

# MONROE COUNTY BOARD OF SUPERVISORS



## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Highway Dept.  
803 Washington Street  
Sparta, WI 54656  
**DATE:** Thursday, February 14, 2019

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Minutes approval January 9, 2019 and January 16, 2019
3. Public Comment
4. Request for Line Item Transfer(s) – Discussion/Action
  - a. Medical Examiner
  - b. Justice Department
  - c. Human Services
  - d. Sheriff's Department
  - e. Jail
  - f. Personnel
5. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Land Conservation
  - b. Health Department – WIC
  - c. Dispatch
  - d. Jail(3)
  - e. Information Systems(2)
  - f. Treasurer
  - g. Capital Outlay (Data Processing)
6. Fiscal Note Approval – Discussion/Action
  - a. Resolution Regarding Section 404 Hazard Mitigation Grant
7. Process of Filling the County Treasurer Position Midterm – Discussion/Action
8. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – To discuss the process of filling the County Treasurer with specific employees and review of their files.
9. 2018 Flood Damage and Funding – Discussion/Action
10. Purchase of Land Conservation Building – Discussion/Action
11. Solid Waste Leachate Project Loan Update
12. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
  - c. General Fee Schedule – Discussion/Action

**FINANCE MEETING  
February 14, 2019 Agenda**

13. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. Updated Credit Card Listing
  - d. MUNIS Program Discussion
  - e. Finance Director Position Update - Discussion
14. County Board Lawsuit Costs
15. CDBG - Economic Development Revolving Loan Fund Close/Committee Make-Up
16. 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
17. Items for next month's agenda
18. Next Meeting Date/Time – Discussion
19. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: February 8, 2019

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 Joint with the Revolving Loan Fund  
January 9, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Douglas Path, Mark Halverson, Jim Bialecki, Andrew Kaftan, John Daines, Mark Sund

Ex-Officio: Tina Osterberg, Greg Flogstad

Absent: Roger Gorius, Harold Lietzau, Keith Kenyon

Others: Ellie Bradford, David J. Pawlisch, Jennifer Lydon, James Kuhn

- The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler
- CDBG, Economic Development Revolving Loan Fund Close - David Paulisch, Bureau Director from the Department of Administration Division of Energy, Housing and Community was present to provide insight and answer questions regarding the CDBG Close. Tina Osterberg, Finance Director provided members with the current Revolving Loan Fund summary. Monroe County has loan funds out in the amount of \$260,135.68; \$622,695.12 remains in the bank and the county has \$33,267.50 in interest payments. Funding returned to the state will be allowed to be used by communities for any eligible CDBG project. Projects must meet a national objective, low and moderate income, slum and blight. Current municipalities that are low to moderate income are the Town of Jefferson, Town of Scott, Village of Melvina, Village of Norwalk and Village of Oakdale. The County has two years from February 1<sup>st</sup>, 2019 to determine how to move forward. The committee will need to come up with a recommendation and forward to the full board. Several projects discussed were road infrastructure, dams, upgrade of nursing home.

Current economic funds are also held in the following Municipalities: City of Sparta, City of Tomah and the Village of Kendall.

- Adjournment – Motion by Pete Peterson second by Mark Halverson to adjourn at 9:36 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

Finance Committee  
January 16, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger; Douglas Path, Mark Halverson  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Diane Erickson, Sharon Folcey, Randy Williams, Mary Von Ruden, Mark Jerdee, Eric Weihe, Garry Spohn, Wes Revels, Sharon Nelson, Bob Micheel

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

- Next meeting date – February 14, 2019 at the Monroe County Highway Department at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 12/18/18 minutes. Carried 5-0.
- Public Comment – None.
- Credit Card Approvals –
  - a. Human Services – Diane Erickson explained the request for credit card increases for the CFS Supervisor to \$5,000.00 and Social Worker increase to \$2,500.00; new credit cards in the amount of \$1,000.00 each for the Clinical Administrator and two social workers. Motion by Pete Peterson second by Wallace Habhegger to approve credit card increases and new credit cards as requested. Discussion. Carried 5-0.
  - b. Sheriff's Office - Motion by Douglas Path second by Wallace Habhegger to approve credit cards. Wes Revels explained the credit card request for the Sheriff and new Deputy both in the amount of \$1,000.00. Carried 5-0.
- Line Item Transfer –
  - a. Health Department – Sharon Nelson explained the 2018 line item transfer in the amount of \$2,290.00 for Hepatitis B Immunizations. Motion by Pete Peterson second by Douglas Path to approve the line item transfer. Discussion. Carried 5-0.
  - b. Sheriff's Office – Wes Revels explained the 2018 line item transfer in the amount of \$43,000.00 for patrol overtime. Motion by Wallace Habhegger second by Douglas Path to approve the line item transfer. Discussion. Carried 5-0.
- Budget Adjustments -
  - a. Dispatch – Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Randy Williams explained the 2018 budget adjustment in the amount of \$62,602.25 to roll the Zuercher next generation 911 project into 2019. Carried 5-0.
  - b. Justice Programs – Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Eric Weihe explained the 2019 budget adjustment in the amount of \$12,000.00 OWI Court grant. Carried 5-0.
  - c. Human Services – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Diane Erickson explained the 2018 budget adjustment in the amount of \$412,323.00 for revenue received for the Comprehensive Community Support program and revenue and expense for the Children's Long Term Support program. Discussion. Carried 5-0.
  - d. Maintenance – Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Garry Spohn explained the 2019 budget adjustment in the amount of \$13,722.96 to roll 2018 funds for the 206 South K Street remodel into 2019. Garry noted that the amount to roll forward had decreased by \$100.92 since committee approval on 01/09/19. Carried 5-0. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Garry Spohn explained 2018 budget adjustment in the amount of \$73,806.03 to roll Justice Center repair funds into 2019. Carried 5-0.
  - e. County Clerk Elections– Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Shelley Bohl explained the 2018 budget adjustment in the amount of \$13,590.00 for election overages. Carried 5-0.

- f. Workman's Compensation – Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Tina Osterberg explained the 2018 budget adjustment in the amount of \$43,360.79 for workers compensation claims. Carried 5-0.
- Resolution Denying Claim of Peter and Brittney Nestingen – This resolution was pulled from the agenda.
- Solid Waste Repurpose of Funds – Motion by Mark Halverson second by Pete Peterson to approve repurpose of funds. Tina Osterberg explained the 2018 repurpose of funds in the amount of \$48,000.00 for further developments in the feasibility study for the new landfill. Discussion. Carried 5-0.
- Treasurer
  - a. Annette Erickson provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
- Finance
  - a. Tina Osterberg provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
  - c. Other Post-Employment Benefits Actuarial Study Valuation Fee – Tina Osterberg explained that Post-Employment Benefits is in its 3<sup>rd</sup> year and will require approval from the committee. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve post-employment benefit actuarial study in 2019. Carried 5-0
- Purchase of Land Conservation Building – Jim Bialecki explained purchase of a commercial building located at 820 Industrial Drive, Sparta. Bob Micheel provided members with the building footprint and considerations regarding the building. Tina Osterberg provided members with estimated revenues and expenses. Discussion. This information will be provided to supervisors at the January board meeting.
- CDBG, Economic Development Revolving Loan Fund Close – Chair Cedric Schnitzler explained that we need to determine which committee moving forward will take up the Economic Development Revolving Loan Fund close. Discussion. This item will be revisited next month.
- Budget Adjustment/Re-Purpose of Funds Threshold – Tina Osterberg explained when the budget is adjusted, by state statue it needs to go to the full board for approval.
- Committed/Restricted Funds – Tina Osterberg explained that the MM Haney Fund was created to disseminate information for educational purposes and that we can only use interest. The Forestry Maintenance Land Acquisition, Angelo Wayside Improvement and Justice funds were also discussed. Sheriff Wes Revels suggested that there may be a way to close funds through the court process. Discussion. It was suggested that the committee be aware of the make-up of the funds and therefore could determine suggested use of funds.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
  - b. Monthly County Disbursement Journal – Motion by Mark Halverson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – County Board Lawsuit Costs, Updated Credit Card Listing, Solid Waste Leachate Project Loan Update, MUNIS Program Update, Medical Examiner Line Item Transfer, Purchase of Land Conservation Building, CDBG-Economic Development Revolving Loan Fund Close/Committee Make-Up.

- Adjournment – Motion by Wallace Habegger second by Mark Halverson to adjourn at 11:31 a.m.  
Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 4-Feb-19  
**Department:** Medical Examiner  
**Amount:** \$1,419.38  
**Budget Year Amended:** 2018

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
521165			Autopsies & Pathology	\$ 51,778.00	\$ 1,419.38	\$ 28,100.00	\$ 50,358.62
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 1,419.38</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
511000			Salaries	\$ 75,214.00	\$ 1,419.38	\$ 76,923.95	\$ 76,633.38
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 1,419.38</b>		

**Explanation for Transfer:**

Roll up code for salaries and benefits over by \$1,419.38

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Department Head Approval

*Robert Smith*

Governing Committee Approval

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**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:** 2/6/2019  
**Department:** Justice  
**Amount:** \$ 11,000.00  
**Budget Year Amended:** 2018

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	521210	J8000	DRUG TEST - LAB	\$ 15,907.74	\$ 11,000.00	\$ 72,322.09	\$ 4,907.74
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 11,000.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	515020		HEALTH INSURANCE	\$ (6,957.42)	\$ 10,000.00	\$ 63,488.42	\$ 3,042.58
12950000	515025		DENTAL INSURANCE	\$ (231.86)	\$ 1,000.00	\$ 2,927.86	\$ 768.14
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 11,000.00</b>		

**Explanation for Transfer:** I HAVE UNUSED MONEY THAT IS AVAILABLE TO COVER THE OVERAGES IN HEALTH INSURANCE AND DENTAL INSURANCE.

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Department Head Approval

Eric Wette 2-6-19

Governing Committee Approval

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**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

Office Use Only

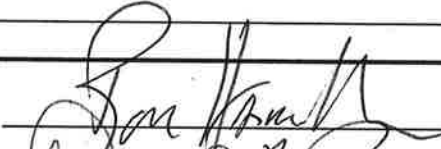
Department: Human Services  
 Budget Year Amended: 2018

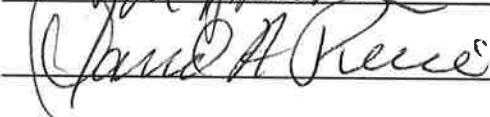
No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
<b>From Account</b>	24910520.525005.HS347	CONT PROVIDER CLINICARE (HS600)	\$ 50,000.00	\$ 200,000.00	\$ 150,000.00
	24910520.511000	CH SALARIES (HS100)	\$ 19,000.00	\$ 453,891.00	\$ 434,891.00
	24910520.511200	CH OVERTIME (HS100)	\$ 10,147.00	\$ 10,147.00	\$ -
	24910520.515020	CH HEALTH INSURANCE (HS100)	\$ 8,500.00	\$ 65,659.00	\$ 57,159.00
	24950560.511000	AD SALARIES (HS100)	\$ 25,000.00	\$ 248,885.00	\$ 223,885.00
	24950560.515020	AD HEALTH INSURANCE (HS100)	\$ 15,000.00	\$ 58,462.00	\$ 43,462.00
			\$ -		\$ -
	<b>Total Transfer</b>		<b>\$ 127,647.00</b>		

<b>To Account</b>	24910510.527105.HS215	CH SERVICES (HS613)	\$ 87,647.00	\$ 140,000.00	\$ 227,647.00
	24930550.525005.HS460	CLINICAL (HS613)	\$ 40,000.00	\$ 195,000.00	\$ 235,000.00
	<b>Total Transfer</b>		<b>\$ 127,647.00</b>		

<b>Explanation for Transfer:</b>
Reallocate budgeted amount for actual expense.

Department Head Approval  2-5-2019

Governing Committee Approval  2-5-2019

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : \_\_\_\_\_ Date

**If > \$500:**

Send to County Clerk's Office

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 2/4/2019  
**Department:** Jail  
**Amount:** \$ 750.00  
**Budget Year Amended:** 2018

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12700000	515700		Jail Admin-Employee Ed & Train	\$ 3,450.00	\$ 750.00	\$ 1,247.99	\$ 2,700.00
<b>Total Transfer</b>					<b>\$ 750.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12700000	511000		Jail Admin - Salaries	\$ 126,327.00	\$ 750.00	\$ 126,738.44	\$ 127,077.00
<b>Total Transfer</b>					<b>\$ 750.00</b>		\$ -

<b>Explanation for Transfer:</b>	Due to extended use of an interpreter in 2018 the Jail Admin salaries are over budget.

Department Head Approval

*W. [Signature]*

Governing Committee Approval

\_\_\_\_\_

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 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

Office Use Only

Department: Personnel  
 Budget Year Amended: 2018

No. _____
Date: _____

**From Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
11431000-515700	Education & Training	\$ 7,496.00	\$ 12.00	\$ 5,355.00	\$ 7,484.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 12.00</b>		

**To Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
11430000-511000	Salaries	\$ 138,666.00	\$ 12.00	\$ 139,681.29	\$ 138,678.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 12.00</b>		

**Explanation for Transfer:**

Due to large payout for retirement of previous Personnel Director our rollup code containing Salaries went over by \$12.00

Our Training line item had left over funds due to post-poning our training from year end into Spring 2019.

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

Governing Committee Approval \_\_\_\_\_

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 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

Date

Revised 02/20/2014

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 23, 2019  
 Department: Land Conservation  
 Amount: \$87,426.38  
 Budget Year Amended: 2018

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

A large percentage of conservation practices planned in 2018 were delayed due to weather conditions. 2018 projects have been re-scheduled for 2019 construction.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	579100		GRANT EXPENSE-SWRM	\$ 120,750.00	\$ (87,426.38)	\$ 33,323.62
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ (87,426.38)	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16943000	435800		STATE COST SHARE PROGRAM	\$ (120,750.00)	\$ 87,426.38	\$ (33,323.62)
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 87,426.38	

Department Head Approval: Bob Michel 2/7/19

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: February 5, 2019  
 Department: Health Department - WIC  
 Amount: \$2,000.00  
 Budget Year Amended: 2019

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

The Center for Communicable Disease and Prevention recommends that all children 12 mos and 24 mos and those between the ages of 36 and 72 months have a blood lead screening. Lead poisoning causes serious physical/intellect and behavioral harm to children if exposed to lead based paint, which is the primary source of lead exposure in a child's environment. Lead-based paint is a problem in Monroe County due to the high prevalence of old housing. The health dept screens these children with a Lead Care II Analyzer, which has started to malfunction. With grant funding from Walmart we were able to purchase a new lead analyzer to identify elevated lead levels in one of our most vulnerable populations.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 485000	WIC Grants	\$ -	\$ 2,000.00	\$ 2,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 534250	Medical Supplies	\$ 3,337.00	\$ 2,000.00	\$ 5,337.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

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

Date Approved by Committee of Jurisdiction: 2/5/2019  
David H. Preece 2-5-19

*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: February 6, 2019  
 Department: DISPATCH  
 Amount: \$1,818.82  
 Budget Year Amended: 2019

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

TRAVEL EXPENSES FOR THE NG 911 PROJECT THAT OCCURRED IN DECEMBER 2018  
WERE RECEIVED IN FEBRUARY 2019, AFTER FUNDS HAD ALREADY BEEN TRANSFERRED  
FROM 2018 TO 2019. FUNDS NOW NEED TO BE TRANSFERRED BACK TO THE 2018  
BUDGET TO COVER THESE EXPENSES.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71490000	493000		IT POOL FUNDS APPLIED	\$ -	\$ 1,818.82	\$ 1,818.82
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,818.82	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71490000	599000		TECHNOLOGY POOL	\$ 125,419.00	\$ 1,818.82	\$ 127,237.82
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,818.82	

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: February 4, 2019  
 Department: Jail  
 Amount: \$1,375.00  
 Budget Year Amended: 2019

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


Cost for Zuercher to setup interface with Live Scan software that was not included in the original quote for the public safety software upgrade. This adjustment will use funds from the SCAAP (State Criminal Alien Asssitance Program) grant revenues.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	432150		SCAAP Grant Revenues	\$ 4,000.00	\$ 1,375.00	\$ 5,375.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,375.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579130		SCAAP Grant Expense	\$ 1,000.00	\$ 1,375.00	\$ 2,375.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,375.00	

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: February 4, 2019  
 Department: Jail  
 Amount: \$3,995.95  
 Budget Year Amended: 2019

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

Remaining Jail ES Sanction funds rolled forward to purchase 4 patrol scan wonds and 1 WRAP restraint device.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12710110	462400		Board of Prisoners	\$ 26,280.00	\$ 3,995.95	\$ 30,275.95
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,995.95	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	534270		Jail Supplies	\$ 48,645.00	\$ 3,995.95	\$ 52,640.95
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,995.95	

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: February 4, 2019  
 Department: Jail  
 Amount: \$4,565.00  
 Budget Year Amended: 2019

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


Cost for Zuercher to setup interface with Live Scan software that was not included in the original quote for the public safety software upgrade. This adjustment will use funds from the SCAAP (State Criminal Alien Asssitance Program) grant revenues.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	432150		SCAAP Grant Revenues	\$ 4,000.00	\$ 4,565.00	\$ 8,565.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,565.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579130		SCAAP Grant Expense	\$ 1,000.00	\$ 4,565.00	\$ 5,565.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,565.00	

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: February 4, 2019  
 Department: Information Systems  
 Amount: \$8,150.00  
 Budget Year Amended: 2019

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

This budget adjustment is to roll forward unused 2018 Information Systems conference/seminar funds from 2018 to 2019. With the extensive amount of work in the courthouse and other areas of the county in 2018 staff was not able to take time for training.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	493000		Info Syst-Fund Balance Appld	\$ -	\$ 8,150.00	\$ 8,150.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,150.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	533010		Info System-Conf/Seminars	\$ 8,150.00	\$ 8,150.00	\$ 16,300.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,150.00	

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: January 29, 2019  
 Department: Information Systems  
 Amount: \$18,022.10  
 Budget Year Amended: 2019

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

This budget adjustment is to carry over the remaining MyEvolv funds from 2018 to 2019 for the completion of the Human Service financial software implementation project. In 2017 & 2018 \$185,919.90 of the original \$243,942 in MyEvolv implementation funds were invoiced. An additional \$40,000 was repurposed to cover a portion of the 2019 Axon in squad car project in October.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 158,355.00	\$ 18,022.10	\$ 176,377.10
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 18,022.10	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv.	\$ 29,751.00	\$ 18,022.10	\$ 47,773.10
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 18,022.10	

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: February 14, 2019  
 Department: Treasurer  
 Amount: \$1,010.00  
 Budget Year Amended: 2019

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

Per Statute 59.66 Unclaimed funds are to be published in the Tomah and Sparta papers. When I was preparing the 2019 budget I forgot to budget for this publication. It is only published on odd numbered years so I need money to cover this publication cost.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$ 166,181.00	\$ (1,010.00)	\$ 165,171.00
11520000 556000	Refunded Taxes	\$ -	\$ 1,010.00	\$ 1,010.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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: January 29, 2019  
 Department: Capital Outlay (Data Processing)  
 Amount: \$26,895.31  
 Budget Year Amended: 2019

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


This budget adjustment is to carry over the remaining Capital Outlay funds from 2018 to 2019 for continued work on the Highway portion of the financial software implementation project.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		General Fund Balance Appli	\$ 2,898.00	\$ 26,895.31	\$ 29,793.31
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 26,895.31	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151	581000		Capital Outlay-Data Process	\$ -	\$ 26,895.31	\$ 26,895.31
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 26,895.31	

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 NO. \_\_\_\_\_

RESOLUTION REGARDING SECTION 404 HAZARD MITIGATION GRANT

WHEREAS, Monroe County was part of the Federal Disaster Declaration # FEMA-4402-DR-WI area declared on October 18, 2018 as a result of the flooding in that occurred in 2018; and

WHEREAS, Federal and State laws and regulations and Ch. 50 of the Monroe County Code require private property, damaged beyond 50%, to be removed from the floodplain, and

WHEREAS, The Federal Emergency Management Agency (FEMA) has is offering a Hazard Mitigation Grant Program (HMGP) to fund buyout of properties damaged by the flood disaster; and

WHEREAS, The parameters of the Grant require the County to match 12.5% of the total grant amount and the Grant application requires a signed letter on County letterhead that Monroe County will meet the required local match of 12.5% of the overall projects costs.

NOW, THEREFORE, BE IT RESOVED by the Monroe County Board of Supervisors that he County Board Chair and County Clerk shall provide the signed letter for the application for the HMGP stating the County will commit to the local match.

Dated this 27<sup>th</sup> day of February, 2019.

OFFERED BY THE SANITATION, PLANNING & ZONING, DOG CONTROL COMMITTEE:

Fiscal note: Indirect costs of making application to the program.

Statement of purpose: To prevent future disaster damages and risk to human life by acquiring flood prone properties, removing the structures and creating green space in floodplains.

Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	Committee of Jurisdiction Forwarded on: <u>01-21</u> , 20 <u>19</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent
Approved as to form:  Andrew C. Kaftan, Corporation Counsel	Committee Chair: <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u>
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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>