



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: New Justice Center
Monroe County Board Assembly Room
(Historic Courthouse Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, May 17, 2017

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 04/19/2017
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Utilization of Corridor Between Grid Lines 8 & 9, \$37,541.35 – Discussion/Action
 - d. Change for Secure Storage Rooms, \$24,862.05 – Discussion/Action
 - e. South Parking Lot Concrete Bids – Discussion/Action
 - f. Audio Visual Needs for the County Board Assembly/Classroom – Discussion/Action
6. Budget Adjustment(s) – Discussion/Action
 - a. Heath
 - b. Senior Services
 - c. Human Services
 - d. Veterans Service
 - e. Local History Room
 - f. Debt Service
7. Dog Control Repurpose of Funds – Discussion/Action
8. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing the Establishment of Two Additional State Funded Economic Support Specialist Positions in the Monroe County Human Services Department
 - b. Resolution Authorizing the Establishment of Receptionist/Clerk I Position in the Monroe County Veterans' Services Department
 - c. Resolution Authorizing Use of County Farm Education Account Funds for Local History Room Exhibit: "Monroe County: A-Z"
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
 - d. Credit Card Issuance Discussion
 - e. Business Accounts/Cards - Discussion
 - f. Receipt Printers – Discussion/Action
 - g. Tyler Munis Conference – Report

NOTICE OF MEETING
FINANCE MEETING
Wednesday, May 17, 2017

11. Resolution Amending Contingency Fund and General Fund Balance Policy – Discussion/Action
12. Monroe County Board Assembly Room Deposit – Discussion/Action
13. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
14. Items for next month's agenda
15. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 05/11/2017

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
April 19, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Rob Conroy, Penny Brueggen, Bob Smith, Ron Hamilton, Sharon Nelson, Linda Anderson, Ken Kittleson, 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 – May 17, 2017 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 03/15/17 minutes. Carried 5-0.
- Public Comment – Bob Janovick addressed committee members.
- Justice Center Building Project
 - a. Justice Center Update – Cedric Schnitzler provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$1,076,445.36; Kurt Marshaus is working to decrease the amount of the Multistack invoice. Carried 5-0.
 - c. South Parking Lot Bid – Cedric Schnitzler explained the South Parking Lot Bid. Motion by Wallace Habegger second by Mark Halverson to approve the south parking lot bid by Mathy Construction in the amount of \$69,768.00. Discussion. Carried 5-0.
 - d. Change Utilization of Corridor Between Grid Lines 8 & 9, \$37,541.35 – Cedric Schnitzler pulled from the agenda.
 - e. Construct a 6" Concrete Block Wall in the Secure Corridors Behind the Courtrooms – Cedric Schnitzler explained the need for construction of a concrete block wall. Discussion. Motion by Pete Peterson second by Mark Halverson to approve 6" concrete wall in the amount of \$24,300.17. Carried 5-0.
 - f. Construct an Elevator Equipment Room and Install an Exterior Door and Wall – Cedric Schnitzler explained the need for an elevator equipment room and installation of an exterior wall and door. Discussion. Motion by Douglas Path second by Mark Halverson to approve elevator equipment room and installation of exterior wall and door in the amount of \$24,083.86. Carried 5-0.
- Senior Services Credit Card – Ron Hamilton explained the need for the ADRC Coordinator to have a credit card. Discussion. Motion by Wallace Habegger second by Douglas Path to approve credit card in the amount of \$1,000.00. Carried 5-0.
- Line Item Transfers –
 - a. Senior Services – Ron Hamilton explained the 2016 line item transfer in the amount of \$508.00 to cover salary expenditures. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 5-0.
- Budget Adjustments –
 - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$2,608.40 for Wisconsin Department of Public Health Preparedness Grant. Sharon explained the 2017 budget adjustment in the amount of \$300.00 from Wisconsin Institute for Health Aging Stepping UP Stepping On program. Sharon explained the 2017 budget adjustment in the amount of \$3,900.00 for Monroe County Medical Society donation. Discussion. Motion by Wallace Habegger second by Douglas Path to approve all 3 Health Department budget adjustments. Carried 5-0.

- b. Rolling Hills – Linda Anderson explained the 2017 budget adjustment in the amount of \$33,298.00 for purchase of a van. Discussion. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0
 - c. Sheriff Administration – Rob Conroy explained the 2017 budget adjustment in the amount of \$2,000.00 for Wisconsin Clean Sweep Drug Collection Grant. Motion by Mark Halverson second by Douglas Path to approve budget adjustment. Discussion. Carried 5-0
 - d. Medical Examiner – Bob Smith explained the 2017 budget adjustment in the amount of \$9,826.79 for back scanning historical case files. Discussion. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0
 - e. Libraries – Shelley Bohl explained the 2017 budget adjustment in the amount of \$11,906.00 for decrease in operational expense due to wrong figure provided to the county, monies to be placed into the Contingency Fund. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Carried 5-0
- Treasurer Report
 - a. Annette Erickson 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. Fiscal Review Process – Tina provided members with the fiscal review process. The process was explained in detail and questions were answered. Tina will provide members with the county policy and procedure manual as it is completed.
- Fiscal Note Approvals
 - a. Resolution Authorizing Pay and Benefit Adjustments for the Monroe County Administrator – Ken Kittleston explained the Administrator pay rate and benefits. The resolution would increase the Administrator pay in lieu of taking retirement and health insurance benefits. The 2017 budget will cover the cost. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Carried 5-0.
 - b. Dissolution of Long Term Care District Pursuant to Wis. Stat. 46.2895(13) – Ron Hamilton explained dissolution. State Funding mechanisms will continue in the same manner. Discussion. Motion by Douglas Path second by Mark Halverson to approve fiscal note. Carried 5-0.
- Monroe County Revenue Collections – Tina Osterberg provided members a graph of the Monroe County Revenue Collections.
- Monroe County General Fund Reserve Policy – Members were provided the original resolution 09-11-06 Establishing the General Fund Reserve Policy. Wallace Habegger explained other county reserve policies. Discussion. It was recommended to change the minimum general fund balance equal to 20% of the total annual county operating budget, excluding refundable prepayments and GAAP defined nonspendable, restricted, committed, and assigned (designated) account balances. The \$1 million for unexpected volatile operation costs and additional \$2 million to cover delinquent tax collections should be removed. A resolution will be drafted and brought to committee next month.
- Liability Insurance Discussion – Shelley Bohl explained that currently the county carries a \$3 million dollar liability policy for the jail with an additional excess policy of \$1 million. We are currently working to meet with insurance representatives to see what the county can do to increase the amount insured. Insurance will need to review both the new structure and policies.
- EO Johnson Contract – Jim Bialecki explained that the EO Johnson contract expires in January 2018. Currently we are evaluating what is needed with the new and movement of buildings. The Administrative & Personnel Committee has reviewed this item. It was recommended to put out print management for bid. The Administrative & Personnel Committee will be revisiting this item.

- Monroe County Board Assembly Room Deposit – Shelley Bohl explained that the Property & Maintenance Committee discussed the County Board Assembly Room deposit fee. It was suggested that non-profit organizations use the room for free. On-call fees, cleaning and utilities should be considered when setting the amount. Discussion. This item will be revisited.
- Monthly Approvals --
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Mark Peterson to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habhegger second by Douglas Path 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 Credit Card Issuance Discussion, EO Johnson Contract Update, Monroe County Board Assembly Room Deposit Fee, Resolution amending General Fund Reserve Policy.
- Motion by Wallace Habhegger second by Pete Peterson to move into closed session. A roll call vote was taken with Habhegger, Halverson, Path, Peterson and Schnitzler all voting yes. Carried 5-0.
- 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.
- Motion by Douglas Path second by Wallace Habhegger to return to open session. A roll call vote was taken with Habhegger, Halverson, Path, Peterson and Schnitzler all voting yes. Carried 5-0.
- Adjournment - Motion by Pete Peterson second by Wallace Habhegger to adjourn at 11:52 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 2, 2017
 Department: Health
 Amount: \$4,000.00
 Budget Year Amended: 2017

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

Received a mini-grant from the Centers for Disease Control and Prevention (CDC) through the WI Division of Public Health Immunization Program to conduct *Human Papillomavirus (HPV) cancer prevention and vaccine awareness events* with Monroe County Healthcare providers and community partners/sites. The purpose is to raise awareness about preventing HPV related cancers through vaccination. HPV causes *30,700 cancers* in men and women annually in the United States.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000.	HPV Mini-Grant	\$ -	\$ 4,000.00	\$ 4,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salary	\$ 445,460.00	\$ 2,339.00	\$ 447,799.00
24110000 515005	Retirement	\$ 28,072.00	\$ 180.00	\$ 28,252.00
24110000 515010	Social Security	\$ 27,624.00	\$ 164.00	\$ 27,788.00
24110000 515015	Medicare	\$ 6,466.00	\$ 38.00	\$ 6,504.00
24110000 515020	Health Ins.	\$ 48,553.00	\$ -	\$ 48,553.00
24110000 515025	Dental Ins.	\$ 3,506.00	0	\$ 3,506.00
24110000 515303	Life Ins	\$ 95.00	\$ 1.00	\$ 96.00
24110000 515040	Work Comp	\$ 6,433.00	\$ 38.00	\$ 6,471.00
24110000 533200	Mileage	\$ 11,025.00	\$ 50.00	\$ 11,075.00
24110000 534050	Grant Supplies	\$ 29,430.40	\$ 700.00	\$ 30,130.40
24110000 531060	Printing	\$ 149.00	\$ 365.00	\$ 514.00
24110000 531050	Postage	\$ 2,000.00	\$ 125.00	\$ 2,125.00
Total Adjustment			\$ 4,000.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction:

Ann F. Nelson 5/2/2017
Carol A. Purr 5/2/17

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

Date Approved by Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 22, 2017
 Department: Senior Services
 Amount: \$499.00
 Budget Year Amended: 2017

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

\$499 donation funds carried forward from 2016 to split to bingo and site supplies

This donation was specific to sparta site

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 466500	Program Income	\$ 1,000.00	\$ 499.00	\$ 1,499.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 499.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24697000 539200	Bingo Fuhrs	\$ 240.00	\$ 120.00	\$ 360.00
24600025 534105	Site Supplies	\$ 100.00	\$ 379.00	\$ 479.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 499.00	

Department Head Approval: [Signature] 5/2/17
 Date Approved by Committee of Jurisdiction: [Signature] 5-2-17

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: 5/2/2017
 Department: Human Services
 Amount: \$164,139.00
 Budget Year Amended: 2017

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

Additional revenue from State in March for WHEAP (WI Home Energy Assistance Program).
Funding provided by DHS to assist with ADRC/Senior Services integration and move to new location

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.435608	STATE AID-ECON ASSIST	\$ 75,000.00	\$ 9,702.00	\$ 84,702.00
24970595.435601	ADRC CONSORTIUM REVENUE	\$ 405,776.00	\$ 154,437.00	\$ 560,213.00
Total Adjustment			\$ 164,139.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.525005	WHEAP CONT PROVIDER(WP613)	\$ 75,000.00	\$ 9,702.00	\$ 84,702.00
24970595.525005	ADRC PROGRAM COSTS (RC600)	\$ -	\$ 154,437.00	\$ 154,437.00
Total Adjustment			\$ 164,139.00	

Department Head Approval: [Signature] 5/2/17

Date Approved by Committee of Jurisdiction: Candace Puce 5-2-17

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 11, 2017
 Department: VETERANS SERVICES
 Amount: -\$475.00
 Budget Year Amended: 2017

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

DONATION RECEIVED FROM THE MS SPARTA ORGANIZATION

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000 485000	VETERANS SERV DONA	\$ 350.00	\$ 550.00	\$ 900.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 550.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000 579200	DONATION EXPENSE	\$ 900.00	\$ (475.00)	\$ 425.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (475.00)	

Department Head Approval:

C. Weaver

Date Approved by Committee of Jurisdiction: 05-09-2017

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: May 3, 2017
 Department: Local History Room
 Amount: \$13,000.00
 Budget Year Amended: 2017

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

\$11,000 is to match the \$11,000 granted through the Monroe County Farm Proceeds Educational Fund for the "Monroe County: A to Z" exhibit and \$2,000 is for any additional Local History Room expenses related to creating the exhibit

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 485000 LHR10	LOCAL HISTORY ROOM TRUST	\$ 30,000.00	\$13,000.00	\$ 43,000.00
15120000 492800	TRANSFER IN LOCAL HISTORY ROC	\$ 30,000.00	\$13,000.00	\$ 43,000.00
				\$ -
				\$ -
Total Adjustment			\$ 26,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 599999	TRANSFER OUT	\$ 30,000.00	\$13,000.00	\$ 43,000.00
15120000 534005	LHR OPERATING EXPENSE	\$ 30,000.00	\$13,000.00	\$ 43,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 26,000.00	

Department Head Approval: *[Signature]* 5/9/17
 Date Approved by Committee of Jurisdiction: May 9, 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: May 10, 2017
 Department: DEBT SERVICE
 Amount: \$336.00
 Budget Year Amended: 2017

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

This budget adjustment will approve using \$336.00 from the Committed Debt Service Funds balance. The Paying Agent Fee for the three remaining General Obligation Bonds increased starting April 1 2017 from \$363 to \$475 annually. This fee is paid annually to Associated Bank to processs the principle and interest payments for the bond payments.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
38000000 493000	Fund Balance Applied	\$ 3,112,040.00	\$ 336.00	\$ 3,112,376.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 336.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
38292100 569250	Justice Center Serv. Charge	\$ 1,023.00	\$ 316.00	\$ 1,339.00
38292600 569250	Radio System Serv. Charge	\$ 66.00	\$ 20.00	\$ 86.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 336.00	

Department Head Approval: *Lina Osterberg*
 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: 5/24/2017
 Department: Dog Control
 Amount: \$ 9,600.00
 Budget Year Amended: 2017

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

Donations have been received to build a 14'x 17' office/lobby addition on the front of the dog shelter. This Notice of Re-Purpose of Funds is to allow use of those donations to purchase materials and labor for the construction. As of 4-25-2017 donations earmarked for the addition have been received in the amount of \$7,600 and an additional \$2,000 of undesignated donation money was approved by the Dog Control Committee to cover incidentals. Should the project cost less than the amount repurposed the money will stay in the donations account for general use.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
14195000 579200 DC900	Donations	Donations Expenses	Construction of an office/lobby addition	\$ 9,600.00
Total Adjustment				\$ 9,600.00

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: _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TWO ADDITIONAL STATE-FUNDED ECONOMIC SUPPORT SPECIALIST POSITIONS IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

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WHEREAS, the Western Region Economic Assistance Consortia (WREA) has allocated two new Economic Support Specialist positions to Monroe County. Economic Support Specialists work in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determine eligibility for economic assistance; and

WHEREAS, these two additional positions will allow the Consortia to better meet state requirements for accuracy and timeliness. This will bring Monroe County to a more equal staffing to Consortia caseload proportion. Further, keeping these two positions in Monroe County will allow for 50 percent recovery of AMSO costs of \$17,600 each for a total of \$35,200 annually, and will not increase current county tax levy. The authorization for these two positions shall cease when the State no longer funds the positions.


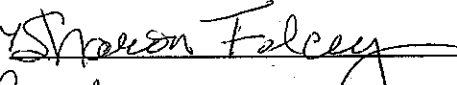

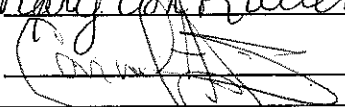
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of two additional Economic Support Specialist positions in the Human Services Department effective July 1, 2017, at no additional cost to the county.

Dated this 24th day of May 2017.

Offered by the Administration and Personnel Committee

Purpose: Add two additional state-funded Economic Support Specialist positions in the Human Services Department

Fiscal Note: No cost to the county, all costs to be paid by state funding. Cost of the two positions is \$60,716 for the second six months of 2017.

Reviewed as to form on <u>5-9-17</u>  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>May 9</u> 20 <u>17</u> <u>3</u> Yes <u>0</u> No <u>2</u> 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. _____

1 RESOLUTION AUTHORIZING ESTABLISHMENT OF RECEPTIONIST/CLERK I POSITION
2 IN THE MONROE COUNTY VETERANS' SERVICES DEPARTMENT
3

4 WHEREAS, the Monroe County Administration & Personnel Committee requests the
5 establishment of a Receptionist/Clerk I position in the Veterans' Services Department
6 effective January 2, 2018; and
7

8 WHEREAS, the position is necessary to keep up with the demands of the office and
9 would free up time for the Veterans Service Officer and Deputy Veterans Service Officer to
10 work directly with veterans and lessen the delays and waiting time now involved with
11 responding to phone calls and requests for service.
12

13 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors
14 that they do hereby authorize the establishment of a Receptionist/Clerk I position in the
15 Veterans' Services Department, effective January 2, 2018.
16

17 Dated this 24th day of May, 2017
18

19 Offered by the Administration & Personnel Committee
20

21 Purpose: Approve a Receptionist/Clerk I position in the Veterans' Services Department effective
22 January 2, 2018.
23

24 Fiscal Note: Cost of new position with benefits is \$48,549 annually, to be included in the 2018
25 budget.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 9 2017
3 Yes 0 No 2 Absent

Committee Chair: _____

ADOPTED FAILED AMENDED

 OTHER _____

County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

RESOLUTION AUTHORIZING USE OF COUNTY FARM EDUCATION ACCOUNT FUNDS FOR LOCAL HISTORY ROOM EXHIBIT: "MONROE COUNTY: A-Z"

WHEREAS, the mission of the Monroe County Local History Room, a department of Monroe County, is to connect people to history in a meaningful and interesting way, using exhibits as a means to do so; and

WHEREAS, the Monroe County Local History Room desires to create a new, long-term exhibit called "Monroe County: A to Z" that will highlight what is special and significant about the county, from corner to corner; and

WHEREAS, the Monroe County Natural Resource & Extension Committee recognizes that a professionally made, interactive exhibit will effectively educate visitors about Monroe County history; and

WHEREAS, the Monroe County Local History Room, established by Resolution No. 55-76 as a department of Monroe County, is required to fundraise its own Operating Costs, as dictated in Resolution No. 74-78; and

WHEREAS, the Monroe County Resolution No. 1-06-17 establishes a non-lapsing Monroe County Farm Proceeds Account to be utilized for purposes of new construction of a specific project with an educational purpose; and

WHEREAS, the Local History Room is requesting a grant from the Monroe County Farm Proceeds Account in the amount of eleven thousand dollars (\$11,000.00) to offset the costs of creating the exhibit, "Monroe County: A to Z;" and

WHEREAS, a description of the proposed program is attached to this resolution for information.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby approve a grant in the amount of \$11,000.00 to be paid from the Farm Proceeds-Educational Fund, account to the Monroe County Local History Room for purposes of supplementing the funding to develop and install the "Monroe County: A to Z" exhibit.

Dated this April 11, 2017

OFFERED BY THE NATURAL RESOURCE & EXTENSION COMMITTEE:

Nedji VanWycken

David A. Puccia

Mike Adams

James L. Schroeder

Natural Resource & Extension Committee vote:

Finance Committee vote:

Fiscal note: Approval of this resolution will require a vote of 2/3's of the entire membership of the Monroe County Board for passage. There are sufficient funds available of \$49,950.77 currently located in the Monroe County Farm Education Account to provide for this transfer.

Purpose: Approval of this resolution will authorize transfer of funds from the Monroe County Farm Education Account to the Monroe County Local History Room Operating Expense Account in 2017.

RESOLUTION NO. _____

RESOLUTION AMENDING CONTINGENCY FUND AND GENERAL FUND BALANCE POLICY

1 **WHEREAS**, the Monroe County Board of Supervisors, under Resolution 09-11-06, adopted a contingency
2 fund and general fund balance policy; and

3
4 **WHEREAS**, the Finance Committee has evaluated the basis for that policy and recommends amendment
5 of the policy due to improvements in the county's financial footing; and

6
7 **WHEREAS**, the Finance Committee notes the solid financial practices of the county have led to better
8 management of volatile expenses; and

9
10 **WHEREAS**, the financial health of the County and the new Justice Center has led to better liability
11 insurance coverage limitations; and

12
13 **WHEREAS**, the Monroe County Finance Committee supports the adjustment of the policy as set out
14 below.

15
16 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors hereby amends
17 the policy set out in Resolution 09-11-06 to read:

18
19 The Monroe County General Fund Reserve Policy requires a minimum general fund
20 balance equal to twenty percent (20%) of the total annual operating budget of the
21 County, excluding refundable prepayments and GAAP defined non-spendable,
22 restricted, committed and assigned (designated) account balances.

23
24 **FURTHER BE IT RESOLVED** that the Monroe County Board of Supervisors continues the following
25 policies:

- 26
27 1. The annual Contingency Fund year-end balance shall be designated a non-lapsing fund.
28
29 2. If on December 31 of any given fiscal year, should the General Fund balance fall below the amount
30 established by the General Fund Policy, that the contingency fund balance shall lapse to the
31 General Fund, in its entirety or in an amount, as determined by the Finance Committee, to bring
32 the General Fund balance into compliance with the General Fund Policy.

OFFERED BY THE FINANCE COMMITTEE on this 24th day of May, 2017.

Fiscal note: None as offered by Finance Committee.

Statement of purpose: To Amend the Contingent Fund and General Fund Policy due to good fiscal health of the County.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20__

VOTE: ____ Yes ____ No ____ Absent

Committee Chair: _____

STATE OF WISCONSIN

COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____, acted on by the Monroe County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK

A raised seal certifies an official document.