

# MONROE COUNTY BOARD OF SUPERVISORS



## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
(South Side/Oak Street Entrance)  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Wednesday, August 15, 2018

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Minutes approval July 18, 2018
3. Public Comment
4. Nursing Home Building Project Update
5. Request for Credit Card Approval – Discussion/Action
  - a. Medical Examiner
  - b. Human Services
6. Budget Adjustment(s) – Discussion/Action
  - a. Health Department
  - b. Workers' Compensation
  - c. Retirement/Fringe Pool
  - d. Print Management
7. Sheriff's Office Request For Line Item Transfer – Discussion/Action
8. Fiscal Note on Resolution Authorizing the Addition of One Preventive Maintenance Technician Position By the Means of Removing a Custodian Full Time Position and On-Call Laborer Budget To Take Effect September 1, 2018 – Discussion/Action
9. Resolution For Allocation of Additional State Prisoner Boarding Revenues – Discussion/Action
10. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
  - c. 2019 Budget Review
11. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. 2019 Budget Review
12. Finance Committee Duties – Discussion/Action
13. 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 Vouchers

**FINANCE MEETING**  
**August 15, 2018 Agenda**

14. Items for next month's agenda
15. Next Meeting Date/Time – Discussion/Action
16. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: August 10, 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  
July 18, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path, Wallace Habegger  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Ryan Hallman, Stan Hendrickson, Scott Perkins, Sharon Nelson, Ron Hamilton, Linda Anderson, Bill Pieper, Garry Spohn, Jarrod Roll, Ron Radar, Randy Williams, Ed Smudde, Hannah Olsen, Chad Ziegler, Bob Janovick, Members of the Public

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 – August 15, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Wallace Habegger to approve the 06/20/18 minutes. Carried 5-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Pete Peterson explained that the Rolling Hills Referenda resolution was tabled and based on information that he had read from Roberts Rules of Order and the Wisconsin Counties Association, he was under the impression that the resolution could not be brought back. Since the last Rolling Hills meeting, he was advised by Corporation Counsel that the resolution can be brought back at a subsequent meeting.
- Budget Adjustment
  - a. Health Department/WIC – Sharon Nelson explained the 2018 budget adjustment in the amount of (\$14,689.00) for Department of Health Services decrease in funding. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0.
  - b. Local History Room - Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Jarrod Roll explained the 2018 budget adjustment in the amount of \$17,600.00 for A to Z Exhibit and special program exhibit development for the remainder of 2018. Discussion. Carried 5-0.
  - c. Human Services - Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Ron Hamilton explained the 2018 budget adjustment in the amount of \$1,152,000.00 for revenue and expenses to be run through Monroe County instead of consortia. Discussion. Carried 5-0.
  - d. Sheriff's Office - Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Scott Perkins explained the 2018 budget adjustment in the amount of \$5,282.75 for cell phones. Discussion. Carried 5-0
  - e. Maintenance - Garry Spohn explained the 2018 budget adjustment in the amount of \$157,050.00 for 2016 South K Street acquisition and improvement costs and 2018 repurpose of funds in the amount of \$10,000.00 for improvement costs. Motion by Douglas Path second by Pete Peterson to approve both budget adjustment and Repurpose of Funds. Discussion. Carried 5-0.
- Fiscal Note on Resolution(s)
  - a. Resolution Authorizing Purchase of 206 South K Street, Sparta – Motion by Pete Peterson second by Douglas Path to approve fiscal note. Carried 5-0.
  - b. Resolution Authorizing Purchase of 160 Acres for County Forest – Chad Ziegler explained that the cost would be covered through the Wisconsin DNR under the Knowels-Nelson Stewardship Land Acquisition Grant Program. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve fiscal note. Carried 4-1.
  - c. Resolution Authorizing Establishment of a Mechanic Position in the Monroe County Highway Department – Bill Pieper explained the Mechanic Position and budget. Discussion. Motion by Douglas Path second by Wallace Habegger to approve fiscal note pending Highway Committee approval. Discussion. Carried 5-0.

- d. Resolution Authorizing the Addition of One Jail Sergeant Position by the Means of Promoting a Current Jail Officer to take Effect August 1<sup>st</sup>, 2018 – Motion by Pete Peterson second by Mark Halverson to approve fiscal note. Jim Bialecki explained fiscal impact to accomplish Jail Sergeant Position. Ryan Hallman further explained. Carried 5-0.
  - 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 - Motion Pete Peterson second by Mark Halverson to approve fiscal note. Scott Perkins explained fiscal impact. Jim Bialecki further explained. Carried 5-0.
- Boarding of Prisoners – Scott Perkins explained that the monies received for the Boarding of Prisoners is \$51.46 each day per inmate. The limit is 10 inmates. It has been asked that \$12.00 be set aside for jail operations per inmate. The question arose as to where the remaining funds per inmate would go. Discussion. The committee discussed placing the money back towards the debt levy. This item will be revisited next month in order to plan for the 2019 budget.
  - Resolution Establishing Ho Chunk Funds Allocation for 2019 Budget – Jim Bialecki explained that the resolution would allow the upgrade to the Monroe County Public Safety Software/Hardware System. Discussion. Motion by Mark Halverson second by Pete Peterson to approve resolution. Carried 5-0.
  - Payments in Lieu of Taxes Act Class Action Lawsuit for Years 2015, 2016 and 2017 – Approval to Submit Class Action Opt-In Notice Form – Jim Bialecki explained that a claim has been received. There is no cost to the county. Discussion. Motion by Douglas Path second by Mark Halverson to authorize the Administrator to submit a class action opt-in notice, to be approved by the full board by resolution. A resolution will be drafted and forwarded to the full board for approval. Carried 5-0.
  - Treasurer
    - a. Annette Erickson provided the Monthly Treasurers Report.
    - b. Treasurer Department Monthly Report Review
    - c. Sand Mine Delinquent Taxes – Annette provided committee members with an updated tax delinquent report from Wisconsin White Sand 2 LLC.
  - Approval of 2019 & 2020 OPEB Valuation Fee – Tina Osterberg explained that we have the option to extend the current contract for two years. Discussion. Motion by Wallace Habegger second by Douglas Path to extend the contract for the 2019 & 2020 year. Carried 5-0.
  - Approval of Fuel Contract – Tina Osterberg explained that the county fuel contract went out for bid. Bids were received and are currently being reviewed. Discussion. A recommendation will be sent to the Administration/Personnel Committee next month.
  - Finance
    - a. Tina Osterberg provided the Monthly Financial Report.
    - b. Finance Department Monthly Report .
    - c. Tyler Munis Update – Tina explained that the Munis update and training has taken place.
    - d. Justice Center Utilities Comparison – Tina provided a utilities comparison to members.
    - e. Print Management Print Overages – Tina explained that due to the new print management contract, some departments are running short while others over in their budgets. It was recommended to make a countywide budget adjustment between departments for the differences.
  - 2019 Budget Discussion & Set Meeting Dates –
    - November 7, 2018 Annual Budget Meeting
    - October 8, 2018 Budget Meeting
    - October 17, 2018 Regular Finance Meeting
    - October 22, 2018 Budget Meeting
    - October 23, 2018 Budget Meeting

- Wisconsin Retirement Liability – Tina Osterberg explained the retirement liability section of the 2017 audit. The county does not owe additional funds to the Wisconsin Retirement System.
- Finance Committee Duties – Draft duties were provided to members. Motion by Wallace Habegger and second by Mark Halverson to approve Finance Committee Duties. Discussion. Carried 5-0.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
  - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0. There was one final Justice Center bill for the counties lawyer in the amount of \$144.00. It was recommended to take the amount from the Corporation Counsel Budget or the Contingency Fund.
  - 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.
- Items for next month's agenda – Resolution Establishing Delegation of Boarding of Prisoners Revenue for Future Budgets, Print Management Budget Adjustment, Finance Committee Duties Discussion/Action
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:20 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## Request for Credit Card Approval

Department: Medical Examiner

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Robert Smith	Medical Examiner	\$ 2,500.00

**Justification for Credit Card(s):**

A lot of the supplies we need are found online, most places want to be paid with a card and do not do purchase orders anymore. We are struggling getting needed supplies.

Department Head Approval: Robert Smith

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

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

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

## Request for Credit Card Approval

Department: Human Services

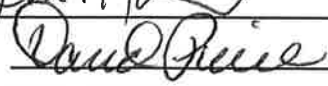
Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Kelly Gronau	Administrative Services Coordinator	\$ 1,000.00
Ashley Roeder	Social Worker	\$ 1,000.00
Cody Endres	Social Worker	\$ 1,000.00

**Justification for Credit Card(s):**

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use, all credit cards are locked in a safe.

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  8-7-18

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: July 25, 2018  
 Department: Health Department - WIC  
 Amount: \$5,216.00  
 Budget Year Amended: 2018

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

WI Department of Health Services has awarded one time funding to local WIC agencies to improve outreach opoutunites, infrastructure and the WIC clinic environment. Outreach materials will be developed and provided to local WIC agencies by State WIC program in upcoming months.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000.435500	WIC CARS	\$ 170,610.00	\$ 5,216.00	\$ 175,826.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,216.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 531000	Office Supplies	\$ 248.00	\$ 2,000.00	\$ 2,248.00
24120000 539070	Program Outreach	\$ -	\$ 3,216.00	\$ 3,216.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,216.00	

Department Head Approval: *Marcia D. Jensen 8/7/2018*  
 Date Approved by Committee of Jurisdiction: *Carol A. Miller 8-7-18*  
 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: August 15, 2018  
 Department: Workers' Compensation  
 Amount: \$75,000.00  
 Budget Year Amended: 2018

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

This budget adjustment is for estimated workers' compensation claims through the end of 2018.  
We currently have expenses through June 2018 of \$152,263.95

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	493000		Work Comp Funds Applied	\$ 112,406.00	\$ 75,000.00	\$ 187,406.00
						\$ -
						\$ -
Total Adjustment					\$ 75,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	573010		Insurance Claims	\$ 160,000.00	\$ 75,000.00	\$ 235,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 75,000.00	

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



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

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

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

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

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: August 15, 2018  
 Department: Retirement/Fringe Pool  
 Amount: \$40,685.00  
 Budget Year Amended: 2018

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

This budget adjustment will update the departments that had new or existing staff elect insurance coverage that was not budgeted for during the 2018 budget process.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	411100		Info. System Property Tax	\$ 1,237,767.00	\$ 14,535.00	\$ 1,252,302.00
10000001	411100		Gen. Fund Property Tax	\$ 7,225,767.00	\$ (14,535.00)	\$ 7,211,232.00
						\$ -
						\$ -
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	515020		Info. System Health Ins.	\$ 29,070.00	\$ 14,535.00	\$ 43,605.00
15120000	515020		History Room Health Ins.	\$ 14,535.00	\$ 4,713.00	\$ 19,248.00
15120000	515025		History Room Dental Ins.	\$ 859.00	\$ 103.00	\$ 962.00
14700000	515020		Veterans' Serv. Health Ins.	\$ -	\$ 6,059.00	\$ 6,059.00
11310000	515020		District Attorney Health Ins.	\$ 50,068.00	\$ 14,535.00	\$ 64,603.00
11310000	515025		District Attorney Dental Ins.	\$ 3,013.00	\$ 740.00	\$ 3,753.00
11435000	515200		N-Lapsing Retirement/Fringe Pool	\$ 60,896.00	\$ (40,685.00)	\$ 20,211.00
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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 27, 2018  
 Department: Print Mangement  
 Amount: \$12,160.00  
 Budget Year Amended: 2018

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

This budget adjustment redistributes Print Management charges to better follow the new providers charges for annual prints. No additional levy funds are being requested at this time, just a redistribution of budgets to cover the new actual charges from Loeffler.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	411100		General Fund-Property Tax		\$ (2,556.00)	\$ (2,556.00)
71470000	411100		Info Systems-Property Tax		\$ 770.00	\$ 770.00
73300112	411100		Highway-Property Tax		\$ 1,786.00	\$ 1,786.00
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000	553100		Medical-Equipment Service	\$ 480.00	\$ 435.00	\$ 915.00
11320000	553100		Corp. Counsel-Equip. Service	\$ 966.00	\$ 310.00	\$ 1,276.00
12900000	553100		Emergency Mgmt -Equip. Service	\$ 72.00	\$ 685.00	\$ 757.00
12901000	553100		EPCRA-Equip. Service	\$ 72.00	\$ 685.00	\$ 757.00
12950000	553100		Justice-Equip. Service	\$ 1,001.00	\$ 850.00	\$ 1,851.00
13680000	553100		Sanitation-Equip. Service	\$ 168.00	\$ 970.00	\$ 1,138.00
14190000	553100		Dog Control-Equip. Service	\$ 36.00	\$ 860.00	\$ 896.00
14700000	553100		Veterans-Equip. Service	\$ 432.00	\$ 710.00	\$ 1,142.00
16940000	553100		Land Cons.-Equip. Service	\$ 232.00	\$ 1,675.00	\$ 1,907.00
16980000	553100		Zoning-Equip. Service	\$ 168.00	\$ 210.00	\$ 378.00
71470000	553100		Info. Systems-Equip. Service	\$ 63.00	\$ 770.00	\$ 833.00
73300112	534005		Highway - Operating Expense	\$ 11,345.00	\$ 1,000.00	\$ 12,345.00
73310230	534005		Hwy Shop - Operating Expense	\$ 90,000.00	\$ 786.00	\$ 90,786.00
24900500	553100		HS AMSO-Equip. Service	\$ 11,345.00	\$ 4,000.00	\$ 15,345.00
24970595	553100		HS ADRC-Equip. Service	\$ 6,692.00	\$ (4,000.00)	\$ 2,692.00
1110000	553100		County Board-Equip. Service	\$ 700.00	\$ (700.00)	\$ -
11310000	553100		District Attorney-Equip. Service	\$ 6,960.00	\$ (3,750.00)	\$ 3,210.00
11420000	553100		County Clerk-Equip. Service	\$ 5,216.00	\$ (850.00)	\$ 4,366.00
11520000	553100		Treasurer-Equip. Service	\$ 7,517.00	\$ (1,500.00)	\$ 6,017.00
12110000	553100		Sheriff Admin-Equip. Service	\$ 6,681.00	\$ (1,250.00)	\$ 5,431.00
12930000	553100		Dispatch-Equip. Service	\$ 7,140.00	\$ (1,250.00)	\$ 5,890.00
15600000	553100		UW-Extension-Equip. Service	\$ 5,916.00	\$ (646.00)	\$ 5,270.00
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: \_\_\_\_\_

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 07/19/2018  
**Department:** Sheriff  
**Amount:** \$ 7,500.00  
**Budget Year Amended:** 2018

**From Account**


Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12715120	511050		Transport - Salaried On-Call	\$ 97,000.00	\$ 6,900.00	\$ 43,008.00	\$ 90,100.00
12715120	515010		Transport - Social Security	\$ 6,014.00	\$ 428.00	\$ 2,671.39	\$ 5,586.00
12715120	515015		Transport - Medicare	\$ 1,407.00	\$ 100.00	\$ 624.75	\$ 1,307.00
12715120	515040		Transport - Work Comp0	\$ 922.00	\$ 72.00	\$ 429.57	\$ 850.00
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 7,500.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12715120	521340		Transport - Contracted Service	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 7,500.00</b>		

**Explanation for Transfer:** We have entered into a contract with Talon Protection Services for transports outside the normal daytime transports. They will include Chapter 51 transports, last minute prisoner transports, etc.  
 \$7,500.00 is the contracted amount to start the contract.  
 Currently the transport team is not available at night for these types of transports. We have to pay overtime for deputies to do the Ch. 51 transports. It causes staffing shortages for the patrol division.

Department Head Approval

  
\_\_\_\_\_

Governing Committee Approval

\_\_\_\_\_

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 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_ Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

**RESOLUTION AUTHORIZING THE ADDTION OF ONE PREVENTIVE MAINTENANCE TECHNICIAN POSITION BY THE MEANS OF REMOVING A CUSTODIAN FULL TIME POSITION AND ON-CALL LABORER BUDGET TO TAKE EFFECT SEPTEMBER 1<sup>ST</sup>, 2018.**

**WHEREAS**, the Monroe County Property & Maintenance Committee and Administration and Personnel Committee, request the establishment of one new Preventive Maintenance Technician position in the Monroe County Maintenance Department, effective September 1<sup>st</sup>, 2018.

**WHERE AS**, one Custodian position and the on-call laborer budget would be converted to a Preventive Maintenance Technician’s position at no additional cost to the department.

**WHERE AS**, the additional Preventive Maintenance Technician position would provide additional support to new and larger facilities and equipment to ensure they remain operational. With the increase of new facilities and added square footage it creates a larger workload for current staff to keep up with required maintenance.

**WHEREAS**, the additional Preventive Maintenance Technician will create a balance of workload across the other staff. This would allow the staff to respond more efficiently to all of the employee maintenance requests that come in on a day to day basis.

**NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of one additional Preventive Maintenance Technician position in the Monroe County Maintenance Department effective September 1<sup>st</sup>, 2018.

Dated this 22<sup>nd</sup> day of August, 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve one new Preventive Maintenance Technician position, done by offsetting costs through the removal of one Custodian position and the on-call laborer budget.

Fiscal note: No additional cost within the 2018 fiscal year. Thereafter the annual cost of salary and fringes to be \$64,538, offset by the \$54,646 budgeted in salary and fringes from the full-time Custodian position, and \$11,385 for the on-call laborer.

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.*

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

ALLOCATION OF ADDITIONAL STATE PRISONER BOARDING REVENUES

WHEREAS, Monroe County is currently housing up to 10 State inmates per a day at a rate of \$51.46 each; and

WHEREAS, the jail is requesting to be allowed to retain \$12 per a day of the daily fee to be used toward the costs of housing the inmates and additional equipment needs; and

WHEREAS, the remaining portion of \$39.46 per a day would go to the Debt Service Fund to offset future tax levies until the current Justice Center bonds are paid in full; and

WHEREAS, in future years as rates increase these rates would be increased proportionately to cover increased costs in the housing of State inmates.

WHEREAS, estimated bed days for 2018 are 760. This would generate an estimated \$39,109.60 in 2018. Of this we are asking that in the 2018 budget \$9,120.00 be budgeted in account 12710110 462400 Jail Board of Prisoners revenue and \$29,989.60 be budgeted in account 38000000 462400 Debt Service Board of Prisoners revenue.

THEREFORE, BE IT RESOLVED by the Monroe County Board that it supports allocating all State inmate housing revenue as set out above; and also the fiscal note set out below.

Dated this 22<sup>nd</sup> day of August, 2018.

Offered by the Finance Committee.

Purpose: To allocate State inmate housing revenue between the Jail departmental budget and Debt Service Fund for coverage of increased jail expenses, equipment needs and decreasing future tax levies until the current Justice Center bonds are paid in full.

Fiscal Note: Finance Department is authorized to adjust the 2018 budget as set out above. Approval requires 2/3rds vote of the entire board.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>.....</p> <p>Approved as to form on _____  _____  Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>Committee Chair: _____  _____  _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED  <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>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 _____.</p> <p>_____  SHELLEY R. BOHL, MONROE COUNTY CLERK  A raised seal certifies an official document.</p>

## **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