



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)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, February 21, 2018

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
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 01/17/18, 01/18/18 and 01/24/18
4. Public Comment
5. Nursing Home Building Project
 - a. Update
 - b. S&P Rating for 2018 General Obligation Corporate Purpose Bonds for New Nursing Home – Discussion
 - c. Voucher Approval – Discussion/Action
 - d. Nursing Home Bonding Award – Discussion/Action
6. Sheriff's Office – Discussion/Action
 - a. Fee Schedule
 - b. Extended Sanctions Program
7. Line Item Transfer(s) – Discussion/Action
 - a. Human Services
 - b. Solid Waste (2)
 - c. Medical Examiner (2)
 - d. County Board
8. Budget Adjustment(s) – Discussion/Action
 - a. Sheriff's Office
 - b. Emergency Management
 - c. Dispatch
 - d. Maintenance
 - e. Land Conservation
 - f. Health (2)
 - g. Local History Room
 - h. Information Systems (2)
 - i. Finance
9. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing Clerk of Courts' and Sheriff's Salary Rates for the Next Term of Office In 2019-2022
 - b. Resolution Authorizing Two Additional Hours Per Week for the Museum Services Associate Position In the Local History Room
10. Resolution(s) – Discussion/Action
 - a. Reauthorization of Self-Insurance
 - b. Adopting Benevolent Fund Policy
11. Animal Shelter Donation Policy – Discussion/Action

**FINANCE MEETING
February 21, 2018 Agenda**

12. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Credit Card Policy – Discussion/Action
 - d. Monroe County Accounting & Financial Policies and Procedures Manual – Discussion/Action
14. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
 - d. Justice Center Voucher Approval
15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: February 15, 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
January 17, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Gene Treu, Pamela Pipkin, Bob Micheel, Annette Erickson, Garry Spohn, Scott Perkins, Linda Anderson, Garlynn Brookshaw, Ron Hamilton, Randy Williams, Chad Ziegler, Gail Frie

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

- Next meeting date – February 21, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 12/20/17 minutes. Carried 5-0.
- Public Comment – None
- Nursing Home Project Update - Jim Bialecki explained that the Advisory Building Committee met yesterday with the City of Sparta and Tomah both present. Committee members during the Advisory meeting discussed having an evaluation of the Tomah Site.
- Nursing Home Bonding Award Discussion – Tina Osterberg explained that she had spoken with Baird. There is an opportunity to postpone the bonding award without negative impacts from the market or additional bonding costs. The county is able to postpone the bond up to 90 days from the Standard & Poor's rating. Interest rates and the spend down process were discussed. A meeting is scheduled tomorrow to discuss the issue of postponement.
- New Nursing Home General Obligation Debt to Remain Under County Levy Cap – Tina Osterberg provided a draft resolution to members. Future payments of the Rolling Hills General Obligation Bonds approved by resolution 12-17-01 remain under the levy limit for budgeting purposes each year until paid in full. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve resolution and forward to the full board for approval. Carried 4-1.
- Human Services Credit Card Approval – Ron Hamilton explained credit card request for four new social workers in the amount of \$1,000.00 each. Motion by Wallace Habegger second by Mark Halverson to approve credit cards. Discussion. Carried 5-0.
- Sheriff's Office –
 - a. Fee Schedule – Scott Perkins explained that a resolution will be coming forward to the board for approval.
 - b. Extended Sanctions Program – Scott Perkins explained the extended sanctions program. The jail is able to house out of jurisdiction beds. The agreement would hold up to 10 probation violators.
- Line Item Transfers
 - a. Human Services – Ron Hamilton explained the 2017 line item transfer in the amount of \$98,000.00 for reallocation of budgeted actual expenses. Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Carried 5-0.
 - b. Child Support – Pamela Pipkin explained the 2017 line item transfer in the amount of \$3,350.00 for finance time spent to streamline state required reports, civil rights training and more papers that the Sheriff had to serve. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
 - c. Circuit Court – Tina Osterberg explained the 2017 line item transfer in the amount of \$12,267.36 for attorney fees. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.

- d. County Board – Shelley Bohl explained the 2018 line item transfer in the amount of \$500.00 for the benevolent fund. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Discussion. A resolution will be drafted in February. Carried 5-0.
 - e. Forestry/Parks – Chad Ziegler explained the 2018 line item transfer in the amount of \$650.00 for park supplies and electricity. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Budget Adjustments
 - a. Forestry/Parks – Chad Ziegler explained the 2018 budget adjustment in the amount of \$30,000.00 from excess 2017 park revenue to 2018 park capital outlay account for chip seal at the park. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Circuit Court – Tina Osterberg explained the 2017 budget adjustment in the amount of \$8,411.03 for attorney fees. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Capital Projects-Radio System Project – Randy Williams explained the 2018 budget adjustment in the amount of \$4,360.00 to roll forward Elert Funds. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - d. Land Conservation – Bob Micheel explained the 2018 budget adjustment in the amount of \$1,000.00 for conference room monitor for the Land Conservation Department. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 5-0. Bob explained the 2018 budget adjustment in the amount of \$15,000.00 for assembly room project. Motion by Mark Halverson and Douglas Path to approve budget adjustment. Carried 5-0.
 - e. Information Systems – Tina Osterberg explained the 2018 budget adjustment in the amount of \$80,000.00 for courthouse wiring. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - f. Maintenance – Garry Spohn explained the 2018 budget adjustment in the amount of \$31,559.17 for courthouse remodel project. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - g. Workman's Compensation – Tina Osterberg explained the 2017 budget adjustment in the amount of \$101,971.68 for workers compensation claims. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Forestry/Parks Repurpose of Funds – Chad Ziegler explained the 2018 repurpose of funds in the amount of \$11,750.00 for mini dump truck. Motion by Wallace Habegger second by Pete Peterson to approve Repurpose of Funds. Carried 5-0. Chad explained 2018 repurpose of funds in the amount of \$13,250.00 to seal asphalt. Motion by Mark Halverson second by Wallace Habegger to approve Repurpose of Funds. Discussion. Carried 5-0.
- 911 Communications Center Radio System Voucher – Randy Williams explained 2017 voucher in the amount of \$4,000.00 for Army Cor of Engineers and Baycom in the amount of \$46,233.60. Motion by Wallace Habegger second by Mark Halverson to approve radio system vouchers in the amount of \$50,233.60. Carried 5-0.
- Solid Waste Fiscal Note Approval for Leachate Treatment System Project - Gail Frie explained that the cost is \$1,650,000; lease amount cost is \$124,320 for a total project cost of \$1,774,320. It was noted that the resolution did not contain a fiscal note. Discussion. A special meeting will be held at 5:15 p.m. on January 24, 2018 for fiscal note approval.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.

- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habhegger second by Pete Peterson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson 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. Motion by Wallace Habhegger second by Mark Halverson to table Justice Center voucher approval until the next regular scheduled Finance meeting. Carried 5-0.
 - e. New Nursing Home Voucher Approval – Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve Nursing Home voucher in the amount of \$49,680.41 contingent upon committee approval. Carried 5-0.
- Items for next month's agenda – Department Credit Cards, Sheriff Fee Schedule, Sheriff Extended Sanctions Program, Animal Shelter Donation Policy, County Board Line Item Transfer, Benevolent Fund Resolution
- Motion by Douglas Path second by Pete Peterson to move into closed session. Schnitzler, Habhegger, Halverson, Path and Halverson all voted yes.
- Closed Session per WI Stats 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.
- Motion by Pete Peterson second by Mark Halverson to return to open session. Schnitzler, Habhegger, Halverson, Path and Halverson all voted yes.
- Cedric Schnitzler announced that members discussed matters pertaining to the lawsuit.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:16 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Finance Committee
January 18, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Tina Osterberg, Linda Anderson, Mary Von Ruden, Andrew Kaftan

The meeting was called to order in the County Clerk's Conference Room at 8:30 a.m. by Chair Cedric Schnitzler

- Postponement of Rolling Hills General Obligation Bonding – Tina Osterberg explained that the bonding award could be postponed up to 90 days from the Standard & Poor's rating date. This would allow time to study the Tomah site if that is the wishes of the board. Interest rates along with the bonding spend down were discussed. Motion by Pete Peterson second by Mark Halverson to postpone the bonding not to exceed 90 days following the Standard & Poor's rating. Discussion. Carried 5-0.
- Adjournment - Motion by Mark Halverson second by Pete Peterson to adjourn at 9:15 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Finance Committee
January 24, 2018

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Tina Osterberg, Jim Bialecki, Gail Frie, Erik Lietz, Larry Lester

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

- Solid Waste Leachate Treatment System Project – Gail Frie explained equipment lease with Mid American Banklease Corp. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve fiscal note. Carried 5-0.
- Resolution to Proceed with Marketing/Operational Study for Tomah Building Site Option – The resolution would approve a feasibility and market study of the Tomah Site. Discussion. Motion by Pete Peterson second by Douglas Path to amend fiscal note by adding: Cost of study in accordance with the attached engagement letter, not to exceed \$25,000.00. The fiscal note as amended carried 4-1.
- Rolling Hills Budget Adjustment – Linda Anderson explained the 2018 budget adjustment in the amount of \$82,444.59 to carry forward 2017 funds designed for the Rolling Hills facility building project startup and site preparation costs that were not used. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Adjournment - Motion by Mark Halverson second by Douglas Path to adjourn at 5:26 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

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	24966300.533200	VOL DRIV MILEAGE (HS600)	\$ 2,078.00	\$ 65,000.00	\$ 62,922.00
			\$ -		\$ -
	Total Transfer		\$ 2,078.00		

To Account	24966100.524510	MINIBUS VHCL MAINT (HS616)	\$ 1,038.00	\$ 15,000.00	\$ 16,038.00
	24966100.522015	MINIBUS FUEL (HS616)	\$ 1,040.00	\$ 25,000.00	\$ 26,040.00
			\$ 2,078.00		
	Total Transfer		\$ 2,078.00		

Explanation for Transfer:
 Reallocate budgeted amounts to cover minibus repair and fuel expenses.

Department Head Approval _____
 Governing Committee Approval David A. Price 7-6-18

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: Solid Waste/Ridgeville I
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
6363000521340	SW100 Landfill Operation	394,637.-	4,000.-	358,430.00	\$ 390,637.-
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
6368000591790	Leachate Disposal	17,500.-	4,000.-	17,674.25	\$ 21,500.-
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

Explanation for Transfer:
<u>Excessive Earnings in 2017</u>

Department Head Approval *Paul J. ...*

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

Office Use Only

Department: Solid Waste/Sand Creek
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
6369000521470	Engineering	7,000.-	100.-	0	\$ 1,900.-
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
6369000522000	Utility Services	250.-	100.-	0	\$ 350.-
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

Explanation for Transfer:
Cost of electricity went up.

Department Head Approval

Neil Felt

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: Medical Examiner
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000521165	Autopsies & Pathology	\$ 52,500.00	\$ 8,168.13	\$ 22,737.03	\$ 44,331.87
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 8,168.13		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000533200	Mileage	\$ 377.00	\$ 1,300.00	\$ 1,597.30	\$ 1,677.00
11270000511000	Salaries	\$ 74,408.00	\$ 6,202.32	\$ 80,610.32	\$ 80,610.32
11270000515010	Social Security	\$ 4,616.00	\$ 381.79	\$ 4,997.79	\$ 4,997.79
11270000515015	Medicare	\$ 1,082.00	\$ 86.88	\$ 1,168.88	\$ 1,168.88
11270000515040	Workers Compensation	\$ 1,050.00	\$ 156.38	\$ 1,206.38	\$ 1,206.38
11270000553100	Equipment Services	\$ 480.00	\$ 40.76	\$ 520.76	\$ 520.76
Total Transfer			\$ 8,168.13		

Explanation for Transfer:

Salaries & fringe benefits run over for 2017
 Equipment Service run over for 2017

Department Head Approval

Robert Smith

Governing Committee Approval

Paul 02-12-18

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

REQUEST FOR LINE ITEM TRANSFER

Date: 1-Feb-18
Department: Medical Examiner
Amount: \$542.00
Budget Year Amended: 2018

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000	521165		Autopsy & Pathology	\$ 52,500.00	\$ 542.00	\$ -	\$ 51,958.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 542.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000	521000		Professional Services	\$ -	\$ 542.00	\$ -	\$ 542.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 542.00		

Explanation for Transfer:	
For materials and labor to install lock on door	

Department Head Approval

Robert Smith

Governing Committee Approval

Paul Smith 02-12-18

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: February 6, 2018
Department: County Board
Amount: 8,420.00
Budget Year Amended: 2017

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000	532000		Books/Publications/Subscriptio	\$ 5,100.00	\$ 4,100.00	\$ 951.29	\$ 1,000.00
11100000	539005		Operation & Achievement	\$ 4,200.00	\$ 1,900.00	\$ 2,212.35	\$ 2,300.00
11100000	533200		Mileage	\$ 18,000.00	\$ 2,420.00	\$ 15,534.97	\$ 15,580.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 8,420.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000	511000		Salaries	\$ 45,000.00	\$ 7,800.00	\$ 52,760.00	\$ 52,800.00
11100000	515010		Social Security	\$ 2,790.00	\$ 490.00	\$ 3,271.12	\$ 3,280.00
11100000	515015		Medicare	\$ 653.00	\$ 120.00	\$ 765.74	\$ 773.00
11100000	515040		Workers Comp	\$ 54.00	\$ 10.00	\$ 60.26	\$ 64.00
							\$ -
							\$ -
Total Transfer					\$ 8,420.00		

Explanation for Transfer:	This tran

Department Head Approval  2-8-18

Governing Committee Approval _____

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

COUNTY ADMINISTRATOR Approval: _____ _____ **Date**

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

FINANCE COMMITTEE Approval given on : _____ _____ **Date**

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2018
 Department: Sheriff Administration
 Amount: \$20,000
 Budget Year Amended: 2018

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

The Sheriff's Office budgeted a trade in value for van 38 of \$18,000 toward the purchase of new departmental vehicles. Following budget approval, the Sheriff posted the van and insert to all other Sheriff's offices within the state. The van and insert were purchased as a single unit for \$20,000. The Sheriff asks that this money be approved to offset the original appropriation of \$18,000

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
17100169 483000	Property Sales	\$ -	\$ 20,000.00	\$ 20,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
17100169 581100 SH815	Capital Outlay - Non Laps	\$ 143,751.00	\$ 20,000.00	\$ 163,751.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,000.00	

Department Head Approval: Scott Duker
 Date Approved by Committee of Jurisdiction: Paul [Signature] 02-12-18

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: February 12, 2018
 Department: Sheriff's Office/EM
 Amount: \$4,606.00
 Budget Year Amended: 2018

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

A Homeland Security Grant was awarded to Monroe County Emergency Management for \$4,606 to conduct a tabletop exercise to be conducted with a contractor. The grant covers the contract costs in full. All Hazard Mitigation Grant awarded in 2017. Balance revenue (\$27,768.98) and expense to be included into 2018. Revenue covers the expenses in this grant as well.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12900000.432102	Fed Aid EMPG Grant	\$ (44,789.00)	\$ (32,374.98)	\$ (77,163.98)
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (32,374.98)	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12902000.521340	Contracted Services	\$ -	\$ 32,374.98	\$ 32,374.98
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 32,374.98	

Department Head Approval: Scott Pukers
 Date Approved by Committee of Jurisdiction: Paul AS 02-12-18
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: February 12, 2018
 Department: Dispatch
 Amount: \$4,000.00
 Budget Year Amended: 2017

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

THIS BUDGET ADJUSTMENT IS TO RETURN \$4,000 BACK TO THE CONTINGENCY FUND.
THESE FUNDS WERE USED AS PART OF THE FT. MCCOY RADIO PROJECT.

Revenue Budget Lines Amended:

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

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
12930000 524600	Equipment Maintenance	\$ 17,050.00	\$ (4,000.00)	\$ 13,050.00
10010000 539200	Contingency Fund	\$ 106,187.59	\$ 4,000.00	\$ 110,187.59
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: Paul [Signature] 02-12-18

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: February 7, 2018
 Department: Maintenance
 Amount: \$950.00
 Budget Year Amended: 2018

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

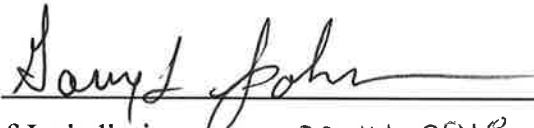
This transfer will cover the budget shortfall to purchase the salter for the Toolcat.

Revenue Budget Lines Amended:

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

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169	581000		Cap Equip/Vehicles-Long Ra	\$ 46,500.00	\$ 950.00	\$ 47,450.00
11600000	521740		Mow/Snow Removal	\$ 10,000.00	\$ (950.00)	\$ 9,050.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 02-14-2018

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: February 9, 2018
 Department: Land Conservation
 Amount: \$8,867.00
 Budget Year Amended: 2017

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

Increase cost, to address the July 2017 flood damage on two PL566 structures (dams) in Portland Township. Cost to dewater two structures and clean out pond drains exceeded established budget.

FEMA dollars along with LCD revenue & un-spent budget in 2017, will be used to cover expenses.

Increased landowner participation in the Conservation Reserve Enhancement Program (CREP) in 2017 caused recording fee overages. NO ADDITIONAL LEVI DOLLARS REQUESTED.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16940000	468200		NONMETALLIC MINING	\$ 16,000.00	\$ 2,100.00	\$ 18,100.00
16941000	432107		FEDERAL AID-LAND CONS.	\$ -	\$ 6,767.00	\$ 6,767.00
						\$ -
						\$ -
Total Adjustment					\$ 8,867.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16940000	524510		LC VEHICLE OPS & MAINT.	\$ 5,000.00	\$ (1,826.00)	\$ 3,174.00
16943000	534005		LCD OPERATING EXPENSE	\$ 6,000.00	\$ 374.00	\$ 6,374.00
16941000	534005		PL 566 STRUCTURES	\$ 5,500.00	\$ 3,552.00	\$ 9,052.00
16941000	534005		PL 566 STRUCTURES-FEMA	\$ 5,500.00	\$ 6,767.00	\$ 12,267.00
						\$ -
						\$ -
Total Adjustment					\$ 8,867.00	

Department Head Approval: 2/13/18 Bob Michol
 Date Approved by Committee of Jurisdiction: Nodji Vanduycken 2/15/18
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: February 6, 2018
 Department: Health
 Amount: \$20,800.00
 Budget Year Amended: 2018

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

Received a grant from Bader Philanthropies, Inc, to develop and implement a comprehensive Dementia-Friendly Community Initiative. In 2015, 16% of county residents were age 65 and older and an estimated 852 had dementia. In 2020, it is estimated that the 65+and older will makeup 25.1-30% of the population. With an increase in aging population, the number of county residents with dementia is expected to increase as well. The funded grant objectives are: develop a Dementia-Friendly Coalition with community partners; develop a registry for individuals that wander through Project Lifesaver in partnership with local law enforcement; conduct community educational workshops as to better serve those with dementia as well as identify, communicate and create a dementia friendly community. Ultimate goal is to help others through building a county that is supportive and compassionate to those with dementia and their caregivers.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
	Bader Grant	\$ -	\$ 20,800.00	\$ 20,800.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,800.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salary	\$ 473,283.00	\$ 11,220.00	\$ 484,503.00
24110000 515005	Retirement	\$ 29,771.00	\$ 570.00	\$ 30,341.00
24110000 515010	Social Security	\$ 29,372.00	\$ 720.00	\$ 30,092.00
24110000 515015	Medicare	\$ 6,868.00	\$ 129.00	\$ 6,997.00
24110000 515020	Health Insurance	\$ 75,055.00	\$ 2,050.00	\$ 77,105.00
24110000 515025	Dental Insurance	\$ 4,080.00	\$ 104.00	\$ 4,184.00
24110000 515030	Life Insurance	\$ 115.00	\$ 2.00	\$ 117.00
24110000 515040	Workman Comp	\$ 4,188.00	\$ 126.00	\$ 4,314.00
24110000 534050	Block Grant	\$ 9,449.00	\$ 5,550.00	\$ 14,999.00
24110000 531050	Postage	\$ 2,000.00	\$ 50.00	\$ 2,050.00
24110000 533200	Mileage	\$ 10,740.00	\$ 279.00	\$ 11,019.00
Total Adjustment			\$ 20,800.00	

Department Head Approval: *Sharon Dean*
 Date Approved by Committee of Jurisdiction: *David A. Ricca 2-6-18*

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: Feb. 2018
 Department: Health
 Amount: \$8,000.00
 Budget Year Amended: 2018

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

Received grant in August 2017 from Monroe County Safe Communities Coalition through the Interstate Postgraduate Medical Association to work in partnership for community outreach to help prevent prescription drug use and misuse. The grant year is July 1, 2017 - June 30, 2018. We are moving forward the unspent dollars from calendar year 2017 to the remainder of the current contracted fiscal year. The original notice of budgetary adjustment was approved by the County Board on August 23, 2017.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	Prescription Drug Grant	\$ -	\$ 8,000.00	\$ 8,000.00
Total Adjustment			\$ 8,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salary	\$ 468,277.00	\$ 5,006.00	\$ 473,283.00
24110000 515005	Retirement	\$ 29,461.00	\$ 310.00	\$ 29,771.00
24110000 515010	Social Security	\$ 29,037.00	\$ 335.00	\$ 29,372.00
24110000 515015	Medicare	\$ 6,795.00	\$ 73.00	\$ 6,868.00
24110000 515020	Health Ins.	\$ 73,899.00	\$ 1,156.00	\$ 75,055.00
24110000 515025	Dental Ins.	\$ 4,021.00	\$ 59.00	\$ 4,080.00
24110000 515030	Life Ins.	\$ 114.00	\$ 1.00	\$ 115.00
24110000 515040	Work Comp	\$ 4,117.00	\$ 71.00	\$ 4,188.00
24110000 534050	Block Grant	\$ 8,900.00	\$ 549.00	\$ 9,449.00
24110000 533200	Mileage	\$ 10,300.00	\$ 440.00	\$ 10,740.00

Department Total Adjustment \$ 8,000.00
 Date Approved by Committee of Jurisdiction: David A. Bruce 2-6-18

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 _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2018
 Department: Local History Room
 Amount: \$8,227.10
 Budget Year Amended: 2017

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

Reimburse Local History Room Salaries from Local History Room Trust
 to pay for additional On-Call hours needed to cover public
 programming and community outreach initiatives

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000	485000	LHR10	LOCAL HISTORY ROOM TRUST	\$ 54,000.00	\$ 8,227.10	\$ 62,227.10
15120000	492800		TRANSFER IN LOCAL HISTORY R	\$ 54,000.00	\$ 8,227.10	\$ 62,227.10
Total Adjustment					\$ 16,454.20	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000	599999		TRANSFER OUT	\$ 54,000.00	\$ 8,227.10	\$ 62,227.10
15120000	511000		SALARIES	\$ 64,875.00	\$ 7,013.36	\$ 71,888.36
15120000	515005		RETIREMENT	\$ 3,516.00	\$ 465.97	\$ 3,981.97
15120000	515010		SOCIAL SECURITY	\$ 4,025.00	\$ 336.88	\$ 4,361.88
15120000	515015		MEDICARE	\$ 943.00	\$ 77.11	\$ 1,020.11
15120000	515020		HEALTH INSURANCE	\$ 14,174.00	\$ 223.42	\$ 14,397.42
15120000	515025		DENTAL INSURANCE	\$ 779.00	\$ 106.84	\$ 885.84
15120000	515040		WORKERS COMP	\$ 81.00	\$ 3.52	\$ 84.52
Total Adjustment					\$ 16,454.20	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 29, 2018
 Department: Information Systems
 Amount: \$33,285.86
 Budget Year Amended: 2018

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

This budget adjustment is to account for the lease buyout from EO Johnson for the printers/copiers that were still under contract. The funds have been received and deposited from Loffler for the buyout of the lease. We just need to increase our budget of the Information Systems Equipment Service line to be able to disburse the funds to EO Johnson.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000 461900	Other Revenue - I.S.	\$ -	\$ 33,285.86	\$ 33,285.86
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 33,285.86	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000 581000	Equipemnt Service	\$ 63.00	\$ 33,285.86	\$ 33,348.86
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 33,285.86	

Department Head Approval:

Date Approved by Committee of Jurisdiction: 2-13-2018

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: February 1, 2018
 Department: Information Systems
 Amount: \$153,583.24
 Budget Year Amended: 2018

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


This budget adjustment is to carry over the remaining MyEvolv funds from 2017 to 2018 for the completion of the Human Service financial software implementation project. In 2017 \$90,358.76 of the original \$243,942 in MyEvolv implementation funds were invoiced.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		I.S. Fund Balance Applied	\$ 80,000.00	\$ 153,583.24	\$ 233,583.24
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 153,583.24	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Computer Ops-Human Serv.	\$ 57,400.00	\$ 153,583.24	\$ 210,983.24
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 153,583.24	

Department Head Approval:  2-5-18
 Date Approved by Committee of Jurisdiction: 2-13-2018

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: February 1, 2018
 Department: Capital Outlay (Data Processing)
 Amount: \$149,075.31
 Budget Year Amended: 2018

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

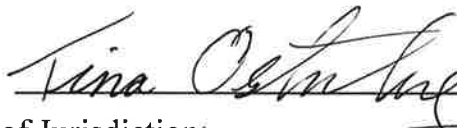
This budget adjustment is to carry over the remaining Capital Outlay funds from 2017 to 2018 for completion of the financial software implementation project.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	493000		General Fund Balance Appli	\$ 77,559.17	\$ 149,075.31	\$ 226,634.48
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 149,075.31	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151	581000		Capital Outlay-Data Process	\$ -	\$ 149,075.31	\$ 149,075.31
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 149,075.31	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION AUTHORIZING CLERK OF COURTS' AND SHERIFF'S SALARY RATES FOR THE NEXT TERM OF OFFICE IN 2019-2022

WHEREAS, Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office (first day for taking out papers is April 15 and positions for the next term include Clerk of Court and Sheriff); and

WHEREAS, the Administration & Personnel Committee met on January 9 and February 13, 2018, reviewed current wage information, and recommend the following salary rates for Monroe County elected official positions;

POSITION	2019	2020	2021	2022
Clerk of Courts	62,570	63,821	65,097	66,399
Sheriff	82,595	84,247	85,932	87,651

The above rates place the Clerk of Courts at the midpoint of grade 8 and the Sheriff at the midpoint of grade 4, which results in an 18 percent increase for the Clerk of Courts and a 10 percent increase for the Sheriff in 2019. Both positions then receive two percent increases in each of the remaining three years of the term. As of today's date, the Chief Deputy is paid more than the Sheriff, and this situation needs to be addressed with this resolution. Benefits for elected officials are not included in the compensation rates listed above and are similar to benefits received by other county employees, as outlined in personnel policy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the Administration & Personnel Committee is authorized to set the salary for Clerk of Courts and Sheriff at the rates shown above for the term of 2019-2022.

Dated this 28th day of February, 2018.

Offered by the Administration & Personnel Committee

Purpose: Set salary rates for 2019-2022 term for Clerk of Courts and Sheriff

Fiscal Note: No fiscal impact for 2018, to be budgeted for 2019-2022

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>Feb 13</u> 20 <u>18</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>Wallace Madsen</u> <u>Mary VonBudden</u> <u>Pete Peterson</u> <u>Maron Feecey</u>
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ <u>20</u> ___ 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 County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

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RESOLUTION AUTHORIZING TWO ADDITIONAL HOURS PER WEEK FOR THE MUSEUM SERVICES ASSOCIATE POSITION IN THE LOCAL HISTORY ROOM

WHEREAS, the Monroe County Natural Resources & Extension Committee and Administrative & Personnel Committee request the addition of two hours per week to the Museum Services Associate position which would increase the hours of the part-time position from 28 to 30 per week with funding provided by the Local History Room Trust; and

WHEREAS, due to the increasing demands for services provided to the public by the Local History Room and the need for more assistance with fulfilling mission-related activities, the Local History Room Board of Trustees voted to increase the hours of the Museum Services Associate from 28 to 30 per week with the understanding that the Local History Room Trust would provide the funds to cover the additional salary and benefit costs for those additional two hours in 2018 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding, the authorization reverts back to 28 hours per week.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the addition of two hours per week for the Museum Services Associate to a total of 30 hours per week effective March 1, 2018.

Dated this 28th day of February, 2018

Offered by the Administrative & Personnel Committee

Purpose: Approve an additional two hours per week for the part-time Museum Services Associate position to a total of 30 hours per week effective March 1, 2018.

Fiscal Note: No additional cost to Monroe County, the additional cost of \$3,074 will come from the Local History Room Trust in 2018 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding, the authorization reverts back to 28 hours per week.

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>Feb 13</u> 2018 <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u><i>William Hollegger</i></u> <u><i>Mary Con Prieden</i></u> <u><i>Pete Peterson</i></u> <u><i>Sharon M. Foley</i></u>
Finance Vote (If required): _____ Yes _____ No _____ Absent	
<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 County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

NEW POSITION ANALYSIS

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

DIRECTIONS:

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

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

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

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

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

NEW POSITION ANALYSIS

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

A. Department: Local History Room _____ Date: Jan. 12, 2018

Department Head: Jarrod Roll

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

Due to the increasing demands for services provided to the public by the Local History Room and the need for more assistance with fulfilling mission related activities, the Monroe County Board of Trustees voted to increase the MSA's hours from 28 (which is originally specified by the Resolution which created the position) to 30, with the understanding that **the Local History Room would provide the funds to cover the additional costs (salary and benefits) for those additional two hours.**

Suggested Title: Museum Services Associate Full Time ___ Part Time 30/hrs

Personnel Director's Recommended Classification: Grade _____

Projected Start Date: already employed at 28 hours; requesting 2 more

C. General Description of the Position: Duties include providing hospitality to patrons by greeting each visitor, offering exhibit information, answering questions, and providing general research assistance to those patrons wishing to use the Research Library. This position will assist with library/museum projects as assigned by the LHR Director when not engaging the public.

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

1. Greet visitors, answer questions, and assist with Gift Shop sales
2. Assist patrons doing local and genealogical research
3. Assist with exhibit development, research, and installation
4. Assist with research, development, and presentation of educational and public programs
5. Assist with the processing, documentation, preservation, and storage of collections items
6. Assist with the creation and distribution of promotional materials for LHR events and activities
7. Moderate and weekly update the LHR Facebook Page; assist with updating the MCLHR.org website
8. Assist with and help supervise volunteer projects

E. Minimum Qualifications of a Candidate:

Education: High School diploma with some additional schooling

Experience: Prior experience in retail, customer service, or hospitality. Prior library or museum experience a plus as is familiarity with genealogy and an interest in history. Positive and professional demeanor essential. Basic computer skills, experience handling money, and good communication skills necessary; flexible, responsible, self-motivated; able to prioritize and work independently; friendly people person

F: Funding: the additional two hours (with ¾ time single insurance coverage):

EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE BEN.	WORKERS COMP.	TOTAL
additional 2 hrs per wk	\$ 1,205		\$ 82	\$ 75	\$ 18	\$ 1,616	\$ 60	\$ -	\$ 1,851	\$ 18	\$ 3,074

1. Where will the funds for this position come from: Local History Room Trust

2. What equipment will need to be purchased (desk, etc.)? na.
Equipment will be purchased through the Local History Room funds (ie. non-levied)

Is office space presently available? Yes. Where? _____

Estimated equipment cost: \$700 _____

Is this cost in the department budget? Yes. _____

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

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: The MSA will have supervisory over the LHR volunteers.

2. Employees directly supervised: 0 _____ Indirectly: 0 _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Jarrod Roll, Dept. Head

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

RESOLUTION FOR REAUTHORIZATION OF SELF-INSURANCE

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WHEREAS, Monroe County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Finance Committee at its February 21, 2018 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3); and

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ordain as follows:

- (1) Monroe County shall continue with a self-insured worker's compensation program that is currently in effect.
- (2) The County Clerk shall forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

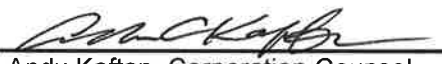
Dated this 28th day of February, 2018.

Offered by the Finance Committee.

Purpose: To authorize Monroe County to continue as a self insured entity for purposes of worker's compensation insurance.

Fiscal Note: None.

Reviewed as to form on 1-29-18



 Andy Kaftan, Corporation Counsel

Finance Vote (If required):
 _____ Yes _____ No _____ Absent

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

Committee Chair: _____

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 County
 Board of Supervisors at the meeting held on _____.

 SHELLEY R. BOHL, MONROE COUNTY CLERK
 (A raised seal certifies an official document)