



# 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, November 20, 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 Month's Meeting Date/Time
3. Minutes Approval of:
  - October 07, 2019
  - October 16, 2019
  - October 21, 2019
  - October 22, 2019
  - October 30, 2019
  - November 6, 2019
4. Public Comment
5. Request for Credit Card Approval – Discussion/Action
  - a. Human Services
6. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Human Services
  - b. Highway
  - c. Jail
  - d. Workers' Compensation
  - e. Treasurer
7. Request for Line Item Transfer(s) – Discussion/Action
  - a. Health Department
  - b. Sheriff's Office
  - c. Personnel
  - d. Administrator
8. Fiscal Note Approval – Discussion/Action
  - a. Resolution to Conduct Countywide Advisory Referendum on Creation of Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans and Maps.
  - b. Resolution Codifying Department Name Change From Information Systems to Information Technology and Amending the Monroe County Personnel Manual Accordingly
  - c. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Employee Recognition Program
9. Request for Payment of Per Diems for Supervisors for January 27-30, 2020 Trial, Monroe County Case 18 CV 72 – Discussion/Action

**FINANCE MEETING  
November 20, 2019 Agenda**

10. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
  - c. Treasurer/Local Banks for Investments - Discussion
  - d. Resolution Regarding Cancellation of Outstanding 2018 Checks – Discussion/Action
11. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. OPEB Report
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: November 13, 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  
October 7, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habegger, Pete Peterson; Mark Halverson absent  
Others: Tina Osterberg, Diane Erickson, Ally Rudie, Eric Weihe, Lynn Kloety

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

- Justice Department Budget – Eric Weihe presented his budget. The main changes are the drug court funding in which most expenses are covered through the revolving loan fund. Tina Osterberg explained that the budget is overall down for 2020. The Justice Department Administrative Assistant Position increase from part time to full time has been included in the budget. Questions were answered.
- 2020 Budget Presentation - Tina Osterberg, Monroe County Administrator presented the 2020 budget to members. The proposed 2019 levy is \$18,065,431 with a mill rate of 5.321. Supervisors have approximately one month to review the budget. October budget meetings will be held on October 21st and 22nd. The allowable increase to the levy is \$53,176. Tina highlighted individual department budgets along with the contingency fund, merit pay, technology pool, capital outlay and jail assessment budgets.
- Department Budget Schedule – Individual department budget schedules will be set for October 21 & October 22 beginning at 9:00 a.m.
- 2020 Budget Publication – Motion by Douglas Path second by Wallace Habegger to approve 2020 budget publication. Tina Osterberg provided members with the budget publication and explained the budget summary. Carried 4-0.
- Motion by Pete Peterson second by Douglas Path to adjourn the meeting at 12:25 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 16, 2019

Present: Douglas Path, Wallace Habhegger; Pete Peterson, Mark Halverson; Absent-Cedric Schnitzler  
Others: Tina Osterberg, Diane Erickson, Debra Carney, Andrew Kaftan, Mary Cook, Ally Rudie, Ed Smudde, Bob Micheel, Wes Revels, Rob Conroy, Gail Frie, Dave Krueger, David Ohnstad, Levi Helgren, Pat Mulvaney

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Vice-Chair Wallace Habhegger.

- Next meeting date – November 20, 2019 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 09/12/19 and 09/25/19 minutes. Carried 4-0.
- Public Comment – None.
- Highway Re-Purpose of Funds – None. Vice-Chair Wallace Habhegger pulled the item from the agenda.
- Budget Adjustments -
  - a. Land Conservation – Bob Micheel explained the 2019 budget adjustment in the amount of \$5,000.00 from Compeer Financial for comprehensive planning efforts with local municipalities. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
  - b. Sheriff's Office – Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$3,999.96 for Traffic Safety Equipment Grant. Carried 4-0. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$14,372.45 for Speedwave Grant. Carried 4-0.
  - c. Solid Waste – Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Gail Frie explained the 2019 budget adjustment in the amount of \$5,000.00 for truck scale installation. Carried 4-0.
- Line Item Transfer –
  - a. Solid Waste - Motion by Mark Halverson second by Pete Peterson to approve line item transfer. Gail Frie explained the 2019 line item transfer in the amount of \$37,000.00 for recycling market decline due to China Trade War. Discussion. Carried 4-0.
  - b. Sanitation - Motion by Mark Halverson second by Douglas Path to approve line item transfer. Diane Erickson explained the 2019 line item transfer in the amount of \$500.00 for cell phone service switch. Discussion. Carried 4-0.
  - c. Zoning - Motion by Douglas Path second by Mark Halverson to approve line item transfer. Diane Erickson explained the 2019 line item transfer in the amount of \$700.00 for cell phone service switch. Carried 4-0.
- Administrator Credit Card Approval – Motion by Pete Peterson second by Douglas Path to approve credit card. Tina Osterberg explained the need for a \$2,500.00 credit card for the Purchasing and Procurement Coordinator. Carried 4-0.
- Workman's Compensation, Risk Control and Claim Services Contract Renewals – David Krueger, Senior Vice President of Willis Towers Watson provided current loss experience to members along with the standard premium compared to self-insured expenses. Discussion. Motion by Douglas Path second by Mark Halverson to approve three year contracts for both Claim and Risk Control Services; Claims Service \$13,620.00 annually for the next 3 years with Minute Men; Risk Control Services \$29,700.00 annually for the next 3 years with Wills Towers Watson. Carried 4-0.

- Request for Payment of Per Diems for Supervisors for January 27 – 30, 2020 Trial, Monroe County Case 18 CV 72 – Douglas Path explained that some supervisors feel that it is a given that a meeting notice will have to be posted for the trial per the open meetings law and therefore per-diems will be paid to Supervisors. Andrew Kaftan, Corporation Counsel explained that the board would need to look at the set-up of Monroe County Rules for the payment of per-diems. Rules to change per diem cannot be changed until the next body comes in. The question comes down to whether or not the trial would be considered a meeting of the county board. Discussion. Motion by Pete Peterson second by Mark Halverson to table until Chair Pete Peterson is able to speak with our lawyer, Tim Johnson regarding payment of per-diems. Carried 3-1.
- Monroe County Board Lawsuit Litigation Cost Update, Monroe County Case 18 CV 72 – The updated litigation cost is currently at \$45,752.26 for Monroe County expenses. This doesn't include the plaintiff side of expenses.
- Treasurer
  - a. Debra Carney was excused from the meeting. The Monthly Treasurers Report was provided in the packet.
  - b. The Treasurers Department Monthly Report was provided in the packet.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.
- General Fund Reserve Policy - Douglas Path explained that the minimum general fund policy is currently at 20%. The idea would be to change the percentage to a lesser amount. Tina Osterberg, Finance Director explained that this would only effect the following budget year. Discussion.
- Revolving Loan Fund Project Recommendations – Tina Osterberg, Administrator explained that the 1<sup>st</sup> revolving loan project was approved last month for the Monroe County Drug Court. Tina suggested that the second and third projects be completed at separate times, so the remaining funds of the 2<sup>nd</sup> project could be placed towards the 3<sup>rd</sup> project. Levi Helgren explained the continued interest in project funding for the Norwalk Area Fire District Station. David Ohnstad, Highway Director explained unique opportunity to repair Highway N and Town of Wilton, Kiev Bridge & Kiln Avenue Repairs. Diane Erickson, Finance Director explained that public participation is recommended by the plan. The committee thought it was important to hold off determining a second project until all members of the committee are present.
- New Revolving Loan Fund Process
  - A public hearing must be held
  - A citizen participation plan and committee must be formed
  - Environmental study completed
- County Levy Limit / Allowable Increase – This item will be visited at the October 22, 2019 meeting.
- 2020 Budget – Tina Osterberg provided members with changes to the budget. Contingency Fund Balances were also provided.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
  - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. The Committee discussed that the Design Consultant Review Committee, set by the Highway Committee should be allowed per-diem. Carried 3-1.

- Items for next month's agenda – Treasurer/Local Banks for Investments; Request for Payment of Per Diems for Supervisors for January 27 – 30, 2020 Trial, Monroe County Case 18 CV 72; OPEB Report
- Wallace Habegger adjourned the meeting at 12:07 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 21, 2019

Present: Cedric Schnitzler, Douglas Path, Wallace Habegger, Pete Peterson, Mark Halverson  
Others: Tina Osterberg, Diane Erickson, Mary Von Ruden, Wes Revels, Stan Hendrickson, Amy Meimann, Darlene Pintarro, Randy Williams, Sharon Nelson, Jarrod Roll, David Ohnstad, Ed Smudde, Alison Elliott, Jeremiah Erickson, Pamela Pipkin, Debra Carney, Andrew Kaftan, Charles Weaver

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

- 2020 County Budgets –

Sheriff/Emergency Management – Wes Revels was available to present the Sheriff/Emergency Management budget and answered questions. Budget lines discussed but not limited to: squad lease; school officer position was not included in the budget; Bailiff increase; jail increase in transport, salaries and training; Jail Assessment Fund; jail medical expenses.

Dispatch – Randy Williams was available to present the Dispatch budget and answer questions. Budget lines discussed but not limited to: current dispatcher position status, on-call dispatcher's; the 5<sup>th</sup> dispatch work station was eliminated from the budget, old equipment will be used for just a training environment; looking in the future at long range budgeting for radio equipment annually.

History – Jarrod Roll was available to present the History Room budget and answer questions. Budget lines discussed but not limited to: future salary raise of Historian recommended by Pete Peterson; Endowment Fund.

Health – Sharon Nelson was available to present the Health budget and answer questions. Budget lines discussed but not limited to: the new Health Educator position was pulled from the budget; looking at continuing to apply for grants.

Highway – David Ohnstad was available to present the Highway budget and answer questions. Budget lines discussed but not limited to: overtime; capital is not on the levy/offset by prior year; Tomah Shop roof repairs are not included in budget; surplus materials.

Personnel – Ed Smudde was available to present the Personnel budget and answered questions. Budget lines discussed but not limited to: recruitment costs; Employee Recognition Policy.

Sanitation, Zoning, Dogs/Land Records – Alison Elliott was available to present the Sanitation, Zoning, Dogs/Land Records budget and answered questions. Budget lines discussed but not limited to: sanitation increase in fees; Zoning Mitigation Grant; dog garage request was pulled from the budget. Jeremiah Erickson was available to present the Land Records budget and answered questions. Budget lines discussed but not limited to: plotter, decrease in future revenues.

Child Support – Pamela Pipkin was available to present the Child Support budget and answered questions. Budget lines discussed but not limited to: decrease in future birth expense revenue.

Treasurer – Debra Carney was available to present the Treasurer budget and answered questions. Budget lines discussed but not limited to: increase in refund and rescinded budget line.

Corporation Counsel – Andrew Kaftan was available to present the Corporation Counsel budget and answered questions. Budget lines discussed but not limited to: decrease in temporary help; Corporation Counsel vs. Assistant Corporation Counsel case breakdowns.

Economic Development – Mark Halverson was available to present the Economic Development budget and answered questions. Budget lines discussed but limited to: support of Economic Development Position that was removed from the budget; websites.

Veteran's Service – Charles Weaver was available to present the Veteran's Service budget and answered questions. Budget lines discussed but not limited to: Wallace Habegger commended employee for work as Veteran's Service Officer; Assistance to needy Veteran's Grant; Veteran's programs.

County Board – Shelley Bohl was available to present the County Board budget and answered questions. Budget lines discussed but not limited to: Per-diem's, IT pool for lpad's.

County Clerk – Shelley Bohl was available to present the County Clerk and Election budget and answered questions. Budget lines discussed but not limited to: decrease in overtime, Election budget increase due to four elections.

Information Systems – Tina Osterberg explained that several items have been removed. Any questions should be directed to John Mehtala, IT Director or Tina Osterberg.

- Motion by Mark Halverson second by Wallace Habegger to adjourn the meeting at 11:46 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder



Finance Committee  
October 22, 2019

Present: Cedric Schnitzler, Wallace Habegger, Pete Peterson; Douglas Path joined the meeting at 9:27 p.m.

Absent: Mark Halverson

Others: Tina Osterberg, Diane Erickson, Mary Von Ruden, Gail Frie, Deb Brandt, Judge Ziegler, Bob Smith, Shirley Chapiewsky, Laura Endres, Chad Ziegler, Kevin Croninger, Lynn Kloety, Ron Hamilton, Beth Ford, Bob Micheel, Craig Saxe, Garry Spohn, Linda Anderson, Garlynn Brookshaw

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

- 2020 County Budgets –

Solid Waste – Gail Frie was available to present the Solid Waste budget and answered questions. Budget lines discussed but not limited to: Ridgeville II final cap; leatche project payment; recycling.

Economic Development – Budget lines discussed but not limited to: month to month contract.

Register of Deeds – Deb Brandt was available to present the Register of Deeds budget and answered questions. Budget lines discussed but not limited to: recording fees; birth certificate and marriage certificate revenue fees; Laredo fee increase.

Douglas Path joined the meeting at 9:27 a.m.

Circuit Court – Judge Ziegler was available to present the Circuit Court budget and answered questions. Budget lines discussed but not limited to: doctor fees; attorney and guardian at litem fee increase; grant reimbursement increase; State GAL payment.

Medical Examiner – Bob Smith was available to present the Medical Examiner budget and answered questions. Budget lines discussed but not limited to: increase in autopsy line; increase in laboratory & toxicology line; increase in transportations & removal line; personnel changes.

Clerk of Court – Shirley Chapiewsky and Laura Endres were available to present the Clerk of Court budget and answered questions. Budget lines discussed but not limited to: revenue lines; attorney and guardian at litem fee increase; mediation fee increase; Jury Bailiff; one less position in budget.

Forestry & Parks – Chad Ziegler was available to present the Forestry & Parks budget and answered questions. Budget lines discussed but not limited to: park revenue; park capital improvement; forestry revenue.

District Attorney – Kevin Croninger and Lynn Kloety were available to present the District Attorney budget and answered questions. Budget lines discussed but not limited to: new Assistant District Attorney position from the State; a new position is included in the budget for a Legal Secretary; Drug Court work will absorb additional staff time.

A recess was taken at 10:15 a.m.; the meeting reconvened at 10:20 a.m.

Finance – Diane Erickson was available to present the Finance budget and answered questions. Budget lines discussed but not limited to: revenues; decrease in office supplies; conference decrease; decrease in auditing fees.

Human Services/ADRC – Ron Hamilton and Beth Ford were available to present the Human Services/ADRC budget and answered questions. Budget lines discussed but not limited to: new positions; contracted services; children in-home services; CLTS program; child residential services; travel; mental health commitments; revenue; CCS program.

Administrator – Tina Osterberg was available to present the Administrator budget and answered questions. Budget lines discussed but not limited to: telephone; conferences; equipment service.

Land Conservation – Bob Micheel was available to present the Land Conservation budget and answered questions. Budget lines discussed but not limited to: Compeer grant; Climate Change Taskforce; tree sales; non-metallic mining; tri-creek; vehicle maintenance; state cost share program; state/federal grants; multi discharge variance.

UW Extension – Craig Saxe was available to present the UW Extension budget and answered questions. Budget lines discussed but not limited to: budget is for the most part the same as the prior year; Health & Well Being Extension Educator position is currently in the process of being filled; UW Extension programs.

Maintenance – Garry Spohn was available to present the Maintenance budget and answered questions. Budget lines discussed but not limited to: UPS batteries and maintenance contract; Building A; Building B; Farmhouse; toolcat; mower; Administrative Center flooring; Museum furnace and AC; Rolling Hills flooring.

Rolling Hills – Linda Anderson and Garlynn Brookshaw were available to present the Rolling Hills budget and answered questions. Budget lines discussed but not limited to: budget went down from last year, only completing things that have to be done; plumbing repairs; roof repairs; staffing.

- Resolution Approving 2019 Allowable Levy Limit Increase for Prior Year's Unused Levy Carryforward – Tina Osterberg provided members with an updated resolution, there were no changes to the content. Changes were in line 33 where "of the body" was added; and Line 12 was updated to "WHEREAS, 66.0602(3)(fm) Wis. Stats. allows for this adjustment to the levy. The prior year's unused levy carryforward is \$53,176.00. Tina noted that the County would not be able to take out new debt in 2020 if this resolution is passed. Discussion. Motion by Douglas Path second by Pete Peterson to approve resolution and forward to full board for approval. Carried 4-0.
- Resolution Adopting the 2020 Budget and Authorizing Property Tax Levies – The resolution would allow for adoption of the 2020 budget in the amount of \$62,692,016. Motion by Douglas Path second by Wallace Habhegger to approve resolution and forward to full board for approval. Carried 4-0.
- Motion by Pete Peterson second by Douglas Path to adjourn the meeting at 12:06 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
October 30, 2019

Present: Cedric Schnitzler, Wallace Habegger, Pete Peterson, Douglas Path, Mark Halverson  
Others: Tina Osterberg, Diane Erickson, Ellie Bradshaw

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

- Resolution Authorizing to Adopt a Citizen Participation Plan – Motion by Douglas Path second by Mark Halverson to approve resolution and forward to the board for full approval. Diane Erickson explained the citizen participation program plan and answered questions. Discussion. Carried 5-0.
- Citizen Participation Plan Committee – The Citizen Participation Plan lays out the establishment of citizen participation. The Committee must include at least one LMI person. The Committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. All members must be residents of the County. The Committee recommended that one Finance Committee member be placed on the Committee, Cedric Schnitzler. Motion by Douglas Path second by Mark Halverson to have Pete Peterson appoint the Citizen Participation Committee. Discussion. Carried 5-0.
- 2020 Budget Addendum(s) – Tina Osterberg provided current addendums to the budget. Health Insurance \$264,948.00; Dental Insurance \$12,219.00; this leaves the Contingency fund at \$62,870.00. Discussion. Motion by Douglas Path second by Mark Halverson to recommend that the \$53,176.00 in allowable levy limit increase carryforward be applied to the Contingency Fund. Carried 5-0. Motion by Wallace Habegger second by Pete Peterson to approve Health and Dental Insurance addendums. Carried 5-0.
- Cedric Schnitzler adjourned the meeting at 9:56 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
November 6, 2019

Present: Cedric Schnitzler, Wallace Habegger, Pete Peterson, Douglas Path, Mark Halverson  
Others: Tina Osterberg, Diane Erickson, Ellie Bradshaw, Eric Weihe, Deb Carney, Pamela Pipkin, Kevin Croninger, Kelly Talksy, David Ohnstad

The meeting was called to order in the Monroe County Board Assembly Room at 5:15 p.m. by Chair Cedric Schnitzler.

- Public hearing regarding the proposed application for Community Development Block Grant Close – Public Service (CDBG-PS) funds for establishment of a Drug Court.

Citizen Participation Plan Committee Members are as follows:

Kevin McCoy – Chair  
Cedric Schnitzler – Vice Chair  
Kelly Talksy  
Ron Radar

A fifth member will be announced at the November 26<sup>th</sup> Board Meeting.

The following topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing.

1. An overview of the Community Development Block Grant (CDBG) program was provided.
2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for Housing (CDBG-HSG); Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED) were provided.
3. Types of activities eligible for CDBG funding include Housing (CDBG-HSG): Rehabilitation, Homebuyer Assistance, Special Housing Projects, Other; Planning (CDBG-PLNG); Public Facilities (CDBG-PF); Economic Development (CDBG-ED); and/or Public Facilities for Economic Development (CDBG-PFED).
4. Housing needs were identified by staff prior to the Public Hearing.
5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by staff prior to the Public Hearing.
6. No housing needs were identified by attendees of the Public Hearing.
7. No Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) were identified by attendees of the Public Hearing.
8. Activities proposed for the CDBG application – Eric Weihe, Justice Programs Administrator was present to provide information pertaining to the Monroe County Drug Court. Questions were answered.

9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.

10. The public attending this meeting were allowed an opportunity to discuss the proposed CDBG application.

- David Ohnstad, Monroe County Highway Commissioner was present to explain the unique opportunity to repair Highway N for the next CDBG project.
- Resolution Determining not to opt out of Negotiation Class for Purposes of Settlement in Opioid Litigation. Motion by Wallace Habegger second by Douglas Path to approve resolution and forward to the full county board for approval. Tina Osterberg, Administrator explained the open opioid litigation. Discussion. Carried 5-0.
- Motion by Mark Halverson second by Wallace Habegger to adjourn the meeting at 5:39 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## 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>
Brent Turner	RN	\$ 1,000.00
Roxane Holm	APNP	\$ 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:** 11/5/19

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 5, 2019  
 Department: Human Services  
 Amount: \$400,000.00  
 Budget Year Amended: 2019

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

Budget Adjustment for estimated revenue to be received from WIMCR (Wisconsin Medicaid Cost Reimbursement).

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24900500	435603		Soc Service Revenue	\$ 1,643,658.00	\$ 400,000.00	\$ 2,043,658.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 400,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950560	525005	HS530	Mendota/Winnebago	\$ 150,000.00	\$ 200,000.00	\$ 350,000.00
24910520	525005	HS372	Positive Alternatives	\$ -	\$ 72,000.00	\$ 72,000.00
24910520	525005	HS335	LSS-Homme/Paddington	\$ 134,989.00	\$ 88,000.00	\$ 222,989.00
24910520	525005	HS338	Yellow Brick Road	\$ -	\$ 40,000.00	\$ 40,000.00
						\$ -
Total Adjustment					\$ 400,000.00	

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

Date Approved by Committee of Jurisdiction: 11/5/19

*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: October 18, 2019  
 Department: Highway  
 Amount: \$23,000.00  
 Budget Year Amended: 2019

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

Transfer from Surplus Funds to repair the Tomah Garage Roof for additional costs over and above expected budget amount. Repurpose of funds for temporary rumble strips withing the advance warning zone (ahead of the work area and flaggers). This is a requirement of the State effective January 1, 2020.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281	493000		Funds Balance Applied	\$ -	\$ 23,000.00	\$ 23,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 23,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310283	580550		Building Improvements	\$ 185,000.00	\$ (23,000.00)	\$ 162,000.00
73310281	581000		Capital Outlay-Equipment	\$ 702,000.00	\$ 23,000.00	\$ 725,000.00
73310281	581000		Capital Outlay-Equipment	\$ 702,000.00	\$ 23,000.00	\$ 725,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 23,000.00	

Department Head Approval:  10/15/2019

Date Approved by Committee of Jurisdiction:  10/18/2019

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

Date Approved by Finance Committee: 11/20/2019

Date Approved by County Board: 11/26/2019

*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: November 1, 2019  
 Department: Jail  
 Amount: \$1,264.56  
 Budget Year Amended: 2019

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

SCAAP FY2018 awards were delayed at the Federal level. FY2018 awards were received the fall of 2019 and our fee for processing was more than what was budgeted for in 2019.


**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	432150		SCAAP	\$ 27,552.72	\$ (1,264.56)	\$ 26,288.16
Total Adjustment					\$ (1,264.56)	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	579130		SCAAP Grant Exp	\$ 6,317.08	\$ 1,264.56	\$ 7,581.64
Total Adjustment					\$ 1,264.56	

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  11-11-19

*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: November 26, 2019  
 Department: Workers' Compensaton  
 Amount: \$65,000.00  
 Budget Year Amended: 2019

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

This budget adjustment is for estimated workers' compensation claims thru the end of 2019.  
We currently have expense thru October of 2019 of \$244,736.97

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	493000		Work Comp Funds Applied	\$ 193,993.00	\$ 65,000.00	\$ 258,993.00
Total Adjustment					\$ 65,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	573010		Insurance Claims	\$ 250,000.00	\$ 65,000.00	\$ 315,000.00
Total Adjustment					\$ 65,000.00	

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: November 26, 2019  
 Department: Treasurer  
 Amount: \$80,000.00  
 Budget Year Amended: 2019

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

The tax deeds account is made up of expenses incurred from the In Rem Foreclosure process and losses on taxes that the county takes when selling foreclosed properties. As of now, we have losses in the amount of \$48,597.40 and In Rem Foreclosure expenses of \$9,781.63.

It is anticipated that the additional funds will cover the remaining 2019 expenses for publications, certified mailings and GAL fees.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	483000		Land Acquisition Sales	\$ -	\$ 80,000.00	\$ 80,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 80,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11521000	539200		Tax Deeds Expense	\$ 22,900.00	\$ 80,000.00	\$ 102,900.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 80,000.00	

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: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

**Date:** 5-Nov-19  
**Department:** Health Department  
**Amount:** \$19,000.00  
**Budget Year Amended:** 2019

**From Account**

Org	Object	Projec	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000	511000		Salaries	\$ 472,901.00	\$ 19,000.00	\$ 313,230.57	\$ 453,901.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 19,000.00</b>		

**To Account**

Org	Object	Projec	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
24110000	522025		Telephone	\$ 3,358.00	\$ 1,800.00	\$ 4,050.67	\$ 5,158.00
24110000	523600		Equipment Service Contract	\$ 2,741.00	\$ 600.00	\$ 1,602.42	\$ 3,341.00
24110000	521520		Preventive Programs	\$ 39,000.00	\$ 15,000.00	\$ 5,200.74	\$ 54,000.00
24110000	534250		Medical Supplies	\$ 3,000.00	\$ 1,600.00	\$ 2,662.34	\$ 4,600.00
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 19,000.00</b>		

**Explanation for Transfer:**

The \$1800.00 transfer to Telephone is due to staff not allowed to use personal cell phones for work per implementation of county policy and purchase of county cell phones needed for Public Health Nurses/Community Health Educator for required work duties.

The \$15000.00 transfer to Preventive Programs is due to an increase demand for Hepatitis A vaccine, Hepatitis B vaccine and flu vaccine. This will allow the invoices to be paid upon receipt.

The \$600.00 transfer to Equipment Service Contract is not knowing precisely the cost of usage fees, per finance Department.

The \$1600.00 transfer to Medical Supply due to increase in Tubersol to screen for Tuberculosis.

Department Head Approval

*Mark D. Nelson*

Governing Committee Approval

*David A. Greer* 11-5-19

**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:** 11/11/2019  
**Department:** Sheriff  
**Amount:** \$2,022.46  
**Budget Year Amended:** 2019

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12110000	524510	SH520	Vehicle Maintenance	\$58,930.71	\$2,022.46	\$103,850.70	\$ 56,908.25
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 2,022.46</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12110000	521340	SH560	Contracted Services	\$11,114.00	\$2,022.46	\$21,380.00	\$ 13,136.46
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 2,022.46</b>		

**Explanation for Transfer:**

- Supply and install new camera and microphone in Sheriff conference room.
- Connect to current standalone interview audio/video recording system.

**Department Head Approval**   
**Governing Committee Approval**  11-11-19

**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: \_\_\_\_\_ 2019

No. _____
Date: _____

**From Account**


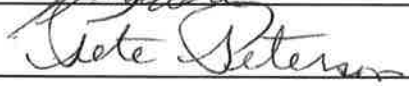
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 10,000.00	\$ 1,500.00	\$ 5,212.70	\$ 8,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,500.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 8,000.00	\$ 1,000.00	\$ 6,990.50	\$ 9,000.00
11430000-531000	Office Supplies	\$ 1,000.00	\$ 500.00	\$ 934.83	\$ 1,500.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,500.00</b>		

<b>Explanation for Transfer:</b>
Due to pending cases we'd like to increase our Labor Relations line to offset any additional legal counsel needed.
Our Office Supplies line needs additional funding in order to order signage to make our building OSHA compliant.
Our Training line item had left over funds due to getting additional trainings at reduced costs from current vendors we use for other services.

Department Head Approval

  
 \_\_\_\_\_  
 Peter Peterson 11/12/19  
 \_\_\_\_\_

Governing Committee Approval

**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

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 11/4/2019  
**Department:** Administrator  
**Amount:** \$ 1,200.00  
**Budget Year Amended:** 2019

**From Account**

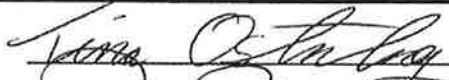

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	511000		Salaries	\$ 159,281.00	\$ 1,200.00	\$ 120,182.01	\$ 158,081.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 1,200.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	531000		Office Supplies	\$ 1,000.00	\$ 1,200.00	\$ 766.88	\$ 2,200.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 1,200.00</b>		

**Explanation for Transfer:** With staffing changes in the Administrator's Department during 2019 funds are available in the salaries account. I would like to move funds to the Office Supplies account for the purchase of replacement office chairs. I would also, like to purchase a protective cover for my work cell phone.

Department Head Approval

Governing Committee Approval

11/12/19

-----  
 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

**RESOLUTION TO CONDUCT COUNTYWIDE ADVISORY REFERENDUM  
ON CREATION OF NONPARTISAN PROCEDURE FOR THE PREPARATION OF  
LEGISLATIVE AND CONGRESSIONAL REDISTRICTING PLANS AND MAPS**

**WHEREAS**, the Monroe County Board of Supervisors on August 23, 2017 passed a resolution in support for the creation of a nonpartisan procedure for the preparation of legislative and congressional redistricting plans; and that the process promote more accountability and transparency and prohibits the consideration of voting patterns, party information, and incumbents' residence information or demographic information in drawing the maps, except as necessary to ensure minority participation as required by the U.S. Constitution; and

**WHEREAS**, pursuant to Wis. Stat. 59.52(25) the County Board may conduct a countywide advisory referendum to determine whether the people of Monroe County support creation of a nonpartisan procedure for preparation of legislative and congressional redistricting plans; and

**WHEREAS**, pursuant to Article IV, Section 3 of the Wisconsin Constitution, the Wisconsin Legislature is directed to redistrict state legislative districts "according to the number of inhabitants" at its next session following the decennial federal census. The legislature also reapportions congressional districts at the same interval pursuant to federal law; and

**WHEREAS**, historically legislative and congressional plans in Wisconsin have been subject to partisan influence that put the desires of politicians ahead of the electoral prerogative of the people; and lacks the fairness necessary to our democratic process, by undermining the principle of one-person-one vote.

**NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors, in legal session assembled, does hereby approve that the following question be placed on the April 7, 2020 Spring Election ballot as an advisory referendum question:

Question: Should the Wisconsin legislature create a nonpartisan procedure for the preparation of legislative and congressional district plans and maps?

YES \_\_\_\_\_ NO \_\_\_\_\_

**EXPLANATION:** The current procedure allows the legislature of the majority party to prepare redistricting plans and maps. This has the potential to result in unfair partisan plans and maps, when the legislature chooses its voters rather than the voters choosing their representatives. This is commonly called gerrymandering.

A YES vote indicates that you agree with creating a nonpartisan procedure for creating redistricting plans and maps

A NO vote indicates that you disagree with creating a nonpartisan procedure for creating redistricting plans and maps.

**AND BE IT FURTHER RESOLVED**, that the Monroe County Clerk publish a Notice of Referendum in accordance with statutory requirements send a copy of resolution to the Governor of the State of Wisconsin, the Wisconsin Counties Association, and all state senators and assembly members representing Monroe County constituents.

Dated this 26<sup>th</sup> day of November, 2019.

Offered by the Administration & Personnel Committee



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59  
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62

Purpose: To inform the above parties of the position of Monroe County Constituents against partisan agendas being utilized in establishing voting districts by countywide referenda.  
Fiscal Note: Publication costs are estimated at \$300.00. Funds are available in the 2020 Election Budget.

Reviewed as to form  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>November 12, 2019</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>Pete Peterson</u> <u>Mary Von Rueden</u> <u>Sharon Tolson</u> <u>Mal Baker</u> <u>Bob Schaefer</u>
Finance Vote (If required): <u>    </u> Yes <u>    </u> No <u>    </u> 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 County Board of Supervisors at the meeting held on _____  SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ <u>    </u> Yes <u>    </u> No <u>    </u> Absent	

**RESOLUTION CODIFYING DEPARTMENT NAME CHANGE FROM INFORMATION SYSTEMS TO INFORMATION TECHNOLOGY AND AMENDING THE MONROE COUNTY PERSONNEL MANUAL ACCORDINGLY**

1       **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends the  
2 changes proposed by the Personnel Director to section 4.27(10) Rules for Administration of the  
3 Compensation Plan On Call Availability and section 4.69 Computer Usage changing the name of the  
4 Information Systems Department to Information Technology in the Personnel Policy Manual, as  
5 referenced on the attached document, and  
6

7       **WHEREAS**, this language would make the name current with the recent approval by the County  
8 Administrator in October 2019 to amend the name of the department from Information Systems to  
9 Information Technology.  
10

11       **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that  
12 effective this date they do hereby authorize the proposed Personnel Policy Manual changes to section  
13 4.27(10) Rules for Administration of the Compensation Plan On Call Availability and section 4.69  
14 Computer Usage, as set out in the attached document.  
15

16 Dated this 26<sup>th</sup> day of November 2019.  
17

18 Offered by the Administration & Personnel Committee  
19

20 Purpose: Approve changes to Personnel Policy Manual section 4.27(10) and section 4.69.  
21

22 Fiscal note: No direct costs.

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

Committee of Jurisdiction Forwarded on: November 12, 2019  
\_\_\_\_ 5 Yes \_\_\_\_ 0 No \_\_\_\_ 0 Absent

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

Committee Chair: Pete Peters  
Mary VanRuden Sharon Foley  
Monroe Shelley R. Bohl

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.

**RULES FOR ADMINISTRATION OF THE COMPENSATION PLAN 4.27(10) – Page 19**

(10) ON-CALL AVAILABILITY. Departments that require on-call availability (e.g., Human Services, Maintenance, Information Technology Systems) a coverage and compensation plan specific to the department's needs, with approval of the County Administrator prior to implementation

**Page 48**

**4.69 COMPUTER USAGE.** <12/99> The Information Technology Systems Director shall maintain and update Countywide computer usage policies concerning internet access, E-mail communications, telephone systems, and other information technology functions, with the approval of the County Administrator and the Administration and Personnel Committee. Policy copies will be distributed to applicable employees and will be available upon request from the Information Technology Systems Department.

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – EMPLOYEE RECOGNITION PROGRAM**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends the  
2 change proposed by the Personnel Director to add section 4.38, Employee Recognition Program, to the  
3 Personnel Policy Manual, *see attached*; and  
4

5 **WHEREAS**, this change opens, for the county, the opportunity to recognize and reward staff  
6 who achieve milestones of years of services within the county or upon the recommendation of the  
7 department head; and  
8

9 **WHEREAS**, the Personnel Department will develop and maintain an Employee Recognition  
10 Program designed to boost morale and aid retention of valued county employees by providing additional  
11 recognition beyond what has been previously established with the county.  
12

13 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that,  
14 effective January 1, 2020, they do hereby adopt the proposed Personnel Policy Manual change to add  
15 section 4.38, Employee Recognition Program.  
16

17 Dated this 26<sup>th</sup> day of November 2019.  
18

19 Offered by the Administration & Personnel Committee  
20

21 Purpose: Approve an addition to Personnel Policy Manual, namely, section 4.38 Employee Recognition  
22 Program.  
23

24 Fiscal note: The program will be funded by line item within the Personnel Department’s budget labeled  
25 Employee Recognition Program. No additional budgetary costs for 2020 and thereafter.  
26

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

Committee of Jurisdiction Forwarded on: November 12, 2019  
5 Yes 0 No 0 Absent  
Committee Chair: Dele Peterson  
Mary Von Ruden Sharon Folsey  
Mark Helvers Leah Seltzer

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
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.

### **Sample Policy Language**

**4.38 EMPLOYEE RECOGNITION PROGRAM:** The Personnel Department shall maintain and update the Employee Recognition Program policy throughout Monroe County. It is the policy that Monroe County will provide recognition to all full and part time staff who hit milestones for every five years of service within the County. Staff must be in a full or part time status position with no breaks in service in order to receive recognition through this program. Each five (5) year milestone will be addressed with the employee in the month prior to the anniversary date with an option to select recognition from the Employee Recognition Program as maintained by the Personnel Department. These options will vary between time off and other tangible benefits as determined and approved by the County Administrator at the suggestion of the Personnel Department.

If a manager or department head wishes to request recognition prior to any milestone as mentioned above they must do so in writing to the Personnel Director and County Administrator. These requests will be reviewed on a case by case basis by the County Administrator, Personnel Director, and County Board Chair to determine if the recognition is warranted. If approved the employee will receive recognition as outlined by the Personnel Department's Employee Recognition Program.

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

REGARDING CANCELLATION OF OUTSTANDING 2018 CHECKS

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WHEREAS, The checks listed on the attachment, 2018 Outstanding Checks, are outstanding and demand special accounting and extra work listing them as outstanding due to not being timely presented for payment; and

WHEREAS, The checks, previously mailed or delivered to the party, read "Void 90 days after date of issue" and more than 90 days have passed since the checks were issued; and

WHEREAS, The auditors for the county recommend a policy and practice of canceling outstanding checks on a yearly basis.

NOW THEREFORE BE IT RESOLVED that the Monroe County Treasurer, in accordance with §59.64(4)(e) of the Wisconsin Statutes, is instructed to:

1. Cancel the attached list of checks issued in the calendar year of 2018; and
2. Credit the amount of the outstanding checks to the General Fund; and
3. If a listed check or a Request for Replacement Check is presented at a later date and within six years of the date of the check, issue a new check in payment thereof.

Dated this 26<sup>th</sup> day of November, 2019.

OFFERED BY THE FINANCE COMMITTEE:

Fiscal Note: Passage would increase the General Fund by the amount of \$4,420.33.

Statement of purpose: The purpose of this resolution is to clear Monroe County's books of old outstanding checks.

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

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

Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel
--

Committee Chair: _____ _____ _____
--

<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent
---

STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____, acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>
---

**OUTSTANDING 2018 CHECKS**

CHECK #	AMOUNT	NAME	VENDOR	DEPARTMENT	DATE
1030276	\$ 21.06	BRITTANY MARIE ZEIDLER	000002	CIRCUIT COURT - JUROR	01/19/2018
1030650	\$ 20.04	JOHN H STILEN	000002	CLERK OF COURT	01/26/2018
1030734	\$ 250.00	YOUNG MEN'S CHRISTIAN ASSOCIATION	016332	HS-ADULT SERVICES	01/26/2018
1030816	\$ 19.02	CHARLES THOMAS KOTEK	000002	CLERK OF COURT	02/02/2018
1030837	\$ 18.51	JAMIN E FLADHAMMER	000002	CLERK OF COURT	02/02/2018
1030838	\$ 35.34	JENNIFER LOUISE WEYH SABA	000002	CLERK OF COURT	02/02/2018
1030871	\$ 30.24	SUSANNE MARY PECK	000002	CLERK OF COURT	02/02/2018
1031120	\$ 24.00	OWEN S WALTERS	000004	CLERK OF COURT - WITNESS	02/09/2018
1031408	\$ 25.51	CHRISTINE SUE VIAN	000002	CLERK OF COURT	02/23/2018
1031634	\$ 142.00	YOUNG MEN'S CHRISTIAN ASSOCIATION	016332	HS-ADULT SERVICES	03/02/2018
1032030	\$ 34.18	DYLAN A KOBEL	000002	CLERK OF COURT	03/23/2018
1032044	\$ 19.02	KRISTIN K GEIER	000002	CLERK OF COURT	03/23/2018
1032109	\$ 2,500.00	INFINITY TRAINING AND CON	016113	HS-CHILD SERVICES	03/29/2018
1032900	\$ 24.12	SHIRLEY JOAN FRIEDL	000002	CLERK OF COURT	05/09/2018
1032942	\$ 64.25	THE HARDWARE STORE	005194	PUBLIC HEALTH & MAINTENANCE	05/09/2018
1033160	\$ 16.00	ABIGAIL L KRUEGER	000004	CLERK OF COURT - WITNESS	05/18/2018
1033161	\$ 16.00	EMILY M KRUEGER	000004	CLERK OF COURT - WITNESS	05/18/2018
1033162	\$ 54.00	LUKE CONNELLY	000004	CLERK OF COURT - WITNESS	05/18/2018
1033280	\$ 5.68	DAVID ZILLMER	000005	TREASURER - OVERPAYMENT OF 2017 TAXES	05/25/2018
1033357	\$ 32.28	REBECCA KATHLYN MARIE KOR	000002	CLERK OF COURT	06/01/2018
1033789	\$ 32.28	SCOTT LEE KNIPRATH	000002	CIRCUIT COURT - JUROR	06/21/2018
1034443	\$ 10.16	STEVEN PAVLOSKI	000005	TREASURER - OVERPAYMENT OF 2017 TAXES	07/27/2018
1034549	\$ 36.36	KATHRYN G JOHNSON	000002	CLERK OF COURT	08/03/2018
1034653	\$ 23.20	BRANDON S CRAMPES	000004	CLERK OF COURT - WITNESS	08/03/2018
1034766	\$ 190.59	KEVIN BERNHARDT	000005	TREASURER - OVERPAYMENT OF 2017 TAXES	08/10/2018
1035340	\$ 48.60	DEVIN MARVIN BERRY	000002	CLERK OF COURT	09/12/2018
1035351	\$ 25.65	JOEL ANTHONY COMAN	000002	CLERK OF COURT	09/12/2018
1035367	\$ 37.75	MORGAN LEIGH MCCREA	000002	CLERK OF COURT	09/12/2018
1035478	\$ 42.48	AMANDA T WARNER	000002	CLERK OF COURT	09/14/2018
1036344	\$ 260.44	MESSERLI & KRAMER PA	005240	CLERK OF COURT	10/26/2018
1036857	\$ 36.36	AMIE NICOLE HATCHETT	000002	CLERK OF COURT	11/21/2018
1036876	\$ 25.14	ELIZABETH ANN SMOTHERS	000002	CLERK OF COURT	11/21/2018
1036877	\$ 38.40	ERIC ROBERT CHRISTENSEN	000002	CLERK OF COURT	11/21/2018
1036884	\$ 33.30	IDA G SCHAEFER	000002	CLERK OF COURT	11/21/2018
1036897	\$ 25.51	KATHRYN R PARKER	000002	CLERK OF COURT	11/21/2018
1036904	\$ 36.36	MELANIE B WALTON	000002	CLERK OF COURT	11/21/2018
1036918	\$ 30.24	SHANE WILLIAM STARK	000002	CLERK OF COURT	11/21/2018
1037038	\$ 23.10	JOSEPH GERARD PETERSON	000002	CLERK OF COURT	11/30/2018
1037502	\$ 43.50	BRETT AXEL BERGSTROM	000002	CLERK OF COURT	12/14/2018
1037519	\$ 33.30	MAURICE D A HECKMAN	000002	CLERK OF COURT	12/14/2018
1037844	\$ 36.36	TRACEY K LEIS	000002	CLERK OF COURT	12/28/2018
<b>Total</b>	<b>\$ 4,420.33</b>				