



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, January 18, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 12/21/2016
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Reconfiguring Area Between Gridlines 8 & 9 into Storage Rooms \$35,913.35 – Discussion/Action
 - d. Constructing Masonry Walls to Structure \$21,213.63 – Discussion/Action
 - e. Additional Work-In Kitchen and Laundry \$25,137.44 – Discussion/Action
 - f. Installing a Gypsum Floor Over the Existing 1st Floor Slab \$39,343.58 – Discussion/Action
 - g. Electrical and HVAC for Elevator #7 \$47,271.42– Discussion/Action
 - h. Revised Electrical at Sheriff's Department \$28,432.13 – Discussion/Action
6. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
7. Sheriff Department Credit Card Approval – Discussion/Action
8. Line Item Transfer(s) – Discussion/Action

a. Child Support	c. Human Services
b. Justice	d. Medical Examiner
c. Solid Waste	
9. Budget Adjustment(s) – Discussion/Action

a. Medical Examiner	d. Capital Projects – Radio System Project
b. Solid Waste (2)	e. Worker Compensation
c. Health	f. Highway
	g. Debt Service
10. Rolling Hills Repurpose of Funds - Discussion/Action
11. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
12. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Finance Department Staff Changes
 - e. Uniform Grant Guidance
 - f. Purchasing Policy – Discussion/Action
 - g. Outlay Expenditures Policy – Discussion/Action
 - h. AP Accountant Elan Website Approval – Discussion/Action

AMENDED NOTICE OF MEETING

FINANCE MEETING

January 18, 2017

Continued Page 2

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
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 01/16/2017

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.



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, January 18, 2017

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NOTICE OF MEETING

FINANCE MEETING

January 18, 2017

Continued Page 2

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14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 01/12/2017

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee
December 21, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Randy Williams, Sharon Nelson, Lynn Kloety, Rob Conroy, Garlynn Brookshaw, Ron Hamilton, Garry Spohn, Laura Moriarty, Bob Janovick

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – January 18, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 11/16/16 minutes. Carried 5-0.
- Public Comment – None.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided a project update to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habegger second by Douglas Path to approve the Radio Tower expenditures in the amount of \$790,554.70. Carried 5-0.
- Line Item Transfers –
 - a. Heath – Sharon Nelson explained the 2016 line item transfer in the amount of \$6,000.00 for Hepatitis B, Shingles and Flu vaccines. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Sheriff – Rob Conroy explained the 2016 line item transfer in the amount of \$7,000.00 for increase in out of state extraditions. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Discussion. Carried 5-0.
 - c. Jail Administration – Rob Conroy explained the 2016 line item transfer in the amount of \$30,062.78 for Sheriff Reserve Salaries, trial cost and SCAAP program costs. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Discussion. Carried 5-0.
 - d. Personnel - 2016 line item transfer in the amount of \$2,770.59 for employee change in insurance coverage and advertising expenses exceeding budget. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Carried 5-0.
 - e. District Attorney – Lynn Kloety explained the 2016 line item transfer in the amount of \$8,200.00 for homicide trial. Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - f. Maintenance – Garry Spohn explained the 2016 line item transfer in the amount of \$44,678.00 for one employee salary projection in the original budget that came in as zero. Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - g. Senior Services – Laura Moriarty explained the 2016 line item transfer in the amount of \$2,400.00 for office supplies, postage and mileage. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Budget Adjustments –
 - a. Senior Services – Laura Moriarty explained the 2016 budget adjustment in the amount of \$945.00 for recreational trip participation. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0. Laura explained the 2017 budget adjustment in the amount of \$53,400.00 for vehicle purchase. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - b. Maintenance – Garry Spohn explained the 2016 budget adjustment in the amount of \$6,400.00 for museum chimney reimbursement. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Carried 5-0.

- c. Rolling Hills – Garlynn Brookshaw explained the 2017 budget adjustment in the amount of \$12,000.00 for new van. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Maintenance Repurpose of Funds – Garry Spohn explained the 2017 repurpose of funds in the amount of \$4,000.00 for tractor replacement. Discussion. Motion by Douglas Path second by Wallace Habegger to approve repurpose of funds. Discussion. Carried 5-0.
- Credit Card Approvals -
 - a. Rolling Hills - Garlynn Brookshaw explained need for a credit card for the Dietary Director in the amount of \$1,000.00. Motion by Pete Peterson second by Wallace Habegger to approve credit card. Carried 5-0.
 - b. Highway – Cedric Schnitzler explained \$1,000.00 credit card request for Road Supervisor and \$1,000.00 credit card for Office Manager. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve both credit cards. Carried 5-0.
- Fiscal Note Approval –
 - a. Resolution Authorizing Establishment of Two Additional Economic Support Specialist Positions in the Human Services Department – Ron Hamilton explained the resolution would add two additional Economic Support Specialist Positions. The positions will not increase the levy. Discussion. Motion by Pete Peterson second by Mark Halverson to amend and approve fiscal note to include: If federal or state funding ceases for these positions, these positions will be reviewed. Carried 5-0.
 - b. Resolution Approving Supplemental Agreement 4 to Exercise Permit/Agreement DACA45-9-97-00001 – Shelley Bohl, County Clerk explained the annual \$1,500.00 permit fee of which \$750.00 goes to the county and the remaining \$750.00 goes to the Town of New Lyme. Motion by Douglas Path second by Mark Halverson to approve fiscal note. Discussion. Carried 5-0.
 - c. Resolution Authorizing the Application for Outdoor Recreation Aids – Shelley Bohl, County Clerk explained state aid for outdoor recreation. The annual minimum amount is \$74,575.00. All funding comes from the snowmobile registration fund. Motion by Mark Halverson second by Pete Peterson to approve fiscal note. Carried 5-0.
- Finance Director
 - Tina Osterberg was excused from the meeting. Financial reports were provided to members.
 - Jim Bialecki, Interim County Administrator explained that the Purchasing Policy was presented to all Department Heads and was well received. This item will be revisited next month
- County Clerk Presidential Recount - Shelley Bohl, County Clerk explained that the Election Budget will be going over by several thousands of dollars due to the Presidential Recount. Costs include salaries of staff, tabulators, Board of Canvassers and supplies. Discussion. Motion by Wallace Habegger second by Douglas Path to allow election line items to go over budget with full anticipated costs to be reimbursed by the Jill Stein Committee which have already been deposited to the State of Wisconsin Election Commission. Discussion. Carried 5-0.
- Public Comment Period – Bob Janovick from the public spoke.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Pete Peterson to approve the Justice Project expenditures in the amount of \$1,051,674.60. Carried 5-0.

- Monthly Approvals –
 - a. Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Douglas Path to approve Notice of Donations/User Fees Adjustment. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 5-0
 - b. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.

- Items for next month's agenda –

- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 10:12 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety & Justice

Name of Card Holder	Title of Position	Credit Card Limit
Jeffrey Spencer	Administrative Lieutenant	\$ 3,000.00
Ronald Rader	Operations Lieutenant	\$ 1,000.00

Justification for Credit Card(s):

Increasing Lt Spencer's limit and decreasing Lt Rader's limit because Lt Spencer is replacing Lt Rader's position and will be in charge of booking hotel rooms and other arrangements for the entire department's training.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Paul [Signature] 01-09-17

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

Date Approved By Finance Committee: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Child Support
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000 531050	postage	\$ 12,000.00	\$ 4,000.00	\$ 6,312.76	\$ 8,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 4,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000 521205	genetic tests	\$ 3,750.00	\$ 2,000.00	\$ 4,997.00	\$ 5,750.00
21330000 521340	contracted services-sheriff	\$ 6,000.00	\$ 2,000.00	\$ 7,020.00	\$ 8,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 4,000.00		

Explanation for Transfer:
 we have had more genetic tests than normal in the last year. We have also had more papers to be served than normal. Based on these two things it appears I will be going over in my program costs for the year when I do my contracted services bills for Dec.

Department Head Approval

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Solid Waste
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 523530	Road Maintenance	\$ 6,000.00	\$ 2,040.00	\$ 376.31	\$ 3,960.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,040.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 511000	Solid Waste Op. Salaries	\$ 59,283.00	\$ 1,300.00	\$ 60,596.56	\$ 60,583.00
63630000 522025	Solid Waste Op. Telephone	\$ 900.00	\$ 340.00	\$ 1,119.81	\$ 1,240.00
63630000 533200	Solid Waste Op. Mileage	\$ 2,080.00	\$ 400.00	\$ 2,436.61	\$ 2,480.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,040.00		

Explanation for Transfer: Telephone costs are up due to increased internet costs. Also, the mileage in the Solid Waste Operations account is over due to the Recycling account not being charged a portion of the costs.
 Salary overages are due to additional staffing help during leave.

Department Head Approval _____ *Gail Fri* _____
 Governing Committee Approval _____

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

COUNTY ADMINISTRATOR Approval: _____

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

FINANCE COMMITTEE Approval given on : _____
 _____ Date _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2016

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24970595.531000	ADRC OFFIC SUPL (RC200)	\$ 500.00	\$ 1,308.00	\$ 808.00
	24970595.553100	ADRC EQUIP SERV (RC300)	\$ 200.00	\$ 7,692.00	\$ 7,492.00
	24900500.521310	AMSO COLL FEES (AM200)	\$ 3,000.00	\$ 20,000.00	\$ 17,000.00
	24900500.521415	AMSO COMP OP (AM300)	\$ 7,000.00	\$ 64,539.00	\$ 57,539.00
	24930550.525005.HS460	CLINICAL WRIC (CZ613)	\$ 25,000.00	\$ 180,860.00	\$ 155,860.00
			\$ -		\$ -
	Total Transfer		\$ 35,700.00		

To Account	24970595.533250	ADRC TRAVEL (RC400)	\$ 700.00	\$ 10,000.00	\$ 10,700.00
	24900500.533250	AMSO TRAVEL (AM400)	\$ 10,000.00	\$ 88,890.00	\$ 98,890.00
	24950590.525005.HS716	AD WENDY RIDGE CARE (MM613)	\$ 16,000.00	\$ -	\$ 16,000.00
	24910510.525005.HS40	CH FAMILY SOLUTIONS (CX613)	\$ 9,000.00	\$ 12,000.00	\$ 21,000.00
	Total Transfer		\$ 35,700.00		

Explanation for Transfer:
Reallocate budgeted amount for actual expense.

Department Head Approval _____ *[Signature]* 1/3/17

Governing Committee Approval _____ *[Signature]*

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Medical Examiner
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 511000	Salaries	\$ 72,747.00	\$ 352.11	\$ 72,394.89	\$ 72,394.89
11270000 515005	Retirement	\$ 4,453.00	\$ 221.02	\$ 4,231.98	\$ 4,231.98
11270000 515010	Social Security	\$ 4,511.00	\$ 22.42	\$ 4,488.58	\$ 4,488.58
11270000 515015	Medicare	\$ 1,056.00	\$ 6.19	\$ 1,049.81	\$ 1,049.81
11270000 515030	Life Insurance	\$ 23.00	\$ 0.56	\$ 22.44	\$ 22.44
11270000 515040	Workers Comp	\$ 1,077.00	\$ 10.86	\$ 1,066.14	\$ 1,087.86
11270000 531000	Office Supplies	\$ 700.00	\$ 254.30	\$ 445.70	\$ 445.70
11270000 531058	Postage	\$ 200.00	\$ 12.00	\$ 188.00	\$ 188.00
11270000 533200	Mileage	\$ 400.00	\$ 149.59	\$ 250.41	\$ 250.41
Total Transfer			\$ 1,029.05		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 533100	Equipment Service	\$ 381.00	\$ 366.00	\$ 744.72	\$ 747.00
11270000 521175	Transports & Removals	\$ 6,250.00	\$ 440.00	\$ 5,993.50	\$ 6,690.00
11270000 534250	Medical Supplies	\$ 700.00	\$ 73.46	\$ 773.46	\$ 773.46
11270000 521170	Lab & Toxic.	\$ 4,140.00	\$ 149.59	\$ 4,045.00	\$ 4,289.59
Total Transfer			\$ 1,029.05		

Explanation for Transfer:
Increase in death investigations for 2016 with autopsy, transportation and toxicology required.
0

Department Head Approval

Low E Wiserstedt 01-09-17

Governing Committee Approval

Paul [Signature] 01-09-17

*

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 9, 2017
 Department: Medical Examiner
 Amount: \$11,347.91
 Budget Year Amended: 2016

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

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 462850 ME120	Death Cert.	\$ 6,700.00	\$ 3,300.00	\$ 10,000.00
				\$ -
				\$ -
Total Adjustment			\$ 3,300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 521170	Lab & Toxic.	\$ 4,140.00	\$ 1,806.41	\$ 5,946.41
11270000 521165	Autopsies	\$ 33,000.00	\$ 9,541.50	\$ 42,541.50
10010000 539200	Contingency	\$ 278,092.43	\$ (8,047.91)	\$ 270,044.52
				\$ -
				\$ -
Total Adjustment			\$ 3,300.00	

Department Head Approval:

Ken C. Wassestal 01-09-17

Date Approved by Committee of Jurisdiction:

Paul [Signature] 01-09-17

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: 12/29/2016
 Department: Solid Waste
 Amount: _____ \$0.00
 Budget Year Amended: 2016

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

Problems encountered installing monitoring wells for the future landfill expansion. These wells are a WDNR requirement needed to provide background data on groundwater quality.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
633-00-0000-00000-00000-115600	Facilities Reserve		80,000.00	\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
6363 0000 589 000	Construction In Progress	100,000	80,000.00	\$ 180,000.00
				\$ -
				\$ -
				\$ -
				\$ -
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: January 10, 2017
 Department: Solid Waste
 Amount: \$60,000.00
 Budget Year Amended: 2016

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

Record rain fall in 2016 caused leachate disposal to be above budget.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000 464300	Solid Waste Fees - Distrcits	\$ 1,760,000.00	\$ 60,000.00	\$ 1,820,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 60,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000 521790	Leachate Disposal	\$ 150,000.00	\$ 60,000.00	\$ 210,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 60,000.00	

Department Head Approval: *Gail Frie*
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 3, 2017
 Department: Health Department
 Amount: \$1,125.00
 Budget Year Amended: 2017

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

Received additional funding from WI Department of Public Health to improve public health preparedness efforts at the local level. This funding is specific to scholarship funding to attend the 2017 WI Governor's Conference on Emergency Management & Homeland Security and the 2017 WI Public Health Association/WI Association of Local Health Departments and Boards annual conference.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 435525	Preparedness Grant	\$ 45,656.00	\$ 1,125.00	\$ 46,781.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,125.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 533010	Conference Expense	\$ 500.00	\$ 1,125.00	\$ 1,625.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,125.00	

Department Head Approval: *Marc Johnson*
 Date Approved by Committee of Jurisdiction: *Carol Ricci January 3, 2017*
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 4, 2017
 Department: Capitla Projects-Radio System Project
 Amount: \$59,989.07
 Budget Year Amended: 2017

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


This budget adjustment is to roll forward the funds needed to complete the Radio System Project in 2017. The adjustment includes \$46,233.60 to complete the Ft. McCoy portion of the project by Communication Service Wisconsin, \$13,000 for Elert final exceptance after completion of Justice Center and \$755.47 in remaining Radio System Contingency Funds.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 493000	Cap Proj-Emg Comm Fnd Applie	\$ -	\$ 59,989.07	\$ 59,989.07
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 59,989.07	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 581000	Cap Proj-Capital Equipment	\$ -	\$ 59,989.07	\$ 59,989.07
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 59,989.07	

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

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 18, 2017
 Department: Worker Compensation
 Amount: \$2,703.00
 Budget Year Amended: 2016

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

Excess Amount Charged Due to Audit

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 474000	Work Comp Payroll Fees	\$ 135,014.00	\$ 2,703.00	\$ 137,717.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,703.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 521000	Professional Services	\$ 135,014.00	\$ 2,703.00	\$ 137,717.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,703.00	

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: December 16, 2016
 Department: Highway
 Amount: \$15,000.00
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

The 2016 Highway Capital Equipment account had budgeted 2 Trailer Mounted Impact Attenuators. At this time only one of those has been able to be ordered. The Highway department is asking to roll forward remaining funds needed to complete attenuator unit that is already here.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319 493000	Fund Balance Applied	\$ 948,500.00	\$ 15,000.00	\$ 963,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281 581000	Capital Equipment-Highway	\$ 1,218,500.00	\$ 15,000.00	\$ 1,233,500.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,000.00	

Department Head Approval: _____



Date Approved by Committee of Jurisdiction: 12-16-16

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 12, 2017
 Department: DEBT SERVICE
 Amount: \$839.00
 Budget Year Amended: 2017

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

This budget adjustment will approve using \$839.00 from the Committed Debt Service Funds balance. We currently have a bill for the preparation of the call notice and related work relative to the redemption of the Sand Crk 2nd General Obligation Refunding Bonds, dated August 15, 2001. These bonds were paid in full on January 3, 2017.

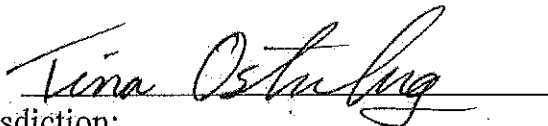
Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
38000000 493000	Fund Balance Applied	\$ 3,111,201.00	\$ 839.00	\$ 3,112,040.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 839.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
38291200 569250	Sand Crk 2nd Serv. Charge	\$ 363.00	\$ 839.00	\$ 1,202.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 839.00	

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 Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 12/22/2016
 Department: ROLLING HILLS
 Amount: \$4,000.00
 Budget Year Amended: 2017

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

(If needed attached separate brief explanation.)

An organizational and marketing study was budgeted in the Rolling Hills 2017 for \$20,000. An RFP was sent out and received back for the RH Committee meeting on 12/22/16. A motion was made to accept the proposal in the amount of \$24,000 pending the approval of re-purpose of funds to cover the overage. This study is needed to provide information on potential remodel or build.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	Amount to Re-Purpose
64210910.522017	Utilities	Gas (Heating)	\$ 4,000.00
Total Adjustment			\$ 4,000.00

New Budgeted Line's Purpose:

Account #	Account Name	Amount Re-Purposed
64210810.521420	Auditing/Contracted Services	\$ 4,000.00
Total Adjustment		\$ 4,000.00

Department Head Approval: Linda Anders 12/22/16
 Date Approved by Committee of Jurisdiction: 12/22/16

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: _____

Purchasing Policy

Policy

Monroe County shall have a standard manner by which to purchase items for county use. These procedures will involve various thresholds of authority and utilize necessary forms.

Policy Authorization

- Proposed policy for approval at the next Finance Committee meeting 12/21/2016.

Objectives

The objectives of the County's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance:
2. To provide adequate controls over County expenditures and financial commitments with proper documentation:
3. To obtain quality goods required by County departments and to ensure that these goods are at the place and time when needed, and,
4. To provide a standardized system of purchasing for use by all County departments.

Definitions

Bid

Formal written responses by vendors to the County's solicitation for prices of goods and or services. Bids are usually in response to formal requests for proposal (RFP's) by the County, and their formats are often specifically prescribed so as to meet precise requirements of the RFP. Information provided in a bid may be binding against the vendor. Bids are awarded based on the lowest cost bid received by a responsive/responsible bidder.

Documentation:

Written evidence of information received from vendors. Documentation may be formal (bids received from vendors) or informal (a note written by the purchaser based on a phone conversation with a vendor).

Quotes

Informal responses by vendors to the County's solicitation for prices of goods or services. Quotes may be written or verbal and are estimates of the price of a good or service. Quotes may be requested formally, such as a written memo to vendors, or informally, such as by phone. Prices and specification are not binding.

Request for Bid (RFB)

Formal request by the County for prices of goods or services. RFB's have very specific requirements as to the information the vendors must provide, such as product features, duties to be performed by the vendor and pricing. Award decisions are based solely on lowest responsive/responsible bid received.

Request for Information (RFI)

RFI's can be prepared at any time, and do not result in a legally binding document or award. They can be used to narrow the scope of a project or define parameters, and can also be used to narrow the field of prospective vendors or prequalify vendors, in request for proposal projects.

Request for Proposal (RFP)

Formal request by the County for prices of goods or services. RFP's have very specific requirements as to the information the vendors must provide, such as product features, duties to be performed by the vendor and pricing. Requests for Proposal allow for evaluation of proposals based on a specified criteria matrix. Award decisions are not based solely on lowest responsive/responsible bid received. All RFP's shall include the County's standard terms and conditions.

*The County Purchasing and Procurement Coordinator should be utilized to facilitate and oversee requests for the purchase of goods, services or equipment. They shall receive a copy of any finalized contract for attachment and addition to the financial system.

PROCEDURES

MATERIALS AND SERVICES PURCHASES

This policy assumes that all items purchased hereunder will first be budgeted in a department's annual budget. Purchase procedures of various materials and services for Monroe County are as follows:

Less than \$5,000 Department Heads are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.

\$5,000 - \$9,999 Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.

If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.

Over \$10,000 Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.

Exceptions:

- Approved by County Board resolution or ordinance, or Statute*
- Bid is covered by state contract pricing*

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

EMERGENCY PURCHASES

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services;
2. To meet emergencies that may cause a financial harm to public property of other public assets;
3. To meet emergencies that may cause financial harm to people or private assets; and/or
4. To stay an immediate threat to the health or safety of the public and employees.

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$5,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation Costs
- Additions
- Improvements
- Ancillary Cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through either a budget adjustment or repurpose of funds form.

Computer hardware or software purchases shall be made by the Information Systems (IS) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IS Department. Costs of the equipment or software and ongoing maintenance shall be charged back to the user department.

This policy assumes that all items purchased hereunder will first be budgeted in a department's annual budget or approved through a Budget Adjustment or Repurpose of Funds form. Purchase procedures of various materials and services for Monroe County are as follows:

\$5,000 - \$9,999 Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.

If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.

Over \$10,000

Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.

Exceptions:

- Approved by County Board resolution or ordinance, or Statute*
- Bid is covered by state contract pricing*

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Standard Bill Paying Procedure

The following is the standard procedure to be followed for all purchasing categories (See the specific spending categories for authorization steps):

1. The department enters and releases a requisition in the financial software as a request to purchase.
2. The requisition is approved through workflow by the appropriate personnel.
3. The requisition is converted to a purchase order upon approval (purchase order is sent out to vendor if needed)
4. Payments will be made on presentation of an itemized invoice or other original document identifying the items to be paid and the cost for the specific purchase. Payments will not be made using statements. Invoices will be attached to corresponding PO's that have been entered and approved through workflow by the appropriate personnel. (Invoices shall be received by noon on Wednesday to be processed in the current week).
5. The invoice will be released for approval of appropriate personnel.
6. Checks will be generated by the Finance Department for all approved invoices.
7. The detailed invoice list shall be sent to the Treasurer's Office for check printing.
8. All checks will be printed and sealed by the Treasurer's office and walked over to the County Clerk's Office for mailing/dispersal.
9. The check file shall be uploaded to the county bank for positive pay.
10. The Finance Committee shall be provided with a record of all checks that have been paid in the prior month for review and approval. They shall be provided a copy of any invoice upon request.

Outlay Expenditures

Policy

All Levy-funded outlay expenditures must be for item on the approved outlay list. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

Policy Authorization

- Proposed policy for approval at the next Finance Committee meeting December 21st.

Procedure

1. Outlay is an expenditure of \$5,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property and equipment acquisition or construction. Costs that are considered outlay are the cost of the item itself, ancillary cost (freight, etc.), additions, improvements and preservation costs. (See also Purchasing Policy)
2. A Monroe County requisition should be completed by the department desiring the purchase. This requisition should be approved by the appropriate personnel through the workflow process. A Purchase Order is required before outlay items are ordered. Outlay items must be approved through the budget process or through an approved Budget Adjustment or Repurpose of Funds action.
3. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment or Repurpose of Funds action.

Emergency Procedure

1. In the event of an urgent or emergency situation, the required purchase may be made by the appropriate department head.
2. An urgent or emergency situation must involve endangerment of life or property or an unforeseen opportunity within a limited time frame that would provide a material benefit or avoid a material cost to the county.
3. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action.