.68)												
Grand Total		\$ 96,139		\$ 6,251	\$ 5,962	\$ 1,396	\$ 55,222	\$ 2,025	\$ 47	\$ 70,902	\$ 1,138	\$ 168,179

Wisconsin Retirement

General Employee - 0.0650
Protective Employee - 0.1204

2022 Workers Compensation Rate

Street Const. 0.0186
Protective 0.0095
Municipal Oper. 0.0118
Office/Clerical 0.0006

2022 Health Insurance

87% CoShare
Single \$734.96
Family \$1,781.34

2022 Dental Insurance

87% CoShare
Single \$21.01
Family \$65.33

Life Insurance \$1.50

Social Security 0.062
Medicare 0.0145

***Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**



State of Wisconsin
2021 - 2022 LEGISLATURE

LRB-5508/1

JK:cdc

2021 SENATE BILL 829

January 6, 2022 - Introduced by Senators FELZKOWSKI, BALLWEG, JAGLER, NASS, STROEBEL and L. TAYLOR, cosponsored by Representatives ZIMMERMAN, BROOKS, KUGLITSCH, MAGNAFICI, MOSES, MURPHY, MURSAU and L. MYERS. Referred to Committee on Government Operations, Legal Review and Consumer Protection.

1 **AN ACT** *to repeal* 75.36 (2m) (a) and 75.36 (4); *to consolidate, renumber and*
2 *amend* 75.36 (2m) (intro.) and (b); *to amend* 75.36 (3) (c); and *to create* 75.36
3 (3) (bm) of the statutes; **relating to:** distributing the proceeds from the sale of
4 tax delinquent property to the former owner.

Analysis by the Legislative Reference Bureau

Under current law, a county distributes the net proceeds of the sale of tax delinquent property to the former owner of the property if the former owner requests payment and if the former owner used the property as his or her homestead at any time during the five years preceding the county's acquisition of the property. Under the bill, the county pays the net proceeds to any former owner of tax delinquent property, regardless of whether the former owner requests payment and regardless of whether the former owner used the property as his or her homestead.

Upon the county's acquisition of a tax deed on tax delinquent property, current law requires the county treasurer to provide notice to the former owner that the former owner may be entitled to a share of the proceeds of a future sale of the property. If the former owner submits to the county a written request within 60 days after receiving the notice to receive payment, the county will distribute the proceeds to the former owner, minus the amount of any delinquent taxes, interest, and penalties and minus the greater of the following:

1. Five hundred dollars plus 50 percent of the amount obtained by subtracting \$500 from the remaining net proceeds.

SENATE BILL 829

2. The actual costs of selling the property, plus 2 percent of the sales price, plus amounts disbursed to taxing jurisdictions to pay for special assessments, special charges, and fees for withdrawing land from the managed forest land program, and plus the amount of the property taxes that would have been owed on the property for the year during which the sale occurs if the county had not acquired the property.

Under the bill, the county distributes to the former owner the proceeds, minus the following: 1) the amount of any delinquent taxes, interest, and penalties; 2) any liens against the property; and 3) the actual costs of selling the property, plus amounts disbursed to taxing jurisdictions to pay for special assessments, special charges, and fees for withdrawing land from the managed forest land program; and plus the amount of the property taxes that would have been owed on the property for the year during which the sale occurs if the county had not acquired the property. The bill eliminates the additional penalty equal to 2 percent of the sales price.

For further information see the local fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 75.36 (2m) (intro.) and (b) of the statutes are consolidated,
2 renumbered 75.36 (2m) and amended to read:

3 **75.36 (2m) NOTICE; PROCEEDS.** Upon acquisition of a tax deed under this chapter
4 ~~if sub. (4) applies,~~ the county treasurer shall notify the former owner, by registered
5 mail or certified mail sent to the former owner's mailing address on the tax bill, that
6 the former owner may be entitled to a share of the proceeds of a future sale. ~~If the~~
7 ~~former owner does not request, in writing, payment within 60 days after receipt of~~
8 ~~that notice, the former owner forfeits all claim to those proceeds. If the former owner~~
9 ~~timely requests payment, the~~ The county shall send to the former owner the proceeds
10 identified in sub. (3) (c) minus any delinquent taxes, interest, and penalties owed by
11 the former owner to the county in regard to other property and minus the ~~greater of~~
12 ~~the following amounts: (b) The actual costs of the sale as specified under sub. (3) (a)~~
13 ~~plus 2 percent of the sale price plus all amounts disbursed under sub. (3) (b) and (bm)~~

SENATE BILL 829

1 and plus the amount of property taxes that would have been owed on the property
2 for the year during which the sale occurs if the county had not acquired the property.

3 **SECTION 2.** 75.36 (2m) (a) of the statutes is repealed.

4 **SECTION 3.** 75.36 (3) (bm) of the statutes is created to read:

5 75.36 (3) (bm) From the net proceeds of the sale of the property, as determined
6 under par. (a), pay off any lien placed on the property at the time of the foreclosure
7 sale in accordance with the contract or law giving rise to the lien. If the net proceeds
8 are not sufficient to pay all outstanding amounts due, the net proceeds shall be
9 distributed to such lienholders in priority based upon the date of the lien.

10 **SECTION 4.** 75.36 (3) (c) of the statutes is amended to read:

11 75.36 (3) (c) Distribute any remaining net proceeds ~~that are subject to sub. (4)~~
12 to the former owner, as provided under sub. (2m).

13 **SECTION 5.** 75.36 (4) of the statutes is repealed.

14 **SECTION 6. Initial applicability.**

15 (1) This act first applies to tax deeds acquired on the effective date of this
16 subsection.

17 (END)