

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, April 19, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 03/15/2017
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. South Parking Lot Bid – Discussion/Action
 - d. Change Utilization of Corridor Between Grid Lines 8 & 9, \$37,541.35 – Discussion/Action
 - e. Construct a 6" Concrete Block Wall in the Secure Corridors Behind the Courtrooms, \$24,300.17
Discussion/Action
 - f. Construct an Elevator Equipment Room and Install an Exterior Door & Wall, \$24,083.86
Discussion/Action
6. Senior Services Credit Card Approval – Discussion/Action
7. Senior Services Line Item Transfer – Discussion/Action
8. Budget Adjustment(s) – Discussion/Action
 - a. Health (3)
 - b. Rolling Hills
 - c. Sheriff Administration
 - d. Medical Examiner
 - e. Libraries
9. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Fiscal Review Process – Discussion
11. Fiscal Note Approval(s)
 - a. Resolution Authorizing Pay and Benefit Adjustments for the Monroe County Administrator
 - b. Dissolution of Long Term Care District Pursuant to Wis. Stat. 46.2895(13)
12. Monroe County Revenue Collections Discussion

FINANCE AGENDA
April 19, 2017

13. Monroe County General Fund Reserve Policy – Discussion/Action
14. Liability Insurance Discussion
15. EO Johnson Contract Discussion
16. Monroe County Board Assembly Room Deposit – 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. Discussion of legal position on claims against architect for the Justice Center. Closed Session per WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 04/17/2017

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.



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17. Items for next month's agenda
18. Closed Session per WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 04/12/2017

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

Finance Committee
March 15, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Deb Carney, Kurt Marshaus, Sharon Nelson, Gail Frie, Ron Hamilton, Andrew Kaftan, Randy Williams, Ken Kittleson, Jarrod Roll, 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 – April 19, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 02/15/2017 minutes. Carried 5-0.
- Public Comment – Bob Janovick addressed committee members.
- 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 Douglas Path second by Mark Halverson to approve the Justice Project expenditures in the amount of \$876,730.90. Carried 5-0.
 - c. Change Order for Structural Steel in Elevator # 5 Shaft – Kurt explained change order in elevator #5 shaft. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve structural steel change order in the amount of \$25,381.92. Carried 5-0.
- Resolution Authorizing Use of General Fund Reserves for Justice Center Construction Project – Cedric Schnitzler explained the need to cover the current shortfall from the Justice Center Project. Tina Osterberg presented an estimated funding shortfall of \$1,917,544.88. Cedric detailed the pending obligations of the project. Obligations are not all solid amounts, some are estimates. Monies not used would be returned to the General Fund. Discussion. Motion by Pete Peterson second by Mark Halverson to approve and forward resolution with 2.3 million dollars to cover the final costs of the Justice Center Project. Carried 5-0.
- Line Item Transfers –
 - a. Solid Waste – Gail Frie explained the 2016 line item transfer in the amount of \$17,046.77 for work completed early instead of in 2017 for landfill operations contractor's moving schedule. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Sheriff – Tina Osterberg explained the 2016 line item transfer in the amount of \$17,158.00 for salaries. Discussion. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - c. Sheriff/Jail - 2016 line item transfer in the amount of \$12,228.00 for salaries. Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - d. Personnel – Ken Kittleson explained the 2016 line item transfer in the amount of \$8,750.00 for increase in Section 125 administration fee and health reimbursement payments. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
 - e. Human Services – Ron Hamilton explained the 2016 line item transfer in the amount of \$3,950.00 for year end reallocation of budget. Motion by Pete Peterson second by Mark Halverson to approve line item transfer. Carried 5-0.
 - f. Treasurer – Tina Osterberg explained the 2016 line item transfer in the amount of \$11.36 for higher tax deed expense than anticipated. Motion by Mark Halverson second by Douglas Path to approve line item transfer. Carried 5-0.
 - g. Dispatch – Randy Williams explained the 2016 line item transfer in the amount of \$19,100.00 for salaries. Motion by Mark Halverson second by Wallace Habegger to approve line item transfer. 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 – Discussion. Motion by Mark Halverson second by Pete Peterson to approve tower project vouchers in the amount of \$8,640.00. Carried 5-0.

- Budget Adjustments –
 - a. Capital Projects/Radio System – Randy Williams explained the 2017 budget adjustment in the amount of \$51,349.07 to roll forward funds needed to complete radio systems project. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment with correction to current contingency fund balance, \$189,981.00. Carried 5-0.
 - b. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$5,000.00 for grant fund from Remembering Jesse Parker, Inc. Discussion. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0. Sharon explained the 2017 budget adjustment in the amount of \$1,437.00 for grant from Tomah Memorial Hospital. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - c. Land Records – Tina Osterberg explained the 2017 budget adjustment in the amount of \$20,424.00 for grant award. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - d. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$15,000.00 for new research library equipment and furniture. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - e. Information Systems/Human Services – Tina Osterberg explained the 2017 budget adjustment in the amount of \$107,000.00 for financial software and equipment upgrade in 2017. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Discussion. Carried 5-0.
 - f. Finance – Tina Osterberg explained the 2016 budget adjustment in the amount of \$98,814.19 for work comp claim costs. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - g. Capital Outlay/Data Processing – Tina Osterberg explained the 2017 budget adjustment in the amount of \$279,012.31 for financial implementation project. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - h. Revolving Loan Fund – Tina Osterberg explained the 2016 budget adjustment in the amount of \$3,300.00 for operating expenses. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - i. Work Comp – Cedric pulled the adjustment was a duplicate of the Finance Budget Adjustment.
 - j. County Clerk Elections – Shelley Bohl explained the 2016 budget adjustment in the amount of \$3,577.58 for decrease in election revenues. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 5-0.

- Resolution Establishing Veteran’s Service Office Non-Lapsing Donation Account – Tina Osterberg explained that the resolution will authorize carrying of unused funds into the Monroe County Veterans Service Account. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Carried 5-0.

- Resolution Denying Claim of Michael B. Kingsley October 16, 2016 Incident – Andrew Kaftan, Corporation Counsel explained. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve resolution. Carried 5-0.

- American Transmission Company Environmental Impact Fee Payment/Recommendation for Use – Cedric Schnitzler opened the floor. Jim Bialecki explained that the funds are to be used for environmental projects within the county. Jim and Tina Osterberg suggest to place the funds into the Capital Improvements Fund. With the budget process, monies will be distributed. The public service commission has to approve where the dollars are to be spent. Motion by Douglas Path second by Mark Halverson to place monies into the capital improvements fund. Pete Peterson offered an amendment to temporarily place the monies into the holding account of the general fund. Motion died for a lack of a second. Discussion. The motion to place monies into the capital improvements fund was withdrawn by Douglas

Path and seconded by Mark Halverson. This item will be revisited next month. Corporation Counsel will review.

- Treasurer Report
 - a. Deb Carney gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance Report
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that four key staff members will be attending the next financial software seminar. Ellie Bradford will be working on work orders and inventory.
 - d. Line Item/Budget Adjustment Policies – Line item transfers and budget adjustment policies were discussed. Tina explained that line item transfers only have to go to finance if \$500.00 or over. Andrew Kaftan explained that section 65.90 could allow finance committee to shift funds if they have been separately appropriated. Discussion. It was suggested for Tina and Andy to meet and bring forward a resolution for budget adjustments. This item will be revisited this summer. It was also suggested to have department heads attend board meetings to explain their individual budget adjustments.
 - e. Fiscal Review Process - WIFLI is compiling a report on Monroe County Revenue Collections. A final is anticipated by next month. This agenda item will be revisited.
- Monroe County Revenue Collections – This item will be revisited next month.
- EO Johnson Contract – Tina Osterberg explained that there was a one year extension signed the fall of 2016. Discussion.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Douglas Path second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Monroe County Revenue Collections, General Fund Reserve Policy, Closed Session regarding Justice Project Law Suit Update.
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:53 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: Senior Services

Committee: health and human services

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Jane Jackson	ADRC Coordinator	\$1,000

Justification for Credit Card(s):

Purchase needed supplies for dining sites, caregiver needs, training supplies, attending conferences, and other misc.

Department Head Approval: David A Rice 4-14-17

Date Approved by Committee of Jurisdiction: 04/04/17

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

Date Approved By Finance Committee: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

3/7/2017

Department: Senior Services
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
MB100	Salaries & Fringe Benefits	\$ 137,082.00	\$ 508.00	\$ 126,598.11	\$ 136,574.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 508.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
VD100	Salaries & Fringe Benefits	\$ 48,762.00	\$ 508.00	\$ 49,269.51	\$ 49,270.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 508.00		

Explanation for Transfer:
Transfer \$508 from mini bus to volunteer driver to cover salary expenditures

Department Head Approval _____
 Governing Committee Approval _____

Sana Priority
David A. Reese 4-4-17

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 3, 2017
 Department: Health Department
 Amount: \$2,608.40
 Budget Year Amended: 2017

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

Received additional funding from WI Department of Public Health Preparedness Program to strengthen infrastructure and response to infectious diseases at the local level.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 435525	Preparedness Grant	\$ 46,781.00	\$2,608.40	\$ 49,389.40
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,608.40	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Grant supplies	\$ 22,622.00	\$ 2,608.40	\$ 25,230.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,608.40	

Department Head Approval: *Maureen Nelson*
 Date Approved by Committee of Jurisdiction: *David A. Pierce 4-4-17*
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: _____

11

MONROE COUNTY Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 4, 2017
Department: Health Department
Amount: \$300.00
Budget Year Amended: 2017

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

Received funding from Wisconsin Institute for Healthy Aging's Stepping Up Stepping On program to ultimately increase the capacity of Monroe County's Stepping On Falls Prevention workshops. Stepping On is an evidenced-based health promotion program targeting the older population offering information, strategies and exercises to reduce falls. Falls are the leading cause of accidental injury and death and death of individuals 65 and older. One out of three people 65 and over falls every year, ten percent require hospitalization. This is a seven week workshop of two hours in duration. The goal is reduction of falls by older persons.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 435565	Stepping On	\$ -	\$ 300.00	\$ 300.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Grant supplies	\$ 25,230.40	\$ 300.00	\$ 25,530.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 300.00	

Department Head Approval: *Maureen J. Ryan*
Date Approved by Committee of Jurisdiction: *David A. Reiser 4-4-17*
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: _____

11

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 3, 2016
 Department: Health
 Amount: \$3,900.00
 Budget Year Amended: 2017

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

Received a donation from the former Monroe County Medical Society for the purpose of providing needed program supplies for Monroe County income eligible infants, children and their families.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 465900	Misc.	\$ 5,000.00	\$ 3,900.00	\$ 8,900.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,900.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Grant Supplies	\$ 25,530.40	\$ 3,900.00	\$ 29,430.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,900.00	

Department Head Approval: *Marion Johnson*
 Date Approved by Committee of Jurisdiction: *David A. Poier 4-4-17*

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: 3/27/2017
 Department: Rolling Hills
 Amount: \$33,298
 Budget Year Amended: 2017

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

We have \$12,000 budgeted in 2017 for the purchase of a van. However, the van grant we received requires full payment up front and then the state will reimburse us 80% of the cost.
We need to increase our revenue and expenditure budget to include these addition funds.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210560 493000	Fund Balance Applied	\$ 12,000.00	\$ 33,298.00	\$ 45,298.00
Total Adjustment			\$ 33,298.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210990 581100	Capital Outlay Vehicles	\$ 12,000.00	\$ 33,298.00	\$ 45,298.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 33,298.00	

Department Head Approval: Anda Anderson NHA
 Date Approved by Committee of Jurisdiction: 03/27/2017

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

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

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 3, 2017
 Department: Sheriff Administration
 Amount: \$ 2,000.00
 Budget Year Amended: 2017

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

The Sheriff's Office will be the receiptient of the WI Clean Sweep Drug Collections Grant that is \$2000.00 award amount with a \$666.67 contribution match.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110000.435210	Sheriff Grant Revenue	\$ -	\$ (2,000.00)	\$ (2,000.00)
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (2,000.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110000.579100	Grant Expense	\$ -	\$ 2,000.00	\$ 2,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,000.00	

Department Head Approval: Scott Perkins
 Date Approved by Committee of Jurisdiction: Paul [Signature] 04-10-17

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: April 10, 2017 *RS*
 Department: Medical Examiner
 Amount: \$9,826.79
 Budget Year Amended: 2017

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

Back scanning all historical Medical Examiner case files.

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
11270000 521000	Med Exam-Doc. Imaging	\$ -	\$ 9,826.79	\$ 9,826.79
10010000 539200	Contingency Fund	\$ 182,118.07	\$ (9,826.79)	\$ 172,291.28
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: _____

Robert Smith Jr

Date Approved by Committee of Jurisdiction: *Pat Shear* 4-10-17

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: March 17, 2017
 Department: Libraries
 Amount: \$11,906.00
 Budget Year Amended: 2017

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

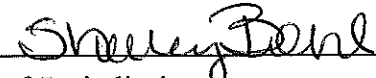
Winding Rivers Library System provided Monroe County with the wrong operation expense budget figure. Our actual expense decreased from what was originally budgeted. Monies will be placed into the Contingency Fund.

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
15110000 579100	Grant Payments - Libraries	\$ 425,224.00	\$ (11,906.00)	\$ 413,318.00
10010000 539200	Contingency	\$ 182,118.07	\$ 11,906.00	\$ 194,024.07
				\$ -
				\$ -
				\$ -
				\$ -
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: _____

RESOLUTION AUTHORIZING PAY AND BENEFIT ADJUSTMENTS FOR THE MONROE COUNTY ADMINISTRATOR

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WHEREAS, the Monroe County Board of Supervisors established the County Administrator position under Resolution 9-08-9, appointed James Bialecki as interim administrator at a pay rate of \$40 per hour under Resolution 11-16-03, and changed Mr. Bialecki's status from limited term to indefinite with an increase in hours to 32 hours per week under Resolution 02-17-01; and

WHEREAS, Monroe County personnel policy 4.18(2) provides for prorated benefits for regular part-time employees, and Mr. Biaecki became a three-quarter time employee eligible for prorated benefits effective February 23, 2017; and

WHEREAS, the Administrative & Personnel Committee recommends that the County Administrator's hourly pay rate be increased from \$40 per hour to \$48.20 per hour, which was the hourly pay rate of the previous County Administrator, resulting in an increased cost of \$15,645 in pay and pay-related benefits (FICA and worker's compensation) on an annual basis. As a quid pro quo, the County Administrator agrees to forego retirement contributions and health insurance coverage, resulting in savings of \$15,705 on an annual basis. If the County Administrator enrolls in state retirement and/or health insurance in the future, the pay rate will revert back to \$40 per hour at that time.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby authorizes a pay increase from \$40 per hour to \$48.20 per hour for the County Administrator effective with the beginning of the next pay period, and in exchange the County Administrator agrees to forego state retirement and health insurance coverage.

Dated this 26th day of April, 2017.

Offered by the Administrative & Personnel Committee

Purpose: Provide a pay increase for the County Administrator in lieu of taking retirement and health insurance benefits.

Fiscal Note: For fiscal year 2017 the annual budget for the County Administrator will cover the cost of compensation and benefits.

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ____ Yes ____ No ____ Absent Committee Chair: <i>Wallace DeRogge</i> <i>Mary Van Ruden</i> <i>Marion M. Foley</i> <i>Pete Peterson</i>
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. _____

**DISSOLUTION OF LONG TERM CARE DISTRICT
PURSUANT TO WIS. STAT. § 46.2895(13)**

1
2
3
4 **WHEREAS**, Western Wisconsin Cares (“WWC”) is a long-term care district formed by La
5 Crosse, Vernon, Jackson, Monroe, Trempealeau, Buffalo, Pepin and Clark counties by resolution
6 pursuant to Wis. Stat. § 46.2895 for purposes of delivering services as a managed care organization
7 (MCO) under the State of Wisconsin’s Family Care program; and
8

9 **WHEREAS**, in 2016, the Wisconsin State Legislature enacted 2015 Wisconsin Act 215
10 authorizing long-term care districts to convert to private, nonprofit corporations; and
11

12 **WHEREAS**, in April 2016, WWC’s Board of Directors passed a resolution to jointly create a
13 non-profit corporation and merge operations with two other long-term care districts, ContinuUs and
14 Community Care Connections of Wisconsin (“CCCW”); and
15

16 **WHEREAS**, the non-profit corporation was created in August 2016 to succeed WWC,
17 ContinuUs and CCCW following approval from the Department of Health Services (DHS); and
18

19 **WHEREAS**, in November 2016, DHS approved the transfer of the assets and liabilities of the
20 three long-term care districts to the non-profit corporation and certified the corporation as an MCO
21 effective January 1, 2017; and
22

23 **WHEREAS**, as of January 1, 2017, WWC has no continuing business operations and undertakes
24 no activities related to the purpose for which it was formed, which was to contract with DHS for the
25 provision of Family Care services; and
26

27 **WHEREAS**, the final step of winding down WWC’s operations is the dissolution of the district,
28 which requires joint action by WWC’s Board and the county boards that formed the district pursuant to
29 Wis. Stat. § 46.2895(13); and
30

31 **WHEREAS**, this Resolution is intended to act as Monroe County’s official action authorizing
32 the dissolution of WWC; and
33

34 **WHEREAS**, the Secretary of DHS may rely on this Resolution as action on the part of Monroe
35 County authorizing dissolution of WWC.
36

37 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that
38 Monroe County hereby authorizes dissolution of WWC pursuant to Wis. Stat. § 46.2895(13).
39

40 Dated this 26th day of April, 2017.
41

42 OFFERED BY: The Health and Human Services Committee.
43

44 Fiscal note: State funding mechanisms will continue in the same manner with nominal change to
45 the county budget.
46

47 Statement of purpose: To allow for dissolution of Western Wisconsin Cares.

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>*****</p> <p>Approved as to form on _____</p> <p>_____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>Apr. 4</u>, 20<u>17</u></p> <p>VOTE: <u>6</u> Yes <u>0</u> No <u>3</u> Absent</p> <p>Committee Chair: <u>David Puccio</u> <u>Mary Van Buren</u> <u>Markus E. Suro</u> <u>Jay B. Jelling</u> <u>Emma Kiedbatter, MD</u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ <u>20</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION NO. 09-11-06

RESOLUTION ESTABLISHING NONLAPSING PROVISION FOR CONTINGENCY FUND
BALANCE AND GENERAL FUND BALANCE POLICY

WHEREAS, in the current and preceding Monroe County Annual Audit Management Communication the County's audit professionals recommended the County adopt a Fund Balance Policy to use as a guide in applying excess funds on hand to a subsequent years' budget to reduce the required tax levy; and

WHEREAS, Monroe County continues to be required to budget and levy for annual operations under state mandated restrictions of operating rate limits, levy rate limits and reductions in shared revenue; and

WHEREAS, Monroe County continues to be required to provide unfunded and/or underfunded state mandated programs and services, and

WHEREAS, during any current or future biennial budget cycle the state may arbitrarily impose additional mandates and/or restrictions upon the operations and funding of County services, and

WHEREAS, Monroe County relies heavily on Fort McCoy, economic development, property valuations, investment interest earnings and sales tax revenue to balance the annual operating budget, and

WHEREAS, numerous foreseen and unforeseen local, regional, national and international economic forces such as military policy, unemployment rates, economic downturn, interest rates and/or acts of mother nature or terrorism may have a serious negative impact on Monroe County's short and long-term financial resources, and

WHEREAS, Monroe County has numerous areas of volatile operation that run the inherent risk of substantial unforeseen funding shortfalls due to the nature of their operations and the legal obligations of the County such as Property Management, Highway, Human Services, Rolling Hills Nursing Home and the Jail, and

WHEREAS, due to historical experience the Monroe County Jail presently has a seriously deficient Liability Insurance coverage amount of \$2M putting the County in the position of self-funding any present and future liability claims in excess of the coverage amount, and

WHEREAS, Monroe County's sole source of funds to protect and insure consistent County services, safeguard against operational volatility, shield against present and future State or Federal unfunded mandates, and/or fund excess liability claims against the County are the Contingency and General Fund Balances, and

WHEREAS, in recent history Monroe County has experienced such insufficient cash flow as to threaten the ability of the County to meet financial, payroll and tax settlement obligations, and

WHEREAS, the Monroe County Finance Committee supports the recommendations of financial professionals in establishing a Fund Policy that supports mitigating the impact of the general fund levy on County taxpayers while protecting County financial operations, obligations and liability.

NOW, THEREFORE, BE IT RESOLVED the Monroe County Board of Supervisors does hereby establish a Monroe County General Fund Reserve Policy that requires a minimum general fund balance equal to ^{25%}~~18%~~ of the total annual County operating budget, excluding refundable prepayments and GAAP defined nonspendable, restricted, committed, and assigned (designated) account balances.

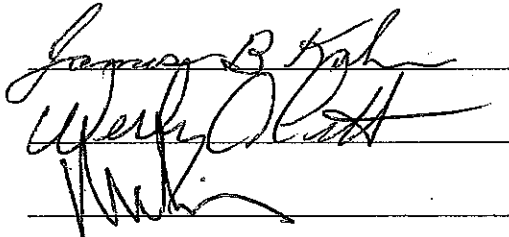
BE IT FURTHER RESOLVED that the minimum General Fund Reserve balance include an additional \$1M as a provision to cover unexpected volatile operational costs, an additional \$2M as a provision to cover delinquent tax collections, ~~and an addition \$3M as a provision to cover potential Monroe County Jail liability claims. This amount may be reduced annually in an amount equal to any increase in Jail Liability Insurance coverage the County is able to obtain, not to exceed \$3M.~~

BE IT FURTHER RESOLVED that effective 12/31/2011, in order to maximize County operations subsidized by tax levy, the annual Contingency Fund year end balance shall be designated a nonlapsing fund.

BE IT FURTHER RESOLVED that if on December 31 of any given fiscal year, the General Fund balance should fall below the General Fund Policy amount as established herein, the December 31 Contingency Fund balance shall lapse to the General Fund, in entirety or in an amount as determined by the Finance Committee, sufficient to bring the General Fund balance into compliance with this Fund Policy.

Dated this 28th day of September, 2011.

OFFERED BY THE FINANCE COMMITTEE:



Committee vote: 4-1

Drafted by: Catherine J Schmit, County Administrator

Approved as to form: ACK 9/22/11
Andy Kaftan
Corporation Counsel