



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, March 15, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 02/15/2017
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for Structural Steel in Elevator #5 Shaft \$25,000.00 – Discussion/Action
6. Line Item Transfer(s) – Discussion/Action

<ol style="list-style-type: none"> a. Solid Waste (2) b. Sheriff c. Sheriff- Jail d. Personnel 	<ol style="list-style-type: none"> e. Human Services f. Treasurer g. Dispatch
--	--
7. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
8. Budget Adjustment(s) – Discussion/Action

<ol style="list-style-type: none"> a. Capital Projects/Radio System b. Health (2) c. Land Records d. Local History Room e. Information Systems/Human Services 	<ol style="list-style-type: none"> f. Finance g. Capital Outlay/Data Processing h. Revolving Loan Fund i. Work Comp j. County Clerk Elections
--	--
9. Fiscal Note Approval - Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account
Discussion/Action
10. Resolution Denying Claim of Michael B. Kingsley October 16, 2016 Incident – Discussion/Action
11. American Transmission Company Environmental Impact Fee Payment/Recommendations for Use-
Discussion/Action
12. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Line Item/Budget Adjustment Policies – Discussion/Action
 - e. Fiscal Review Process – Discussion

FINANCE MEETING
Wednesday, March 15, 2017

Continued Page 2

14. Monroe County Revenue Collections
15. EO Johnson Contract – Discussion/Action
16. Resolution Authorizing Use of General Fund Reserves for Justice Center Construction Project – Discussion/Action
17. 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
18. Items for next month's agenda
19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 03/13/2017

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

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

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, March 15, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 02/15/2017
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for Structural Steel in Elevator #5 Shaft \$25,000.00 – Discussion/Action
6. Line Item Transfer(s) – Discussion/Action
 - a. Solid Waste (2)
 - b. Sheriff
 - c. Sheriff- Jail
 - d. Personnel
 - e. Human Services
 - f. Treasurer
 - g. Dispatch
7. Budget Adjustment(s) – Discussion/Action
 - a. Capital Projects/Radio System
 - b. Health (2)
 - c. Land Records
 - d. Local History Room
 - e. Information Systems/Human Services
 - f. Finance
 - g. Capital Outlay/Data Processing
 - h. Revolving Loan Fund
 - i. Work Comp
 - j. County Clerk Elections
8. Fiscal Note Approval - Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account
Discussion/Action
9. Resolution Denying Claim of Michael B. Kingsley October 16, 2016 Incident – Discussion/Action
10. American Transmission Company Environmental Impact Fee Payment/Recommendations for Use-
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. Line Item/Budget Adjustment Policies – Discussion/Action
 - e. Fiscal Review Process - Discussion
13. Monroe County Revenue Collections
14. EO Johnson Contract – Discussion/Action

FINANCE MEETING
Wednesday, March 15, 2017

Continued Page 2

15. Resolution Authorizing Use of General Fund Reserves for Justice Center Construction Project – Discussion/Action
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: 03/10/2017

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
February 15, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Annette Erickson, Kurt Marshaus, Ron Hamilton, Randy Williams, Eric Weihe, Ron Radar, Rob Conroy, Sharon Nelson, Laura Moriarty, Jeremy Erickson, Jerrod Roll, John Mehtala, Bob Micheel.

The meeting was called to order in the Highway Department Conference Room at 9:02 a.m. by Chair Cedric Schnitzler.

- Next meeting date – March 15, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Halverson, second by Peterson to approve the 01/18 & 01/25/17 minutes. Carried 5-0.
- Public Comment – None. It was noted by Chairman, Cedric Schnitzler that no one from the public will be allowed to speak after this point of public comment unless recognized by a Committee member. In case of an objection by a member, such person must have a two-thirds vote of those members present to be allowed to address the Committee.
- 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 Peterson, second by Halverson to approve the Justice Project expenditures in the amount of \$1,000,226.25. Carried 5-0.
 - c. Evidence & Pistol Lockers – Kurt explained evidence & pistol lockers. Motion by Peterson, second by Path to approve evidence & pistol lockers in the amount of \$16,415.54. Carried 5-0.
 - d. Change Order for Court Room Millwork Changes – Kurt explained millwork changes. Motion by Path, second by Halverson to approve millwork changes in the amount of \$22,207.37. Carried 5-0.
 - e. Contract Modification for Louis Berger Group for Final Inspection Team. Kurt explained final inspection. Discussion. Motion by Habhegger, second by Peterson to approve final inspection in the amount of \$19,194.00. Carried 5-0.
 - f. Invoice from Axley Brynelson for Architect – Kurt explained invoice. Discussion. Motion by Peterson, second by Path to approve architect bill in the amount of \$2,954.55. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams said that there were no new updates at this time.
 - b. Approval of Radio Tower Project Vouchers – No vouchers were presented this month.
- Budget Adjustments –
 - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$1,500.00 for Department of Transportation Grant. Motion by Halverson, second by Habhegger to approve budget adjustment. Carried 5-0.
 - b. Land Records – Jeremy Erickson explained the 2017 budget adjustment in the amount of \$213.05 transfer of unspent 2016 training grant funds. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.

Jeremy Erickson explained the 2017 budget adjustment in the amount of \$20,424.00 for grant award shortfall would be pulled from the agenda today, but brought forward in March.
 - c. Local History Room – Jerrod Roll explained the 2016 budget adjustment in the amount of \$385.60 for on call hours for public programming and community outreach initiatives. Motion by Habhegger, second by Peterson to approve budget adjustment. Carried 5-0.

d. County Board – Cedric Schnitzler explained the 2016 budget adjustment in the amount of \$8,363.51 for salary overages. Motion by Peterson, second by Path to approve budget adjustment. Carried 5-0.

e. Finance – Jim Bialecki explained the 2016 budget adjustment in the amount of \$8,789.41 for salary and fringe benefit overages. Motion by Halverson, second by Habhegger to approve budget adjustment. Carried 5-0.

* Cedric Schnitzler explained the 2017 budget adjustment in the amount of \$18,286.80 for salary adjustment back to Highway. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.

* John Mehtala explained the 2017 budget adjustment in the amount of \$35,000 for New Gunderson and First Citizens Bank costs of running conduit and fiber. Motion by Habhegger, second by Halverson to approve budget adjustment. Carried 5-0.

* John Mehtala explained the 2017 budget adjustment in the amount of \$25,000 for New Gunderson and First Citizens Bank phone upgrades. It is noted that Jim Bialecki will talk to Tina and correct the dollars in the Contingency Fund Current Budget column. Motion by Peterson, second by Halverson to approve budget adjustment. Carried 5-0.

f. Sheriff/Jail – Jim Bialecki explained the 2017 budget adjustment in the amount of \$6,700.00 for the jail implementing a Lexis Nexis program for inmates to access legal material. Rob Conroy explained mandates and that no levy monies will be used. Motion by Path, second by Habhegger to approve budget adjustment. Carried 5-0.

g. Sheriff/Hazmat – Rob conroy explained the 2017 budget adjustment in the amount of \$1,000.00 for Hazmat spill supplies. No levy monies to be used. Motion by Habhegger, second by Halverson to approve budget adjustment. Carried 5-0.

h. Human Services – Ron Hamilton explained the 2016 Budget Adjustment in the amount of \$202,000.00 for Additional revenue from the state for WIMCR program. Motion by Habhegger, second by Peterson to approve budget adjustment. Carried 5-0.

- County Board – Jim Bialecki explained the 2016 line item transfer in the amount of \$1,387.50 for salary accounts and mileage. Motion by Habhegger, second by Peterson to approve line item transfer. Carried 5-0.
- Senior Services – Laura Moriarty explained the 2016 line item transfer in the amount of \$514.00 for Recreation Trips. Motion by Halverson, second by Path to approve line item transfer. Carried 5-0.
- Human Services - Ron Hamilton explained the 2016 line item transfer in the amount of \$100,585.00 for Salaries. Motion by Habhegger, second by Peterson to approve line item transfer. Carried 5-0.
- Human Services credit card approval – Ron Hamilton explained the need for credit cards for three social workers at \$1,000.00 each. Discussion. Motion by Peterson and second by Habhegger to approve all three credit cards. Carried 5-0.
- Emergency Management Procedure Request – As explained in Budget Adjustments, item g, Rob Conroy explained the need to be able to spend \$1000.00 per year before requesting use of monies for Hazmat use.
- Sheriff Department Repurpose of Funds – Jim Bialecki explained the 2017 repurpose of funds in the amount of \$20,000.00 for Detective Non-Pursuit rated SUV. Motion by Path, second by Habhegger to approve repurpose of funds. Discussion. Carried 5-0.

- Land Conservation Department Repurpose of Funds – Bob Micheel explained the 2017 repurpose of funds in the amount of \$35,000.00 for a new truck. Motion by Habegger, second by Halverson to approve repurpose of funds. Discussion. Carried 5-0.
- Justice Department Budgeted Revenue Discussion – Eric Weihe provided a detailed handout and did a recap of 2015-2017 budgets. The Committee thanked him for his work in putting this information together for them.
- Local History Room Funds Discussion – Jerrod Roll gave a handout to Committee members and discussed his accounts. The Committee thanked him for his work in putting this information together for them.
- Fiscal Note Approvals
 - a. Resolution authorizing restructuring of the ADRC – Ron Hamilton explained the need for this restructure. Discussion. Motion to approve fiscal note that will be added to the resolution stating that no anticipated increase cost to levy for Monroe County by Peterson and second by Habegger. Carried 5-0.
- New Position Requests/Fiscal Note Approval –
 - a. Half Time Human Services Disability Benefit Specialist Position – Ron Hamilton explained need for full time position. Discussion. Motion by Peterson, second by Halverson to approve fiscal note on resolution to indicate no impact to current tax levy. Carried 5-0.
 - b. Part Time to Full Time Human Services Clerical I Position – Ron Hamilton explained need for full time position. Discussion. Motion by Habegger, second by Peterson to approve fiscal note on resolution to indicate no impact to current tax levy. Carried 5-0.
- American Transmission Company Environmental Impact Fee Payment/Recommendations for Use – The amount to be approved is for a onetime payment which needs to be approved by the Public Service Commission. Jim Bialeki explained. Discussion Dave Ohnstad further explained. Discussion. This will be brought back at the March meeting.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Monthly Approvals –
 - a. Monthly County Disbursement Journal – Motion by Peterson, second by Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - b. Monthly Per Diems and Vouchers - Motion by Halverson, second by Path to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Capital Projects – Radio System Budget Adjustment, Monroe County Revenue Collections, EO Johnson Contract, American Transmission Company Environmental Impact Fee, Justice Center Obligations, Budget Adjustment (Land Records).
- Adjournment - Motion by Peterson, second by Halverson to adjourn at 11:53 a.m. Carried 5-0.

Mary Brieske, Deputy County Clerk
Recorder

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 521470	Engineering	\$40,000.00	\$11,546.03	\$28,453.97	\$28,453.97
63630000 521495	Landfill Gas/Food	\$2,000.00	\$2,000.00	\$ -	\$0.00
63630000 521415	Computer Operation	\$ 620.00	\$ 620.00	\$ -	\$0.00
63630000 523530	Road Maintenance	\$3,960.00	\$1,761.00	\$376.31	\$2,199.00
63630000 524505	Bldg Repairs & Maint.	\$ 1,000.00	\$ 402.75	\$ 597.25	\$597.25
63630000 533010	Conference/Seminar	\$ 1,000.00	\$ 305.00	\$ 695.00	\$695.00
63630000 531060	Printing	\$ 500.00	\$ 334.99	\$ 165.01	\$165.01
63630000 532000	Books/Publicat/Sub	\$ 150.00	\$ 77.00	\$ 73.00	\$73.00
Total Transfer			\$ 17,046.77		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 521340	Solid Waste-Contracted Services	\$42,826.00	\$17,046.77	\$39,665.76	\$ 59,872.77
SW249					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 17,046.77		

Explanation for Transfer:
 2017 work that was done two weeks early to accommodate our Landfill Operations Contractor's moving schedule.

Department Head Approval _____ *Hail Free* 2/21/2017
 Governing Committee Approval _____ *(Signature)* 2/23/2017

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: Sheriff
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12112000 511000	Detective Salaries	\$ 236,811.00	\$ 17,158.00	\$ 212,722.22	\$ 219,653.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 17,158.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12113000 511000	Court Protection Salaries	\$ 145,599.00	\$ 6,178.00	\$ 153,934.04	\$ 151,777.00
12113000 511200	Court Protection Overtime	\$ 7,000.00	\$ 4,180.00	\$ 11,179.67	\$ 11,180.00
12111000 511000	Patrol Salaries	\$ 899,733.00	\$ 3,900.00	\$ 910,871.51	\$ 903,633.00
12110000 511000	Sheriff Adm. Salaries	\$ 241,326.00	\$ 2,900.00	\$ 245,915.28	\$ 244,226.00
					\$ -
					\$ -
Total Transfer			\$ 17,158.00		

Explanation for Transfer:
 Additional staff time was needed in the Court Protection and Patrol areas during 2016. Savings in the Detective staffing due to turnover can cover these overages. The Sheriff Admin area had some changes from the original budget with a change in the portion of the staff being charged to Emergency Management. You can see savings in the Emergency Management area due to this change.

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff -Jail
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12700000 521340	Jail Contracted Services	\$ 236,038.00	\$ 7,208.00	\$ 207,811.21	\$ 228,830.00
12701000 511200	Jailers Overtime	\$ 152,184.00	\$ 5,020.00	\$ 123,479.00	\$ 147,164.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 12,228.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12700000 511000	Jail Admin Salaries	\$ 65,042.00	\$ 4,832.00	\$ 69,742.33	\$ 69,874.00
12715120 511050	Transport Officers Salaried On-Call	\$ 108,000.00	\$ 2,376.00	\$ 110,634.48	\$ 110,376.00
12701100 511000	Jail Reserve Salaries	\$ 45,000.00	\$ 5,020.00	\$ 46,195.96	\$ 50,020.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 12,228.00		

Explanation for Transfer:
 The largest portion of the Jail Admin Salaries overage is unemployment from jail staff that had left employment in the jail area. By using jail reserve staff in the jail the jail was able to save on overtime to cover those costs.

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

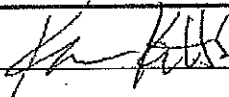
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000 519000	Labor Relations	\$ 5,350.00	\$ 4,750.00	\$ 579.50	\$ 600.00
11431000 615700	Emp. Education & Training	\$ 17,229.00	\$ 4,000.00	\$ 13,091.38	\$ 13,229.00
Total Transfer			\$ 8,750.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11433000 515080	Section 125 Admin Expenses	\$ 3,600.00	\$ 48.00	\$ 3,648.00	\$ 3,648.00
11434000 515770	Medical Expense Reimbursemen	\$ 160,000.00	\$ 8,702.00	\$ 161,986.68	\$ 168,702.00
Total Transfer			\$ 8,750.00		

Explanation for Transfer:
 Increased usage by staff in the Section 125 flexible spending program caused an overage in the administrative fee in 2016. Also, higher than expected Health Reimbursement (HRA) payments has caused an overage at this time and some reimbursements are still coming in.

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

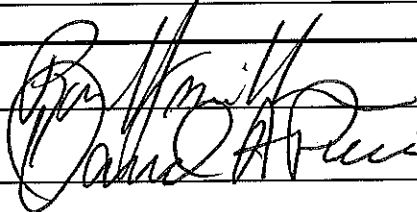
No. _____
Date: _____

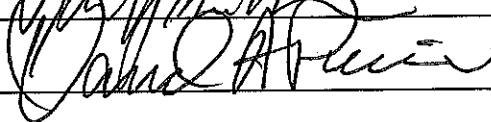
Department: Human Services
 Budget Year Amended: 2016

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24950580.527105.HS610	AD COMM LVG SERVICES (MM613)	\$ 3,950.00	\$ 89,157.00	\$ 85,207.00
			\$ -		\$ -
	Total Transfer		\$ 3,950.00		

To Account	24910510.527105.HS215	CH IN HM SERVICES (CX613)	\$ 1,600.00	\$ 176,398.00	\$ 177,998.00
	24950560.525005.HS555	AD COMM TRMT TELLURIAN (AE613)	\$ 2,350.00	\$ 15,000.00	\$ 17,350.00
			\$ 3,950.00		
	Total Transfer		\$ 3,950.00		

Explanation for Transfer:
Reallocate budgeted amount for actual expense.

Department Head Approval  3-7-2017

Governing Committee Approval  3-7-2017

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

No. _____
Date: _____

Department: Treasurer
 Budget Year Amended: 2016

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11520000 522025	TELEPHONE	\$ 668.00	\$ 11.36	\$ 406.83	\$ 656.64
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 11.36		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11521000 539200	TAX DEEDS EXPENSE	\$ 20,000.00	\$ 11.36	\$ 20,011.36	\$ 20,011.36
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 11.36		

Explanation for Transfer: Higher tax deed expense than anticipated.

Department Head Approval *Annette Erickson*

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: _____ Dispatch
 Budget Year Amended: _____ 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 524600	EQUIPMENT MAINT./REPAIRS	\$ 28,808.00	\$ (19,100.00)	\$ 9,704.52	\$ 9,708.00
Total Transfer			\$ (19,100.00)		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 529100	DISPATCH - SALALRIES	\$ 588,116.00	\$ 19,100.00	\$ 613,122.31	\$ 607,216.00
Total Transfer			\$ 19,100.00		

Explanation for Transfer: Staff turn over caused increased salaries during 2016 due to training of new staff. The Equipment Maintenance and Repairs account has remaining funds that can cover the portion of the Salary overage that was not covered by excess Health Insurance funds.

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 4, 2017
 Department: Capitol 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 exception 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	\$ -	\$ 52,126.14	\$ 52,126.14
41000000 499999	Cap Proj - Transfer In	\$ -	\$ 7,862.93	\$ 7,862.93
				\$ -
				\$ -
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
10010000 539200	Contingency Fund	\$ 249,981.00	\$ (7,862.93)	\$ 242,118.07
10000000 599999	General Fund - Transfer Out	\$ -	\$ 7,862.93	\$ 7,862.93
				\$ -
				\$ -
				\$ -
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: March 7, 2017
 Department: Health Department
 Amount: \$5,000.00
 Budget Year Amended: 2017

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

Received funding from *Remembering Jesse Parker, Inc* for the purpose of providing car seats, cribs and injury prevention Safety for All Kids (SAK) packs for Monroe County income eligible children/families.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 485-420	SAK Pack	\$ -	\$ 1,000.00	\$ 1,000.00
24110000 432205	DOT - carseat	\$ 2,500.00	\$ 1,500.00	\$ 4,000.00
24110000 485-410	Cribs for Kids	\$ -	\$ 2,500.00	\$ 2,500.00
Total Adjustment			\$ 5,000.00	\$ -

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant Supplies	\$ 16,185.00	\$ 5,000.00	\$ 21,185.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 5,000.00	\$ -

Department Head Approval: *Manon Johnson*
 Date Approved by Committee of Jurisdiction: *David Reese 3-7-17*

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

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

Per WVI 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: March 7, 2017
 Department: Health Department
 Amount: \$1,437.00
 Budget Year Amended: 2017

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

Received funding from Tomah Memorial Hospital Foundation Board for the purpose of providing car seats for Monroe County income eligible children/families.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 432205	DOT	\$ 4,000.00	\$ 1,437.00	\$ 5,437.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,437.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant Supplies	\$ 21,185.00	\$ 1,437.00	\$ 22,622.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,437.00	

Department Head Approval: *Maureen D. [Signature]*
 Date Approved by Committee of Jurisdiction: *Candace [Signature]* 3-7-17

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: January 30, 2017
 Department: Land Records
 Amount: \$20,424.00
 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. I also originally submitted a budget reflecting an anticipated grant award of 41160 based on an assumed retained fees shortage. We actually retained more than I anticipated. We are funded to a minimum level of 100,000 and this grant covers our shortfalls annually. We were awarded 36584.

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
11750000435120	LAND RECORDS MODERNIZ	\$ 41,160.00	\$ (4,576.00)	\$ 36,584.00
				\$ -
				\$ -
Total Adjustment			\$ 20,424.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000521000	PROFESSIONAL SERVICES	\$ 12,250.00	\$ 25,000.00	\$ 37,250.00
11750000521000	PROFESSIONAL SERVICES	\$ 12,250.00	\$ (4,576.00)	\$ 32,674.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,424.00	

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.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 7, 2017
 Department: Local History Room
 Amount: \$15,000.00
 Budget Year Amended: 2017

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

To cover the cost of new research library equipment and furniture totalling \$15,000.
 \$15,000 in donations and a grant have been received.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 485000 LHR10	LOCAL HISTORY ROOM TRUST	\$ 15,000.00	\$15,000.00	\$ 30,000.00
15120000 492800	TRANSFER IN LOCAL HISTORY ROC	\$ 15,000.00	\$15,000.00	\$ 30,000.00
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 599999	TRANSFER OUT	\$ 15,000.00	\$15,000.00	\$ 30,000.00
15120000 534005	LHR OPERATING EXPENSE	\$ 15,000.00	\$15,000.00	\$ 30,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

Department Head Approval: SR

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 23, 2017
 Department: Information Systems-Human Service
 Amount: \$107,000.00
 Budget Year Amended: 2017

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

As part of the 2014 annual adopted budget the County Board did include funds for the purchase and implementation of a Human Services Department CMHC (Avatar)/ Financial Software & Equipment Upgrade in the amount of \$107,100. As La Crosse County is implementing this software currently and suggested that we delay the impletmentation until they are able to work out all the bugs, we have not started this impletmentation and would like to carry these funds forward for this project. We are currently preparing to start the impletmentation of the new software in 2017.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000 493000	I.S.-FUND BALANCE APPLI	\$ -	\$ 107,000.00	\$ 107,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 107,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000 521415 I9790	I.S.COMPUTER OPS-HS	\$ 64,539.00	\$ 107,000.00	\$ 171,539.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 107,000.00	

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: March 8, 2017
 Department: FINANCE
 Amount: \$98,814.19
 Budget Year Amended: 2016

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

The workers compensation claims that we have during the year are unknown until they actually happen. The total workers compensation claims for 2016 were \$98,814.19. This budget adjustment will use a portion of the funds that are set aside each payroll in 2016 to cover all claims during the year.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 474000	WORK COMP PAYROLL	\$ 137,717.00	\$ 98,814.19	\$ 236,531.19
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 98,814.19	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 573010	WC INSURANCE CLAIMS	\$ -	\$ 98,814.19	\$ 98,814.19
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 98,814.19	

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 23, 2017
 Department: Capital Outlay (Data Processing)
 Amount: \$279,012.31
 Budget Year Amended: 2017

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


This budget adjustment is to carry over the remaining Capital Outlay funds from 2016 to 2017 for completion of the financial software implementation project.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	General Fund Balance Applc	\$ -	\$ 279,012.31	\$ 279,012.31
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 279,012.31	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151 581000	Capital Outlay-Data Processing	\$ -	\$ 279,012.31	\$ 279,012.31
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 279,012.31	

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

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 7, 2017
 Department: Revolving Loan Fund
 Amount: \$3,300.00
 Budget Year Amended: 2016

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


During 2016 the Revolving Loan Fund had two loan requests that were approved. The time by staff and the Mississippi River Regional Planning Commission is allowable to be charged to the program. No County funds are used towards this program. This budget adjustment would use funds from the current CDBG (community development block grant) program. The balance 1/31/2017 was \$549,158.43.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
86700000 481900	Revolving Loan Interest	\$ 5,700.00	\$ 521.00	\$ 6,221.00
86700000 493000	Revolving Loan Fd Bal. Apld	\$ -	\$ 2,779.00	\$ 2,779.00
				\$ -
				\$ -
Total Adjustment			\$ 3,300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
86700000 534005	Revolving Loan Op. Exp.	\$ 1,400.00	\$ 3,300.00	\$ 4,700.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,300.00	

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: March 8, 2017
 Department: WORKERS COMPENSATION
 Amount: \$98,814.19
 Budget Year Amended: 2016

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

The workers compensation claims that we have during the year are unknown until they actually happen. The total workers compensation claims for 2016 were \$98,814.19. This budget adjustment will use a portion of the funds that are set aside each payroll in 2016 to cover all claims during the year.

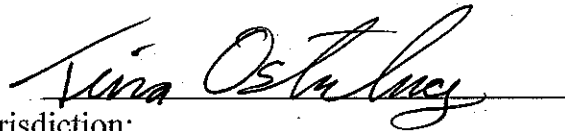
Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 474000	WORK COMP PAYROLL	\$ 137,717.00	\$ 98,814.19	\$ 236,531.19
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 98,814.19	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 573010	WC INSURANCE CLAIMS	\$ -	\$ 98,814.19	\$ 98,814.19
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 98,814.19	

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: March 1, 2017
 Department: Elections
 Amount: \$3,577.58
 Budget Year Amended: 2016

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

Election revenues short from what anticipated for municipal portion of 2016 ballots

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 473100	Election Reimbursement	\$ 14,900.00	\$ 3,338.20	\$ 18,238.20
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,338.20	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 531000	Election Office Supplies	\$ 3,000.00	\$ 3,577.58	\$ 6,577.58
10010000 539200	Contingency	\$ 252,891.60	(\$239.38)	\$ 252,652.22
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,338.20	

Department Head Approval: *Shirley Bohl*
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

**RESOLUTION DENYING CLAIM OF MICHAEL B. KINGSLEY
OCTOBER 16, 2016 INCIDENT**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

WHEREAS, a Notice of Claim was filed against Monroe County on or about January 18, 2017 pursuant to §893.80 of the Wisconsin statutes; and

WHEREAS, the Monroe County Finance Committee, along with legal counsel, has reviewed the claim and recommends disallowance of the claim.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the claim of Michael B. Kingsley, is hereby denied.

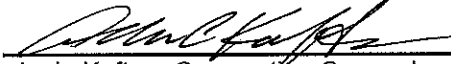
FURHTER BE IT RESOLVED that Corporation Counsel is directed to send notice, pursuant to statute, of this disallowance to the claimant.

Dated this 22nd of March, 2017.

Offered by the Finance Committee:

Purpose: This resolution denies the claim of against the county and allows the legal process to unfold.

Fiscal Note: None

Reviewed as to form on <u>2-27-17</u>  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20 _____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20 _____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

RESOLUTION NO. _____

RESOLUTION AUTHORIZING USE OF GENERAL FUND RESERVES FOR JUSTICE CENTER CONSTRUCTION PROJECT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

WHEREAS, The Monroe County Board of Supervisors has proceeded with the construction of a Justice Center; and

WHEREAS, The final projected costs for the Justice Center project exceed amounts previously approved as part of the Justice Center project financing plan utilizing a combination of general fund reserves and bond proceeds; and

WHEREAS, The Monroe County Finance Committee recommends consideration of using these funds in the financing of the Justice Center project; and

WHEREAS, Such use of the funds may be contrary to the minimum General Fund balance policy.

NOW, THEREFORE, BE IT RESOLVED, That the Monroe County Board of Supervisors hereby directs that the Justice Center project financing plan be modified to include using an additional amount not to exceed xxxxx Million xxxx Hundred Thousand (\$x,xxx,xxx) Dollars from the General Fund Reserve for the completion of the Justice Center project; and

BE IT FURTHER RESOLVED that any designated portion of these General Fund Reserve funds not required for completion of the Justice Center project, along with any funds recovered and received as compensation related to litigated or mediated actions related to the Justice Center project be returned to the General Fund Reserve.

Dated this 15th day of March, 2017.

Offered by the Monroe County Finance Committee.

Purpose: Plan for financing the costs of the Justice Center project that exceed amounts previously approved as part of the Justice Center project financing plan that includes a combination of bond proceeds and General Fund reserve funds.

Fiscal Note: Approve the use of General Fund Reserve funds in an amount not to exceed xxxx Million xxxx Hundred Thousand (\$x,xxx,xxx) Dollars to cover the final costs for the Justice Center construction project. Such use of the funds may be contrary to the minimum General Fund balance policy, negatively impacting our overall financial position. Directs that unused designated General Fund Reserve funds as well as any funds received or recovered as part of legal action be returned to the General Fund Reserve.

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)