

# 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](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
(Historic Courthouse Entrance)  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Wednesday, June 21, 2017

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 05/17, 05/24 & 06/13/17
4. Public Comment
5. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
6. Radio System –
  - a. Update
  - b. Vouchers – Discussion/Action
7. Budget Adjustment(s) – Discussion/Action
  - a. Heath
  - b. Land Conservation
  - c. Maintenance
8. Human Services Credit Card Approval – Discussion/Action
9. Resolution Denying Claim of David Young – Discussion/Action
10. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
  - c. In Rem Foreclosure Flat Fee – Discussion/Action
11. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
12. County Board Strategic Fund – 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: 06/19/2017

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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Cedric Schnitzler, Committee Chair  
Date notices mailed: 06/14/2017

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  
May 17, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Sharon Nelson, Ron Hamilton, Jarrod Roll, Charles Weaver, Bob Janovick

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – A Special meeting will be held on May 24, 2017 at 5:30 p.m. in the Monroe County Board Assembly Room. June 21, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 04/19/17 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 Wallace Habhegger to approve the Justice Project expenditures in the amount of \$587,647.69. Carried 5-0.
  - c. Change Utilization of corridor Between Grid Lines 8 & 9 – Kurt Marshaus explained change in utilization of corridor. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve change order in the amount of \$37,541.35. Carried 5-0.
  - d. Change for Secure Storage Rooms – Chair Cedric Schnitzler explained that this item was tabled by the Building Committee. This item will be revisited at the Special Meeting on May 24, 2017.
  - e. South Parking Lot Concrete Bids – Kurt Marshaus provided bids for south parking lot concrete. Discussion. Motion by Douglas Path second by Pete Peterson to approve low bid of \$19,010.00 by DP Schroeder Const LLC. Carried 5-0.
  - f. Audio Visual Needs for the County Board Assembly/Classroom – Kurt Marshaus explained audio visual needs of the assembly & classroom. Discussion. This item will be revisited once needs are determined.
- Budget Adjustments –
  - a. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$4,000.00 for WI Division of Public Health Immunization Program grant. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 5-0.
  - b. Senior Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$499.00 for donation funds to be used for bingo and site supplies. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - c. Human Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$164,139.00 from WHEAP program and DHS funding. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - d. Veterans Services – Charles Weaver explained the 2017 budget adjustment in the amount of –(\$475.00) for Veterans Service donation to be used for upcoming event. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
  - e. Local History Room – Jarrod Roll explained the 2017 budget adjustment in the amount of \$13,000.00 for Monroe County A to Z Exhibit. Discussion. Motion by Douglas Path second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals –
  - c. Resolution Authorizing Use of County Farm Education Account Funds for Local History Room Exhibit: "Monroe County: A-Z" – Motion by Douglas Path second by Wallace Habhegger to approve fiscal note. Carried 5-0.

Mark Halverson left the meeting at 9:57 a.m.

- d. Debt Service – Tina Osterberg explained the 2017 budget adjustment in the amount of \$336.00 for the paying agent fee for the three remaining General Obligation Bonds. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
- Dog Control Repurpose of Funds – Jim Bialecki explained the 2017 repurpose of funds in the amount of \$9,600.00 for office/lobby addition. Discussion. Motion by Douglas Path second by Pete Peterson to approve repurpose of funds. Carried 4-0.
- Fiscal Note Approvals –
  - a. Resolution Authorizing the Establishment of Two Additional State Funded Economic Support Specialist Positions in the Monroe County Human Services Department – Ron Hamilton explained request for two State Funded Economic Support Specialist. Discussion. Motion to amend and approve fiscal note by adding the word “additional” on line 30 following “no” and eliminate “all costs to be paid by state funding” by Wallace Habhegger second by Pete Peterson. Carried 4-0.
  - b. Resolution Authorizing the Establishment of Receptionist/Clerk I Position in the Monroe County Veterans’ Service Department – Charles Weaver explained request for Receptionist/Clerk I Position. Discussion. Motion to approve fiscal note by Wallace Habhegger second by Pete Peterson. Discussion. Carried 4-0.
- 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 – No Discussion.
  - d. Credit Card Issuance – Tina provided members a listing of all credit card users and limit amounts. Discussion.
  - e. Business Accounts/Cards – Tina explained that a few departments have come forward to set up business accounts at area businesses. Discussion. It was recommended that Departments come forth with a proposal.
  - f. Receipt Printers – Tina is requesting a receipt printer and cash drawer for the Sheriff’s Department. Discussion. Motion Pete Peterson second by Wallace Habhegger to approve purchase of receipt printer and cash drawer in the amount of \$1,830.00. Discussion. Carried 4-0.
  - g. Tyler Munis Conference – Tina explained that staff attended the Munis Conference last week. Due to flight delays, overtime was used. Tina explained that she should be able to make up the overage out of salaries.
- Resolution Amending Contingency Fund and General Fund Balance Policy – Cedric opened the floor for discussion. The amendment would set the minimum General Fund Balance equal to 20%. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 4-0.
- Monroe County Board Assembly Room Deposit – Cedric suggested to hold all Monroe county meetings in the new assembly room. The floor was opened up for discussion on the room deposit. Shelley Bohl will look into drafting a policy and bring back to the committee for approval.
- 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 4-0.

- b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 4-0
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Discussion. Carried 4-0.
- Items for next month's agenda – Possibility of having a Lawsuit Closed Session
  - Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 12:01 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

Finance Committee  
May 24, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path  
Others: Jim Bialecki, Tina Osterberg

The meeting was called to order in the Monroe County Board Assembly Room at 5:40 p.m. by Chair Cedric Schnitzler.

- Change Order for Secure Storage Rooms – Kurt Marshaus explained change order for secure storage rooms. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve change order for an amount not to exceed \$20,000.00. Carried 5-0.
- Courtroom Audio Visual Equipment Bids – Kurt Marshaus provided members with five audio visual equipment bids. Discussion. Motion by Mark Halverson second by Pete Peterson to accept the low bid from Tierney in the amount of \$352,770.00. Carried 5-0.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 5:50 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

Finance Committee  
June 13, 2017

Present: Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path; Cedric Schnitzler arrived at 5:13 p.m.

Others: Kurt Marshaus

The meeting was called to order in the Monroe County Board Assembly Room at 5:00 p.m. by Vice-Chair Pete Peterson.

- Reconsideration of Courtroom Audio/Visual Bids – Kurt Marshaus provided the background on the courtroom audio/visual bids. Discussion. Cedric Schnitzler joined the meeting at 5:13 p.m., the discussion continued. Motion by Pete Peterson second by Mark Halverson to reconsider courtroom audio/visual bids and award the bid to the lowest bidder, CEC "Communications Engineering Company" at an amount of \$339,000.00. Discussion. Carried 4-1. The Discussion continued. Motion by Douglas Path second by Pete Peterson to rescind the original courtroom audio/visual bid voted on at the special finance meeting on 05/27/17 in the amount of \$352,700 by Tierney. Carried 4-1.
- Adjournment - Motion by Mark Halverson second by Pete Peterson to adjourn at 5:34 p.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: June 6, 2017  
 Department: Health Department  
 Amount: \$1,125.00  
 Budget Year Amended: 2017

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

Received additional funding on May 25, 2017 from Centers for Disease Control and Prevention (CDC) through the WI Department of Public Health Preparedness Program to strengthen infrastructure and response to infectious diseases at the local level. This needs to be expended by June 30, 2017 as this is the end of the fiscal contract year.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 435525	Preparedness Grant	\$ 49,389.40	\$1,125.00	\$ 50,514.40
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,125.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salaries	\$ 447,799,000.00	\$ 906.00	\$ 447,799,906.00
24110000.515005	Retirement	\$ 28,252.00	\$ 57.00	\$ 28,309.00
24110000 515010	Social Security	\$ 27,788.00	\$ 62.00	\$ 27,850.00
24110000 5156015	Medicare	\$ 6,504.00	\$ 13.00	\$ 6,517.00
24110000 515040	Work Comp	\$ 6,471.00	\$ 21.00	\$ 6,492.00
24110000 533200	Mileage	\$ 11,075.00	\$ 66.00	\$ 11,141.00
Total Adjustment			\$ 1,125.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction:

*David A. Prince* 6-5-17

*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: June 1, 2017  
 Department: Land Conservation  
 Amount: \$ 289,182.53  
 Budget Year Amended: 2017

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

Cost sharing from DATCP (\$33,135.63) and the DNR - NOD/NOI (\$256,046.90) program was carried over from 2016 on conservation practices that didn't get installed. No county levy dollars are involved.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16943000/435800	State Cost Share Program	\$ 77,600.00	\$ 289,182.53	\$ 366,782.53
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 289,182.53	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16943000/579100	Grant Expense - SWRM	\$ 77,600.00	\$ 289,182.53	\$ 366,782.53
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 289,182.53	

Department Head Approval: Bob Michel 6/2/17  
 Date Approved by Committee of Jurisdiction: 6/13/17

*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: June 14, 2017  
 Department: Maintenance  
 Amount: \$450.00  
 Budget Year Amended: 2017

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

Title search on two donated parcels in Warrens.

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**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
11600000 521340	Maint. Admin. Contr. Service	\$ -	\$ 450.00	\$ 450.00
10010000 539200	Contingency Fund	\$ 184,197.28	\$ (450.00)	\$ 183,747.28
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: June 14, 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: \_\_\_\_\_

## Request for Credit Card Approval


Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Kirsten Armour	Economic Support Supervisor	\$ 1,000.00

**Justification for Credit Card(s):**

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval:  6-5-17

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

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

Date Approved By Finance Committee: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DENYING CLAIM OF DAVID YOUNG

WHEREAS, a Notice of Claim was filed against Monroe County by David Young on June 5, 2017 pursuant to §893.80 of the Wisconsin statutes; and

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

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the claim of David Young, are hereby denied.

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

Dated this 28<sup>th</sup> day of June, 2017.

OFFERED BY THE FINANCE COMMITTEE:

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

Committee Vote: \_\_\_ yes, \_\_\_ no.

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

Drafted and approved by Corporation Counsel.