



# 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, February 15, 2017

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 01/18 & 01/25/17
4. Public Comment
5. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Evidence & Pistol Lockers \$16,415.54 – Discussion/Action
  - d. Change Order for Court Room Millwork Changes \$24,249.37 – Discussion/Action
  - e. Contract Modification for Louis Berger Group for Final Inspection Team \$19,194.00 – Discussion/Action
  - f. Invoice from Axley Brynelson for Architect \$2,954.55 – Discussion/Action
6. Radio Tower Project
  - a. Radio Project Update – Discussion/Action
  - b. Approval of Radio Tower Project Vouchers – Discussion/Action
7. Budget Adjustment(s) – Discussion/Action
  - a. Health
  - b. Land Records (4)
  - c. Local History Room
  - d. County Board
  - e. Finance (2)
  - f. Sheriff-Jail
8. Line Item Transfer Discussion/Action – County Board
9. Emergency Management Procedure Request – Discussion/Action
10. Repurpose of Funds – Discussion/Action
  - a. Sheriff
  - b. Land Conservation
11. Justice Department Budgeted Revenue Discussion
12. Local History Room Funds Discussion
13. New Position Requests – Fiscal Note Approval Discussion/Action
  - a. Full Time Human Services Disability Benefit Specialist position
  - b. Part Time to Full Time Human Services Clerical I Position
14. American Transmission Company Environmental Impact Fee Payment/Recommendations for Use-Discussion/Action

**FINANCE MEETING**  
**Wednesday, February 15, 2017**

**Continued Page 2**

15. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
  
16. 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
  
17. Items for next month's agenda
  
18. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: 02/06/2017

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  
January 18, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path  
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Tina Osterberg, Penny Brueggen, Eric Weihe, Linda Anderson, Sharon Nelson, Gail Frie, 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 – February 15, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Wallace Habhegger to approve the 12/21/16 minutes. Carried 5-0.
- Public Comment – Bob Janovick spoke during the public comment period.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus provided a project update to members. May 15<sup>th</sup>, 2017 is the estimated date of completion for phase 2. Phase 3 will take 8 weeks.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habhegger second by Douglas Path to approve the Justice Project expenditures in the amount of \$877,629.07. Carried 5-0.

Kurt explained the following change orders. Motion by Wallace Habhegger second by Mark Halverson to approve all change orders listed below. Discussion. Carried 5-0.

- c. Reconfiguring Area between Gridlines 8 & 9 into Storage Rooms – \$35,913.35.
  - d. Constructing Masonry Walls to Structure – \$21,213.63.
  - e. Additional Work in Kitchen and Laundry – \$33,576.20.
  - f. Installing a Gypsum Floor Over the Existing 1<sup>st</sup> Floor Slab – \$37,832.94.
  - g. Electrical & HVAC for Elevator #7 - \$47,271.04.
  - h. Revised Electrical at Sheriff's Department – \$28,432.13.
- Radio Tower Project
    - a. Radio Project Update – None.
    - b. Approval of Radio Tower Project Vouchers – None.
  - Sheriff Department Credit Card Approval – Tina Osterberg explained two requests for credit card increases; the Administrative Lieutenant to \$3,000.00 and Operations Lieutenant to \$1,000.00. Motion by Wallace Habhegger second by Mark Halverson to approve both credit card increases. Carried 5-0.
  - Line Item Transfers –
    - a. Child Support – Tina Osterberg explained the 2016 line item transfer in the amount of \$4,000.00 for genetic tests and more papers served than normal. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
    - b. Justice – Eric Weihe explained the 2016 line item transfer in the amount of \$13,100.00 for printing and staff turnover causing a change in health insurance. Motion by Douglas Path second by Wallace Habhegger to approve line item transfer. Carried 5-0. Discussion.
    - c. Solid Waste – Tina Osterberg explained the 2016 line item transfer in the amount of \$2,040.00 for phone, mileage and salary overages. Discussion. Motion by Douglas Path second by Mark Halverson to approve line item transfer contingent upon committee approval. Carried 5-0.
    - d. Human Services – Tina Osterberg explained the 2016 line item transfer in the amount of \$35,700.00 for year-end reallocation. Motion by Mark Halverson second by Wallace Habhegger to approve line item transfer. Carried 5-0.
    - e. Medical Examiner – Penny Brueggen explained the 2016 line item transfer in the amount of \$1,029.05 for increase in death investigations. Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Carried 5-0.

- Budget Adjustments –
  - a. Medical Examiner – Penny Brueggen explained the 2016 budget adjustment in the amount of \$3,300.00 for lab, toxicology and autopsies. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
  - b. Solid Waste – Gail Frie explained the 2016 budget adjustment in the amount of \$80,000.00 for problems encountered installing monitoring wells. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0. Gail explained 2016 budget adjustment in the amount of \$60,000.00 for record rainfall causing leachate disposal overage. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment contingent upon committee approval. Carried 5-0.
  - c. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$1,125.00 for WI Department of Public Health funding for annual conference. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - d. Capital Projects/Radio System Project – Tina Osterberg explained the 2017 budget adjustment in the amount of \$59,989.07 for roll forward funds needed to complete the Radio System Project. Discussion. This budget adjustment will be revisited in March.
  - e. Worker Compensation – Shelley Bohl, County Clerk explained the 2016 budget adjustment in the amount of \$2,703.00 for excess amount charged due to audit. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Carried 5-0.
  - f. Highway – Tina Osterberg explained the 2017 budget adjustment in the amount of \$15,000.00 for two attenuators. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - g. Debt Service – Tina Osterberg explained the 2017 budget adjustment in the amount of \$839.00 for call notice of the Sand Creek 2 refunding bonds. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
  
- Rolling Hills Repurpose of Funds – Linda Anderson explained the 2017 repurpose of funds in the amount of \$4,000.00 for organizational and marketing study. Motion by Pete Peterson second by Wallace Habhegger to approve repurpose of funds. Discussion. Carried 4-1.
  
- Treasurer Report
  - a. Annette Erickson gave the monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  
- Finance Director
  - a. Tina Osterberg gave the monthly Financial Report.
  - b. Finance Department Monthly Report Review.
  - c. Financial Software Update – Tina explained that she has been working with IS to get capital assets into the system. The new update will be available in April. Conference attendance will be in May.
  - d. Finance Department Staff Changes – Tina explained that January 1<sup>st</sup> Ellie Bradford moved into the new Financial and System Controls Specialist position. Susie Brownell has been working for a couple of weeks in the Accounts Payable Accountant I position.
  - e. Uniform Grant Guidance – Tina explained that the auditors will be on site next week. They will provide recommendations on policies and procedures that we may want to put into place for Federal Guidelines that have been placed into effect. This item will be revisited.
  - f. Purchasing Policy – Tina provided members the purchasing policy and explained key points. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve purchasing policy. Carried 5-0.
  - g. Outlay Expenditures Policy – Tina provided members the outlay policy and explained key points. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve outlay policy. Carried 5-0.
  - h. AP Accountant Elan Website Approval – Tina explained need to have new AP Accountant access to the Elan website. Motion by Douglas Path second by Cedric Schnitzler to approve AP Accountant Elan Website Approval. Carried 5-0.
  
- Monthly Approvals –

- a. Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Cedric Schnitzler to approve Notice of Donations/User Fees Adjustment. 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
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Justice Department Revenue Discussion, Capital Projects – Radio System Budget Adjustment (March), Local History Room Funds, Monroe County Revenue Collections (March), EO Johnson Contract (March).
  - Adjournment - Motion by Mark Halverson second by Cedric Schnitzler to adjourn at 11:21 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
January 25, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger; Mark Halverson & Douglas Path Absent.  
Others: Kurt Marshaus

The meeting was called to order in the Rolling Hills Auditorium at 5:30 p.m. by Chair Cedric Schnitzler.

- Justice Center Project Proposals for Data Cabling, Phase 2 – Kurt Marshaus provided the Justice Center Project Proposals for Data Cabling in Phase 2. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve low bid proposal in the amount of \$77,350.00 by E-Con Electric. Carried 3-0.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 5:35 p.m. Carried 3-0.

Shelley Bohl, County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 7, 2017  
 Department: Health  
 Amount: \$1,500.00  
 Budget Year Amended: 2017

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

Received notification from Department of Transportation that grant funding for the car seat program will be decreased by \$1500.00 to \$2500.00 for CY 2017.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 432205	DOT Health Prog.	\$ 4,000.00	\$ (1,500.00)	\$ 2,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (1,500.00)	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant Supplies	\$ 16,685.00	\$ (1,500.00)	\$ 15,185.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (1,500.00)	

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

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

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

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

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

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2017  
 Department: Land Records  
 Amount: \$22,434.35  
 Budget Year Amended: 2017

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

This is an annual adjustment that will have to be made to reflect the actual amount of money that remains in this non-lapsing account that is made up largely from retained fees and interest.

At this time we have no specific anticipated expenditures and thus no expenditure line is being adjusted. We have that money banked in order to cover future aerial imagery and LiDAR acquisition.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND RECORDS FUND BALA	\$ 166,000.00	\$ 22,434.35	\$ 188,434.35
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 22,434.35	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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 30, 2017  
 Department: Land Records  
 Amount: -\$4,576.00  
 Budget Year Amended: 2017

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

I originally submitted a budget reflecting an anticipated grant award of 41160 based on an assumed retained fees shortage. We actually retained more money on document recordings in the ROD office than I suspected. We are funded to a minimum level of 100,000 and this grant covers our shortfalls annually. The amount we were awarded was 36584.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000435122	LAND RECORDS MODERNIZ	\$ 41,160.00	\$ (4,576.00)	\$ 36,584.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (4,576.00)	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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: \_\_\_\_\_

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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 30, 2017  
 Department: Land Records  
 Amount: \$213.05  
 Budget Year Amended: 2017

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

This is a transfer of unspent 2016 training grant funds. The unspent funds need to be used by Dec. 31, 2017. I have already allocated expenditures in 2017 to use these excess funds for attendance at the Wisconsin Land Information Association Meeting.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 435125	ED & TRAINING GRANT	\$ 1,000.00	\$ 213.05	\$ 1,213.05
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 213.05	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 579120	TRAINING GRANT EXP	\$ 1,000.00	\$ 213.05	\$ 1,213.05
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 213.05	

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 30, 2017  
 Department: Land Records  
 Amount: \$25,000.00  
 Budget Year Amended: 2017

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

I originally submitted a budget reflecting an anticipated award of 50,000 but the final approved budget had reduced this amount to 25,000. I recently was awarded the full 50,000 that I applied for.

No expenditure lines need to be amended at this time.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000435122	STRATEGIC INITIATIVE GRA	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 25,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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 24, 2017  
 Department: Local History Room  
 Amount: \$385.60  
 Budget Year Amended: 2016

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

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

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 485000 LHR10	LOCAL HISTORY ROOM TRUST	\$ 21,254.50	\$385.60	\$ 21,640.10
15120000 492800	TRANSFER IN LOCAL HISTORY ROO	\$ 21,254.50	\$385.60	\$ 21,640.10
				\$ -
				\$ -
Total Adjustment			\$ 771.20	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 599999	TRANSFER OUT	\$ 21,254.50	\$385.60	\$ 21,640.10
15120000 511000	SALARIES	\$ 63,799.00	\$385.60	\$ 64,184.60
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 771.20	

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

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

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

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

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

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: February 2, 2017  
 Department: County Board  
 Amount: \$8,363.51  
 Budget Year Amended: 2016

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

This budget adjustment is to cover the County Board salary overages for 2016. All other overages were able to be covered through Line Item Transfers.

**Revenue Budget Lines Amended:**

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

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11100000 511000	Salaries	\$ 45,000.00	\$ 7,829.65	\$ 52,829.65
11100000 515010	Social Security	\$ 2,790.00	\$ 486.08	\$ 3,276.08
11100000 515015	Medicare	\$ 653.00	\$ 33.94	\$ 686.94
11100000 515040	Workers Comp	\$ 59.00	\$ 13.84	\$ 72.84
10010000 539200	Contingency Fund	\$ 270,044.52	\$ (8,363.51)	\$ 261,681.01
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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

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

*Sherry Borch* 02/03/17

*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.*

**MONROE COUNTY**  
**Notice of Budgetary Adjustment**

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 2, 2017  
 Department: Finance  
 Amount: \$8,789.41  
 Budget Year Amended: 2016

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

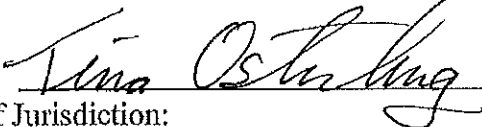
This Budget Adjustment is cleaning up some Salary and Fringe Benefit overages due to the increased health insurance premiums that came out of employees paychecks in December and staffing changes during 2016. The Corporation Counsel adjustment is for an employee going from single dental to family insurance during 2016 and then the health insurance is for increased premiums. A staff electing to take family health insurance in the Personnel Department is the reason for the health insurance overage in that area. Health insurance premium increases are the reason for the History Room overage in the health insurance line. The Treasurer's Department overage is due to the Deputy Treasurer's retirement payouts. The small overage in the Land Records area was due to salary splits and misalignments. The Maintenance and Information Systems overages look to be due to the additional staff costs to move departments into the new facility. The Victim Witness overage is due to staff changes and new staff taking insurance that was not budgeted.

**Contingency Budget Line Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$ 161,535.37	\$ (8,789.41)	\$ 152,745.96
Total Adjustment			\$ (8,789.41)	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11320000 515020	Corp. Counsel Health Ins.	\$ 27,256.00	\$ 90.24	\$ 27,346.24
11320000 515025	Corp. Counsel Dental Ins.	\$ 1,558.00	\$ 193.76	\$ 1,751.76
11430000 515020	Personnel - Health Insurance	\$ 5,906.00	\$ 434.66	\$ 6,340.66
15120000 515020	History Room - Health Ins.	\$ 13,628.00	\$ 18.72	\$ 13,646.72
11520000 511000	Treasurer - Salaries	\$ 173,848.00	\$ 4,650.48	\$ 178,498.48
11750000 511000	Land Records - Salaries	\$ 55,447.00	\$ 35.62	\$ 55,482.62
11620620 511000	Maint. Courthouse-PW-Salaries	\$ -	\$ 1,360.55	\$ 1,360.55
71470000 511000	Information Systems-Salaries	\$ 225,380.00	\$ 449.90	\$ 225,829.90
11311000 515020	Victim Witness - Health Ins.	\$ 13,628.00	\$ 1,555.48	\$ 15,183.48
Total Adjustment			\$ 8,789.41	

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: February 3, 2017  
 Department: Finance  
 Amount: \$18,286.80  
 Budget Year Amended: 2017

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

This budget adjustment is to move a 1/4 time worth of salaries back into Highway that will be shorted the revenues for a 1/4 of one of there full-time employees with the split of the Highway and Maintenance Public Works staff. This will give Highway the levy need to cover all staff in full. Maintenance will retain one staff member as a Preventative Maintenance Tech. position from the split.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 411100	General Property Tax Rev.	\$ 7,403,093.00	\$ (9,326.27)	\$ 7,393,766.73
64200000 411100	Rolling Hills Property Tax	\$ 1,373,153.00	\$ (8,960.53)	\$ 1,364,192.47
73330319 411100	Hwy Cnty Suppl. Prop. Tax	\$ 1,140,895.00	\$ 18,286.80	\$ 1,159,181.80
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319 511000	Hwy Cnty Suppl. - Salaries	\$ 256,586.00	\$ 11,079.60	\$ 267,665.60
73330319 512000	Hwy Cnty Suppl.- Incidental	\$ 180,478.00	\$ 7,207.20	\$ 187,685.20
11630620 511000	Maint. - Justic Center-Salary	\$ 11,600.00	\$ (2,215.92)	\$ 9,384.08
11650620 511000	Maint. - Bldg A -HHS-Salary	\$ 12,759.00	\$ (2,437.51)	\$ 10,321.49
11655620 511000	Maint. - Bldg B -SS-Salary	\$ 1,741.00	\$ (332.39)	\$ 1,408.61
11675620 511000	Maint. - 48 Addition-Salary	\$ 3,481.00	\$ (664.78)	\$ 2,816.22
11630620 512000	Maint. - Justic Center-Inciden	\$ 7,657.00	\$ (1,441.44)	\$ 6,215.56
11650620 512000	Maint. - Bldg A -HHS-Inciden	\$ 8,423.00	\$ (1,585.58)	\$ 6,837.42
11655620 512000	Maint. - Bldg B -SS-Incidenta	\$ 1,151.00	\$ (216.22)	\$ 934.78
11675620 512000	Maint. - 48 Addition-Incidenta	\$ 2,163.00	\$ (432.43)	\$ 1,730.57
64210610 512000	Rolling Hills-Plnt Op & Maint.	\$ 96,829.00	\$ (8,960.53)	\$ 87,868.47
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 24, 2017  
 Department: Sheriff - Jail  
 Amount: \$ 6,700.00  
 Budget Year Amended: 2017

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

The Monroe County Jail intends on implementing a Lexis Nexis program for inmates to access legal material. A policy related to access to the courts, attorneys and legal material is required under DOC 350.27. Additionally the cable invoice has historically been paid out of the canteen account. In order to be more transparent and accountable we would like to establish all bills be paid through the budget. Monies will be offset by revenues generated by the inmate canteen account.

**Revenue Budget Lines Amended: Decrease**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12710110 462900	Other Jail Revenue	\$ -	\$ 6,700.00	\$ 6,700.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,700.00	

**Expenditure Budget Lines Amended: Increase**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12710110 522030	Cable Television	\$ -	\$ 2,200.00	\$ 2,200.00
12710110 521417	Inmate Legal	\$ -	\$ 4,500.00	\$ 4,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,700.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction: Scott Perkins

*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

Office Use Only

Department: County Board  
 Budget Year Amended: 2016

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533010	Conference/Seminar	\$ 7,000.00	\$ 1,387.50	\$ 1,950.00	\$ 3,337.50
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,387.50</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 515015	Medicare	\$ 653.00	\$ 79.96	\$ 766.90	\$ 732.96
11100000 522025	Telephone	\$ 480.00	\$ 2.01	\$ 482.01	\$ 482.01
11100000 531060	Printing	\$ 8,000.00	\$ 1,305.53	\$ 6,019.15	\$ 7,324.68
					\$ -
<b>Total Transfer</b>			<b>\$ 1,387.50</b>		

**Explanation for Transfer:**  
 The County Board budget was down sized for 2016 based on the decrease of the County Board supervisors from 24 to 16. At year-end the salary accounts and the mileage associated with the county board size is over budget. The funds remaining in the conference/seminar account after taking into account the rollup code \$1,387.50. These funds are being used to cover a portion of the account overages in other lines.

Department Head Approval

*Shelley Rowe* 02/03/17

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

# Notice of Re-Purpose of Funds

MONROE COUNTY

## *Unanticipated Change of What Funds Were Budgeted For*

Date: January 24, 2017  
 Department: Sheriff  
 Amount: \$ 20,000.00  
 Budget Year Amended: 2017

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

The FY 2017 budget indicates a purchase of a "Detective Non-Pursuit Rated Squad Car". The Sheriff requests this to be amended for approval of a Detective Non-Pursuit Rated SUV.

**Original Budgeted Line's Purpose:**

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169 581100 SH815	Non-Laps Sheriff Vehicles	Squad Car	SUV	\$ 20,000.00
Total Adjustment				\$ 20,000.00

Department Head Approval: *[Signature]*

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: 2/2/2017  
Department: Land Conservation (LCD)  
Amount: \$ 35,000.00  
Budget Year Amended: 2017

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

The LCD would like to replace the 2007 F-150 (130,000 miles) that was originally purchased used in 2008. The cost to maintain the truck for operation this year is estimated at \$5,500. The truck is scheduled for replacement in 2018, I'm requesting to move the truck purchase into 2017 to save the county in purchase price and maintenance cost for the 2007 F-150.

### Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169 581100 LC815	Non-Lapsing LCD Vehicle Acct.	Replace 2007 F-150 in 2018	Replace 2007 F-150 in 2017	\$ 35,000.00
Total Adjustment				\$ 35,000.00

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: \_\_\_\_\_

## NEW POSITION ANALYSIS

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

## DIRECTIONS:

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

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

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

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

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

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 2/7/2017

Department Head: Ron Hamilton

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):

As the current ADRC and the Senior Services will be integrated as of 7/1/2017 and the current ADRC Consortia will be dissolved as of 6/30/2017 there is a necessity to create a new **.5 FTE Disability Specialist position**. This position had previously been provided through the ADRC Consortia. The state ADRC contract requires that a minimum of a .5 DBS be employed within each ADRC. This position would begin 6/1/17 to allow time for specific training prior to the dissolution of the current ADRC Consortia. The 2017 costs are estimated to be \$16,333. The annual cost thereafter is estimated to be \$25,421. This expenditure will be offset by revenues through our state ADRC allocation and claimed through billable hours. This position will not impact current County tax levy.

Suggested Title: Disability Benefits Specialist Part Time 20/hrs/wk

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: 6/1/2017

C. General Description of the Position: See position Description

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

1. See Position description
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Humans Services related area

Experience: Prior work experience with individuals with disabilities.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$21	\$21,840	1485	1671	N/A	390	9	26

1. Where will the funds for this position come from: State ADRC Allocation. Funding accessed through billable time.

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_  
Computer

Is office space presently available? x Where? ADRC

Estimated equipment cost: \$1,500

Is this cost in the department budget? In ADRC furnishings cost

3. Grand total cost, all items, this fiscal year: \$16,333

4. Thereafter, annual cost of salary and fringes: \$25,421

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? ADRC Coordinator

\*\*\*\*\*

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

\*\*\*\*\*

## NEW POSITION ANALYSIS

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

## DIRECTIONS:

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

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

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

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

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



NEW POSITION ANALYSIS

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

A. Department:   Human Services   Date:   2/7/2017  

Department Head:   Ron Hamilton  

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):

As the current ADRC and the Senior Services will be integrated as of 7/1/2017 and the current ADRC Consortia will be dissolved as of 6/30/2017 there is a necessity to add 20 hours/week (.5 FTE) to the current Clerical I position. In the current ADRC Consortia, there is a call center which answers phone calls and provides a warm transfer to staff. The additional 20 hours would begin 7/1/2017 and would allow for full-time front desk coverage. This individual will be the initial contact for persons seeking ADRC services and will handle phone calls, walk-ins, answer basic information and assistance questions, provide a warm transfer and perform basic data entry. The 2017 additional costs are estimated to be \$11,666. The annual costs thereafter are estimated to be \$46,664. The additional expenditure will be offset by revenues through our state ADRC allocation accessed through 100% time reporting. There will be no additional County levy attributed to the increase of 20 hours per week.

Suggested Title:   Office Clerk I   Full Time   x   Part Time       /hrs

Personnel Director's Recommended Classification: Grade   18  

Projected Start Date:   7/1/2017  

C. General Description of the Position:   See position description  

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1.   See position description
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: High School graduate with proficient computer and technology skills \_\_\_\_\_

Experience: Minimum of two years of experience in an office setting dealing with the public \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
18	\$13.30	27,664	1881	2116	14173	779	18	33

1. Where will the funds for this position come from: 50% funding will be through state ADRC allocation, accessed through 100% time reporting. The remainder will be covered by the existing funding sources i.e., Aging and transportation grants and County levy match.

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

Equipment currently exists \_\_\_\_\_

Is office space presently available?  Where? ADRC

Estimated equipment cost: 0

Is this cost in the department budget? \_\_\_\_\_

3. Grand total cost, all items, this fiscal year: \$23,332

4. Thereafter, annual cost of salary and fringes: \$46,664

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? ADRC Coordinator

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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

\*\*\*\*\*