

# 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, January 17, 2018

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 December 20, 2017
4. Public Comment
5. Nursing Home Building Project
  - a. Update
  - b. Nursing Home Bonding Award Discussion
  - c. New Nursing Home General Obligation Debt to Remain Under County Levy Cap – Discussion/Action
6. Human Services Credit Card Approval– Discussion/Action
7. Sheriff's Office – Discussion/Action
  - a. Fee Schedule
  - b. Extended Sanctions Program
8. Line Item Transfer(s) – Discussion/Action
  - a. Human Services
  - b. Child Support
  - c. Circuit Court
  - d. County Board
  - e. Forestry/Parks
9. Budget Adjustment(s) – Discussion/Action
  - a. Forestry/Parks
  - b. Circuit Court
  - c. Capital Projects-Radio System Project
  - d. Land Conservation (2)
  - e. Information Systems
  - f. Maintenance
  - g. Finance
10. Forestry/Parks Repurpose of Funds(2) – Discussion/Action
11. 911 Communications Center Radio System Voucher – Discussion/Action
12. Solid Waste Fiscal Note Approval for Leachate Treatment System Project – Discussion/Action
13. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
14. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review

**FINANCE MEETING  
January 17, 2018 Agenda**

15. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
  - d. Justice Center Voucher Approval
  - e. Nursing Home Voucher Approval
16. Items for next month's agenda
17. Closed Session Per Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Justice Center Mediation Discussion.
18. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: January 11, 2018

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  
December 20, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Douglas Path, Mark Halverson  
Others: Jim Bialecki, Tina Osterberg, Brad Viegut, Annette Erickson, Ron Hamilton, Penny Brueggen, Rob Conroy, Linda Anderson, Gene Treu, Bob Janovick, Simon Wells, Member of the Public

The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Cedric Schnitzler

- Next meeting date – January 17, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the November 15, 2017 minutes. Carried 5-0.
- Public Comment – Two members of the public addressed the board.
- Nursing Home Project Update / Bonding – Brad Viegut, Baird recapped the financing plan for the new nursing home. January 24<sup>th</sup> is the intention for the first bonding.
- Treasurer
  - a. Annette Erickson provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Budget Adjustment – Annette Erickson explained the 2017 budget adjustment in the amount of \$11,607.33 for rescinded or refunded taxes from various municipalities. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
- District Attorney Line Item Transfer – Cedric Schnitzler explained the 2017 line item transfer in the amount of \$1,309.00 for laptop and equipment. Motion by Douglas Path second by Wallace Habhegger to approve line item transfer. Carried 5-0.
- Medical Examiner Line Item Transfer – Penny Brueggen explained the 2017 line item transfer in the amount of \$585.46 for scanning project. Motion by Douglas Path second by Wallace Habhegger to approve line item transfer. Discussion. Carried 5-0.
- Sheriff's Department –
  - a. Credit Card Approval – Rob Conroy explained the need for a new deputy credit card in the amount of \$1,000.00. Motion by Pete Peterson second by Mark Halverson to approve credit card. Discussion. Carried 5-0.
  - b. Line Item Transfer – Rob Conroy explained the 2017 line item transfer in the amount of \$11,500.00 for overtime and jail reserve salaries. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Discussion. Carried 5-0.
  - c. Budget Adjustment – Rob Conroy explained the 2017 budget adjustment in the amount of \$6,000.00 for Bailiff overtime. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
  - d. Repurpose of Funds – Rob Conroy explained the 2017 repurpose of funds in the amount of \$2,000.00 for challenge coins. This repurpose was approved last month, however it is back this month for an account number change. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve repurpose of funds. Carried 4-1.
  - e. Fee Schedule – Rob Conroy asked to have the item pulled from the agenda.
  - f. Extended Sanctions Program – Rob Conroy explained the extended sanctions program. The jail is able to house out of jurisdiction beds; 10 inmate beds at \$51.00 per bed each day. This will bring in revenue to the county. This service would go into effect in January. Discussion.
- Fiscal Note on Resolutions -
  - a. Resolution Authorizing the Monroe County Department of Human Services to Join the Child Abuse and Neglect Reporting Consortium – Ron Hamilton explained importance in becoming a

member of the Child Abuse and Neglect Reporting Consortium. Estimated impact is \$114,700 for 2018 thru addition or reallocation. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Discussion. Carried 5-0.

- b. Resolution Authorizing the Withdrawal from the Monroe County Farm Education Account for Barn Expansion and Upgrade – Simon Wells explained the expansion and update to the barn at the Tomah fairgrounds. \$15,000.00 will be used for the project. Motion by Mark Halverson second by Pete Peterson to approve fiscal note. Discussion. Carried 5-0.
- Benevolent Fund Policy – Shelley Bohl explained that the policy would allow for memorials for families of county employees or officials who pass away. The Benevolent Fund Policy originated at the Administration/Personnel meeting and it was felt that this would be a Finance Policy. 2018 funds were not budgeted, funds to come out of County Board mileage. The 2019 budget will contain a fund line to pay for arrangements. Discussion. Motion by Wallace Habegger second by Mark Halverson to adopt benevolent policy. Carried 5-0.
- Workman’s Comp Budgetary Adjustment – Shelley Bohl explained the 2017 budget adjustment in the amount of \$2,393.00 for work comp excess insurance change due to audit. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
  - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
  - d. Justice Center Voucher Approval – Discussion. Justice Center items & issues are being discussed at committee levels and then being forwarded to finance. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve Justice Center vouchers in the amount of \$18,325.81. Carried 5-0.
  - e. New Nursing Home Voucher Approval – None
- Nursing Home Building Bonding – Cedric Schnitzler placed the Nursing Home Building Bonding discussion back on the table. Members are looking to keep any funds not spent, placed back to the levy.
- Finance Report – None
- Items for next month’s agenda – Sheriff Extended Sanctions Program, Sheriff Fee Schedule, Resolution regarding returning unspent funds for the new nursing home to the levy, County Board Line Item Transfer for Benevolent Policy.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 5:24 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## Request for Credit Card Approval

**Department:** Human Services

**Committee:** Health & Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Sara Angle	Social Worker	\$ 1,000.00
Ariel Brown	Social Worker	\$ 1,000.00
Lois Kirklin	Social Worker	\$ 1,000.00
Amanda Schroeder	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.

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

**Date Approved by Committee of Jurisdiction:** David H. Brown 1-2-18

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

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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services  
 Budget Year Amended: 2017

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24900500.511000	AMSO SALARIES	\$ 15,000.00	\$ 505,014.00	\$ 490,014.00
	24900500.515020	AMSO HEALTH INSURANCE	\$ 20,000.00	\$ 125,454.00	\$ 105,454.00
	24950560.511000	ADULT COMM SALARIES	\$ 22,000.00	\$ 248,394.00	\$ 226,394.00
	24950560.515020	ADULT COMM HEALTH INSURANCE	\$ 18,000.00	\$ 65,735.00	\$ 47,735.00
	24910510.511200	CHILD IN HOME OT.	\$ 23,000.00	\$ 24,000.00	\$ 1,000.00
			\$ -		\$ -
	<b>Total Transfer</b>		<b>\$ 98,000.00</b>		

To Account	24950560.525005.HS520	AD COM TRMT TREMP (HS613)	\$ 98,000.00	\$ 135,000.00	\$ 233,000.00
	<b>Total Transfer</b>		<b>\$ 98,000.00</b>		

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

Department Head Approval \_\_\_\_\_ 1-2-2018

Governing Committee Approval David A. Price \_\_\_\_\_ 1-2-2018

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

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

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

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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Child Support  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000 531000	Office Supplies	\$ 4,700.00	\$ 1,000.00	\$ 3,067.02	\$ 3,700.00
21330000 523600	Equipment Service	\$ 5,520.00	\$ 850.00	\$ 4,374.55	\$ 4,670.00
21330000 522025	Telephone	\$ 804.00	\$ 100.00	\$ 659.53	\$ 704.00
21330000 533200	Mileage	\$ 1,225.00	\$ 400.00	\$ 582.51	\$ 825.00
21330000 533010	Conferences	\$ 2,212.00	\$ 1,000.00	\$ 835.00	\$ 1,212.00
<b>Total Transfer</b>			<b>\$ 3,350.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000 CS260	Sheriff-Process Service	\$ 6,000.00	\$ 1,675.00	\$ 7,740.00	\$ 7,675.00
21330000 CS240	Finance	\$ 1,500.00	\$ 1,675.00	\$ 3,142.80	\$ 3,175.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 3,350.00</b>		

**Explanation for Transfer:**  
 Finance has spent extra time with me this year to streamline my processes for State required reports. Also, we have had more people that the Sheriff has had to serve papers on this year. Also, all employees under my contracted services had to complete civil rights training for me to be able to turn in their time on child support and get reimbursement for it. We get reimbursement for the time spent taking the class so that has increased the expenditures for this year. I had a number of lines where I had money that I was able to transfer this from to cover it. I am not sure of what amount I will need to cover so am estimating.

Department Head Approval

Governing Committee Approval

01-09-2018

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 If < \$500:

Send to County Administrator's Office

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

If > \$500:

Send to County Clerk's Office

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

Date

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Circuit Court  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
531000 CC 800	Office Supplies	\$ 4,800.00	\$ 1,978.62	\$ 2,821.38	\$ 2,821.38
531000 CC 850	Notary Bonds	\$ 30.00	\$ 30.00	\$ -	\$ -
531050	Postage	\$ 9,000.00	\$ 310.03	\$ 8,689.97	\$ 8,689.97
531060	Printing	\$ 1,000.00	\$ 257.10	\$ 742.90	\$ 742.90
532000	Books & Publications	\$ 7,350.00	\$ 613.81	\$ 6,736.19	\$ 6,736.19
553100	Equipment Service	\$ 4,656.00	\$ 103.88	\$ 4,428.00	\$ 4,428.00
533010	Conference / Seminars	\$ 798.00	\$ 293.36	\$ 504.64	\$ 504.64
533200	Mileage	\$ 529.00	\$ 192.28	\$ 336.72	\$ 336.72
521110	Doctor Examinations	\$ 60,000.00	\$ 8,488.28	\$ 51,511.72	\$ 51,511.72
			<b>Total Transfer</b>	<b>\$ 12,267.36</b>	<b>\$ -</b>

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
521105 CC600	Attorney Fees	\$ 75,000.00	\$ 12,267.36		\$ 87,267.36
					\$ -
			<b>Total Transfer</b>	<b>\$ 12,267.36</b>	<b>\$ -</b>

**Explanation for Transfer:** Attorney fees have exceeded budgeted amount for 2017.

Department Head Approval

*[Signature]*

Governing Committee Approval

Paul *[Signature]* 01-08-18

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

Date

Revised 02/20/2014



# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Board  
 Budget Year Amended: 2018

No. _____
Date: _____

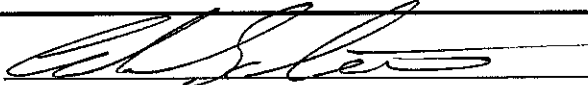
**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533200	County Board Mileage	\$ 18,720.00	\$ 500.00	-	\$ 18,220.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 500.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 539060	County Board Benevolent Fund	-	\$ 500.00	-	\$ 500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 500.00</b>		

**Explanation for Transfer:**  
 The Finance Committee approved a Benevolent Fund for 2018. We are transferring money to start up account. Funds to be included in future budgets.

Department Head Approval   
 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 \_\_\_\_\_ Revised 02/20/2014

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Parks  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
15200000 524510	Motor Vehicle Op	\$ 6,350.00	\$ 650.00	\$ 2,913.39	\$ 5,700.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 650.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
15200000 534125	Park Supplies	\$ 4,450.00	\$ 500.00	\$ 4,487.42	\$ 4,950.00
15200000	Electricity	\$ 18,500.00	\$ 150.00	\$ 18,487.53	\$ 18,650.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 650.00</b>		

**Explanation for Transfer:**  
 Expenditures went over budget for this line item. Overall, the Parks Dept has approximately \$27,000 remaining in the 2017 expenditures budget.

Department Head Approval: Chel Mizil 1-3-18  
 Governing Committee Approval: Nodji Vanelychen 1-9-18

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 27, 2017  
 Department: Park  
 Amount: \$30,000.00  
 Budget Year Amended: 2018

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

2017 excess park revenue will be moved to the 2018 park capital outlay account.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	Gen Fund Balance Applied	\$ -	\$ 30,000.00	\$ 30,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17620620 582000	Capital Improvement	\$ -	\$ 30,000.00	\$ 30,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

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

*Chad M...* 1-9-18

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Nodji VanWycken* 1-9-18

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 8, 2018  
 Department: Circuit Court  
 Amount: \$8,411.03  
 Budget Year Amended: 2017

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

2017 revenue exceeded budgeted amounts for several accounts. These additional revenues are needed to help cover expenses for 2017 attorney fees.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
435110	State GAL Payment	\$ 42,600.00	\$ 1,261.09	\$ 43,861.09
451100 CC 020	Juvenile Fines Cnty	\$ 245.00	\$ 194.50	\$ 439.50
461430 CC 270	ATTY/ GAL Reimburse	\$ 9,500.00	\$ 224.30	\$ 9,724.30
461470	Doctor Evaluations Reimb.	\$ 4,000.00	\$ 1,255.00	\$ 5,255.00
461500	Probate Fees	\$ 10,500.00	\$ 5,376.49	\$ 15,876.49
461410	Juvenile Legal Fees	\$ 500.00	\$ 99.65	\$ 599.65
Total Adjustment			\$ 8,411.03	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
521105 CC 600	Attorney Fees	\$ 75,000.00	\$ 8,411.03	\$ 83,411.03
Total Adjustment			\$ 8,411.03	

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

Date Approved by Committee of Jurisdiction: Paul [Signature] 01-08-18

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 8, 2018  
 Department: Capitla Projects-Radio System Project  
 Amount: \$4,360.00  
 Budget Year Amended: 2018

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

At the November 7, 2017 Public Safety Committee Meeting, the committee approved a budget adjustment in the amount of \$13,000 for Elert funds to roll forward to 2018. That amount is an error and should be retracted. This new budget adjustment is for the correct amount (\$4,360) to roll forward from 2017 to 2018

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 493000	Cap Proj-Emg Comm Fnd Applie	\$ -	\$ 4,360.00	\$ 4,360.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,360.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 581000	Cap Proj-Capital Equipment	\$ -	\$ 4,360.00	\$ 4,360.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,360.00	

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

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2018  
 Department: Land Conservation  
 Amount: \$15,000.00  
 Budget Year Amended: 2018

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

In 2017, The Land Conservation Department received \$17,317.00 in technical assistance funds from our federal (NRCS) partners. Funding covers staff time for conservation practice design, construction, and project oversight. \$15,000 would be used to purchase two monitors for the courthouse assemble room. This would provide funding to implement the planned visuals for the assembly room and provide a valuable resource for the public. No county levy dollars will be used.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	General Funds Applied	\$ -	\$ 15,000.00	\$ 15,000.00
71400000 499999	Info Systems: Transfer - In	\$ -	\$ 15,000.00	\$ 15,000.00
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000 521415 19111	Computer Ops - County Board	\$ 4,639.00	\$ 15,000.00	\$ 19,639.00
10000000 599999	General Fund: Transfer - Out	\$ -	\$ 15,000.00	\$ 15,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

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

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Bob Michel 1/5/2018*  
*Nodji Van Wychen 1/9/2018*

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2018  
 Department: Land Conservation  
 Amount: \$1,000.00  
 Budget Year Amended: 2018

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

In 2017, The Land Conservation Department received \$17,317.00 in technical assistance funds from our federal (NRCS) partners. Funding covers staff time for conservation practice design, construction, and project oversight. \$1,000 would be used to purchase a monitor for the Land Conservation Department conference room. The monitor would be used in conjunction with our existing laptop for various committee & landowner meetings. **No county levy dollars will be used.**

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	General Funds Applied	\$ -	\$ 1,000.00	\$ 1,000.00
71400000 499999	Info Systems: Transfer-In	\$ -	\$ 1,000.00	\$ 1,000.00
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000 521415 19694	Computer Ops-Land Conservation	\$ 4,639.00	\$ 1,000.00	\$ 5,639.00
10000000 599999	General Fund:Transfer-Out	\$ -	\$ 1,000.00	\$ 1,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

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

Date Approved by Committee of Jurisdiction: Bob Melrod 1/15/2018  
Nodji VanWycken 1/9/2018

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2018  
 Department: Information Systems  
 Amount: \$80,000.00  
 Budget Year Amended: 2018

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

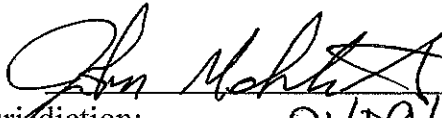
We are asking to roll forward the \$80,000 in funds that were approved 2017 for Information Systems to update the Courthouse wiring in to the 2018 budget.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000 493000	Fund Balance Applied	\$ -	\$ 80,000.00	\$ 80,000.00
				\$ -
				\$ -
Total Adjustment			\$ 80,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000 521415 19914	Computer Ops.-Info Systems	\$ 482,354.00	\$ 80,000.00	\$ 562,354.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 80,000.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 01/09/2018

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

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 10, 2018  
 Department: Maintenance  
 Amount: \$31,559.17  
 Budget Year Amended: 2018

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

These funds were approved for the remodel of the Courthouse building in 2017. We are asking to roll forward the funds to complete the Courthouse remodel project for Human Services in 2018.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	Fund Balance Applied	\$ -	\$ 31,559.17	\$ 31,559.17
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 31,559.17	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169 582500	Cap Impr. Non-lapsing Long	\$ -	\$ 31,559.17	\$ 31,559.17
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 31,559.17	

Department Head Approval: *Darryl Pahn*  
 Date Approved by Committee of Jurisdiction: 01-10-2018

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 17, 2018  
 Department: WORKERS COMPENSATION  
 Amount: \$101,971.68  
 Budget Year Amended: 2017

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

The workers compensation claims that we have during the year are unknown until they actually total workers compensation claims for 2017 were \$98,814.19. This budget adjustment will use the funds that are set aside each payroll in 2017 to cover all claims during the year.

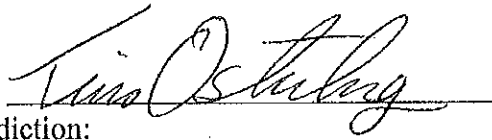
**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment
71930000 474000	WORK COMP PAYROLL	\$ 141,973.00	\$ 101,971.68
Total Adjustment			\$ 101,971.68

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment
71930000 573010	WC INSURANCE CLAIMS	\$ -	\$ 101,971.68
Total Adjustment			\$ 101,971.68

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: \_\_\_\_\_

# Notice of Re-Purpose of Funds

MONROE COUNTY

## Unanticipated Change of What Funds Were Budgeted For

Date: 12/13/2017  
 Department: Park  
 Amount: \$ 11,750.00  
 Budget Year Amended: 2018

Explanation/Reason funds are being re-purposed and affect on Program:

(If needed attached separate brief explanation.)

I made an error budgeting for 2018 park capital outlay. The 2017 capital outlay information remained in MUNIS and was approved to build an addition to the park maintenance shed. The addition was completed in 2017. We are replacing our existing truck with a used mini dump truck.

**Original Budgeted Line's Purpose:**

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17620620 582000	Capital Improvement	Shed Addition	mini dump truck	\$ 11,750.00
Total Adjustment				\$ 11,750.00

Department Head Approval: Chad M 1-8-18  
 Date Approved by Committee of Jurisdiction: Nadji Vanduyckens 1-9-18  
*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: \_\_\_\_\_

# Notice of Re-Purpose of Funds

MONROE COUNTY

## Unanticipated Change of What Funds Were Budgeted For

Date: 12/13/2017  
 Department: Park  
 Amount: \$ 13,250.00  
 Budget Year Amended: 2018

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

I made an error budgeting for 2018 park capital outlay. The 2017 capital outlay information remained in MUNIS and was approved to build an addition to the park maintenance shed. The addition was completed in 2017. This money will be used to seal the asphalt.

**Original Budgeted Line's Purpose:**

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17620620	582000 Capital Improvement	Shed Addition	Pavement Resurfacing	\$ 13,250.00
Total Adjustment				\$ 13,250.00

Department Head Approval: Chad M. [Signature] 1-9-18  
 Date Approved by Committee of Jurisdiction: 1-9-18  
*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: \_\_\_\_\_



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, OMAHA DISTRICT  
1616 CAPITOL AVENUE, SUITE 9000  
OMAHA NE 68102-4901

27 October 2017

Real Estate Division;

Mr. Randy Williams, Administrator  
Monroe County 911 Communications Center  
210 West Oak Street  
Sparta, Wisconsin 54656

Dear Mr. Williams:

The U. S. Army Corps of Engineers (USACE) has been tasked by Fort McCoy to issue an immediate Right of Entry for installation of an emergency antenna and ground equipment in their equipment building on an installation owned tower located in an area known as the Greenfield Tower Site. The Right of Entry will precede a 5 year license.

For USACE to complete the task, the Army is required to recoup its cost for completing the action. Estimated cost to complete both documents is **\$4000.00**. Funds must be received prior to our initiating any work. Should these documents not be issued, any remaining monies will be refunded to you. Please note that if the actual administrative cost for issuing these documents is greater than the above estimate, you will be notified and required to pay that amount prior to continuing the processing and issuance the of the documents.

Please make check payable to: USACE - FAO Omaha

Mail to:

U.S. Army Corps of Engineers Omaha Dist  
Attn: Rita Mangen (CENWO-RE-S),  
1616 Capitol Ave. Ste 9000  
Omaha, NE 68102-4901.

I will be your initial point of contact for this action, Phone (402) 995-2835; email [bill.e.miller@usace.army.mil](mailto:bill.e.miller@usace.army.mil).

Sincerely

A handwritten signature in cursive script that reads "William E. Miller".

William E. Miller  
Real Estate Division, Omaha District  
U. S. Army Corps of Engineers

**SCHEDULE OF VOUCHERS**

DEPARTMENT                      RADIO SYSTEM PROJECT

DATE PAID                      FOR JANUARY 2018 FINANCE COMMITTEE

ACCOUNT #	AMOUNT	INVOICE #	VENDOR #	VENDOR NAME	PURPOSE	CHECK #
4726000.581000	\$ 4,000.00			ARMY CORPOF ENGINEERS	FT. MCCOY RADIO PROJ	
					NOTE: FROM 2017 FUNDS	
<b>TOTAL</b>	<b>\$ 4,000.00</b>					

APPROVED BY THE MONROE COUNTY FINANCE COMMITTEE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RESOLUTION

WHEREAS, Monroe County is authorized under Wisconsin Statute 66.0133, (the "Statute") to enter into a performance contract with a qualified provider to reduce energy or operating costs, realize operational savings, conserve water resources, ensure state or local building code compliance, or enhance the protection of property of the local governmental unit; and

WHEREAS, Monroe County signed the Detailed Engineering Study Agreement on 8/29/2016 for Apex Efficiency Solutions to provide a Detailed Engineering Study/Technical Energy Audit for an On-site Leachate Treatment System at Monroe County's Landfill; and

WHEREAS, Apex Efficiency Solutions represents that it is qualified, willing and able to responsibly act as guarantor for energy, operating and maintenance cost savings (the "Savings"), and to provide or to arrange for long term debt financing as hereafter set forth;

WHEREAS, Monroe County has reviewed the Project Costs and Savings and believes it to be reasonable and accurate;

WHEREAS, Monroe County is authorized under the Statute to make payments required by the debt service obligation from the savings obtained from the installation of the utility costs savings measures described herein; and

WHEREAS, Monroe County has published notice of, and held a meeting in which it proposed to award the contract, the names of parties to the proposed contract, and the contract's purpose.

NOW, THEREFORE, in consideration of the mutual benefits and obligations set forth in the attached Contract, the Monroe County Board of Supervisors supports entering into a \$1,650,000.00 Contract with Apex for the installation of an On-site Landfill Leachate Treatment System which will be paid for out of the Solid Waste Departments Funds;

BE IT FURTHER RESOLVED, that the Solid Waste Department will enter into an Equipment Lease with Mid American Banklease Corp(\$650,000. First payment in 2018 followed by four consecutive annual lease payments of \$281,080. Starting in 2019) to finance this On-site Landfill Leachate Treatment System.

BE IT FURTHER RESOLVED, that the Solid Waste Department is allowed to use up to \$500,000.00 out of the Facilities Reserve Fund towards the first payment.

OFFERED BY THE SOLID WASTE COMMITTEE:

\_\_\_\_\_  
Carol Las

\_\_\_\_\_  
Wallace Habegger

\_\_\_\_\_  
Mark Halverson

\_\_\_\_\_  
Keith Giraud-Town of Ridgeville Chair

\_\_\_\_\_  
Paul Steele

Committee Vote: \_\_\_\_Yes \_\_\_\_NO

FINANCE CIMMITTEE

\_\_\_\_\_  
Cedric Schnitzler

\_\_\_\_\_  
Douglas Path

\_\_\_\_\_  
Wallace Habegger

\_\_\_\_\_  
Pete Peterson

\_\_\_\_\_  
Mark Halverson

\_\_\_\_\_  
Committee Vote: \_\_\_\_Yes \_\_\_\_No