

# MONROE COUNTY BOARD OF SUPERVISORS



## NOTICE OF MEETING

**COMMITTEE: FINANCE MEETING**

**TIME: 9:00 a.m.**

**PLACE: Justice Center  
Monroe County Board Assembly Room  
(South Side/Oak Street Entrance)  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656**

**DATE: Wednesday, July 17, 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. Next Meeting Date/Time – Discussion/Action
3. Minutes approval June 19, 2019
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
  - a. Human Services
  - b. Sheriff's Office
6. Notice of Re-Purpose of Funds – Discussion/Action
  - a. Sheriff's Office
7. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Sheriff's Office(2)
  - b. Human Services
  - c. Land Records
  - d. Highway
  - e. Libraries
8. Fiscal Note on Resolutions(s) – Discussion/Action
  - a. Resolution Authorizing the Establishment of a Patrol Officer Position in the Monroe County Sheriff's Department in 2020
  - b. Resolution Creating a Monroe County 2020 Census Complete Count Committee
9. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
10. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
11. Revolving Loan Fund Close – Discussion/Action

**FINANCE MEETING  
July 17, 2019 Agenda**

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

Cedric Schnitzler, Committee Chair  
Date notices mailed: July 10, 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  
June 19, 2019

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path  
Others: Tina Osterberg, Diane Erickson, Garry Spohn, Debra Carney, Jarrod Roll, Rob Conroy, Jeremiah Erickson, Ron Hamilton, Eric Weihe, Bob Micheel, Andrew Kaftan

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 – July 8 Special Meeting and July 17, 2019 Regular Meeting at the Monroe County Assembly Room at 9:00 a.m.

Future Dates to remember:

|              |                             |
|--------------|-----------------------------|
| September 12 | Regular Meeting             |
| October 7    | Budget Publication Approval |
| October 16   | Regular Meeting             |
| October 21   | Budget Meeting              |
| October 22   | Budget Meeting              |
| November 6   | Annual Board Meeting        |

- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 05/15/19 minutes. Carried 5-0.
- Public Comment – None.
- Maintenance Re-Purpose of Funds – Motion by Pete Peterson second by Douglas Path to approve Re-Purpose of funds. Tina Osterberg explained the 2019 re-purpose of funds in the amount of \$1,525.00 for wiring in the Extension building. Discussion. Carried 5-0.

Pete Peterson left the meeting briefly at 9:11 a.m.

- Credit Card Approvals –
  - a. Sheriff Department – Motion by Douglas Path second by Wallace Habegger to approve credit card request. Rob Conroy explained \$1,000.00 credit card for Patrol Deputy. Carried 4-0.
  - b. Local History Room – Motion by Mark Halverson second by Wallace Habegger to approve credit card increase request. Jarrod Roll explained the need for a credit card increase for the Directory/County Historian, the total limit requested is \$2,500.00. Carried 4-0.

Pete Peterson returned to the meeting at 9:13 a.m.

- Land Conservation Line Item Transfer – Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Bob Micheel explained the 2019 line item transfer in the amount of \$4,798.64 for tree sales. Carried 5-0.
- Budget Adjustments -
  - a. Land Conservation – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Bob Micheel explained the 2019 budget adjustment in the amount of \$86,000.00 to carry over 2018 projects not completed due to the weather. Discussion. Carried 5-0.
  - b. Land Records – Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Jeremiah Erickson explained the 2019 budget adjustment in the amount of \$102,400.00 for LiDAR grant revenue/expenses. Discussion. Carried 5-0.
- Fiscal Note of Resolutions –

Ron Hamilton explained request for the seven positions below within the Community Support Program in lieu of current contracted services already budgeted in the levy. There would be no

additional cost. This program would move funds from contracted services to employee salary and fringe. Discussion.

Pete Peterson briefly left the meeting at 9:43 a.m.

Motion by Wallace Habegger second by Douglas Path to amend resolutions by adding to the fiscal note the following statement to each of the five resolutions: if outside funding ceases to exist, position(s) shall be eliminated. The amendment carried 4-0.

Pete Peterson returned to the meeting at 9:46 a.m.

The discussion continued on the fiscal notes of the Community Support Program Positions. Motion by Wallace Habegger second by Mark Halverson to approve all five fiscal notes as amended. Carried 4-1. All resolutions are listed below.

- a. Resolution Authorizing a Combination CSP Clinical Coordinator and CCS Mental Health Professional Position in Monroe County.
- b. Resolution Authorizing Two Community Support Program CPS Case Management Positions in Monroe County.
- c. Resolution Authorizing Comprehensive Community Services CCS Social Worker Position in Monroe County.
- d. Resolution Authorizing Two Children's Long Term Support Services CLTS Social Worker Positions in Monroe County.
- e. Resolution Authorizing an Access Social Worker 1 Position in Monroe County.

Eric Weihe explained need for additional staff due to the potential establishment of a Drug Treatment Court. The request includes a Drug Court Case Manager and increase of a Justice Program Assistant from ½ time to full-time. Motion by Douglas Path to amend both fiscal notes by adding: position is contingent upon drug court establishment approved by the full board. Discussion. Andrew Kaftan, Corporation Counsel suggested that a whereas paragraph could be added to the resolution by amending the resolution at the board or a separate resolution could be drafted to approve the establishment a drug court. Discussion. Douglas withdrew his motion to amend. Motion to approve both fiscal notes by Douglas Path second by Mark Halverson. Carried 5-0. Both resolutions are listed below. Wallace Habegger, Public Safety Chairman explained that Public Safety will meet to address whether or not the County supports a Drug Court before the next board meeting.

- f. Resolution Authorizing Justice Department Administrative Assistant Position Increase from Part Time to Full Time.
- g. Resolution Authorizing the Establishment of a Drug Court Case Manager Position in the Justice Department.

- Treasurer

- a. Debra Carney provided the Monthly Treasurers Report.
- b. Treasurer Department Monthly Report.
- c. RFP Discussion regarding banking – Debra Carney asked the committee for extension of the current banking contract with State Bank. It was explained that currently the State Bank is providing the largest interest rate for checking. Discussion. Motion by Wallace Habegger second by Mark Halverson to extend current banking contract with State Bank for one year. Carried 5-0.

- Finance

- a. Diane Erickson provided the Monthly Financial Report.
- b. Finance Department Monthly Report.
- c. Audit – The 2018 audit was provided to members. A presentation will occur at next week's County Board meeting.

- d. RFP Audit - Diane Erickson explained that three audit proposals were received. Wipfli is the lowest bidder. Discussion. Motion by Pete Peterson second by Douglas Path to accept 2019 to 2021 audit years proposal with Wipfli. Carried 5-0.
- Work Comp Rates, 2020 Budget – Diane Erickson provided a summary of work comp class rates to members. Past claims history was provided. Also provided was the self-insured workers compensation policy and procedures. Current rates are levied at 30%. Discussion. Motion by Wallace Habhegger second by Mark Halverson to remain at 30%. Carried 5-0.
  - 2019 Library Reimbursement – Shelley Bohl, County Clerk explained that the Black River Falls Library provided the Winding River's Library with the wrong 2019 reimbursement rate. Black River Falls Library is requesting an additional \$3,438.00 for reimbursement. The total reimbursement rate would then be \$3,824.00; of which \$386.00 was already paid by the county. The Mauston Library had also provided the Winding River's Library with the wrong 2019 reimbursement rate creating a \$21,851.00 credit in the 2019 levy. Discussion. It was a consensus that since there was a credit in the levy, to reimburse the Black River Library the additional \$3,438.00. A budget adjustment will be presented next month to place the remaining \$18,413.00 back into the contingency fund.
  - Resolution Supporting Governor Ever's \$18 Million Budget Proposal Directed Specifically to Monroe County – Cedric Schnitzler explained that the resolution was provided by Supervisor Mary Von Ruden. This resolution will show support of the Ever's budget. Discussion. Motion by Pete Peterson second by Mark Halverson to approve and forward to the full board for approval. Carried 3-1, Schnitzler abstained.
  - County Administrator Salary/Fringe Budget – Tina Osterberg provided members with the 2019 personnel costs for the Administrator Department. Discussion.
  - Monthly Approvals –
    - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habhegger to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
    - b. Monthly County Disbursement Journal – Motion by Wallace Habhegger second by Douglas Path to approve Monthly County Disbursement Journal. Discussion. Carried 5-0.
    - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
  - Items for next month's agenda – Libraries budget adjustment
  - Cedric Schnitzler adjourned the meeting at 11:55 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

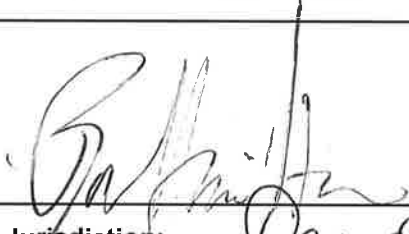
**Department:** Human Services

**Committee:** Human Services

| Name of Card Holder | Title of Postion              | Credit Card Limit |
|---------------------|-------------------------------|-------------------|
| Kirsten Armour      | Disability Benefit Specialist | \$ 1,000.00       |
|                     |                               |                   |
|                     |                               |                   |
|                     |                               |                   |
|                     |                               |                   |
|                     |                               |                   |
|                     |                               |                   |

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

|  |
|--|
| Credit card 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:** David A. P... 7-2-19

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

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

## Request for Credit Card Approval

**Department:** Sheriff's Office

**Committee:** Public Safety

| <u>Name of Card Holder</u> | <u>Title of Postion</u> | <u>Credit Card Limit</u> |
|----------------------------|-------------------------|--------------------------|
| David Scheel               | Patrol Deputy           | \$ 1,000.00              |
|                            |                         |                          |
|                            |                         |                          |
|                            |                         |                          |
|                            |                         |                          |
|                            |                         |                          |
|                            |                         |                          |

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

|  |
|--|
| Office Supplies/Training and Education |
|  |
|  |
|  |
|  |
|  |
|  |

**Department Head Approval:**

*Robert J. Lawrence*

**Date Approved by Committee of Jurisdiction:**

7/8/2019

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

**Date Approved By Finance Committee:**

\_\_\_\_\_

# Notice of Re-Purpose of Funds

MONROE COUNTY

## *Unanticipated Change of What Funds Were Budgeted For*

Date: 06/21/2019  
 Department: Sheriff  
 Amount: \$ 38,000.00  
 Budget Year Amended: 2019

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

The monies in this account were appropriated based on an Enterprise Lease Program. The two detective vehicles did not arrive until the end of May, and the pursuit rated vehicles have yet to arrive. The Sheriff's Office would like to use this money to be applied toward the purchase of a replacement vehicle for the Sheriff and the purchase of a Vehicle for the newly appointed Captain of Operations.

**Original Budgeted Line's Purpose:**

| Org              | Object | Project | Account Name         | Original Purpose | New Purpose | Amount to Re-Purpose |
|------------------|--------|---------|----------------------|------------------|-------------|----------------------|
| 17100169         | 581100 |         | Purchase of Vehicles | Lease            | Purchase    | \$ 38,000.00         |
| Total Adjustment |        |         |                      |                  |             | \$ 38,000.00         |

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: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 1, 2019  
 Department: Sheriff  
 Amount: \$1,382.42  
 Budget Year Amended: 2019

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

Grant revenue from Auto Motion in Lake Delton. Reimbursement for wages and mileage. Requesting monies be placed back into appropriate expenditure accounts.

**Revenue Budget Lines Amended:**

| Org              | Object | Project | Account Name         | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|----------------------|----------------|-------------------|--------------|
| 12110000         | 473210 |         | Salary Reimbursement | \$5,457.50     | \$1,382.42        | \$ 6,839.92  |
|                  |        |         |                      |                |                   | \$ -         |
|                  |        |         |                      |                |                   | \$ -         |
|                  |        |         |                      |                |                   | \$ -         |
| Total Adjustment |        |         |                      |                | \$ 1,382.42       |              |

**Expenditure Budget Lines Amended:**

| Org              | Object | Project | Account Name       | Current Budget | Budget Adjustment | Final Budget  |
|------------------|--------|---------|--------------------|----------------|-------------------|---------------|
| 12110000         | 524510 | SH510   | Vehicle Operations | \$118,902.78   | \$140.41          | \$ 119,043.19 |
| 12111000         | 511000 |         | Salaries           | \$133,889.11   | \$651.78          | \$ 134,540.89 |
| 12110000         | 511000 |         | Salaries           | \$625,397.73   | \$590.25          | \$ 625,987.98 |
|                  |        |         |                    |                |                   | \$ -          |
|                  |        |         |                    |                |                   | \$ -          |
|                  |        |         |                    |                |                   | \$ -          |
| Total Adjustment |        |         |                    |                | \$ 1,382.44       |               |

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: July 1, 2019  
 Department: Sheriff  
 Amount: \$15,000.00  
 Budget Year Amended: 2019

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

Excess monies remaining from appropriated portable radio upgrade and programming. Request these monies be moved into capital outlay for purchase of vehicle non-lapsing fund to support purchase of vehicles.

**Revenue Budget Lines Amended:**

| Org              | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|--------------|----------------|-------------------|--------------|
|                  |        |         |              |                |                   | \$ -         |
|                  |        |         |              |                |                   | \$ -         |
|                  |        |         |              |                |                   | \$ -         |
|                  |        |         |              |                |                   | \$ -         |
| Total Adjustment |        |         |              |                | \$                | -            |

**Expenditure Budget Lines Amended:**

| Org              | Object | Project | Account Name         | Current Budget | Budget Adjustment | Final Budget  |
|------------------|--------|---------|----------------------|----------------|-------------------|---------------|
| 17210210         | 581000 |         | Capital Equipment    | \$58,712.41    | \$ (15,000.00)    | \$ 43,712.41  |
| 17100169         | 581100 |         | Purchase of Vehicles | \$107,299.66   | \$15,000          | \$ 122,299.66 |
|                  |        |         |                      |                |                   | \$ -          |
|                  |        |         |                      |                |                   | \$ -          |
|                  |        |         |                      |                |                   | \$ -          |
|                  |        |         |                      |                |                   | \$ -          |
| Total Adjustment |        |         |                      |                | \$                | -             |

Department Head Approval:   
 Date Approved by Committee of Jurisdiction:  7-8-19  
 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: July 2, 2019  
 Department: Human Services  
 Amount: \$407.00  
 Budget Year Amended: 2019

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

Budget Adjustment for Trishaw shared by ADRC and Rolling Hills.  
Funding provided by 85.21 Grant, DOT Trust and County funds.  
This budget adjustment records the transfer of funds from the DOT Trust fund  
and increases the Vehicle Expense budget to cover the ADRC portion of the cost of the Trishaw.


**Revenue Budget Lines Amended:**

| Org              | Object | Project | Account Name         | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|----------------------|----------------|-------------------|--------------|
| 24966100         | 493000 |         | Fund Balance Applied | \$ 3,045.00    | \$ 407.00         | \$ 3,452.00  |
|                  |        |         |                      |                |                   |              |
|                  |        |         |                      |                |                   |              |
| Total Adjustment |        |         |                      |                | \$ 407.00         |              |

**Expenditure Budget Lines Amended:**

| Org              | Object | Project | Account Name     | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|------------------|----------------|-------------------|--------------|
| 24966100         | 581100 |         | Minibus Vehicles | \$ -           | \$ 4,727.00       | \$ 4,727.00  |
| 24966100         | 522015 |         | Minibus Fuel     | \$ 28,000.00   | \$ (4,320.00)     | \$ 23,680.00 |
|                  |        |         |                  |                |                   | \$ -         |
|                  |        |         |                  |                |                   | \$ -         |
| Total Adjustment |        |         |                  |                | \$ 407.00         |              |

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  7-2-19

*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: July 2, 2019  
 Department: Land Records  
 Amount: \$1,800.00  
 Budget Year Amended: 2019

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

This budget adjustment is in order to allow us to add online tax payment services to our GCS Web Portal. After the initial cost of \$1800 it will be a total of \$800 annually which I will budget for in our Land Records Budget under the consideration that it is land records modernization. We have unspent rollover funds to cover this expense. It will provide for some Treasurer's office efficiencies.

**Revenue Budget Lines Amended:**

| Account #        | Account Name           | Current Budget | Budget Adjustment | Final Budget |
|------------------|------------------------|----------------|-------------------|--------------|
| 11750000 493000  | LAND RECORD FUND BAL A | \$ 61,662.04   | \$ 1,800.00       | \$ 63,462.04 |
|                  |                        |                |                   | \$ -         |
|                  |                        |                |                   | \$ -         |
|                  |                        |                |                   | \$ -         |
| Total Adjustment |                        |                | \$ 1,800.00       |              |

**Expenditure Budget Lines Amended:**

| Account #        | Account Name       | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------------|----------------|-------------------|--------------|
| 11750000 521415  | COMPUTER OPERATION | \$ 32,190.00   | \$ 1,800.00       | \$ 33,990.00 |
|                  |                    |                |                   | \$ -         |
|                  |                    |                |                   | \$ -         |
|                  |                    |                |                   | \$ -         |
|                  |                    |                |                   | \$ -         |
| Total Adjustment |                    |                | \$ 1,800.00       |              |

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: 07/09/2019

*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: July 9, 2019  
 Department: Highway  
 Amount: \$75,000.00  
 Budget Year Amended: 2019

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

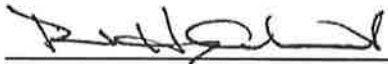
Improvements to the Highway Department's Sparta Sand Pit property to accommodate a new DOT scale platform were not reflected in the 2019 budget document. WISDOT will reimburse the department \$60,000.00 for the work. To provide for reasonable approach grades, correct drainage conflicts with the addition to the dog shelter and reduce shelter parking and heavy truck traffic, the improvements were extended west of the platform, adjacent to the dog shelter.

**Revenue Budget Lines Amended:**

| Org              | Object | Project | Account Name            | Current Budget  | Budget Adjustment | Final Budget    |
|------------------|--------|---------|-------------------------|-----------------|-------------------|-----------------|
| 73330311         | 534005 |         | Cty Routine Maintenance | \$ 1,263,000.00 | \$75,000.00       | \$ 1,338,000.00 |
|                  |        |         |                         |                 |                   | \$ -            |
|                  |        |         |                         |                 |                   | \$ -            |
|                  |        |         |                         |                 |                   | \$ -            |
| Total Adjustment |        |         |                         |                 | \$ 75,000.00      |                 |

**Expenditure Budget Lines Amended:**

| Org              | Object | Project | Account Name               | Current Budget | Budget Adjustment | Final Budget  |
|------------------|--------|---------|----------------------------|----------------|-------------------|---------------|
| 73310283         | 580550 |         | Capital Assets, Facilities | \$85,000.00    | \$75,000.00       | \$ 160,000.00 |
|                  |        |         |                            |                |                   | \$ -          |
|                  |        |         |                            |                |                   | \$ -          |
|                  |        |         |                            |                |                   | \$ -          |
|                  |        |         |                            |                |                   | \$ -          |
| Total Adjustment |        |         |                            |                | \$ 75,000.00      |               |

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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 9, 2019  
 Department: Libraries  
 Amount: \$18,413.00  
 Budget Year Amended: 2019

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

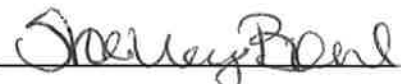
The Winding Rivers Library System Provided the Incorrect Out of County Circulation Rate for the Mauston and Black River Falls Libraries. The savings will be placed into the Contingency Fund.

**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  |
|------------------|------------------|----------------|-------------------|---------------|
| 15110000 579100  | Library - Grants | \$ 449,371.00  | \$ (18,413.00)    | \$ 430,958.00 |
| 10010000 539200  | Contingency Fund | \$ 210,838.60  | \$ 18,413.00      | \$ 229,251.60 |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
| 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: \_\_\_\_\_

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

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PATROL OFFICER POSITION IN THE MONROE COUNTY SHERIFF'S DEPARTMENT IN 2020**

1       **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &  
2 Personnel Committee request the establishment of one additional Patrol Officer position in the Monroe  
3 County Sheriff's Office effective January 1, 2020; and  
4

5       **WHERE AS**, this position would work as a school resource deputy and would be split between  
6 the Cashton School District, Norwalk-Ontario-Wilton School District, and the Ho-Chunk Head Start  
7 Program. This position would promote proactive police measures, respond to incidents, and protect  
8 students; and  
9

10       **WHEREAS**, these duties are not able to be fulfilled with the current staffing levels while  
11 maintaining the minimum required amounts for Monroe County. This position would assure school and  
12 public security in addition to the current Patrol Officers, who will continue to provide those services.  
13

14       **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that  
15 effective this date they do hereby authorize the establishment of an additional Patrol Officer Position in the  
16 Monroe County Sheriff's Office effective January 1, 2020.  
17

18 Dated this 23<sup>rd</sup> day of July, 2019.

19 Offered by the Administration & Personnel Committee  
20

21 Purpose: Approve one new Patrol Officer Position effective January 1, 2020.  
22

23 Fiscal note: \$164,535 to be budgeted for the position effective January 1, 2020; Contingent upon  
24 external funding mechanism outside of county levy.  
25

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

Committee of Jurisdiction Forwarded on: July 9, 2019  
5 Yes   0 No   0 Absent  
Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved as to form  
\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

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

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.



NEW POSITION ANALYSIS

- X New position  
\_\_\_\_ Increased part-time  
\_\_\_\_ Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Sheriff's Office Date: 19 June 19  
Department Head: Sheriff Wes Revels

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Monroe County Sheriff's Office is seeking an additional patrol position to work at a school resource deputy. This deputy would split work duties between the Cashton School District, Norwalk-Ontario-Wilton School District and the Ho-Chunk Head Start Program. The School Resource Deputy would seek to make a difference within the school system, promote proactive police measures, respond to incidents, and protect students. Each location is located approximately 30 minutes away from the Monroe County Sheriff's Office. By placing the school resource deputy in the schools, safety and security of the students, school and the public is enhanced through reduction of response time as well as reduction of emergent response on public thoroughfares. Each school system has written a letter in support of this position. The letters are attached.

The anticipated job duties of this position are unable to be fulfilled with our current minimum staffing of three patrol deputy's as they are consistently responding to alternative duties throughout the 908 square miles of Monroe County.

Suggested Title: Patrol Deputy Full Time X Part Time \_\_\_/hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1 Jan 2020

C. General Description of the Position: This position will work with the educational facility staff for the purpose of maintaining a safe educational environment, establish positive law enforcement relationships with staff as well as students and reduce criminal activity through proactive formal and informal law enforcement services.

D. Typical Examples of Work to be Performed (in detail):

1. Patrols area enforcing county, state and federal laws, operates radar equipment and issues citations.
2. Gives speeches and public presentations on various topics.
3. Investigates accidents and crimes, prepares reports and paperwork.

4. Makes arrests and apprehends suspects.
5. Work with school officials to create, train on and exercise safety strategies.
6. Attend and participate on the School Safety Team.
7. Compile specialized group, threat and safety intelligence
8. Assist with Monroe County Social Services in matters of student referrals.
9. Fills in for departmental personnel and assists with their duties.
10. Renders first aid and other assistance.

E. Minimum Qualifications of a Candidate:

Education: Associate Bachelor Degree Preferred/Min of 60 college credits.

Experience: Law Enforcement Certification through the State of Wisconsin DOJ Training and Standards Bureau or eligibility therefore, Prior School Resource Officer experience preferred.

F: Funding:

Annual costs (with full family insurance coverage):

| Grade | Hourly | Annual | Retire-<br>ment | Social<br>Security | Health<br>Ins. | Dental<br>Ins. | Life<br>Ins. | Work<br>Comp |
|-------|--------|--------|-----------------|--------------------|----------------|----------------|--------------|--------------|
| 11    | 25.59  | 53,227 | 5,841           | 4,088              | 15,260         | 740            | 18.00        | 507          |

1. Where will the funds for this position come from: Levy coupled with the Step Grant anticipated to be \$22,000

2. What equipment will need to be purchased (desk, etc.)? Squad car and any relevant equipment in support of patrol.

Is office space presently available? Yes Where? The schools have offered work space within their facilities. Outside of the school year there is adequate space within the Sheriff Office.

Estimated equipment cost: 85,264

Is this cost in the department budget? No.

3. Grand total cost, all items, this fiscal year: 165,900

4. Thereafter, annual cost of salary and fringes: \_\_\_\_\_

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None.

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Patrol Sergeant, Patrol Captain, Chief Deputy, Sheriff

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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**RESOLUTION CREATING A MONROE COUNTY 2020 CENSUS COMPLETE  
COUNT COMMITTEE**

**WHEREAS**, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of all persons living in the United States of America; and

**WHEREAS**, Monroe County is committed to ensuring every resident of the County is counted; and

**WHEREAS**, federal and state funding is allocated to communities and decisions are made on matters of national and local importance based, in part, on census data; and

**WHEREAS**, census data determine how many seats each state will have in the U.S. House of Representatives and is necessary for accurate and fair redistricting of state legislative seats, county board districts and city council districts; and

**WHEREAS**, the information collected by the census is confidential and protected by law; and

**WHEREAS**, the Census count requires extensive work that necessitates local partners to ensure a complete and accurate count; and

**WHEREAS**, a united voice from business, government, community-based organizations, faith-based organizations, educators, media, and others will enable the 2020 Census message to reach more Monroe County residents; and

**NOW, THEREFORE, BE IT RESOLVED** Monroe County resolves to form a Complete Count Committee composed of individuals and organizations from diverse sectors to work collaboratively on a campaign to mobilize Monroe County residents to be counted in Census 2020; and

**BE IT RESOLVED**, the Monroe County Board does hereby create the Ad Hoc Complete Count Committee comprised of members attached in Addendum A.

Dated this 23<sup>rd</sup> day of July 2019.

Offered by the Administration & Personnel Committee

Purpose: To create a Monroe County Complete Count Committee.

Fiscal Note: This resolution may authorize additional county board per diem expenditures.

ADDENDUM A TO RESOLUTION NO. \_\_\_\_\_

ADDENDUM SETTING OUT COMMITTEE STRUCTURE TO ORIGINAL RESOLUTION

1       **WHEREAS**, the Monroe County Board authorized attaching an addendum to the resolution to  
2 create a Monroe County 2020 Census Complete Count Committee; and  
3

4       **WHEREAS**, members of the Complete Count Committee are appointed by the County Board  
5 Chair.  
6

7       **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors hereby  
8 adopts the Complete Count Committee structure as set out below;  
9

10 **Complete Count Committee**

- 11
- 12       • **Pete Peterson**                               **County Board Chair**
- 13       • **Sharon Folcey**                              **County Board Supervisor & Towns Association Rep.**
- 14       • **James Schroeder**                           **At Large County Board Supervisor**
- 15       • **Tina Osterberg**                             **County Administrator**
- 16       • **Sharon Nelson**                              **Health Department Representative**
- 17       • **Roxie Anderson**                            **Land Use Planner**
- 18       • **Kelly Gronau**                               **Human Services Clerical Supervisor/Administrative Coord.**
- 19       • **Jeremy Erickson**                            **GIS Specialist**
- 20       • **Josh Goede**                                 **Positive Youth Development Educator**
- 21       • **Jarrold Roll**                                 **Monroe County Historian/Director**
- 22       • **Kristen Gust**                                **City of Sparta Mayor**
- 23       • **Joan Cram**                                  **City of Tomah Clerk**
- 24       • **Lamont Kiefer**                               **City of Tomah Counsel Member**
- 25       • **Tonya Townsell**                             **Fort McCoy Public Affairs Officer**
- 26       • **Jenny Butzler**                                **Cashton School District Principal**
- 27       • **Nidia Alcantar**                              **Village of Norwalk/Translator/ NOW School Dist./Coulee Cap**
- 28       • **Lynette Vlasak**                             **Village of Kendal Library**
- 29       • **Jasmine Burnstad**                          **Monroe County Housing Authority**
- 30       • **Cow97**                                        **Media**
- 31       • **1460 Tomah**                                 **Media**
- 32       • **Sparta**                                        **Media**
- 33       • **Public Affairs**                              **VA**
- 34       • **TMH**   **Tomah Memorial Hospital**
- 35
- 36
- 37

38 **BE IT RESOLVED**, that the Monroe County Board Chair may appoint additional members to meet the  
39 object of the Complete Count Committee.  
40