



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

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, August 17, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of July 20, 2022
4. Public Comment
5. Request for Line Item Transfer(s) – Discussion/Action
 - a. Child Support
 - b. Rolling Hills
 - c. Finance
6. Request for Credit Card Approval(s) – Discussion/Action
 - a. Human Services
 - b. Health Department
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. WIC
 - b. Economic Development & Tourism
 - c. Maintenance/Sheriff's Office
 - d. Jail (2)
8. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Amending Dog License Fees
 - b. Resolution Authorizing the Establishment of an Additional Full-Time Bailiff Within the Sheriff's Department
9. Resolution – Discussion/Action
 - a. Resolution Establishing Ho Chunk Funds Allocation for 2023 Budget
10. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Properties
 - d. Investment Policy Update
 - e. Bank RFPs
 - f. Cancelled Checks Update
 - g. Assessment Appeal Process Update
 - h. 2023 Budget Presentation

**FINANCE MEETING
August 17, 2022 Agenda**

11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. 2023 Budget Presentation
12. Monroe County Cell Phone Policy – Discussion/Action
13. Securitization of Opioid Funds – Discussion/Action
14. Planned Use of Opioid Settlement Funds – Discussion/Action
15. 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
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: August 11, 2022

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. 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
July 20, 2022

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce

Absent: Toni Wissestad

Others: Tina Osterberg, Diane Erickson, Debbie Carney, David Ohnstad, Michael Thompson, Linda Smith, Chelsea Karacson, Alison Elliott, Adam Balz, Wes Revels, Eric Weihe, Tara Nichols, Judge Ziegler, Lisa Aldinger-Hamblin, Lori Svendsen

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

- Next Meeting Date – Wednesday, August 17, 2022 in the Monroe County Assembly Room at 9:00 a.m.

Future Budget Meetings to Note:

Oct 7, 2022 – Budget Publication

October 24 & 25, 2022 – Department Budget Meetings

November 2, 2022 Annual Budget Meeting

- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 06/15/2022 minutes. Carried 4-0.
- Public Comment – None.
- Highway Repurpose of Funds. Motion by David Pierce second by Wallace Habegger to approve Repurpose of Funds. David Ohnstad, Highway Commissioner explained the 2022 repurpose of funds in the amount of \$125,000.00 for Sparta Fuel System project. Carried 4-0.
- Credit Card(s) –
 - a. Human Services - Motion by David Pierce second by Wallace Habegger to approve credit card request. Alicia Darling explained request for the CCS Social Worker I position in the amount of \$1,000.00. Carried 4-0.
 - b. Rolling Hills - Motion by Wallace Habegger second by David Pierce to approve credit card request. Linda Smith, Nursing Home Administrator explained request for Business Manager in the amount of \$5,000.00. Carried 4-0.
- Budgetary Adjustment(s) –
 - a. Rolling Hills - Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Linda Smith, Nursing Home Administrator explained the 2022 budget adjustment in the amount of \$38,650.00 for garbage compactor. Discussion. Carried 4-0.
 - b. Justice Programs - Motion by David Pierce second by James Kuhn to approve budget adjustment. Eric Weihe, Justice Programs Administrator explained the 2022 budget adjustment in the amount of \$40,965.00 for BJA Federal Grant monies. Discussion. Carried 4-0.
 - c. Zoning - Motion by David Pierce second by James Kuhn to approve budget adjustment. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the 2022 budget adjustment in the amount of \$471.00 for variance requests. Carried 4-0.
- Fiscal Note on Resolution(s) –
 - a. Resolution to Conduct a Countywide Advisory Referendum on Clean Water Now for Wisconsin – Motion by Wallace Habegger second by David Pierce to approve fiscal note. Chair Cedric Schnitzler explained unbudgeted election publications not to exceed \$1,000.00. Discussion. Carried 3-1.
 - b. Resolution Authorizing the Purchase of a Transport Vehicle for the Monroe County Aging and Disability Resource Center (ADRC) – Motion by David Pierce second by James Kuhn to approve fiscal note. David Pierce explained vehicle purchase through ARPA funding. Discussion. Carried 4-0.
 - c. Resolution for Approval of Participation Agreement for Upgrade and Implementation of NextGen 9-1-1. Motion by James Kuhn second by Wallace Habegger to approve fiscal note. Michael

Thompson, Communications Center Director explained \$10,035.31 for upgrade and implementation of NextGen 9-1-1. Discussion. Carried 4-0.

- d. Resolution for PSAP Grant Funding for One Public Safety Answered Point per County – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Michael Thompson explained PSAP grant funding for training, equipment or software upgrades. Discussion. Carried 4-0.
 - e. Resolution Establishing 2023 Annual Budgeted Allocation for Pay for Performance – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained 2% merit-based pay adjustments along with adjusting the wage scale structure. Discussion. Carried 4-0.
- Resolution
 - a. Resolution to Establish Mileage Reimbursement Rate Effective August 1, 2022 for Monroe County – Motion by James Kuhn second by David Pierce to adopt resolution. Tina Osterberg, County Administrator explained adjustment to the current mileage rate Effective August 1, 2022. Discussion. Carried 4-0.
 - b. Resolution to Establish Mileage Reimbursement Rates for Future Budgets and Reimbursement Purposes in Monroe County – Motion by James Kuhn second by Wallace Habhegger to adopt resolution. Tina Osterberg, County Administrator explained funding for future mileage reimbursements on annual budgets. Discussion. Carried 4-0.
 - Treasurer Report –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Investment Policy – The Investment Policy is being reviewed and updated.
 - d. Bank RFP's – Bank RFP's are currently out for bid.
 - e. Cancelled Checks – Checks are currently being issued before figures can be finalized.
 - f. Assessment Appeal Process – Appeals have not been finalized yet. It is not anticipated that they will be completed in 2022.
 - Planned Use of Opioid Settlement Funds – Chair Cedric Schnitzler explained that the opioid settlement amount is yet to be determined. Projected settlements were provided. Finance will need to prioritize the use of the funds. The following departments asked for consideration for the use of the funds: Courts, Human Services, Justice Programs and Sheriff. The committee asked departments to bring forward a brief listing of proposals to use for prioritization. It is anticipated that departments may be able to come forward with proposals in October.

Wallace Habhegger left the meeting briefly at 10:45 a.m.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by David Pierce second by James Kuhn to approve notice of donations/user fees received budget adjustment. Carried 3-0.
 - b. Monthly Disbursement Journal – Motion by James Kuhn second by David Pierce to approve disbursement journal. Carried 3-0.
 - c. Monthly Per Diems and Vouchers – Motion by David Pierce second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 3-0.

Wallace Habhegger returned to the meeting at 10:47 a.m.

- Work Comp Rates, 2023 Budget – Diane Erickson, Finance Director provided members with a summary of work comp rates. Motion by Wallace Habhegger second by David Pierce to remain at a work comp rate of 30%. Discussion. Carried 4-0.
- Finance
 - a. The Monthly Financial Report was provided in the packet.
 - b. Finance Department Monthly Report.

- c. RFP Cost Allocation Contract – Diane Erickson, Finance Director provided 3 proposals to committee members. Discussion. Motion by Wallace Habegger second by David Pierce to accept the proposal of Network (DSN) in the amount of \$15,300.00 for 2022-2024 and extension 2025 & 2026 at an amount of \$5,330.00 per year. Carried 4-0.
 - d. RFP OPEB Contract – Diane Erickson, Finance Director provided 2 proposals to committee members. Discussion. Motion by Wallace Habegger second by James Kuhn to accept the proposal from Key Benefits for 2022-2025 in the amount of \$9,925.00. Carried 4-0.
- Securitization of Opioid Funds – Tina Osterberg, Monroe County Administrator explained that securitization of opioid funding would have to be determined by the Monroe County Board. Discussion.
 - Self-Insurance Balance Update – The self-insurance balance was provided to members.
 - Budget Summary Overview – No Discussion.
 - Monroe County Cell Phone Policy – No Discussion.
 - Items for next month's agenda – Tax Delinquent Properties, Cell Phone Policy
 - Motion by James Kuhn second by David Pierce to adjourn the meeting at 11:20 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 8/2/2022
Department: Child Support
Amount: \$ 39,531.00
Budget Year Amended: 2022


From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	511000	CS110	Salaries	\$ 210,729.00	\$ 20,400.00	\$ 115,195.45	\$ 190,329.00
21330000	521340	CS220	Contracted Svcs-Corp Counsel	\$ 33,216.00	\$ 19,131.00	\$ 14,084.21	\$ 14,085.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 39,531.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	521340		Contracted Services	\$ -	\$ 39,531.00	\$ 34,764.32	\$ 39,531.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 39,531.00		

Explanation for Transfer:
 Starting in April, 2022 we had budgeted for a half time Assistant Corporation Counsel to do child support. However, the position was not filled until July so we continued to have contracted bills for an outside Attorney. So we need to move money from Salaries and Contracted Services-Corporation Counsel to Contracted Services.

Department Head Approval 
Governing Committee Approval  8-9-22

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** _____

REQUEST FOR LINE ITEM TRANSFER

Date: August 15, 2022
Department: Rolling Hills
Amount: \$ 5,500.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
64210610	524505		Building Repairs and Maint	\$ 45,000.00	\$ 5,500.00	\$ 10,594.81	\$ 39,500.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 5,500.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
64210750	524510		Motor Vehicle Oper & Maint	\$ 2,000.00	\$ 4,500.00	\$ 5,174.55	\$ 6,500.00
64210750	535300		Vehicle Gasoline	\$ 2,000.00	\$ 1,000.00	\$ 1,494.54	\$ 3,000.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 5,500.00		

Explanation for Transfer: The Rolling Hills vans have required higher than anticipated repairs during 2022. Fuel costs have increased in 2022 causing the vehicle gasoline expenses to trend higher.

Department Head Approval

Anda Smith NHA

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

REQUEST FOR LINE ITEM TRANSFER

Date: 8/17/2021
Department: Finance
Amount: \$ 30.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000	532000		Books/Publications/Subscrip	\$ 610.00	\$ 30.00	\$ 140.53	\$ 580.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 30.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
1151200	521410		Financial Audit	\$ 34,750.00	\$ 30.00	\$ 34,300.00	\$ 34,780.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 30.00		

Explanation for Transfer:

Charge for Post Employment Benefits Acturial Study (OPEB) is \$480; put in budget at \$450

Costs for advertising of RFP's and CDBG hearings are less than budget

Department Head Approval _____

Governing Committee Approval _____

If <= \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ _____ **Date**

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ _____ **Date**

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Donna Heyer	Crisis Social Worker I	\$ 1,000.00

Justification for Credit Card(s):

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: _____



Date Approved by Committee of Jurisdiction: _____



8-2-22

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Health

Committee: Health and Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Eryn Leahy	Community Health educator	\$1,000
Hannah Shimanek	Community Health Educator	\$1,000
Laura Reutlinger	Community Health Educator	\$1,000
Tiffany Gieseler	Director/Health Officer	\$5,000

Justification for Credit Card(s):

Cards utlized for registering for trainings and hotel costs. Increase limit to \$5,000 for Director for Purchases that may exceed the original \$1,000 dollar limit.

Department Head Approval: Tiffany G. Gieseler
 Date Approved by Committee of Jurisdiction: David A. Reese 8-2-22
 Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 2, 2022
 Department: WIC
 Amount: -\$17,225.00
 Budget Year Amended: 2022

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

DHS released final/actual funding for 2022. WIC Nutritionist position will need to be filled (previous staff retired 7/15/22) and no longer providing ADRC nutrition services through Health Department. Process of hiring a new BFPC.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 189,474.00	\$ (11,325.00)	\$ 178,149.00
24120000	461900		WIC ADRC	\$ 13,700.00	\$ (7,700.00)	\$ 6,000.00
24120000	435505		WIC Interpreters	\$ -	\$ 1,800.00	\$ 1,800.00
Total Adjustment					\$ (17,225.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 164,618.00	\$ (13,073.00)	\$ 151,545.00
24120000	515005		Retirement	\$ 10,258.00	\$ (403.00)	\$ 9,855.00
24120000	515010		Social Security	\$ 10,209.00	\$ (813.00)	\$ 9,396.00
24120000	515015		Medicare	\$ 2,389.00	\$ (192.00)	\$ 2,197.00
24120000	515020		Health Insurance	\$ 17,640.00	\$ (3,048.00)	\$ 14,592.00
24120000	515025		Dental Insurance	\$ 1,037.00	\$ (275.00)	\$ 762.00
24120000	515030		Life Insurance	\$ 54.00	\$ (6.00)	\$ 48.00
24120000	515040		Work Comp	\$ 173.00	\$ 419.00	\$ 592.00
24120000	531000		Office Supplies Expense	\$ 715.00	\$ 993.00	\$ 1,708.00
24120000	532500		Dues	\$ 500.00	\$ 200.00	\$ 700.00
24120000	522025		Telephone	\$ 520.00	\$ 1,080.00	\$ 1,600.00
24120000	533010		Conferences/Seminars	\$ 500.00	\$ (250.00)	\$ 250.00
24120000	533200		Mileage	\$ 750.00	\$ (150.00)	\$ 600.00
24120000	534150		Nutrition Ed Supplies	\$ 2,230.00	\$ (870.00)	\$ 1,360.00
24120000	534250		Medical Supplies	\$ 3,337.00	\$ (837.00)	\$ 2,500.00
Total Adjustment					\$ (17,225.00)	

Department Head Approval:

[Signature]

Date Approved by Committee of Jurisdiction:

[Signature] 8-2-22

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: _____

Rev 2/18

Budget Adjustment

Purpose

To comply with State Statue 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget or when requesting funds from an area of the budget outside it's originally budgeted department. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee aproval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 11, 2022
 Department: Economic Development & Tourism
 Amount: \$11,955.65
 Budget Year Amended: 2022

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

Adjust the Economic Development & Tourism budget to include Southwest ITBEC funds. Southwest ITBEC dissolved in June 2022 with the remaining funds being returned to Monroe County as the only remaining member.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16702000	485100		Contribution Revenue	\$ -	\$ 11,955.65	\$ 11,955.65
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 11,955.65	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16700000	579100		Grants and Contributions	\$ -	\$ 11,955.65	\$ 11,955.65
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 11,955.65	

Department Head Approval: Tina S Osterberg Digitally signed by Tina S Osterberg
 DN: cn=Tina S Osterberg, o=Monroe County, ou,
 email=tina.osterberg@co.monroe.wi.us, c=US
 Date: 2022.07.29 13:33:44 -05'00'

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: August 2, 2022
 Department: Maintenance / Sheriff's Office
 Amount: \$9,200.00
 Budget Year Amended: 2022

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

Maintenance will pay the difference of \$9,200 to the Sheriff's Office for vehicle sales.
 Maintenance receives 2 Ford Sport Utility Vehicles and Sheriff's Office receives a Ford Van.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169	483000		Property Sales	\$ 6,000.00	\$ 9,200.00	\$ 15,200.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 9,200.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169	581100	SH815	Non-Laps Sheriff Vehicles	\$ 514,801.29	\$ 9,200.00	\$ 524,001.29
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 9,200.00	

Department Head Approval: _____

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: August 11, 2022
 Department: Jail
 Amount: \$1,880.00
 Budget Year Amended: 2022

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

SCAAP FY2020 awards were received July 2022, our fee for processing was more than the amount budgeted in 2022 for FY2022 SCAAP.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	432150		SCAAP	\$ 2,250.00	\$ 1,880.00	\$ 4,130.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,880.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579130		SCAAP Grant Exp	\$ 1,500.00	\$ 1,880.00	\$ 3,380.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,880.00	

Department Head Approval: _____

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: August 11, 2022
 Department: Jail
 Amount: \$60,000.00
 Budget Year Amended: 2022

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

Requesting and increase to the Jail Assessment Medical Expense line in the amount of \$60,000.00
due to the cost of hospitalizations and required specific medications for inmates.

Anticipate \$10,000 more in collections than budgeted and \$50,000 from Jail Assessment Fund Balance.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	462430		Jail Fees	\$ 60,000.00	\$ 10,000.00	\$ 70,000.00
82700000	493000		Fund Balance Applied	\$ 20,000.00	\$ 50,000.00	\$ 70,000.00
						\$ -
						\$ -
Total Adjustment					\$ 60,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	521158		Medical Expense	\$ 60,000.00	\$ 60,000.00	\$ 120,000.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 60,000.00	

Department Head Approval: _____

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: _____

RESOLUTION AMENDING DOG LICENSE FEES

WHEREAS, the Monroe County Sanitation, Planning & Zoning and Dog Control Committee met on July 18, 2022 to consider the increase in dog license taxes; and

WHEREAS, Wisconsin Statutes Chap. 174.05 authorizes an increase in dog license tax in various categories; and

WHEREAS, the Sanitation, Planning & Zoning and Dog Control Committee does recommend to the County Board that a change in the dog license tax be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ordain that the following fees be changed in the Monroe County Dog Control Dept. as follows:

Under Appendix A- Fee Schedule. The dog license tax shall be as follows:

Spayed:	\$15.00 increase from \$12.00
Neutered:	\$15.00 increase from \$12.00
Male:	\$30.00 increase from \$27.00
Female:	\$30.00 increase from \$27.00

NOW, THEREFORE, BE IT FURTHER RESOLVED that this change shall take effect on December 1, 2022.

Dated this 24th day of August, 2022

Offered by the Sanitation, Planning & Zoning, Dog Control Committee

Purpose: To offset the cost of the Dog Control Department. License fees were last increased in 2018.

Fiscal Note: Increase revenue. Will be budgeted in 2023.

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: _____ _____ _____
--

<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>
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RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN ADDITIONAL FULL-TIME BAILIFF WITHIN THE SHERIFF'S DEPARTMENT

WHEREAS, the Monroe County Public Safety and Justice Coordinating Committee and Administrative & Personnel Committee request the establishment of a full-time Bailiff position in the Sheriff Department effective October 30, 2022; and

WHEREAS, the current Justice Center Building security is contracted with Per Mar, this position would replace the need of the contract with an annual cost of \$105,194.70 for those services, and replace them with a full-time Monroe County employee; and

WHEREAS, the additional Bailiff position, coupled with operational changes within the court services division, would increase security within the justice center by putting a sworn, armed, law enforcement officer at the screening area during business hours; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors, that they do hereby authorize the establishment of a full-time Bailiff position in place of the current Per Mar contract in the Sheriff Department for the Monroe County Justice Center front entry security, effective October 30, 2022.

Dated this 24th day of August, 2022.

Offered by the Administrative & Personnel Committee.

Purpose: Approve creating a full-time Bailiff position to replace the Per Mar contract effective October 30, 2022.

Fiscal Note: The cost for salary and fringe benefits for a full-time Bailiff position would be \$93,302 annually, comparative to the Per Mar contract cost of \$105,194.70, offering a potential savings to Monroe County of \$11,892.70. The funding for this position would reallocate the funding designated for the Per Mar contract in 2023 to a full-time Bailiff within the Sheriff's Department and subsequent years going forward. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

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

Committee of Jurisdiction Forwarded on: August 9, 2022
5 Yes 0 No 0 Absent

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: [Signature]
[Signature] [Signature]
[Signature] [Signature]

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: 07/15/22	Department: Monroe County Sheriff's Office
Department Head Name: Sheriff Wes Revels	

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):

The current use of a contracted service for security at the front of the justice center could be improved greatly by the creation of one additional bailiff position. This additional position, coupled with operational changes within the court services division, would increase security within the justice center by putting a sworn, armed, law enforcement officer at the screening area during business hours. It would give greater control back to the county as it would be a county employee working in that capacity.

Lastly, it would also bring a cost savings to the county as the operational changes coupled with the new position would be less of an expense then the current security contract.

Suggested Title: Bailiff			
Personnel Director's Recommended Classification:		Grade: Union Contract	FLSA Class: Non-Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 10/01/2022

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$26.55	\$55,224	\$6,649	\$3,424	\$801	\$526	\$21,376	\$784	\$18

1. Where will the funds for this position come from?
 Elimination of PerMar contract

2. What equipment will need to be purchased for this position (desk, etc.)?
 Uniform/equipment
 a. Is office space presently available? Yes Where? Entry- Justice Center
 b. Estimated cost of needed equipment? \$500
 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? \$93,302
4. What is the annual cost of salary and fringes, thereafter? \$94,399

Supervisory Responsibility (if applicable):

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

None

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

List the position titles that will report to this position:

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

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	<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	

Job Title:	Bailiff	Department:	Sheriff
Location:	Monroe County Justice Center	FLSA Category:	Non-exempt
Immediate Supervisor:	Lieutenant, Chief Deputy and/or Sheriff	Salary Grade:	WPPA Contract
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under supervision of the Lieutenant, Chief Deputy and/or Sheriff, the Bailiff provides courtroom security through custody of inmates and control of courtroom activity.

Job Description

ROLE AND RESPONSIBILITIES

- Serves as court security when inmates are in court or if presence is otherwise requested
- Provides security for courthouse and offices
- Maintains public security and confidence in dealing with the public either in person or by phone
- Provides jail security through care, custody and control of inmates
- Assists with warrant apprehension when assigned
- Assists with EMP, Huber, OWI, and any other county supervised program or assignment
- Any other duties as assigned
- Prepares paperwork, forms, booking forms, information, reports
- Transports inmates to and from jail and secures state's witnesses to and from other jurisdictions
- Provides information for District Attorney, Clerk of Courts, other court related offices
- A more detailed listing of specific duties is available in the Sheriff's Office upon request

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid Wisconsin driver's license.
- The required hours of law enforcement training established by Law Enforcement Standards Board beyond high school graduation.
- Experience in law enforcement area preferred.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, climbing, bending, talking, hearing, keyboarding, handling, using near vision, judgment, lifting, carrying up to 40 pounds, exposed to potential for physical attack. Stoops, crawls, runs, grapples, bends, reaches, uses far vision, lifts, carries, pushes/pulls 100 pounds or more, is exposed to adverse environmental and atmospheric conditions.

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.

1 **RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2023 BUDGET**

2
3 **WHEREAS**, The County and the Ho-Chunk Nation have been good neighbors and desire the
4 spirit of cooperation to continue between the two governments; and

5
6 **WHEREAS**, on November 1, 1994, the United States Secretary of the Interior approved a
7 new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and

8
9 **WHEREAS**, the Ho-Chunk Nation is a federally recognized Indian Tribe, pursuant to the
10 Indian Reorganization Act of 1934; and

11
12 **WHEREAS**, the Nation is a sovereign government possessed of all sovereign powers and
13 rights thereto pertaining; and

14
15 **WHEREAS**, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants the Ho-
16 Chunk Nation Legislature the power to negotiate and enter into treaties, compacts, contracts, and
17 agreements with other governments, organizations, or individuals; and

18
19 **WHEREAS**, the Congress of the United States has enacted into law the *Indian Gaming*
20 *Regulatory Act*, (hereinafter "IGRA") P.L. 100-497, 25 U.S.C. §2701, et seq., which provides in part
21 that a tribal/state compact may be negotiated between a tribe and a state to set forth the rules,
22 regulations and conditions under which a tribe may conduct Class III gaming, as defined in the Act,
23 on Indian lands within a state permitting Class III gaming; and

24
25 **WHEREAS**, pursuant to IGRA, the Nation and the State of Wisconsin entered into a
26 Compact on June 11, 1992; and

27
28 **WHEREAS**, the Nation and State subsequently amended the Compact three times; and

29
30 **WHEREAS**, in relevant part the Third Amendment to the Compact with the State of
31 Wisconsin provides:

32 Payment to Counties. Commencing May 1, 2010, to make the Annual Payment, the Nation
33 shall deduct from its Annual Payment One Thousand Dollars (\$1,000.00) paid to each county for
34 every acre of land owned by the United States of America in trust for the Nation as of the effective
35 date of this Compact and the Second Amendment which is located within the county's jurisdiction;
36 and

37
38 **WHEREAS**, the effective date of the Compact and the Second Amendment was July 3,
39 2003; and

40
41 **WHEREAS**, Patricia Olby, Realty Officer of the Midwest Regional Office of the Bureau of
42 Indian affairs, sent a letter dated July 29, 2009 to Sheena Schoen, Department of Heritage
43 Preservation, Division of Natural Resources of the Ho-Chunk Nation. The July 29, 2009 letter from
44 Ms. Olby provides that pursuant to documents of record retained in the Bureau of Indian Affairs and
45 approved by the Secretary of Interior of the United States government had taken title to land on
46 behalf of the Ho-Chunk Nation geographically located within the borders of twelve Wisconsin
47 Counties as of July 3, 2003; and

48 **WHEREAS**, the Ho-Chunk Nation and the State of Wisconsin through the Wisconsin
49 Administrator of Gaming for the Department of Administration have agreed the amount and location
50 of acreage held in trust that qualifies for this credit is set out in the July 29, 2009 letter from Patricia
51 Olby, Realty Officer for the Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen,
52 Department of Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and
53

54 **WHEREAS**, the County was one of the twelve Wisconsin Counties that the United States
55 government had taken title to land geographically located within the borders of the County on behalf
56 of the Ho-Chunk Nation; and
57

58 **WHEREAS**, according to the Midwest Regional Office of the Bureau of Indian Affairs, as
59 of July 3, 2003 the Department of Interior had taken title to 52.5 acres of land in trust for the Ho-
60 Chunk Nation, which were located within the geographic boundaries of the County of Monroe; and
61

62 **WHEREAS**, pursuant to the terms of the Compact the Nation may provide \$52,500 to the
63 County and, if it makes this payment, the Nation beginning with its payment due on May 1, 2010
64 will receive a corresponding reduction in the amount that is owed by the Nation to the State; and
65

66 **WHEREAS**, pursuant to Wis. Stat. § 59.01, the County “is a body corporate, authorized to
67 sue and be sued,...to make such contracts and to do such other acts as are necessary and proper to
68 the exercise of the powers and privileges granted and the performance of the legal duties charged
69 upon it”; and
70

71 **WHEREAS**, in order to clarify the terms and conditions associated with the County’s receipt
72 of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter
73 into an Intergovernmental Agreement (“Agreement”); and
74

75 **WHEREAS**, that consistent with the terms of Monroe County Resolution
76 04-10-06 the Treasurer is authorized to accept money from the Nation pursuant to the Agreement
77 and to be used in a manner consistent with the Agreement; and
78

79 **WHEREAS**, that consistent with the terms of the Agreement upon the Nation providing the
80 payment, the County shall provide written notification to the State of Wisconsin of the amount of
81 any payment received in order to ensure that the State has the written notification no later than April
82 2nd; and
83

84 **WHEREAS**, the County may use the money for any purpose as determined by the County in
85 its sole discretion, except that the County cannot use any of the funds paid to it in a manner that
86 would diminish the Nation’s governmental jurisdiction or have an adverse financial impact on the
87 Nation; and
88

89 **WHEREAS**, consistent with the Agreement, the County shall report to the Nation by March
90 1 of each year of the Agreement, how it intends to use the money provided by the Nation and
91 explain, if applicable, how the County believes its proposed use of the money benefits either the Ho-
92 Chunk Nation or Ho-Chunk Nation Tribal Members.
93

94 **NOW, THEREFORE BE IT RESOLVED**, that for the fiscal year 2023 the County will use
95 the money provided by the Nation for the following purpose:

96 **Purpose:** To upgrade and replace Monroe County wireless access points to include configuration.
 97
 98 Offered by the Finance Committee this 24th day of August, 2022.
 99
 100 **Fiscal Note:** Will provide \$52,500 of non-levy funding for wireless upgrade and replacement in
 101 2023 fiscal year budget.
 102
 103 Drafted by: County Administrator, Tina Osterberg

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** 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 _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20231 2023 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

TREASURER	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 DEPT	COMMENT	
11520000 461900	OTH TREAS	-3,350.15	-3,000.00	-3,000.00	-1,145.76	-3,000.00	-3,000.00	No change
11520000 511000	SALARIES	172,680.68	182,708.00	183,124.00	98,087.41	183,124.00	.00	
11520000 511200	OVERTIME	22.50	600.00	600.00	.00	600.00	.00	
11520000 515005	RETIREMENT	11,481.49	11,878.00	11,905.00	6,336.25	11,905.00	.00	
11520000 515010	SOC SEC	10,707.66	11,370.00	11,396.00	6,081.44	11,396.00	.00	
11520000 515015	MEDICARE	2,504.03	2,661.00	2,667.00	1,422.25	2,667.00	.00	
11520000 515020	HLTH INS	42,737.68	42,754.00	42,754.00	24,938.76	42,754.00	.00	
11520000 515025	DENTAL INS	2,547.87	2,352.00	2,352.00	1,371.93	2,352.00	.00	
11520000 515030	LIFE INS	72.00	72.00	72.00	37.50	72.00	.00	
11520000 515040	WORK COMP	66.31	109.00	108.00	55.87	108.00	.00	
11520000 521405	BANK SERV	6,196.27	7,000.00	7,000.00	3,707.98	7,000.00	7,000.00	No change
11520000 522025	TELEPHONE	836.21	1,077.00	1,077.00	483.89	1,077.00	1,077.00	No change
11520000 531000	OFFIC SUPL	1,871.02	2,500.00	2,500.00	958.63	2,500.00	2,500.00	No change
11520000 531020	OFFIC ASR	4,577.95	5,750.00	5,750.00	558.74	5,750.00	8,000.00	Increase - paper cost up
11520000 531050	POSTAGE	3,320.98	5,500.00	5,500.00	3,799.79	5,500.00	6,000.00	Increase-postage cost increase
11520000 532000	BK/PUB/SUB	728.19	.00	.00	.00	.00	2,000.00	Increase - publish unclaimed funds
11520000 533010	CONF/SEM	959.50	1,364.00	1,364.00	320.00	1,364.00	2,418.00	Increase - WCCO conf/cost increases
11520000 533200	MILEAGE	393.12	526.00	526.00	.00	526.00	756.25	Increase
11520000 533210	MLG ASR	.00	500.00	500.00	.00	500.00	500.00	No change
11520000 553100	EQUIP SERV	5,895.42	7,290.00	7,290.00	2,458.04	7,290.00	7,900.00	Increase - cost increase
11520000 556000	REF TX CNT	13,675.64	13,000.00	13,000.00	.00	13,000.00	13,000.00	No change
11520000 556100	UNCOLL TAX	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	No change
11520000 599000	IT POOL	1,278.00	304.00	304.00	304.00	304.00	304.00	No change
TOTAL TREASURER		279,202.37	297,315.00	297,789.00	149,776.72	297,789.00	49,455.25	
TOTAL REVENUE		-3,350.15	-3,000.00	-3,000.00	-1,145.76	-3,000.00	-3,000.00	
TOTAL EXPENSE		282,552.52	300,315.00	300,789.00	150,922.48	300,789.00	52,455.25	
GRAND TOTAL		279,202.37	297,315.00	297,789.00	149,776.72	297,789.00	49,455.25	

** END OF REPORT - Generated by DEB CARNEY **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

VENDOR	QUANTITY	UNIT COST	2023 DEPT
TOTAL COVID-19 ROUTE TO RECOVERY GRA			.00
461900 OTHER REVENUE-GEN FND			
11520000 461900 -			-3,000.00 *
	1.00	3,000.00	-3,000.00
TOTAL OTHER REVENUE-GEN FND			-3,000.00
521405 BANKING SERVICES			
11520000 521405 -			7,000.00 *
BANK FEES - W/ POSITIVE PAY	1.00	7,000.00	7,000.00
TOTAL BANKING SERVICES			7,000.00
522025 TELEPHONE			
11520000 522025 -			1,077.00 *
(5) PHONE LINES @ \$0.25 EACH = \$1.25 / MONTH(1) LINE CHARGE @ \$0.75 / MONTH	12.00	2.00	24.00
(1) FAX LINE @ \$27.00 / MONTH	12.00	27.00	324.00
ANNUAL ESTIMATED LONG DISTANCE	1.00	222.00	222.00
(1) CELL PHONE \$42.25 / MONTH	12.00	42.25	507.00
TOTAL TELEPHONE			1,077.00
531000 OFFICE SUPPLIES			
11520000 531000 -			2,500.00 *
MISC OFFICE SUPPLIES	1.00	2,500.00	2,500.00
TOTAL OFFICE SUPPLIES			2,500.00
531020 OFFICE SUPPLIES-ASSESSORS			
11520000 531020 -			8,000.00 *
ASSESSMENT ROLL BINDERS & INDEXES	1.00	1,000.00	1,000.00 A
STATEMENT OF PERSONAL PROPERTY CARDS	1.00	500.00	500.00 A
LABELS FOR ASSESSORS	1.00	200.00	200.00 A
APPRAISAL CARDS FOR THE ASSESSORS	1.00	1,000.00	1,000.00 A
PRE-PRINTED AND PERFORATED TAX BILLS-PERSONAL PROPERTY	1.00	500.00	500.00 A
PRE-PRINTED AND PERFORATED TAX BILLS-REAL ESTATE	1.00	1,500.00	1,500.00 A
PRINTING DOG LICENSE FORMS AND CHANGE OF ADDRESS FORMS FOR TAX TIME WHICH INCLUDES COLORED PAPER	1.00	1,800.00	1,800.00 A

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER	VENDOR	QUANTITY	UNIT COST	2023	DEPT
REAL ESTATE & PERSONAL PROPERTY TAX ENVELOPES		1.00	1,500.00	1,500.00	A
TOTAL OFFICE SUPPLIES-ASSESSORS					8,000.00
531050 POSTAGE					
11520000 531050 -					
POSTAGE COST -DELINQUENT NOTICES AND NOTICE OF ISSUANCE OF TAX CERTIFICATE LETTERS, SECOND INSTALLMENT NOTICE POSTCARDS		1.00	6,000.00	6,000.00	* 6,000.00
TOTAL POSTAGE					6,000.00
532000 BOOKS/PUBLICAT/SUBSCRIPTIONS					
11520000 532000 -					
UNCLAIMED FUNDS FROM SHERRIFF'S OFFICE AND CLERK OF COURTS OFFICE THAT IS PUBLISHED EVERY ODD YEAR		1.00	2,000.00	2,000.00	* 2,000.00
TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS					2,000.00
533010 CONFERENCE/SEMINARS					
11520000 533010 -					
WRPL ANNUAL 2023 CONFERENCE IN SUPERIOR, WI ANNUAL DUES \$150.00 REGISTRATION \$150.00 HOTEL 3 NIGHTS X \$96.00 NIGHT = \$288.00 3 DINNERS X \$18.00 = \$54.00 REAL PROPERTY COORDINATOR		1.00	642.00	2,418.00	* 642.00 A
WCTA CONFERENCE IN JUNE 2023 IN EAU CLAIRE COUNTY ANNUAL DUES \$150.00 REGISTRATION \$150.00 HOTEL 3 NIGHTS X \$96.00 NIGHT = \$288.00 3 DINNERS X \$18.00 = \$54.00 COUNTY TREASURER		1.00	642.00	642.00	A
WCTA CONFERENCE IN OCTOBER 2023 AT OZAUKEE COUNTY REGISTRATION - \$150.00 HOTEL 3 NIGHTS X \$96.00 = \$288.00 3 DINNERS X \$18.00 = \$54.00 COUNTY TREASURER		1.00	492.00	492.00	A

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

VENDOR	QUANTITY	UNIT COST	2023 DEPT
WCCO CONFERENCE IN MARCH 2023 AT MADISON, WI ANNUAL DUES \$150.00 REGISTRATION \$150.00 HOTEL 3 NIGHTS X \$96.00 NIGHT = \$288.00 3 DINNERS X \$18.00 = \$54.00 COUNTY TREASURER	1.00	642.00	642.00

TOTAL CONFERENCE/SEMINARS 2,418.00

533200 MILEAGE

11520000 533200 -			756.25 *
EST 240 MILES X \$0.625 = 150.00	1.00	150.00	150.00
WCCO CONFERENCE IN MADISON, WI MARCH 2023COUNTY TREASURER			
EST 150 MILES X \$0.625 = 93.75	1.00	93.75	93.75 A
WCTA CONFERENCE IN EAU CLAIRE COUNTY JUNE 2023COUNTY TREASURER			
EST 420 MILES X \$0.625 = \$262.50	1.00	262.50	262.50 A
WCTA CONFERENCE IN OZAUKEE COUNTY, WI OCTOBER 2023COUNTY TREASURER			
EST 100 MILES @\$0.625 = \$62.50	2.00	62.50	125.00 A
SPRING DISTRICT MEETING REAL PROPERTY COORDINATOR			
EST 100 MILES @\$0.625 = \$62.50			
FALL DISTRICT MEETING REAL PROPERTY COORDINATOR			
EST 100 MILES @\$0.625 = \$62.50	2.00	62.50	125.00 A
SPRING DISTRICT MEETING COUNTY TREASURER			
EST 100 MILES @\$0.625 = \$62.50			
FALL DISTRICT MEETING COUNTY TREASURER			

TOTAL MILEAGE 756.25

533210 MILEAGE-ASSESSORS

11520000 533210 -			500.00 *
ESTIMATE BASED ON # OF MONROE COUNTY ASSESSORS THAT ATTEND THE ASSESSORS TRAINING IN EAU CLAIRE OR MADISON.	1.00	500.00	500.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR:
TREASURER

	VENDOR	QUANTITY	UNIT COST	2023 DEPT
TOTAL MILEAGE-ASSESSORS				500.00
553100	EQUIPMENT SERVICE CONTRACTS			
11520000	553100 -			7,900.00 *
	PRINT MANAGEMENT	1.00	4,700.00	4,700.00
	ANNUAL MAINTENANCECHECK FOLDER/SEALER	1.00	1,400.00	1,400.00
	ANNUAL MAINTENANCECURRENCY COUNTER	1.00	400.00	400.00
	ANNUAL MAINTENANCE	1.00	1,400.00	1,400.00
	FOLDER-TAX BILLS & PAPER			
TOTAL EQUIPMENT SERVICE CONTRACTS				7,900.00
556000	PROPERTY TAX PAYMENTS			
11520000	556000 -			13,000.00 *
	REFUNDED TAXES	1.00	13,000.00	13,000.00 A
TOTAL PROPERTY TAX PAYMENTS				13,000.00
556100	UNCOLLECTED PERSONAL PROP TAX			
11520000	556100 -			1,000.00 *
	UNCOLLECTED PERSONAL PROPERTY BY MUNICIPALITIES	1.00	1,000.00	1,000.00
TOTAL UNCOLLECTED PERSONAL PROP TAX				1,000.00
599000	TECHNOLOGY POOL			
11520000	599000 -			304.00 *
	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	304.00	304.00
TOTAL TECHNOLOGY POOL				304.00
TOTAL TREASURER				49,455.25
TOTAL REVENUE				-3,000.00
TOTAL EXPENSE				52,455.25
GRAND TOTAL				49,455.25

** END OF REPORT - Generated by DEB CARNEY **

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20231 2023 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

FINANCE DEPARTMENT	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 DEPT	COMMENT
11510000 435250 CDBG CLOSE	-4,683.33	.00	.00	.00	.00	.00	
11510000 461900 OTH FIN R	-60.00	-120.00	-120.00	-60.00	-120.00	-120.00	
11510000 474600 HS FEE	-418,556.72	-475,225.00	-475,225.00	-195,725.33	-475,225.00	-512,599.00	
11510000 474652 RH FEE	-239,652.67	-254,352.00	-254,352.00	-134,248.87	-254,352.00	-265,546.00	
11510000 511000 SALARIES	673,492.64	724,756.00	725,581.00	359,484.55	725,581.00	.00	
11510000 511200 OVERTIME	392.99	.00	.00	170.20	.00	.00	
11510000 515005 RETIREMENT	45,041.18	47,116.00	47,169.00	22,355.08	47,169.00	.00	
11510000 515010 SOC SEC	41,513.97	44,944.00	44,995.00	21,893.14	44,995.00	.00	
11510000 515015 MEDICARE	9,708.94	10,515.00	10,527.00	5,124.49	10,527.00	.00	
11510000 515020 HLTH INS	228,293.88	265,344.00	265,344.00	128,524.31	265,344.00	.00	
11510000 515025 DENTAL INS	9,885.84	10,192.00	10,192.00	4,834.42	10,192.00	.00	
11510000 515030 LIFE INS	228.00	252.00	252.00	112.50	252.00	.00	
11510000 515040 WORK COMP	260.36	421.00	420.00	205.05	420.00	.00	
11510000 515700 ED & TRAIN	.00	690.00	690.00	79.80	690.00	690.00	
11510000 522025 TELEPHONE	55.87	72.00	72.00	25.15	72.00	72.00	
11510000 531000 OFFIC SUPL	971.14	1,600.00	1,600.00	331.99	1,600.00	1,600.00	
11510000 531050 POSTAGE	-215.63	20.00	20.00	1.34	20.00	60.00	
11510000 532000 BK/PUB/SUB	288.10	610.00	610.00	140.53	610.00	200.00	
11510000 532500 DUES	50.00	50.00	50.00	50.00	50.00	50.00	
11510000 533010 CONF/SEM	705.00	6,291.00	6,291.00	4,217.79	6,291.00	9,720.00	
11510000 533200 MILEAGE	122.82	700.00	700.00	145.82	700.00	750.00	
11510000 553100 EQUIP SERV	1,988.08	1,800.00	1,800.00	925.50	1,800.00	1,800.00	
TOTAL FINANCE DEPARTMENT	349,830.46	385,676.00	386,616.00	218,587.46	386,616.00	-763,323.00	
11512000 521410 FINC AUDIT	36,850.00	34,750.00	34,750.00	34,780.00	34,750.00	49,550.00	
TOTAL FINANCIAL & AUDIT SERV	36,850.00	34,750.00	34,750.00	34,780.00	34,750.00	49,550.00	
11513000 521410 INDIR CST	5,450.00	5,450.00	5,450.00	.00	5,450.00	5,100.00	
TOTAL INDIRECT COST ALLOCATI	5,450.00	5,450.00	5,450.00	.00	5,450.00	5,100.00	
TOTAL REVENUE	-662,952.72	-729,697.00	-729,697.00	-330,034.20	-729,697.00	-778,265.00	
TOTAL EXPENSE	1,055,083.18	1,155,573.00	1,156,513.00	583,401.66	1,156,513.00	69,592.00	
GRAND TOTAL	392,130.46	425,876.00	426,816.00	253,367.46	426,816.00	-708,673.00	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 DEPT	
FINANCE DEPARTMENT						
11510000	461900 -					-120.00 *
	GARNISHMENT FEES		8.00	15.00		-120.00
11510000	474600 -					-512,599.00 *
	FINANCE DEPT STAFF AT HUMAN SERVICES		1.00	512,599.00		-512,599.00
11510000	474652 -					-265,546.00 *
	FINANCE DEPT STAFF AT ROLLING HILLS		1.00	265,546.00		-265,546.00
11510000	515700 -					690.00 *
	ANNUAL GFOA UPDATE		1.00	140.00		140.00
	2023 WGFOA GOVERNMENTAL ACCOUNTING WORKSHOP		1.00	400.00		400.00
	MISCELLANEOUS TRAINING		1.00	150.00		150.00
11510000	522025 -					72.00 *
	(5) PHONES @ \$1.25 / MONTH		12.00	6.00		72.00
	ESTIMATED LONG DISTANCE = \$4.75 / MONTH					
11510000	531000 -					1,600.00 *
	CHECK STOCK, W2'S, 1099'S, PAPER, MISCELLANEOUS OFFICE SUPPLIES		1.00	1,600.00		1,600.00
11510000	531050 -					60.00 *
	FOREVER STAMPS		1.00	60.00		60.00
11510000	532000 -					200.00 *
	GFOA PROFESSIONAL PUBLICATIONS		1.00	200.00		200.00
11510000	532500 -					50.00 *
	WGFOA		2.00	25.00		50.00
11510000	533010 -					9,720.00 *
	WGFOA CONFERENCES		3.00	110.00		330.00
	MUNIS USER CONFERENCE REGISTRATION		3.00	1,200.00		3,600.00
	SAN ANTONIO, TX MAY 7-10, 2023					
	WGFOA - HOTEL/MEALS/PARKING		3.00	235.00		705.00
	HOTEL/MEALS/TRANSPORTATION:		3.00	1,695.00		5,085.00
	MUNIS USER CONFERENCE					
	SAN ANTONIO, TX MAY 7-10, 2023					

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET				
ACCOUNTS FOR:				
FINANCE DEPARTMENT				
	VENDOR	QUANTITY	UNIT COST	2023 DEPT
11510000 533200 -				750.00 *
	MISC. MEETINGS & TRAINING	1.00	750.00	750.00
	1200 MILES @ 62.5 CENTS PER MILE			
11510000 553100 -				1,800.00 *
	PRINT MANAGEMENT (SPLIT 50/50 WITH PERSONNEL)	12.00	150.00	1,800.00
TOTAL FINANCE DEPARTMENT			-763,323.00	
11512000 521410 -				49,550.00 *
	ANNUAL AUDIT APPROVED PROPOSAL KERBER ROSE	1.00	45,500.00	45,500.00
	OTHER POST EMPLOYMENT BENEFITS ACTUARIAL STUDY - REQUIRED FOR AUDIT PURPOSES	1.00	4,050.00	4,050.00
TOTAL FINANCIAL & AUDIT SERVICES			49,550.00	
11513000 521410 -				5,100.00 *
	ANNUAL INDIRECT COST AUDIT - DSN	1.00	5,100.00	5,100.00
TOTAL INDIRECT COST ALLOCATION PLAN				5,100.00
TOTAL REVENUE				-778,265.00
TOTAL EXPENSE				69,592.00
GRAND TOTAL				-708,673.00

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20231 2023 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2021	2022	2022	2022	2022	2023	
DEBT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
38000000	411100	PROP TX	.00	.00	.00	.00	.00	-2,261,689.00	
38000000	462400	BRD OF INM	-205,863.04	.00	.00	-45,615.82	.00	-80,000.00	
38000000	481000	INT ON INV	-1,675.93	.00	.00	-3,740.69	.00	.00	
38000000	491100	PROC BOND	-4,705,511.88	.00	.00	.00	.00	.00	
38000000	493000	FND BAL AP	.00	-7,012,646.00	-7,012,646.00	.00	-7,012,646.00	-131,682.00	
38000000	569100	DBT ISS EX	38,164.65	.00	.00	.00	.00	.00	
TOTAL DEBT			-4,874,886.20	-7,012,646.00	-7,012,646.00	-49,356.51	-7,012,646.00	-2,473,371.00	
38102100	561000	JC PRIN	1,755,000.00	6,465,000.00	6,465,000.00	6,465,000.00	6,465,000.00	2,005,000.00	
TOTAL JUSTICE CENTER BOND-PR			1,755,000.00	6,465,000.00	6,465,000.00	6,465,000.00	6,465,000.00	2,005,000.00	
38102600	561000	RADIO PRIN	180,000.00	185,000.00	185,000.00	185,000.00	185,000.00	190,000.00	
TOTAL RADIO SYSTEM BOND-PRIN			180,000.00	185,000.00	185,000.00	185,000.00	185,000.00	190,000.00	
38292100	562000	JC INT	379,432.50	346,321.00	346,321.00	203,241.25	346,321.00	266,033.00	
38292100	569250	JC CRG	1,335.00	1,335.00	1,335.00	197.92	1,335.00	1,335.00	
TOTAL JUSTICE CENTER BOND-IN			380,767.50	347,656.00	347,656.00	203,439.17	347,656.00	267,368.00	
38292600	562000	RADIO INT	18,550.00	14,900.00	14,900.00	8,375.00	14,900.00	10,913.00	
38292600	569250	RADIO SERV	90.00	90.00	90.00	.00	90.00	90.00	
TOTAL RADIO SYSTEM BOND-INTE			18,640.00	14,990.00	14,990.00	8,375.00	14,990.00	11,003.00	
TOTAL REVENUE			-4,913,050.85	-7,012,646.00	-7,012,646.00	-49,356.51	-7,012,646.00	-2,473,371.00	
TOTAL EXPENSE			2,372,572.15	7,012,646.00	7,012,646.00	6,861,814.17	7,012,646.00	2,473,371.00	
GRAND TOTAL			-2,540,478.70	.00	.00	6,812,457.66	.00	.00	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2023 DEPT
38000000	411100 -				-2,261,689.00 *
	PROPERTY TAX LEVY FOR BOND PAYMENTS		1.00	2,261,689.00	-2,261,689.00
38000000	462400 -				-80,000.00 *
	CURRENT YEAR REVENUE FROM BOARDNG OF STATE INMATES		1.00	80,000.00	-80,000.00
38000000	493000 -				-131,682.00 *
	UNAPPLIED FUND BALANCE		1.00	56,682.00	-56,682.00
	APPLYING PRIOR YEAR FUNDS FROM BOARDING OF STATE INMATES		1.00	75,000.00	-75,000.00
TOTAL DEBT					-2,473,371.00
38102100	561000 -				2,005,000.00 *
	2013 BOND PAYMENT-REFINANCE		1.00	1,500,000.00	1,500,000.00
	2014 BOND PAYMENT		1.00	445,000.00	445,000.00
	2015 BOND PAYMENT		1.00	60,000.00	60,000.00
TOTAL JUSTICE CENTER BOND-PRINCIPAL					2,005,000.00
38102600	561000 -				190,000.00 *
	2015 BOND PAYMENT		1.00	190,000.00	190,000.00
TOTAL RADIO SYSTEM BOND-PRINCIPAL					190,000.00
38292100	562000 -				266,033.00 *
	2013 BOND MARCH & SEPTEMBER INTEREST PAYMENTS ON REFINANCED BOND. SAVINGS OF \$33,363 FOR 2023 BY REFINANCING		1.00	73,700.00	73,700.00
	2014 BOND MARCH & SEPTEMBER INTEREST PAYMENTS		1.00	20,850.00	20,850.00
	2015 BOND MARCH & SEPTEMBER INTEREST PAYMENTS		1.00	171,483.00	171,483.00
38292100	569250 -				1,335.00 *
	2013 BOND ANNUAL SERVICE CHARGE		1.00	475.00	475.00
	2014 BOND ANNUAL SERVICE CHARGE		1.00	475.00	475.00
	2015 JUSTICE CENTER BOND PORTION OF ANNUAL SERVICE CHARGE		1.00	385.00	385.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20231 2023 ANNUAL BUDGET					
ACCOUNTS FOR:					
JUSTICE CENTER BOND-INTEREST	VENDOR	QUANTITY	UNIT COST	2023	DEPT
TOTAL JUSTICE CENTER BOND-INTEREST			267,368.00		
38292600 562000 -	2015 BOND INTEREST	1.00	10,913.00	10,913.00 *	
				10,913.00	
38292600 569250 -	2015 BOND SERVICE CHARGE	1.00	90.00	90.00 *	
				90.00	
TOTAL RADIO SYSTEM BOND-INTEREST				11,003.00	
TOTAL REVENUE				-2,473,371.00	
TOTAL EXPENSE				2,473,371.00	
GRAND TOTAL				.00	

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MONROE COUNTY CELL PHONE POLICY

ISSUANCE OF COUNTY CELL PHONES

Monroe County recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, Monroe County will provide cell phones to select employees as a working condition fringe benefit. Monroe County will include language in employment contracts, job descriptions, and personnel manuals documenting the business reasons for providing employee with cell phones. Employee will be required to sign a cell phone agreement acknowledging that the cell phone shall be used for legitimate County related business purposes. Employee also agrees to take reasonable precautions to protect the cell phone from damage, loss or theft by storing it in a secure location. While County issued cell phones are intended for County related business use, Monroe County recognizes that occasional personal use may occur. Monroe County employees should make every effort to keep personal use of company cell phones to a minimum.

CELL PHONE USE

Employees are prohibited from using a personal or County provided handheld cellular phone or other electronic device (including answering, talking, listening, dialing, texting, data entry, or otherwise manipulating the controls of the device) while driving a County-owned vehicle or a personal vehicle on County business due to safety concerns (unless responding to a life threatening/emergency situation or necessary law enforcement). Instead, employees should legally and safely park the vehicle to make or receive calls. If an employee is unable to pull over or stop before receiving a call/message, they should return the call later when they are able to find a safe and legal spot to park their vehicle. Employees may use a hands-free or voice-operated device if the driver does not use his or her hands to operate the device, except to activate or deactivate a feature or function of the device by touching a single button for increased safety. Employees should keep the conversation brief, and immediately locate a legal and safe area to park their vehicle to complete the call/message.

CELL PHONE PLANS

All County issued cell phones are to be acquired through Administration Department with the preapproved vendor. Exceptions to this policy may be made. Any exceptions must be approved by Administration. Administration Department will monitor usage and recommend adjustments to terms as needed to ensure that the appropriate plans are efficient for the needs of said position. Cell Phone plan and subsequent changes will be approved by the Department Head.

PERSONAL CELL PHONES

Each department may restrict the carrying or use of cell phones by staff as deemed appropriate for the department working conditions in the judgment of the Department Head with advance notice to staff. Carrying or use of personal cell phones on Monroe county premises is a privilege for employees who are expected to abide by this policy regarding cell phone use. Employees of Monroe County are asked to minimize the use of personal cell phones in the workplace. Violations of this policy may result in revocation of the permission to carry a cell phone on county premises in addition to discipline depending on the violation.

PICTURE DEVICES

Use of device, whether County or Personal must be in compliance with the County Code of Ethics and respectful of client and staff privacy rights. Generally, photographs should not be taken contrary to a person's wishes, nor where a client or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the device in addition to discipline.

REVOCAION OF COUNTY CELL PHONES OR DEVICES

Failure to comply with any of these policies associated with the use of Monroe County's cell phones shall be subject to possible revocation of cell phone privileges. The Administration Department with approval of the Department Head, shall determine whether cell phones are to be revoked.