

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, July 18, 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. Minutes approval June 20, 2018
3. Public Comment
4. Nursing Home Building Project Update
5. Budget Adjustment(s) – Discussion/Action
 - a. Health Department - WIC
 - b. Local History Room
 - c. Human Services
 - d. Sheriff's Office
 - e. Maintenance
6. Maintenance Notice of Re-Purpose of Funds – Discussion/Action
7. Fiscal Note on Resolutions(s) – Discussion/Action
 - a. Resolution Authorizing Purchase of 206 South K St., Sparta
 - b. Resolution Authorizing Purchase of 160 Acres for County Forest
 - c. Resolution Authorizing Establishment of a Mechanic Position in the Monroe County Highway Department
 - d. Resolution Authorizing the Addition of One Jail Sergeant Position by the Means of Promoting a Current Jail Officer to Take Effect August 1st, 2018
 - e. Resolution Authorizing the Establishment of One Patrol Deputy Position in the Monroe County Sheriff's Office in 2019 and a Second Position in 2020 if Funding is Available
8. Boarding of Prisoners – Discussion
9. Resolution Establishing Ho Chunk Funds Allocation for 2019 Budget – Discussion/Action
10. Payments in Lieu of Taxes Act Class Action Lawsuit for Years 2015, 2016 and 2017 – Approval to Submit Class Action Opt-In Notice Form – Discussion/Action
11. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
 - c. Sand Mine Delinquent Taxes Discussion
12. Approval of 2019 & 2020 OPEB Valuation Fee – Key Benefits Concepts, LLC – Discussion/Action
13. Approval of Fuel Contract – Discussion/Action
14. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Tyler Munis Update – Discussion
 - d. Justice Center Utilities Comparison – Discussion
 - e. Print Management Print Overages - Discussion

**FINANCE MEETING
July 18, 2018 Agenda**

15. 2019 Budget Discussion & Set Meeting Dates – Discussion/Action
16. Wisconsin Retirement Liability – Discussion
17. Finance Committee Duties – Discussion/Action
18. 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
19. Items for next month's agenda
20. Next Meeting Date/Time – Discussion/Action
21. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: July 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
June 20, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path, Wallace Habegger
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Randy Williams, Eric Weihe, Ron Radar, Hannah Olsen, Ed Smudde, Ron Hamilton, Deb Brandt, Jeremiah Erickson, Bob Micheel, Garlynn Brookshaw, Alli Karrels, Amy Meimann, Lynn Kloety, Gary Dechant, John Mehtala, Kevin Croninger

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

- Next meeting date – July 18, 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 05/16/18 minutes. Carried 5-0.
- Public Comment – None.
- Dispatch Notice of Re-Purpose of Funds – Randy Williams explained the 2018 re-purpose of funds in the amount of \$79,412.02 for Zuercher Public Safety Software System. Discussion. Motion by Mark Halverson second by Pete Peterson to approve the re-purpose of funds. Carried 5-0.
- Nursing Home Project Update – None.
- Nursing Home Voucher/Budget Adjustment Approval – Garlynn Brookshaw explained the 2018 budget adjustment in the amount of \$6,000.00 for WIPFLI study. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment pending Rolling Hills Committee approval. Carried 5-0.
- Register of Deeds Recording System Software – Deb Brandt presented two recording system software proposals. Deb recommended that Fidar be chosen for system software. Discussion. Motion by Douglas Path second by Wallace Habegger to approve the Fidar system as the Register of Deeds Recording System Software. Carried 5-0.
- Credit Card Approval
 - a. Human Services – Ron Hamilton explained for the need of a credit card in the amount of \$1,000.00 for ADRC Coordinator. Motion by Mark Halverson second by Wallace Habegger to approve credit card. Carried 5-0.
 - b. Sheriff's Office – Amy Meimann explained for the need of a credit card in the amount of \$1,000.00 for both the Office Manager and Jail Lieutenant. Motion by Wallace Habegger second by Douglas Path to approve each credit card. Carried 5-0.
- Budget Adjustment
 - a. Land Records - Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$53,250.00 for Fidar one-time implementation fees. Discussion. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.
 - b. Highway – Cedric Schnitzler explained the 2018 budget adjustment in the amount of \$35,000.00 for Sparta garage roof. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0.
 - c. Workers' Compensation – Tina Osterberg explained the 2018 budget adjustment in the amount of \$160,000.00 for workman compensation claims. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.
- Personnel Line Item Transfer – Ed Smudde explained the 2018 line item transfer in the amount of \$5,000.00 for grievance hearings. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Carried 5-0.

- Surveyor Budget – Cedric Schnitzler recognized Gary Dechant, Surveyor for any changes in the 2019 Budget. Gary explained that the budget should remain the same.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
- Fiscal Notes on Resolutions
 - a. Resolution Authorizing Monroe County Farm Education Account Funds for Deke Slayton Museum Space Camp Supplies – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Alli Karrels provided an overview of the Space Camp Project. Discussion. Carried 5-0.
 - b. Resolution Authorizing Establishment of a Land Use Planner Position in the Monroe County Land Conservation Department – Motion by Wallace Habegger second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Bob Micheel explained the Land Use Planner Position and cost to the levy. Discussion. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Carried 5-0.
 - c. Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office – Lynn Kloety explained the Paralegal Position and cost to the levy. Discussion. Motion by Mark Halverson second by Pete Peterson to approve fiscal note as amended by adding contingent upon sufficient levy funding in 2019 to the fiscal note. Carried 5-0.
 - d. Resolution Authorizing Establishment of a Mental Health Nurse Position in the Monroe County Human Services Department – Ron Hamilton explained the Mental Health Nurse Position and cost to the levy. Discussion. Motion by Mark Halverson second by Douglas Path to approve fiscal note. Carried 5-0.
 - e. Resolution Authorizing the Establishment of a Children and Family Services Manager Position in the Monroe County Human Services Department – Motion by Mark Halverson second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Carried 5-0. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Ron Hamilton explained the Children and Family Services Manager Position and cost to the levy. Discussion. Carried 4-1.
 - f. Resolution Authorizing Establishment of an Information Systems Specialist Position in the Monroe County Information Systems Department – Motion by Wallace Habegger second by Douglas Path to amend fiscal note by adding contingent upon sufficient levy funding in 2019. Carried 5-0. Motion by Pete Peterson second by Mark Halverson to approve fiscal note as amended. Discussion. John Mehtala explained the Information Systems Specialist Position and cost to the levy. Carried 5-0.
 - g. Resolution Authorizing Establishment of an Administrative Assistant Position in the Monroe County Justice Department – Eric Weihe explained the Administrative Assistant Position and cost to the levy. Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Carried 5-0.
 - h. Resolution Approving Offer to Purchase of 206 South K Street, Sparta, WI 54656 – Jim Bialecki explained that he is currently working on an offer to purchase. No action at this time.

A recess was taken at 10:53 a.m., the meeting reconvened at 10:58 a.m.

- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. 2017 Audit – Tina Osterberg provided an overview of the 2017 audit to members. The auditors will be present at the June board meeting.
 - d. 2019 Worker's Compensation Rates – Tina Osterberg provided a four year average to members. Discussion. Motion by Wallace Habegger second by Douglas Path to set work comp rate at 30% for 2019. Carried 5-0.
 - e. Print Management Print Overages – This item will be revisited next month.

- f. Tyler MUNIS Update – Tina Osterberg explained that training is currently taking place. The new update will occur on Friday.
 - g. Justice Center Presentation – Tina Osterberg provided the Justice Center Project Funding Plan and vendor payment to members. Discussion. This information will be provided to Supervisors at the June board meeting.
 - h. Credit Card Review – Tina Osterberg provided a listing of credit cards to members. Currently there are 114 cards issued to employees. Majority of the cards lay within the Sheriff's and Human Services Departments. Discussion.
- Finance Committee Duties – This item will be revisited next month.
 - Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 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 Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - Items for next month's agenda – 2019 Budget Discussion & Set Meeting Dates, Sand Mine Delinquent Taxes, Boarding of Prisoners, Finance Committee Duties, Next meeting date/time, Print Management Print Overages
 - Adjournment - Motion by Wallace Habegger second by Pete Peterson to adjourn at 12:15 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 2, 2018
 Department: Health Dept - Women, Infants and Children (WIC)
 Amount: -\$14,689.00
 Budget Year Amended: 2018

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

Received on May 24, 2018, CY2018 Women, Infant & Children Grant funding allocation from USDA, through the Department of Health Services, Division of Public Health representing a decrease in funding as well as a decrease in contracted caseload for the remainder of 2018. WIC funding is for direct client services, which is reflective of staffing reductions of two staff members, Registered Dietician from 40 hrs/wk to 32 hrs/wk, Nutritionist from 40 hrs/wk to 30 hrs/wk. Fringe benefits reduced accordingly from full time to 3/4 time. No county levy is in WIC program per 1979 County Board Resolution.

The goal of WIC is to safeguard the health of and ensure adequate nutrition and healthy food access for moms, babies and young children.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 435500	WIC	\$ 199,223.00	\$ (14,689.00)	\$ 184,534.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (14,689.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 511000	Salaries	\$ 148,554.00	\$ (11,334.00)	\$ 137,220.00
24120000 515005	Retirement	\$ 9,666.00	\$ (657.00)	\$ 9,009.00
24120000 515010	Social Security	\$ 9,213.00	\$ (795.00)	\$ 8,418.00
24120000 515015	Medicare	\$ 2,157.00	\$ (236.00)	\$ 1,921.00
24120000 515020	Health Ins	\$ 20,998.00	\$ (2,189.00)	\$ 18,809.00
24120000 515020	Dental Ins	\$ 476.00	\$ 400.00	\$ 876.00
24120000 515020	Life Ins	\$ 54.00	\$ (3.00)	\$ 51.00
24120000 515020	Work Comp	\$ 119.00	\$ 260.00	\$ 379.00
24120000 515020	Dues	\$ 100.00	\$ 400.00	\$ 500.00
24120000 515020	Equipment Service Contract	\$ 685.00	\$ (285.00)	\$ 400.00
24120000 521340	Contracted Services	\$ 250.00	\$ (250.00)	\$ -
Total Adjustment			\$ (14,689.00)	

Department Head Approval: *Marion Pelton*
 Date Approved by Committee of Jurisdiction: *Carol Price 7-3-18*

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: July 2, 2018
 Department: Local History Room
 Amount: \$17,600.00
 Budget Year Amended: 2018

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

\$7,800 is to cover remaining expenses for the A to Z exhibit, \$4,800 will cover regular monthly expenses,
\$5,000 will cover special program and exhibit development for the remainder of 2018

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 485000 LHR10	LOCAL HISTORY ROOM TRUST	\$ 36,000.00	\$17,600.00	\$ 53,600.00
15120000 492800	TRANSFER IN LOCAL HISTORY ROC	\$ 36,000.00	\$17,600.00	\$ 53,600.00
				\$ -
				\$ -
Total Adjustment			\$ 35,200.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 599999	TRANSFER OUT	\$ 36,000.00	\$17,600.00	\$ 53,600.00
15120000 534005	LHR OPERATING EXPENSE	\$ 36,000.00	\$17,600.00	\$ 53,600.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 35,200.00	

Department Head Approval: Jamie M. G.

Date Approved by Committee of Jurisdiction: Nodji Vandycken 7/10/18
 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: July 3, 2018
 Department: Human Services
 Amount: \$1,152,000.00
 Budget Year Amended: 2018

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

Budget Adjustment to cover vendor expenses paid & Medicaid revenue received for the CCS program
Prior years, expenses were paid by LaCrosse County and they kept the revenue received thru Medicaid
billings and WIMCR. During a WIMCR audit, it was determined the expenses and revenues are to be
recorded at Monroe County for activities provided to Monroe consumers.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	435601	LC345	Consort Rev WRIC CCS	\$ 420,000.00	\$ 1,152,000.00	\$ 1,572,000.00
						\$ -
						\$ -
Total Adjustment					\$ 1,152,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24950580	525005	HS690	WRIC CCS Vendor Exp	\$ -	\$ 1,152,000.00	\$ 1,152,000.00
Total Adjustment					\$ 1,152,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: David A. Price 7-3-18

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: July 2, 2018
 Department: Sheriff's Office
 Amount: \$5,282.75
 Budget Year Amended: 2018

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

Third party vendor authorized to purchase old cell phones through Verizon

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110000	462900		Other Sheriff Revenue	\$ (9,000.00)	\$ (5,282.75)	\$ (14,282.75)
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ (5,282.75)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110000	522025		Telephone	\$ 36,900.00	\$ 5,282.75	\$ 42,182.75
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,282.75	

Department Head Approval: Scott Pukern

Date Approved by Committee of Jurisdiction: 7-9-18

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: July 11, 2018
 Department: Maintenance
 Amount: \$168,050.00
 Budget Year Amended: 2018

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

This budget adjustment will cover the purchase of 206 South K Street property for \$130,000 plus acquisition costs and improvements. This will allow the U.W. Extension office to relocate to this property.

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
17100160	580500		Buildings-Maintenance	\$ -	\$ 133,000.00	\$ 133,000.00
11608630	524505		Building Repairs & Maint.	\$ -	\$ 18,000.00	\$ 18,000.00
11608600	522005		Water & Sewer	\$ -	\$ 250.00	\$ 250.00
11608600	522010		Electricity	\$ -	\$ 2,000.00	\$ 2,000.00
11608600	522015		Fuel & Gas	\$ -	\$ 800.00	\$ 800.00
71475000	521415	19914	Computer Ops - Info System	\$ 562,354.00	\$ 14,000.00	\$ 576,354.00
10010000	539200		Contingency Fund	\$ 298,195.59	\$ (168,050.00)	\$ 130,145.59
Total Adjustment					\$	-

Department Head Approval:



Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 7/11/2018
 Department: Maintenance
 Amount: \$ 10,000.00
 Budget Year Amended: 2018

Explanation/Reason funds are being re-posed and affect on Program:
 (If needed attached separate brief explanation.)
 This Re-Purpose of Funds is to cover improvements to 206 South K Street property. These improvements will allow the extension office to move into the new property if the purchase is approved.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	580560		Flooring - Building Improvement	Flooring - Long Range Capital	South K Street - Flooring	\$ 5,000.00
17100169	580570		Electrical - Building Improvement	Electrical - Long Range Capital	South K Street - Electrical	\$ 5,000.00
Total Adjustment						\$ 10,000.00

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per W1 Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PURCHASE OF 206 SOUTH K ST., SPARTA

WHEREAS, the 2015 long range facilities plan called for vacating the "48" building at Rolling Hill such that Zoning, Forestry and U.W. Extension departments must relocate under the long range facilities plan; and

WHEREAS, the U.W. Extension departments has toured the building at 206 South K St., Sparta, Wisconsin and found the space suitable for its needs; and

WHEREAS, under these circumstances, the County Administrator, has negotiated an Offer to Purchase (attached) for 206 South K Street, Sparta, Wisconsin, which is contingent on County Board approval.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approves the attached Offer to Purchase.

FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors authorizes the following:

1. The County Administrator and County Clerk to sign documents as appropriate and necessary to complete this purchase.
2. Creation of budget line items, as set forth in the attached Budget Adjustment and Re-Purpose of Funds, to effectuate this purchase.

Dated this 24th day of July, 2018.

Offered by the Property & Maintenance Committee

Fiscal note: Funding will come from the 2018 Contingency Fund and Re-Purpose of Long Range Capital Improvement Funds (see attached Budget Adjustment and Re-Purpose of Funds). There are sufficient funds in those accounts at this time.

Statement of purpose: To purchase 206 South K St., Sparta to house the U.W. Extension Office.

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

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

Approved as to form: _____

Committee Chair: _____ _____

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

STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>
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RESOLUTION NO. _____

1 **RESOLUTION AUTHORIZING PURCHASE OF 160 ACRES FOR COUNTY FOREST**
2

3 **WHEREAS**, under the direction of the Natural Resources & Extension Committee, the Forest &
4 Parks Administrator along with the County Administrator, Finance Director and Corporation Counsel
5 have negotiated an Offer to Purchase for 160 acres of forest land in the Town of New Lyme; and
6

7 **WHEREAS**, the property has been identified as "private lands most susceptible to
8 incompatibility" by the 2013 Fort McCoy/Monroe County Joint Land Use Study and Ft. McCoy has
9 provided a letter (attached) supporting the property acquisition and enrollment of it into the County
10 Forest Law; and
11

12 **WHEREAS**, the funding for this purchase is to be through an interest free state project loan
13 and/or a Knowles Nelson Stewardship Grant; of which are contingencies in the offer; and
14

15 **WHEREAS**, this purchase will require adjustment to the County Forest Blocking Boundary and
16 the property to be enrolled into the county forest; and
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors
19 approves the attached Offer to Purchase and its four counter-offers.
20

21 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors authorizes the
22 following:
23

- 24 1. The Forestry & Parks Administrator to request the grant funding from the Wisconsin DNR
25 under the Knowles-Nelson Stewardship Land Acquisition grant program and the county to
26 comply with state rules for the program and to meet the financial obligations under the grant.
27
- 28 2. The Forestry & Parks Administrator to apply for County Forest Project Loan funding from the
29 Wisconsin DNR.
30
- 31 3. The County Administrator, County Clerk and Forest & Parks Administrator to sign
32 documents as appropriate and necessary.
33
- 34 4. Adjustment of the County Forest Blocking Boundary. See attached map.
35
- 36 5. Enrollment of the property into the county forest under Chapter 28 of the Wisconsin
37 Statutes.
38
- 39 6. Create budget line items, as required, to effectuate this purchase.
40

41 Dated this 24th day of July, 2018.
42

43 Offered by the Natural Resources and Extension Committee
44

45 Fiscal note: The cost to purchase said property is \$376,000 plus associated acquisition and closing
46 costs including prorated property taxes. Funding for this purchase will come from the DNR (see points
47 under 1 and 2 above).
48

49 Statement of purpose: To purchase 160 acres for the county forest which will also support the joint land
50 use study between Monroe County and Ft. McCoy

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

Approved as to form:

Andrew C. Kaftan, Corporation Counsel

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: 7-10, 2018
5 Yes 0 No 1 Absent



Committee Chair: Madhusudan Chakrabarti
Alonso M. G. Lopez
William H. Kelly James L. Schwede

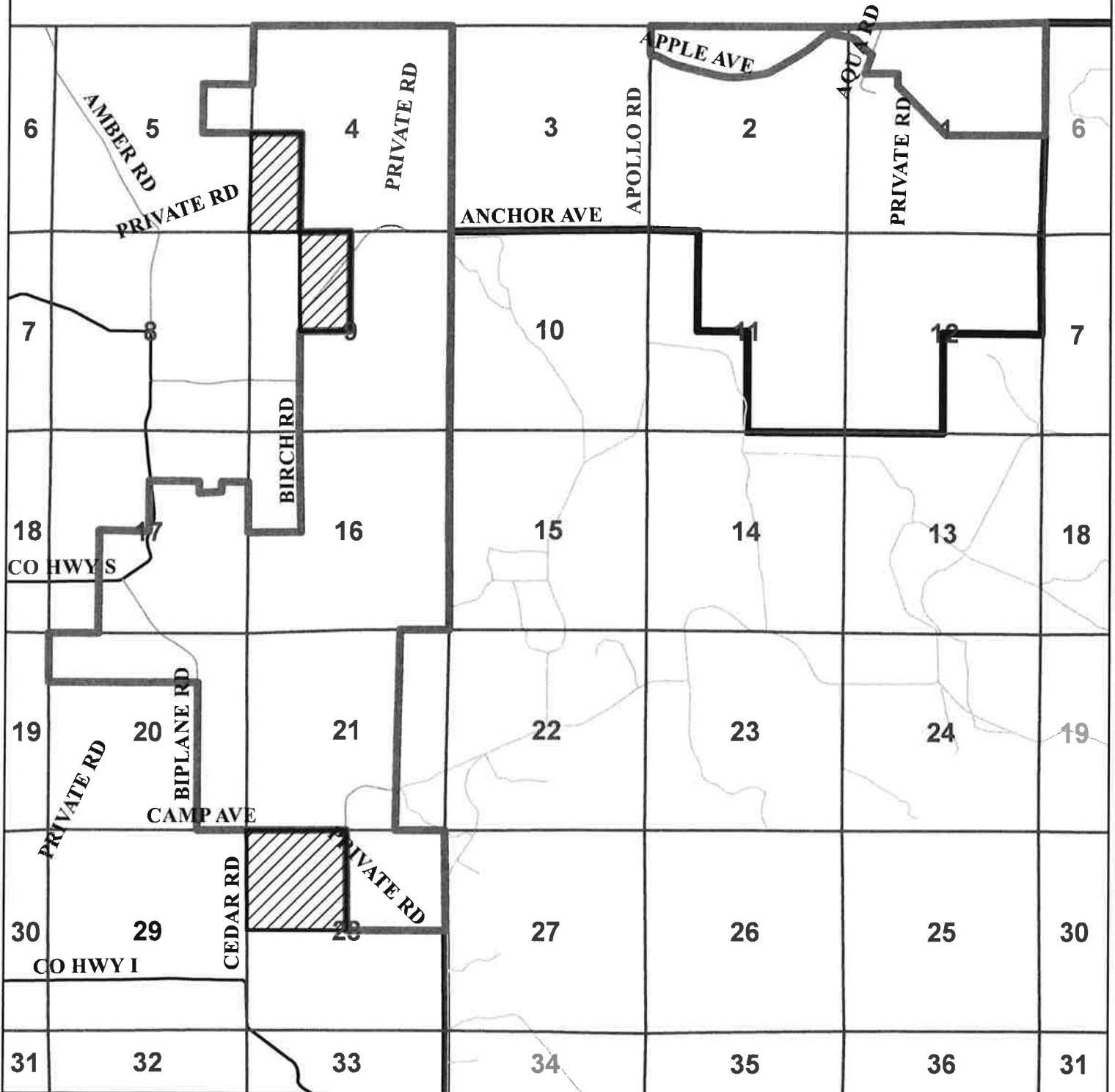
STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____.

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

Monroe County Forest Acquisition Boundary - Town of New Lyme

Legend

-  New Lyme Blocking Boundary
-  MonroeCountyForest



1 inch = 3,750 feet

RESOLUTION NO. _____

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RESOLUTION AUTHORIZING ESTABLISHMENT OF A MECHANIC POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT

WHEREAS, Monroe County Highway Committee and the Administration & Personnel Committee request the establishment of a Mechanic within the Highway Department at pay grade 13 effective January 1, 2019 and

WHEREAS, the Highway Department's repair work load has increased resulting in sending repair work to various vendors at a higher cost than what an employee would be to complete the duties. With an additional Mechanic position \$40,000 in costs that are being currently outsourced to other repair shops could be saved.

WHEREAS, an additional Mechanic position would also reduce up to 324 overtime hours of current staff members which could be an additional \$10,000 in savings to offset the new staff member; and

WHEREAS, another portion of this cost will be generated through equipment rental rates and incidental labor rate charges per cost accounting requirement which generated \$3,500 per department employee last year. This rate is reimbursed to the Highway Department out of any accounts receivable.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a new Mechanic position in the Highway department effective January 1, 2019.

Dated this 24th day of July 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Mechanic position for 2019.

Fiscal Note: Position will be paid through current budget for contracted services through other repair shops, reduction in overtime with other staff, and additional income received due to higher rental rates that would offset cost \$67,922 annually thereafter.

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>July 10</u> 20 <u>18</u> <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>Pete Peterson</u>
Finance Vote (If required): _____ Yes _____ No _____ Absent	<u>Snow Falcey</u> <u>Mark Hansen</u> <u>Mary Van Rueden</u>
<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

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

A. Department: Highway Date: 06/15/2018
Department Head: David H. Ohnstad

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):

It is more costly to send equipment out to private contractors for repair than repairing in-house. Noting the needs of keeping up with repairs of equipment that is aging.

Suggested Title: Mechanic Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 13

Projected Start Date: 01/01/2019

C. General Description of the Position: See Attached

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E. Minimum Qualifications of a Candidate: See Attached

Education: _____

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
13	\$21.70	\$45,136	\$3,025	\$3,464	\$14,534	\$740	\$18	\$1,016

1. Where will the funds for this position come from: Will be
recouped through ILC, Shop Overhead Rates & Equipment Rental Rates.

2. What equipment will need to be purchased (desk, etc.)? none

Is office space presently available? yes Where? Tomah/Sparta

Estimated equipment cost: none

Is this cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: see #4

4. Thereafter, annual cost of salary and fringes: \$67,922

G. Supervisory responsibility (if applicable): See Attached

1. In brief detail, explain the supervisory authority this position
will have: _____

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? See Attached

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

Title: Highway Mechanic
Department: Highway (work site: County Highway Shop, project sites)
Title of Immediate Supervisor: Shop Superintendent

Basic Functions and Responsibilities

Under general supervision of the Shop Superintendent, the Mechanic maintains and repairs all gasoline and diesel powered highway department equipment, including but not limited to, passenger cars, tractors, trucks, multi-wheeled drive vehicles, dozers, graders, loaders, excavators, pavers, conveyors, cranes, and the like.

Essential Duties and Responsibilities

- Participates in disassembly, reconditioning, and replacement of parts and assemblies of engines, power transmissions, differentials, suspension, steering, and braking systems, and related electrical, and engine assemblies;
- Removes and replaces radiators and fuel tanks, cleans carburetors and distributors, makes idle adjustments, replaces generators and spark plugs, lubricates equipment;
- Installs, assembles, tests, adjusts, maintains and repairs machinery or mechanical apparatus equipment, removes worn or broken parts and replaces with new or repaired parts;
- Works primarily on mechanical equipment such as trucks, mechanical loaders, graders, tractors, dozers, conveyors, mowers, and various other types of highway construction and maintenance equipment, including snow and ice removal equipment;
- Works from oral and written instructions, sketches, blueprints;
- Road tests completed jobs, completes service record forms, fills out work orders;
- Exercises safety practices;
- Provides personal tool cart and basic mechanic hand tools, power and air tools provided by the county;
- Possesses knowledge, skills and abilities to perform essential duties and responsibilities.

Physical demands: A large percentage of time is spent walking, standing, laying, bending, reaching, hearing, handling, fingering, using near and far vision, judgment, lifting, carrying up to 40 pounds, pushing/pulling up to 80 pounds, exposed to noise, environmental hazards, adverse atmospheric conditions, moving about the work site. Sits, stoops, kneels, crouches, crawls, runs, grapples, climbs, balances, talks, lifts, carries, pushes/pulls 100 pounds or more, works outdoors, is exposed to adverse temperature and vibrations intermittently.

Supervision Exercised

Functional supervision limited to advising and/or directing equipment users regarding service, repairs and proper operation of equipment.

Qualifications

1. Graduation from high school.
2. Minimum of five years experience in equipment repair similar to that used by the highway department, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Possession of valid Wisconsin Commercial Driver's License Class A for air-brake equipment with a minimum of tanker (N) endorsement.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee
approved by supervisor: _____

date: _____

revised: 7/96
hwym



MONROE COUNTY HIGHWAY DEPARTMENT

803 WASHINGTON STREET

SPARTA, WISCONSIN 54656

(608) 269 - 8740 / 269 - 8831 (FAX)

highways@co.monroe.wi.us

**DAVID H. OHNSTAD
HIGHWAY COMMISSIONER**

**WILLIAM PIEPER
FLEET MANAGER**

**REBECCA PITEL
OFFICE MANAGER**

DATE: 28 June, 2018

TO: Administration, Finance & Personnel Committees

FROM: William Pieper

SUBJECT: New Position Analysis

GREETINGS,

Monroe County Highway Department is requesting the addition of another Mechanic position. Our department has several reasons why we feel this additional Mechanic would benefit the department, the County and tax payers of Monroe County.

We would like to point out that back in 2003 this department lost this mechanic position due to budget constraints. Since that time the departments repair work load has increased and the department has been sending repair work to various vendors. Since June 15 2017 to June 16 2018 this department has paid \$40,000 in outsourced labor repair bills. This does not include incidentals such as shop supplies, disposal or environmental fees which are extra fees included over and above shop repair rates. The department also pays a premiums for parts used for these repairs over what the department normally pays for restocked or repair parts. Some of this work is leaving our county and not directly benefiting county businesses.

We feel this department can fund this position by eliminating the \$40,000 cost of repairs outside the department and potentially cutting 324 hours of mechanic overtime hours which cost \$10,000 additional wage dollars. Another portion of this cost will be generated through equipment rental rates and incidental labor rate charges per cost accounting requirements which generated \$3,500 per department employee last year. This rate is reimburse to the Highway Department out of any accounts receivable. A majority of these dollars are paid out of the DOT's budget. This added position will also help keep more equipment ready to use and therefore generating rental dollars to help fund an enterprise funded department.

Regards,
William Pieper
Fleet Manger
Monroe Co. Hwy. Dept.

**MONROE COUNTY
PERSONNEL COSTS
2019 BUDGET**

DEPARTMENT: Highway

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Mechanic	New Position	\$ 45,136		\$ 3,025	\$ 2,799	\$ 655	\$ 14,534	\$ 740	\$ 18	\$ 21,770	\$ 1,016	\$ 67,922
Grand Total		\$ 45,136		\$ 3,025	\$ 2,799	\$ 655	\$ 14,534	\$ 740	\$ 18	\$ 21,770	\$ 1,016	\$ 67,922

Wisconsin Retirement
 General Employee - 0.0870
 Protective Employee - 0.1093

Social Security 0.062
 Medicare 0.0145

2018 Workers Compensation Rate
 Street Const. 0.0225
 Protective 0.0095
 Municipal Oper 0.0141
 Office/Clerical 0.0006

2018 Health Insurance **87% CoShare**
 Single \$538.54
 Family \$1,211.16

2018 Dental Insurance **87% CoShare**
 Single \$19.82
 Family \$61.63

Life Insurance \$1.50

*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates

RESOLUTION AUTHORIZING THE ADDITION OF ONE JAIL SERGEANT POSITION BY THE MEANS OF PROMOTING A CURRENT JAIL OFFICER TO TAKE EFFECT AUGUST 1ST, 2018.

1 **WHEREAS**, the Monroe County Public Safety Committee and Administration and Personnel
2 Committee, request the establishment of one new jail sergeant position in the Monroe County Jail,
3 effective August 1st, 2018.
4

5 **WHERE AS**, one jail officer position would be converted to a sergeant's position.
6

7 **WHERE AS**, the additional sergeant position would provide 24/7 around the clock sergeant
8 coverage helping to achieve balance amongst all sergeants. Currently, the imbalance requires one
9 sergeant to supervise 14 jail officers. The recommended ratio is one sergeant responsible for four to six
10 jail officers.
11

12 **WHEREAS**, the additional sergeant position will create a balance of workload across all
13 sergeants. Some of these areas would include, managing inmate housing conflicts, reducing medical
14 liability, prompt report reviewing, cell check audits and follow-throughs, yearly evaluations and many
15 more required duties and responsibilities.
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
18 effective this date they do hereby authorize the establishment of one additional jail sergeant position in the
19 Monroe County Jail effective August 1st, 2018.
20

21 Dated this 24th day of July, 2018.

22 Offered by the Administration & Personnel Committee
23

24 Purpose: Approve one new jail sergeant position, done by offsetting costs through the removal of one
25 jailer position.
26

27 Fiscal note: Grand total cost of all items this fiscal year, provided by finance, to be \$1,510. Thereafter,
28 annual cost of salary and fringes to be \$3,600. The expected cost derives from the increased wage and
29 benefits of promoting one jail officer to sergeant
30

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

Committee of Jurisdiction Forwarded on: July 10, 2018
3 Yes 1 No 1 Absent

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

Committee Chair: Pete Peterson
Sharon Foley Mark Hesse
Mary Bonrud

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

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

NEW POSITION ANALYSIS

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

DIRECTIONS:

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

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

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

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

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

NEW POSITION ANALYSIS

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

A. Department: Sheriff's Office Date: Jan 07, 2016
Department Head: Monroe County Sheriff

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):

This position would convert/promote one of our current Jail Officers to a Sergeant position. Currently there are three jail sergeants overseeing 22 jail officers in addition of up to six part-time officers. Two sergeants are assigned night, each responsible for four officers. The third Sergeant (first shift) works a rotating schedule and is responsible for 14 Jail Officers. Managing this number of officers creates challenges. The rotating schedule designed to cover all first shift officers, as best as possible, has shown to create disconnect and makes follow-through with staff inconsistent and distant. By adding a fourth Sergeant many goals will be met and will provide 24/7 round the clock sergeant coverage. This in-turn helps achieve balance among all sergeants to share a large workload of grievance responses, report reviewing, cell check audits, release dates, inmate disciplines/hearings, yearly staff evaluations, and classification oversight. Furthermore, a fourth sergeant will mitigate liability in areas such as, inmate housing conflicts, medical emergencies, and staff complaints. Lastly, the fourth Sergeant will provide more consistent access for staff to seek direction and guidance while keeping intact the chain of command. As a note, Jail Sergeants work the floor alongside officers and do not have an office. They typically work in booking shoulder to shoulder with line officers.

Personnel Director's Recommended Classification: Grade 9

Projected Start Date: August 1st, 2018

C. General Description of the Position: This position would convert/promote a current qualified Jail Officer to the position of Jail Sergeant.

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

1. Respond in writing and resolve inmate grievances.
2. Directly supervise Jail Officers, provide support, direction, and guidance to ensure policy compliance.
3. Compute release dates for inmates.
4. Oversight of the inmate classification system to prevent housing conflicts.
5. Review and sign off of inmate minor disciplines. Conduct inmate major discipline hearings while ensuring due process is adhered to.
6. Reviewing staff reports to mitigate liability. Ensuring referred charges and or jail disciplines commence swiftly.
7. Conduct yearly staff evaluations.

E. Minimum Qualifications of a Candidate:

Experience: Minimum of two years' experience working in corrections.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
10	est. \$1.50/hr	\$1308	\$88	\$101.00	\$0	\$0	\$0	\$13

1. Where will the funds for this position come from: We propose a portion of the revenue from housing the Department of Corrections extended supervision sanctions be utilized to fund this position. for the remainder of 2018 until the 2019 jail budget could absorb the anticipated increase.

New Position Analysis

Page 3

2. What equipment will need to be purchased (desk, etc.)? N/A

Is office space presently available? N/A Where? _____

Estimated equipment cost: N/A

Is this cost in the department budget? YES

3. Grand total cost, all items, this fiscal year: \$1,510

4. Thereafter, annual cost of salary and fringes: \$3600

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: This position would supervise approximately five to seven jail officer depending on department current size and shift assignment.

2. Employees directly supervised: 5 Indirectly: 22
3.

List title of employees reporting to this position:

Full-time Jail Officers _____

Master Control Aide _____

Part-Time Jail Staff _____

H. Who will this person be responsible to? Assistant Jail Administrator

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 _____

New Position Analysis

Page 4

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF ONE PATROL DEPUTY POSITION IN THE MONROE COUNTY SHERIFF'S OFFICE IN 2019 AND A SECOND POSITION IN 2020 IF FUNDING IS AVAILABLE

1 **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &
2 Personnel Committee request the establishment of one additional Patrol Division position in the Monroe
3 County Sheriff's Office effective January 1, 2019, if funds are available a second position effective
4 January 1, 2020; and

5
6 **WHEREAS**, studies have shown a steady increase over the past three years of calls requiring
7 office assistance and the removal of the Village of Warrens Police Department in 2017 has required
8 current staff to handle more calls over a larger area of the county; and

9
10 **WHEREAS**, the addition of one patrol deputy position in 2019 and a second to be added in 2020
11 will ensure that there are adequate patrol staffing levels to effectively serve the citizens of Monroe
12 County and to ensure their safety; and

13
14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 effective this date they do hereby authorize the establishment of one additional Patrol Deputy Position in
16 the Monroe County Sheriff's Office. Position effective January 1, 2019. If funds are available a second
17 position effective January 1, 2020.

18 Dated this 24th day of July, 2018

19 Offered by the Administration & Personnel Committee

20
21 Purpose: Approve one new Patrol Deputy Position. Effective January 1, 2019. If funds are available, a
22 second position effective January 1, 2020.

23
24 Fiscal Note: \$164,535 for the position effective January 1, 2019. \$164,535 to be budgeted for the
25 position effective January 1, 2020. The positions are contingent upon funding in 2019 and 2020.

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

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

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

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



**PROPOSAL FOR THREE
NEW MONROE
COUNTY PATROL
DEPUTIES**

Monroe County Sheriff's Office New Staff Proposal

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Page 3	Calls for Service
Page 5	Cost Estimate
Page 6	New Position Analysis
Page 11	Resolution

Monroe County Sheriff's Office New Staff Proposal

The Monroe County Sheriff's Office is requesting an additional three Patrol Deputies to be added to the Monroe County Patrol Division. Currently we have a total of fifteen Patrol Deputies. These fifteen patrol deputies currently patrol all roads of Monroe County. The minimum staffing level is three deputies working at one time. Monroe County is split up into two sectors (East, West) with the third acting as a float car. Normally the Patrol Sergeant fills the float sector. Patrol Sergeants also have administrative duties that keeps them tied up in the office. Some of the duties that Patrol Sergeants handle are; Scheduling, Crime Stoppers, Drug Take Back, and other administrative duties that are assigned to them as they come up.

A study from 2015, 2016, and 2017 showed calls of service have been on a steady increase. 2015 had 24,353 calls of service. 2016 had an increase to 25, 010 calls of service. 2017 had an increase to 25, 437 calls of service. So far in 2018 the calls of service stand at 7,245. The current population estimate of Monroe County sits at 46,109 population. We patrol 908 square miles of roads.

The busiest shift will be first shift except for 2017, the busiest shift was second shift. If awarded the three new positions they will be split up between 1st and 2nd shift. Possibly a day power shift that will benefit both 1st and 2nd shifts. We also could make a 2nd shift Detective shift. We used to have a 2nd shift Detective but it was eliminated by prior administration.

The Village of Warrens had eliminated their Police Department in 2016 leaving Monroe County Sheriff's Office to handle all the calls in the Village. With the addition of the Three Bears Lodge and Villas as well as Jellystone Campground there is a population boost of the thousands during the peak season. I conducted a call history from January 2016 to present. There were 907 calls between Jellystone Campground and 3 Bears Lodge and Villas. We could easily have a full time deputy working just the Warrens area. Between taking calls and conducting investigations that deputy would be very busy. During the peak season the calls of thefts, Criminal Damage to Property, Underage drinking violations, and golf cart crashes increase drastically. When Warrens PD was still in operation they actually had their office right inside 3 bears lodge for quicker response time.

This comes at a cost though. Through the years we have lost positions to attrition and we had lost equipment as well. Chief Deputy Rob Conroy did a cost estimate if we would be able to have an additional three patrol deputies. That cost estimate would add an additional \$568,165.20 to the Monroe County Sheriff's Office budget. That cost estimate includes all salary, benefits and equipment to properly equip the additional staff. I am awaiting the COPS Hiring Program (CHP) grant to be opened up. Unfortunately that grant is on hold due to the issuance to a nationwide injunction by a U.S. District Court on April 12, 2018, regarding immigration factors that were included in the 2017 CHP solicitation. This injunction is under appeal as of right now. If and when it opens up I do plan on applying for this grant opportunity to offset some of the costs.

Monroe County Sheriff's Office New Staff Proposal

Cost Estimate

	Per Deputy	3 Deputy's
vehicle	30,200.00	90600.00
wages	90438.40	271315.20
Overtime	14000.00	42000.00
Uniform Allow	600.00	1800.00
Recruitment	1000.00	3000.00
Glock	400.00	1200.00
Rifle	500.00	1500.00
Radar	6,500.00	19500.00
Radio Mobile	15,000.00	45000.00
Radio Port.	2,000.00	6000.00
Taser/Body Cam	650.00	1950.00
Watchguard	15,000.00	45000.00
Trunk Equip,	500.00	1500.00
Vest	600.00	1800.00
Ops and Maint	6,500.00	19500.00
MDC	5,000	15000.00
Dock. Station	500	1500.00
	189,388.40	568165.20

Calls for Service

	A	B	C	D
1		2015	2016	2017
2				
3	Assault	34	29	45
4	Battery	22	27	39
5	Ch. 51	177	124	128
6	Disturbance	492	413	473
7	Domestic	232	182	177
8	Fight call	49	47	42
9	Weapons	57	49	58
10	CTU	1	5	7
11	Total	1064	876	969
12				
13	Total call of service	24353	25010	25437
14				
15				
16				
17			Calls per shift	
18			2015	
19		1st shift	2nd shift	3rd shift
20	Assault	4	10	3
21	Battery	5	4	3
22	Ch. 51	22	30	15
23	Disturbance	49	109	50
24	Domestic	31	38	26
25	Fight call	3	5	6
26	Weapons	7	19	0
27	Total	121	215	103
28				
29	Total Calls for Service	8604	7612	3796
30				
31				
32			2016	
33		1st shift	2nd shift	3rd shift
34	Assault	9	7	5
35	Battery	9	9	5
36	Ch. 51	21	26	2
37	Disturbance	24	87	56
38	Domestic	26	26	19
39	Fight call	1	10	8
40	Weapons	13	18	1
41	Total	103	183	96
42				
43	Total Calls for Service	8112	7826	4305
44				
45				
46				

Calls for Service

	A	B	C	D
47				
48				
49			2017	
50		1st shift	2nd shift	3rd shift
51	Assault	6	18	2
52	Battery	7	7	10
53	Ch. 51	21	30	5
54	Disturbance	52	92	52
55	Domestic	18	41	11
56	Fight call	4	5	7
57	Weapons	5	27	1
58	Total	113	220	88
59				
60	Total Calls for Service	7916	8183	4659

NEW POSITION ANALYSIS

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

A. Department: Monroe County Sheriff Office Date: May 1, 2018

Department Head: Sheriff Scott Perkins

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):

I am requesting three new Patrol Deputy Positions. I compared the last three years for calls for service and the calls for service have been on a steady increase. Also the calls of service have been getting to be more 2 man calls which is really stretching the patrol. Sheriff Pedersen did start patrol sectors which has helped. That leaves one deputy on the east. One Deputy on the west. And a supervisor as a float. (A total of three deputies to work.) We do have 2 power shift cars. One is the K9 Deputy who works from 7P-3A and the other one splits between two dayshift paper service and two power shifts 7P-3A when the K9 deputy is off. The more serious calls have also been on an increase. Domestic Disturbances have slowly been on an incline. Each domestic disturbance takes at least two deputies. Our current staffing levels of three deputies working at one time leaves a shortage. Some calls of service needs to be put on hold until a deputy is free to handle the call. Traffic enforcement and OWI enforcement a lot of times needs to take the back seat to other calls for service due to staffing levels. If I would be afforded three new patrol deputies that would let me have more coverage to protect the citizens of Monroe County.

Suggested Title: Patrol Deputy Full Time XX Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 2019

C. General Description of the Position:

1. Patrols County roads enforcing county, state, and federal laws. Operates radar/laser equipment and issue citations and warnings.
2. Investigates citizens' complaints including but not limited to, suspected criminal activity; stray animals, domestic disturbances and noise complaints.
3. Observes and checks business and other property for unlocked door or signs of criminal activity;
4. Gives speeches and public presentations on various topics;
5. Investigates crashes and crimes, prepares reports and paperwork;
6. Makes arrests and apprehends suspects;
7. Appears in court;
8. Serves papers and warrants;
9. Transports prisoners;
10. Directs and escorts traffic;
11. Operates fingerprint, radar, laser, intoxilyzer, and other special equipment;

- 12. Renders first-aid and other assistance;
- 13. Maintains and checks squads, radios, cameras, firearms, and uniforms;
- 14. Fills in to departmental personnel and assists with their duties;

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

- 1. Same as the general description listed above.
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

E. Minimum Qualifications of a Candidate:

Education:

1. Must be 18 years of age;
2. Must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public or private school, an equivalency diploma program, or home education program within the United States or its territories.
3. Criteria for proof of compliance includes any of the following:
 - a. A general educational development diploma
 - b. A high school diploma issued by a public school education program
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation the education program has met the requirement of the Department of Education from the state where the home school program was completed. Home-Schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
4. Valid Wisconsin driver's license;
5. Must not be convicted of any federal felony or any offense which if committed in Wisconsin could be punished as a felony unless the offense has been granted an absolute and unconditional pardon;
6. Must not have been convicted of any misdemeanor crime of domestic violence unless the offense has been granted an absolute and unconditional pardon.

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$25.60	53,453	5,843	3,315	14,534	740	18	79185

1. Where will the funds for this position come from: _____

County Tax Levy

2. What equipment will need to be purchased (desk, etc.)? _____

Squad, radar, radio equipment, ballistic vest, mobile data computer, docking station, other miscellaneous equipment

Is office space presently available? Yes Where? Sheriff Office

Estimated equipment cost: 256,050

Is this cost in the department budget? No

3. Grand total cost, all items, this fiscal year: 493,603

4. Thereafter, annual cost of salary and fringes: 237,553

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: Sergeant Indirectly: Lieutenant

List title of employees reporting to this position:

Deputy Sheriff _____

H. Who will this person be responsible to? Sheriff

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

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

MONROE COUNTY RESOLUTION NO. -----

Resolution establishing Ho Chunk Funds Allocation for 2019 Budget

WHEREAS, The County and Ho-Chunk Nation have been good neighbors and desire the spirit of cooperation to continue between the two governments; and

WHEREAS, on November 1, 1994, the United States Secretary of the Interior approved a new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and

WHEREAS, THE Ho-Chunk Nation is a federally recognized Indian Tribe, pursuant to the Indian Reorganization Act of 1934; and

WHEREAS, THE Nation is a sovereign government possessed of all sovereign powers and rights thereto pertaining; and

WHEREAS, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants the Ho-Chunk Nation Legislature the power to negotiate and enter into treaties, compacts, contracts, and agreements with other governments, organizations, or individuals; and

WHEREAS, the Congress of the United States has enacted into law the Indian Gaming Regulatory Act, (hereinafter "IGRA") P.L. 100-497, 25 U.S.C. S2701, et seq., which provides that a tribal/state compact may be negotiated between a tribe and state to set forth the rules, regulations and conditions under which a tribe may conduct Class III gaming, as defined in the Act, on Indian lands within a state permitting Class III gaming; and

WHEREAS, pursuant to IRGA, the Nation and State of Wisconsin entered into a Compact on June 11, 1992; and

WHEREAS, the Nation and the State subsequently amended the Compact three times; and

WHEREAS, in relevant part the Third Amendment to the Compact with the State of Wisconsin Provides: Payment to Counties, Commencing May 1, 2010, to make the Annual Payment, the Nation shall deduct from its Annual Payment One

Thousand Dollars (\$1,000.00) paid to each county for every acre of land owned by the United States of America in trust for the Nation as of the effective date of this Compact and the Second Amendment which is located within the county's jurisdiction; and

WHEREAS, the effective date of the Compact and the Second Amendment was July 3, 2003; and

WHEREAS, Patricia Olby, Realty Officer of the Midwest regional office of the Bureau of Indian Affairs, sent a letter dated July 29, 2009 to Sheena Schoen, Department of the Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation. The July 29, 2009 letter from Ms. Olby provides that pursuant to documents of record obtained in the Bureau of Indian Affairs and approved by the Secretary of the Interior of the United States government had taken title to land on behalf of the Ho-Chunk Nation geographically located within the borders of twelve Wisconsin Counties as of July 3, 2003; and

WHEREAS, the Ho-Chunk Nation and the State of Wisconsin through the Wisconsin Administrator of Gaming for the Department of Administration have agreed the amount and location of acreage held in trust that qualifies for this credit is set out in the July 29, 2009 letter from Patricia Olby, Realty Officer for the Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen, Department of Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and

WHEREAS, the County was one of the twelve Wisconsin Counties that the United States government had taken title to land geographically located within the borders of the County on behalf of the Ho-Chunk Nation ; and

WHEREAS, according to the Midwest Regional Office of the Bureau of Indian Affairs, as of July 3 2003 the Department of the Interior had taken title to 52.5 acres of land in trust for the Ho-Chunk Nation, which were located within the geographic boundaries of the County of Monroe; and

WHEREAS, pursuant to the terms of the Compact the Nation may provide \$52,000 to the County and, if it makes this payment, the Nation beginning with its payment due on May 1, 2019 will receive a corresponding reduction in the amount that is owed by the Nation to the State; and

WHEREAS, pursuant to Wis. Stat. S59.01, the County “is a body corporate, authorized to sue and be sued ,... to make such contracts and to do such other acts as are necessary and proper to the exercise of the powers and privileges granted and the performance of legal duties upon it”, and

WHEREAS to clarify the terms and conditions associated with the County’s receipt of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter into an Intergovernmental Agreement (“Agreement”) ; and

WHEREAS, that consistent with the terms of Monroe County Resolution 04-10-06 the Treasurer is authorized to accept money from the Nation pursuant to the Agreement and to be used in a manner consistent with the Agreement; and

WHEREAS, that consistent with the terms of the Agreement upon the Nation providing the payment, the County shall provide written notification to the State of Wisconsin of the amount of any payment received in order to ensure that the State has written notification no later than April 2nd, and

WHEREAS the County may use the money for any purpose as determined by the County in its sole discretion, except that the County cannot use any of the funds paid to it in a manner that would diminish the Nation’s governmental jurisdiction or have an adverse financial impact on the Nation; and

WHEREAS, consistent with the Agreement, the County shall report to the Nation by March 1 of each year of the Agreement, how it intends to use the money provided by the Nation and explain, if applicable how the County believes its proposed use of the money benefits either the Ho-Chunk Nation or Ho-Chunk Nation Tribal Members.

NOW, THEREFORE BE IT RESOLVED, that for the fiscal year 2018 the County will use the money provided by the Nation for the following purpose:

PURPOSE: Upgrades to County 911 system.

The current system allows for voice only. Additionally the current system is on selective routers that are no longer supported. Therefore, there is urgency for Next Gen 911 implementation. New equipment will allow

For the capability for phone, text and video streaming through internet connections. Calls will be answered by touch. Implementation will be regional. The State of Wisconsin will implement in the 3rd qtr. Of 2019.

FISCAL NOTE: This will provide \$52,500. Of non levy funding for 2019 capital and/or operational need.

FINANCE, CLAIMS AND INSURANCE

- A. **COMPOSITION.** The Finance, Claims and Insurance Committee shall consist of five (5) County Board Supervisors.
- B. **DUTIES.** The duties of the Committee shall be to:
- (1) Serve as committee of jurisdiction for the County Treasurer, Finance Department and Library Planning/Funding.
 - (2) Review and approve County Administrator's Annual Budget and the Tax Levy for publication.
 - (3) Review and approve modifications to the annual adopted budget through Budget Adjustments, Line Item Transfers or Re-Purpose of Funds.
 - (4) Review and/or amend any proposed fiscal notes of a resolution on how funding for the request should be handled if the resolution is approved.
 - (5) Recommend the designated depositories for County Board of Supervisors approval and assist the Treasurer with the investment of county funds.
 - (6) Review and recommend approval of cancellation of outstanding checks annually.
 - (7) Review and recommend financing plans for capital projects that require Debt Service Funding.
 - (8) Be responsible for the appraisal and updating of county buildings and contents and approve county property and liability insurance protection.
 - (9) Forwards denial of liability claims against the county to the full board for approval.
 - (10) Serve as the oversight committee for Worker's Compensation policies, procedures and activities.
 - (11) Set the self-funded Workers' Compensation rates for annual budget.
 - (12) Review and grant or deny approval of all County credit card requests. The Finance Committee will review any failures to comply with the County Credit Card Policy and determine if it warrants cancellation of an employee's credit card.
 - (13) Serve as the oversight committee for Accounting and Financial policy and procedures.
 - (14) Review and approve all expense vouchers for County Board Supervisors.

- (15) Review and approve all County department expense vouchers.
- (16) Evaluate all requests for an increase in hours to an approved county position or requests for a new employee position and recommend to the County Board of Supervisors in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved.
- (17) Ensure that all departments are audited and audit recommendations are reviewed and necessary action taken.
- (18) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chairman of the Monroe County Board of Supervisors.

07/18/18 Finance Committee

FINANCE, CLAIMS AND INSURANCE

A. COMPOSITION. The Finance, Claims and Insurance Committee shall consist of five (5) County Board Supervisors.

B. DUTIES. The duties of the Committee shall be to:

(1) Prepare and present to the County Board at the annual session, the Budget and the Tax Levy.

(2) Review proposed resolutions modifying an adopted budget and prepare a fiscal impact statement for a resolution requiring funding from the general or contingency fund.

(3) Upon request from a committee transfer from the contingency fund up to 10% of a departmental budget as supplementary funding to an approved budget after proper publication.

(4) Recommend the designated depositories for County Board approval and assist the Treasurer with the investment of county funds.

(5) Be responsible for the appraisal and updating of county buildings and contents and approve county property and liability insurance protection.

(6) Serve as the oversight committee for Risk Management policy, procedures and activities.

(7) Serve as committee of jurisdiction for the County Treasurer and Library Planning/Funding.

(8) Review and approve all expense vouchers for County Board Supervisors.

(9) Evaluate all requests for an increase in hours to an approved county position or requests for a new employee position and recommend to the County Board in the fiscal note of the resolution how funding for the request should be handled if the resolution is approved.

(10) Ensure that all departments are audited and audit recommendations are reviewed and necessary action taken.

(11) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.