



MONROE COUNTY BOARD OF SUPERVISORS

AMENDED NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

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

DATE: Thursday, September 12, 2019

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval August 21, 2019
4. Public Comment
5. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Circuit Court
 - b. Rolling Hills
 - c. Sanitation
 - d. Health Department
 - e. Medical Examiner
6. Request for Line Item Transfer – Discussion/Action
 - a. Forestry
 - b. **Sheriff's Office**
7. Notice for Credit Card Approval – Discussion/Action
 - a. Human Services
8. Request of Re-Purpose of Funds – Discussion/Action
 - a. Maintenance
 - b. Information Systems
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. Finance Committee Duties – Discussion/Action
12. General Fund Reserve Policy
13. Revolving Loan Fund Project Recommendations – Discussion/Action

**FINANCE MEETING
September 12, 2019 Agenda**

14. 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
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: September 9, 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.



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

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

DATE: Thursday, September 12, 2019

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Meeting Date/Time – Discussion/Action
3. Minutes approval August 21, 2019
4. Public Comment
5. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Circuit Court
 - b. Rolling Hills
 - c. Sanitation
 - d. Health Department
 - e. Medical Examiner
6. Request for Line Item Transfer – Discussion/Action
 - a. Forestry
7. Notice for Credit Card Approval – Discussion/Action
 - a. Human Services
8. Request of Re-Purpose of Funds – Discussion/Action
 - a. Sheriff's Office
 - b. Maintenance
 - c. Information Systems
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. Finance Committee Duties – Discussion/Action
12. General Fund Reserve Policy
13. Revolving Loan Fund Project Recommendations – Discussion/Action

**FINANCE MEETING
September 12, 2019 Agenda**

14. 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
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: September 5, 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
August 21, 2019

Present: Cedric Schnitzler, Mark Halverson, Douglas Path, Wallace Habhegger; Pete Peterson absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Randy Williams, Chad Ziegler, Wes Revels, Rob Conroy, Diane Erickson, John Mehtala, Ron Hamilton, Sharon Nelson, Jeremiah Erickson, Charles Weaver, Ed Smudde, Levi Helgren

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 – September 12, 2019 Meeting at the Monroe County Assembly Room at 9:00 a.m.

Future Dates to remember:	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 Wallace Habhegger second by Mark Halverson to approve the 07/08 & 07/17/19 minutes. Carried 4-0.
- Public Comment – None.
- Health Department Line Item Transfer - Motion by Mark Halverson second by Douglas Path to approve line item transfer. Sharon Nelson explained the 2019 line item transfer in the amount of \$4,650.00 for county cell phones and preventative programs due to an increase in demand for Hepatitis A vaccine, Hepatitis B vaccine and upcoming flu season. Carried 4-0.
- Sheriff's Office Re-Purpose of Funds – Motion by Wallace Habhegger second by Douglas Path to approve Re-Purpose of funds. Wes Revels explained the 2019 re-purpose of funds in the amount of \$22,572.00 for Axon Lease. Carried 4-0.
- Credit Card Approvals –
 - a. Human Services – Motion by Mark Halverson second by Douglas Path to approve credit card requests. Ron Hamilton explained credit card request for three social workers in the amount of \$1,000 for CFS Social Worker, \$1,000 for CFS Social Worker and \$2,500 for CLTS Social Worker. Carried 4-0.
 - b. Land Records – Motion by Wallace Habhegger second by Mark Halverson to approve credit card request. Jeremiah Erickson explained his credit card request in the amount of \$1,000.00. Carried 4-0.
- Budget Adjustments -
 - a. Land Records – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Jeremiah Erickson explained the 2019 budget adjustment in the amount of \$5,950.00 for ESRI Software license. Discussion. Carried 4-0.
 - b. Veterans Service – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Charles Weaver explained the 2019 budget adjustment in the amount of \$1,500.00 for Varidesks for office personnel. Discussion. Carried 4-0.
 - c. Local History Room – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Tina Osterberg explained the 2019 budget adjustment in the amount of \$1,576.64 to cover the costs to send the Local History Room Director to Philadelphia to receive the 2019 American Association for State and Local History Award of Excellence for the Monroe County A to Z exhibit. Carried 4-0.
 - d. Dispatch – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Randy Williams explained the 2019 budget adjustment in the amount of \$2,126.18 for NG 911 project costs. Carried 4-0.

- e. Information Systems – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$11,934.00 for e-mail security software. Discussion. Carried 4-0.
- f. Human Services – Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$169,088.00 for additional funding received from DHS for another Case Manager/Social Worker in the Children's Long Term Support Waiver program. Carried 4-0.

Human Services – Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$24,283.00 for additional funding received from the DHS allowing the Disability Benefit Specialist at the ADRC to increase hours to full time. Carried 4-0

Human Services – Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Ron Hamilton explained the 2019 budget adjustment in the amount of \$24,782.00 for technology items funded by the WREA Consortia. Carried 4-0

- g. Workers' Compensation – Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Diane Erickson explained the 2019 budget adjustment in the amount of \$100,000.00 for workers' compensation claims. Carried 4-0.

- Fiscal Note of Resolutions –

- a. Resolution Approving the Monroe County Forest Annual Work Plan 2020 – Motion by Mark Halverson second by Douglas Path to approve fiscal note. Chad Ziegler, Forestry and Parks Administrator explained grant revenue. Carried 4-0. Discussion.
- b. Resolution Authorizing ADRC Home Delivered Meal Driver Position Increase to Part Time - Motion by Douglas Path second by Mark Halverson to approve fiscal note. Ron Hamilton, Human Services Director explained funds will not affect levy. Discussion. Carried 4-0.
- c. Resolution Authorizing Psychiatric Advanced Practice Nurse Prescriber (PAPNP) Position in Monroe County - Motion by Mark Halverson second by Cedric Schnitzler to approve fiscal note. Ron Hamilton explained budget would be offset by costs already included in the budget; approximately \$189,933 will be offset at an estimate of \$165,502 in revenue and the remaining difference will continue to be county levy. Discussion. Carried 4-0.
- d. Resolution Authorizing the Establishment of a Patrol Officer Position in the Monroe County Sheriff's Department in 2020 - Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Wes Revels explained. Discussion. Motion by Wallace second by Douglas Path to amend the fiscal note: Total position cost is \$128,101.00; no more than \$32,148 to be placed on the county levy. Carried 4-0.
- e. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 21, 2020 - Motion by Mark Halverson second by Wallace Habhegger to approve fiscal note. The Chairperson would receive \$400 per month and the Vice-Chairperson to receive \$200.00 per month Discussion. Carried 3-1.
- f. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 21, 2020 - Motion by Mark Halverson second by Wallace Habhegger to approve fiscal note. Committee meetings to increase by \$10.00 and board meetings by \$25.00. Discussion. Carried 3-1.

- Resolution Establishing Ho Chunk Funds Allocation for 2020 Budget – Motion by Wallace Habhegger second by Douglas Path to approve resolution and forward to the full board for approval. Tina Osterberg explained funds for acquisition of mobile radios in the Sheriff's Department. Discussion. Carried 4-0.

- Treasurer

- a. Debra Carney provided the Monthly Treasurers Report.
- b. Treasurer Department Monthly Report.
- c. 2020 Budget Review.

- Finance

- a. Diane Erickson provided the Monthly Financial Report.

- b. Finance Department Monthly Report.
 - c. 2020 Budget Review.
 - d. Resolution Authorizing Purchase of Revolving Loan Fund – Motion by Douglas Path second by Mark Halverson to forward both resolution to the board for approval. The resolutions would approve return and buyout of the Revolving Loan Funds. Discussion. Carried 4-0.
 - e. CDBG Close Program Project Options – Several projects of interest have been provided. Fire District of Norwalk, Town of Wilton, Village of Wyeville, Monroe County Drug Court and Highway Project.
- Finance Committee Duties – This item will be revisited next month.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Mark Halverson to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
 - Items for next month's agenda – Finance Committee Duties, General Fund Reserve Policy, Revolving Loan Fund Options - Discussion/Action
 - Motion by Wallace Habegger second by Mark Halverson to adjourn the meeting at 11:11 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 9, 2019
 Department: Circuit Court
 Amount: \$22,876.00
 Budget Year Amended: 2019

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

The 2019 state grant for guardian ad litem fees has exceeded budgeted amount.
This additional revenue is needed to help cover doctor examination expense for 2019.

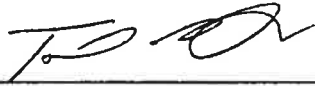
Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 435110	State Grant Payment	\$ 42,600.00	\$ 22,876.00	\$ 65,476.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 22,876.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 521110	Doctor Examinations	\$ 60,000.00	\$ 22,876.00	\$ 82,876.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 22,876.00	

Department Head Approval: _____



Todd L. Ziegler, September 3, 2019

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: 8/19/2019
 Department: Rolling Hills
 Amount: \$2,225.10
 Budget Year Amended: 2019

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

Van #5 was backed into which parked at an appointment. The individual's insurance paid Rolling Hills for the repair work and Rolling Hills paid the repair shop. This cause the revenue and expense account to be over budget. The expense and revenue accounts need to be increased.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210550 465299 56700	OTHER REVENUE	\$ 3,000.00	\$ 2,225.10	\$ 5,225.10
Total Adjustment			\$ 2,225.10	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210750 524510	VEHICLE MAINTENANCE	\$ 750.00	\$ 2,225.10	\$ 2,975.10
Total Adjustment			\$ 2,225.10	

Department Head Approval: *Ronda Smith UHA*
 Date Approved by Committee of Jurisdiction: 08/19/2019

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: August 19, 2019
 Department: Sanitation
 Amount: \$3,176.57
 Budget Year Amended: 2019

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


Wisconsin Fund Grant for replacement of septic systems will be more than anticipated this year.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
13685000 435490	SEPTIC SYSTEM-STATE AID	\$ 52,000.00	\$ 3,176.57	\$ 55,176.57
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,176.57	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
13685000 579100	GRANTS AND CONTRIBUTIONS	\$ 52,000.00	\$ 3,176.57	\$ 55,176.57
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,176.57	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 8-19-19

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: September 3, 2019
 Department: Health
 Amount: \$10,000.00
 Budget Year Amended: 8/1/19 - 7/31/20

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

Received grant from WI Division of Public Health, Bureau of Environmental and Occupational Health to establish baseline water quality data. In Monroe County's 24 townships there are an estimated 4,646 private wells, many people are not testing their wells or testing them regularly. Grant will provide reduced cost water tests kits, map results of water tests by townships, provide educational presentation at township meetings prior to testing and after testing. Partners include MC Land Conservation and UW Extension. MCLC will use the baseline data to develop a strategic plan to address land use that impacts water quality. In the future, this strategic plan will be used to guide townships comprehensive plans as well.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000			Environmental Grant	\$ -	\$ 10,000.00	\$ 10,000.00
Total Adjustment					\$ 10,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	531050		Postage	\$ 2,000.00	\$ 478.00	\$ 2,478.00
24110000	533200		Mileage	\$ 10,300.00	\$ 772.00	\$ 11,072.00
24110000	534050		Block Grant	\$ 20,500.00	\$ 8,750.00	\$ 29,250.00
Total Adjustment					\$ 10,000.00	

Department Head Approval: *Maureen Nelson*

Date Approved by Committee of Jurisdiction: *David A. Purice* 9/3/2019

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: _____

REQUEST FOR LINE ITEM TRANSFER

Date: 9/10/2019
Department: Forestry
Amount: \$ 3,852.00
Budget Year Amended: 2019

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16910000	553050		RENT	\$ 3,852.00	\$ 3,852.00	\$ -	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 3,852.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16910000	569600		PROJECT LOAN PAYABLE	\$ -	\$ 3,152.00	\$ 155.00	\$ 3,152.00
16913000	579100		GRANT EXPENSE		\$ 700.00		\$ 700.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 3,852.00		

Explanation for Transfer:

Administrator grant was approximately \$1,400 more than anticipated. Half of the grant is transferred to the Park Revenue which made the expense account over budget.

Tina and I had an account set up for project loan repayment. The auditors want a revenue and an expense account. This line item transfer is authorizing the new expense account and funding it so the county can repay the portion of the project loan that comes due in 2019.

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

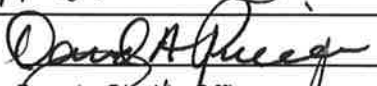
Committee: Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Beth Ford	Business Administrator	\$ 5,000.00
Katlyn Christie	CFS IA Social Worker	\$ 1,000.00

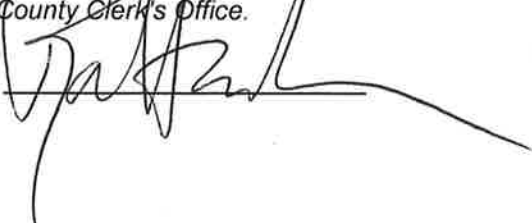
Justification for Credit Card(s):

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.		
\$5000 limit for large client purchases		

Department Head Approval:  9-3-2019

Date Approved by Committee of Jurisdiction:  9-3-2019

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: 9/10/2019
 Department: Maintenance
 Amount: \$ 9,000.00
 Budget Year Amended: 2019

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

The money for the concrete parking lot was intended to be repurposed when we purchased the property. This failed to happen so we need to do it now.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-580150	Land Impr. Side/Parking Lot	Long Range Improvements	206 South K Street Parking Lot	\$ 9,000.00
Total Adjustment				\$ 9,000.00

Department Head Approval: *Darryl Johnson*

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 WJ 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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/27/2019
 Department: Information Systems
 Amount: \$ 58,480.00
 Budget Year Amended: 2019

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

The final payment for the Zuercher Public Safety software project is \$58,479.80. This was anticipated to be paid with the 2020 budget. During a review of the Axon squad-in car video system project contract it was noted that the total \$158,355 that was budgeted included 4 years of support and licenses. The actual project implementation costs in year 1 were \$91,826.90. This leaves enough funding to make the final Zuercher Public Safety payment in 2019 and eliminate the final payment from the 2020 budget. All support for Axon year 2 will be budgeted for 2020.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
71475000	581000		Capital Equipment/Software IS	Axon squad-in car video system	Final Payment-Zuercher Public Safety	\$ 58,480.00
Total Adjustment						\$ 58,480.00

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: _____