



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, September 20, 2017

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

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 08/16 & 08/23/17
4. Public Comment
5. Nursing Home Building Project Update
6. Sheriff Line Item Transfer – Discussion/Action
7. Budget Adjustment(s) – Discussion/Action
 - a. Dispatch
 - b. WIC
 - c. Health
 - d. ADRC
 - e. Human Services
 - f. Maintenance
8. Maintenance Re-Purpose of Funds – Discussion/Action
9. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Approving the Monroe County Forest Annual Work Plan - 2018
 - b. Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates
10. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. ADRC/SS Account Merge
12. 2018 Budget
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

NOTICE OF MEETING
FINANCE MEETING
Wednesday, September 20, 2017

14. Items for next month's agenda
15. Justice Center Building Project
 - a. Justice Center Update
 - b. Approval of Justice Center Vouchers – Discussion/Action
16. Closed Session per WI Stats. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – Monroe County Justice Center Mediation, Discussion/Action
17. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: 09/14/2017

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
August 16, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger; Douglas Path & Mark Halverson absent
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Andrew Kaftan, Sharon Nelson, Kelley Becker, Ken Kittleson, Linda Anderson, Dave Ohnstad, Bob Micheel, Chad Ziegler, 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 – September 20, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room. Monday, October 9, 2017 for publication of the budget. October 23 & 24 for budget reviews. Budget hearing is November 1, 2017. County Board will meet on October 18, 2017.
- Minutes Approval – Motion by Wallace Habhegger second by Pete Peterson to approve the 07/19/17 minutes. Carried 3-0.
- Public Comment – One member of the public addressed members of 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 Wallace Habhegger second by Pete Peterson to approve the Justice Project expenditures in the amount of \$114,956.55. Carried 3-0.
- Nursing Home Project Update – Cedric Schnitzler provided a project update to members.
- Health Budget Adjustment – Sharon Nelson explained the 2017 budget adjustment in the amount of \$8,000.00 for Monroe County Safe Communities Coalition grant. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 3-0.
- Line Item Transfers –
 - a. Personnel – Ken Kittleson explained the 2017 line item transfer in the amount of \$2,400.00 for advertising. Motion by Pete Peterson second by Wallace Habhegger to approve line item transfer. Carried 3-0.
 - b. Sheriff – Kelley Becker explained the 2017 line item transfer in the amount of \$1,500.55 for jail position recruitment expenses. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve line item transfer. Carried 3-0.
- Highway Credit Card Approval – Dave Ohnstad explained the need for a credit card for the new Operations Specialist. Motion by Pete Peterson second by Wallace Habhegger to approve credit card in the amount of \$1,000.00. Carried 3-0.
- Fiscal Note Approvals
 - a. Authorizing an Increase in 2018 Meal Reimbursement Rates –The fiscal note increases the meal reimbursement rates for the 2018 budget. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 3-0.
 - b. Establishing 2018 Annual Budgeted Allocation for Pay for Performance – The fiscal note increases the 2018 general pay bases on employee performance not to exceed \$320,000.00. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Discussion. Carried 3-0.
 - c. Authorizing a Non-Lapsing Conservation Stewardship Awards and Banquet Account – The fiscal note allows spending for the limited purpose of the annual banquet and awards program. Bob Micheel explained. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Discussion. Motion by Wallace Habhegger second by Pete Peterson to amend fiscal note by adding: no county levy money involved. Carried 3-0. The fiscal note as amended carried 3-0.

- d. Authorizing a Non-Lapsing Capital Improvements Account – The fiscal note will allow reassignment of surplus park revenue for 2017 and future years into a Park Capital Improvements Account. Chad Ziegler explained. Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Discussion. Carried 3-0.

- Resolutions –

- a. Allocating American Transmission Company (ATC) Environmental Impact Fee Funds - Jim Bialecki explained division of funds to the Highway, Land Conservation and Forestry Departments. Dave Ohnstad, Bob Micheel and Chad Ziegler further explained. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Discussion. Carried 3-0.

A short recess was taken at 10:18 a.m. the meeting reconvened at 10:28 a.m.

- b. Establishing Ho Chunk Funds Allocation for 2018 Budget – Jim Bialecki explained funds to be used for Property Renovation for the Human Services Department in the amount of \$52,500.00. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Carried 3-0.
- c. Denying Claim of David Young - The resolution denies the claims against the county. Motion by Pete Peterson second by Wallace Habegger to approve resolution and forward to the full board for approval. Carried 3-0.

- Treasurer Report

- a. Annette Erickson gave the monthly Treasurers Report.
- b. Treasurer Department Monthly Report Review.
- c. 2018 Budget Review – Annette provided her 2018 budget and answered questions.

- Finance Report

- a. Tina Osterberg gave the monthly Financial Report.
- b. Finance Department Monthly Report Review.
- c. Staff Vacancy – Tina explained the current vacancy in the ADRC Department. This position was filled internally.
- d. Tina provided her 2018 budget and answered questions.
- e. ADRC/SS Account Merge – Tina explained that as of July 1st the ADRC and Senior Services have merged. Because they are two separate funds, the Finance Department is not able to merge the funds in the system. There will be a quote coming from the Tyler System as to what the cost would be to merge the accounts. Discussion.
- f. Financial Policy & Procedure Manual – Tina explained that the policy and manuals are about a quarter of the way complete. The Finance Department will continue work until both are completed.
- g. 2016 Cost Allocation Plan – Tina explained that allocated numbers have been received from departments and are in draft form.
- h. 2016 Audit & Management Communications/2016 Financial Standing – Tina provided members with the 2016 year end financial standing interpretation. Discussion.

- 2018 Budget – Monday, October 9, 2017 for publication of the budget. October 23 & 24 for budget reviews. Budget hearing is November 1, 2017. County Board will meet on October 18, 2017.

- Monthly Approvals –

- a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 3-0.
- b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 3-0.

- c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 3-0.

11:38 a.m.

Approval of Architectural Firm for New Nursing Home Facility Construction – The resolution will approve the Architect Firm for the new nursing home. Discussion. Motion by Pete Peterson second by Wallace Habegger to amend fiscal note to: “Contract with the architect to be negotiated. Funds will come from Rolling Hills initial exploration funding approved in resolution #07-17-03 and future bonding for the construction project.” Carried 3-0.

- Items for next month's agenda – Internal Controls (December), Insurance
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:41 p.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

Finance Committee
August 23, 2017

Present: Cedric Schnitzler, Pete Peterson, Douglas Path, Mark Halverson; Wallace Habegger joined the meeting at 5:32 p.m.

Others: Tina Osterberg, Garry Spohn

The meeting was called to order in the Monroe County Board Assembly Room at 5:30 p.m. by Chair Cedric Schnitzler

- Resolution Authorizing Acceptance of Donated Real Property and Sale of Same. The setting of the minimum bid will ensure coverage of the costs of transactions and avoids foreclosing on parcels due to unpaid taxes. Wallace Habegger joined the meeting at 5:32 p.m. Discussion. Motion by Douglas Path second by Pete Peterson to approve fiscal note. Carried 5-0.
- Adjournment - Motion by Wallace Habegger second by Pete Peterson to adjourn at 5:33 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff's Office

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12110000.524510SH520	Vehicle Maintenance	\$ 5,000.00	\$ 54,000.00	\$ 43,250.35
	12110000.524510HS510	Vehicle Operations	\$ 5,000.00	\$ 97,228.00	\$ 42,792.79
	12112000.511200	Detective OT	\$ 5,000.00	\$ 35,000.00	\$ 22,761.25
	Total Transfer		\$ 15,000.00		
To Account	12111000.511200	Patrol OT	\$ 15,000.00	\$ 35,000.00	\$ 33,090.22
	Total Transfer		\$ 15,000.00		

Explanation for Transfer:
The Road Patrol Overtime budget is projected to have a \$20,000 shortfall. By transferring the majority from other accounts and also internally limiting the OT to only shift coverage, it should be very close at the end of the year.

Department Head Approval Scott Rubin

Governing Committee Approval Paul [Signature] 09-11-17

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 7, 2017
 Department: Dispatch
 Amount: \$12,357.85
 Budget Year Amended: 2017

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

A new generator is needed at the Ridgeville Tower as the old generator stopped working during a power outage on 8/27/17. Ridgeville is a primary microwave link to 8 of our 10 towers. As a result of power loss at this site, we lost 8 of our towers and 3 of 6 channels MOPAGE, MOFIRE MOCOORDINATION Channels). It is critical to keep this equipment operating.

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
10010000 539200	Contingency	\$ 182,947.28		\$ 182,947.28
17260260 581000	Capital Equip. - Dispatch	\$ 7,900.00	\$ 12,357.85	\$ 20,257.85
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 12,357.85	

Department Head Approval: _____

[Signature]

Date Approved by Committee of Jurisdiction: Paul [Signature] 09-11-17

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: September 1, 2017
 Department: WIC
 Amount: \$4,535.00
 Budget Year Amended: 2017

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

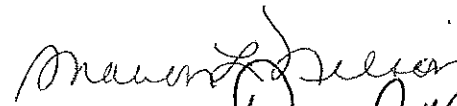
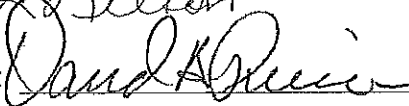
In July, we received our 2017 Women, Infant and Children (WIC) operating budget from WI Division of Health Services (DHS) WIC program, with noted budget readjustments of line items below. At the same time we secured a mini-grant from DHS - WIC program to increase the efficiency of WIC office operations with state approved purchase of a "Check-in" system Kiosk at our new office site.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 435500	WIC	\$ 197,665.00	\$ (7,577.00)	\$ 190,088.00
24120000 435555	Fit Families	\$ -	\$ 10,710.00	\$ 10,710.00
24120000 46590	WIC Other	\$ -	\$ 1,402.00	\$ 1,402.00
				\$ -
Total Adjustment			\$ 4,535.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 53100	Office Supplies	\$ 350.00	\$ 1,000.00	\$ 1,350.00
24120000 534150	Nutrition Ed Supplies	\$ 200.00	\$ 2,300.00	\$ 2,500.00
24120000 534250	Medical Supplies	\$ 3,432.00	\$ 1,235.00	\$ 4,667.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,535.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  9/15/17
 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: September 5, 2017
 Department: Health
 Amount: \$990.00
 Budget Year Amended: 2017

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

Received this grant from the Community Action Program (CAP), to augment the Prescription Drug Grant (\$8000.00) received in August from Interstate Postgraduate Medical Association. The objective is to prevent prescription drug use and misuse. Activities will continue as noted last month with education campaigns on safe med disposal, create permanent prescription drug info displays, and "Wake Up Monroe County" life size exhibit of teens' bedroom of where drugs can be hid. The funding will allow for additional 3 hrs/vk Community Health Educator thru June 2018 as well as mileage.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	Prescription Drug Grant	\$ 8,000.00	\$ 990.00	\$ 8,990.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 990.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salary	\$ 455,020.00	\$ 667.00	\$ 455,687.00
24110000 515005	Retirement	\$ 28,751.00	\$ 50.00	\$ 28,801.00
24110000 515010	Social Security	\$ 29,888.00	\$ 45.00	\$ 29,933.00
24110000 515010	Medicare	\$ 6,614.00	\$ 11.00	\$ 6,625.00
24110000 515030	Life Ins.	\$ 99.00	\$ 7.00	\$ 106.00
24110000 515040	Work Comp	\$ 6,480.00	\$ 17.00	\$ 6,497.00
24110000 533200	Mileage	\$ 11,141.00	\$ 193.00	\$ 11,334.00
Total Adjustment			\$ 990.00	

Department Head Approval: Maureen Nelson
 Date Approved by Committee of Jurisdiction: David Alvie 9-5-17
 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: 9/5/2017
 Department: Human Services
 Amount: \$261,462.00
 Budget Year Amended: 2017

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

Additional Revenue & Expense for Economic Support staff changes
Additional Revenue & Expense for the CLTS program and CAN Partnership Grant
Additional local collection due to client reimbursing for cost of care at a group home

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24990400.435601	ES CONSORTIUM REVENUE	\$ 462,052.00	\$ 62,312.00	\$ 524,364.00
24900500.435603	SOCIAL SERVICE REVENUE	\$ 1,048,032.00	\$ 149,150.00	\$ 1,197,182.00
24900500.466000.LC100	LOCAL COLLECTIONS	\$ 95,000.00	\$ 50,000.00	\$ 145,000.00
Total Adjustment			\$ 261,462.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24990400.511000	ES WAGE (ES100)	\$ 281,730.00	\$ 53,072.00	\$ 334,802.00
24990400.515005	ES WI RETIREMENT	\$ 19,165.00	\$ 3,350.00	\$ 22,515.00
24990400.515010	ES FICA	\$ 17,474.00	\$ 3,286.00	\$ 20,760.00
24990400.515015	ES MEDICARE	\$ 4,094.00	\$ 763.00	\$ 4,857.00
24990400.515020	ES HEALTH INS.	\$ 68,758.00	\$ 2,178.00	\$ 70,936.00
24990400.515025	ES DENTAL INS.	\$ 4,397.00	\$ (421.00)	\$ 3,976.00
24990400.515030	ES LIFE INS	\$ 144.00	\$ 24.00	\$ 168.00
24990400.515040	ES WORK COMP	\$ 342.00	\$ 60.00	\$ 402.00
24910510.525005.HS225	SHELTER CARE-CLTS (CX613)	\$ 100,000.00	\$ 60,000.00	\$ 160,000.00
24910510.527105.HS215	CH IN HOME SVCS (CS613)	\$ 130,000.00	\$ 89,150.00	\$ 219,150.00
24950590.525005.HS715	AD EVERGREEN MANOR(MM613)	\$ -	\$ 50,000.00	\$ 50,000.00
Total Adjustment			\$ 261,462.00	

Department Head Approval: Ben Hail

Date Approved by Committee of Jurisdiction: David A. Ricci 9-5-17

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 17, 2017
 Department: Maintenance
 Amount: \$80,000.00
 Budget Year Amended: 2017

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

In 2014 and 2015 the County put aside \$40,000 each year for improvements to the 48 Addition Facade. With the decision to build a new nursing home these funds would not be needed to updated the old 48 Addition portion of the building. We are asking to transfer these funds to the Information Systems Computer Operations budget to use for updating the Courthouse wiring. The unused portion of these funds in 2017 will roll forward to complete the wiring upgrade project in 2018.

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
17100169 582500	Cap Impr. Non-lapsing Long Range	\$ 113,319.17	\$ (80,000.00)	\$ 33,319.17
71475000 521415 I9914	Computer Ops.-Info Systems	\$ 481,757.00	\$ 80,000.00	\$ 561,757.00
				\$ -
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				\$ -
Total Adjustment			\$ -	

Department Head Approval: *Darryl L. John*
 Date Approved by Committee of Jurisdiction: 9-13-2017

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

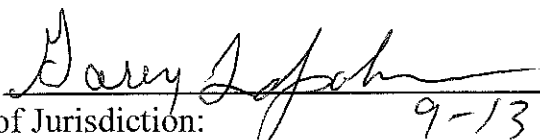
Date: 8/17/2017
 Department: Maintenance
 Amount: \$ 31,559.17
 Budget Year Amended: 2017

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

These funds were originally budgeted in 2014 and 2015 for a Strategic Master Facilities Plan to be done on all County owned buildings.
At this time the study has been finished and paid in full. This Re-Purpose of Funds if approved would allow the Maintenance
Department to use the remaining \$31,559.17 for remodeling of the courthouse for the Human Services Department.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169 582500	Cap Impr. Non-lapsing Long Range	Strategic Master Facilities Plan	Remodel Courthouse for Human Services	\$ 31,559.17
Total Adjustment				\$ 31,559.17

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 9-13-2017

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: _____

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RESOLUTION APPROVING THE MONROE COUNTY FOREST ANNUAL WORK PLAN - 2018

WHEREAS, it is required that the Monroe County Board of Supervisors approve the Monroe County Forest Annual Work Plan (see attached); and

WHEREAS, the Monroe County Natural Resources and Extension Committee has reviewed and approved this attached plan.

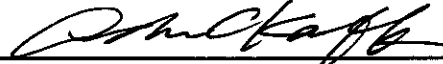
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby approve the attached Annual Work Plan for the calendar year of 2018 for the Monroe County Forest.

Dated this 27th of September 2017.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Purpose: To approve this Annual Forest Work Plan for the calendar year of 2018; which will allow Monroe County to apply for the County Forest Administrator Grant.

Fiscal Note: Revenue from the County Forest Administrator Grant from the WDNR will be approximately \$44,000.00.

Reviewed as to form on <u>9-13-17</u>  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>9/12</u> 20 <u>17</u> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Absent
Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	Committee Chair: <u>Nodji VanWychen</u> <u>Donald Hall</u> <u>David Price</u> <u>Donal Olson</u> <u>Mike Adams</u> <u>James L. Schwab</u>
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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)

MONROE COUNTY FOREST ANNUAL WORK PLAN - 2018

REFERENCES:

1. Annual Planning Meeting (once per year with minutes)
2. Fifteen Year Comprehensive Plan (2006-2020)

INTRODUCTION:

This work plan is intended to give a general overview of the accomplishment goals for 2018, not be a blueprint of what will or will not be done. Issues such as funding, weather, harvesting activity and workload will ultimately impact what will be accomplished. Due to unforeseen circumstances it may be expedient and prudent to perform more of one activity at the expense of another, with the understanding that at another time the situation may be reversed.

TIMBER SALE ADMINISTRATION:

As of August 29, 2017 there are six inactive timber sales and one active timber sale on the county forest. Normal administrative procedures for timber sales include:

- Advertising the sale and negotiating the contract.
- Meeting with the purchaser before the job is started to go over the sale requirements.
- Routinely inspecting the sale once the harvest has started to confirm contract compliance.
- Collecting load tickets and tracking the volume and type of wood being harvested.
- Making sure landing and road repair is done properly following the harvest.
- Balancing the sale ledger and completing the cutting report at sale close out.

TIMBER SALE PLANNING AND ESTABLISHMENT:

The goals for timber sale establishment and sale in 2018 are:

- Approximately 169 acres of timber will be sold.
- Ninety five acres will be even-aged harvests with reserve trees and reserve pockets of trees.
- Forty acres will be pine thinning.
- Thirty five acres will be Swamp Hardwood thinning.

Normal sale establishment procedures include;

- Consulting the compartment reconnaissance to determine harvest needs for the year.
- Inspecting the scheduled stands to determine if a harvest is appropriate.
- Marking the timber to be sold in a manner appropriate for the type of sale.
- Preparing a sale prospectus and completing the cutting notice.

FOREST RECONNAISSANCE:

- The goal for compartment reconnaissance in 2018 is 354 acres.
- Reconnaissance of completed timber sales will be done as they are closed out.

TIMBER STAND IMPROVEMENT:

- Some buckthorn removal may be performed on timber sale areas via hand removal and herbicides.
- Spotted knapweed treatments may occur in grassy openings and along county forest roads.
- Stump sprouts may be thinned mechanically to increase the vigor of the residual stems.

REFORESTATION:

Natural regeneration is anticipated on the mature sites that will be harvested.

FISH AND WILDLIFE MANAGEMENT ACTIVITIES:

The normal activities associated with the Karner blue butterfly program and the maintenance of wildlife openings will continue during 2018.

1 **RESOLUTION AUTHORIZING AN INCREASE IN 2018 MEAL REIMBURSEMENT RATES**

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WHEREAS, the Administration & Personnel Committee reviewed the current meal reimbursement rate maximums of \$7 breakfast, \$10 lunch, and \$15 dinner, which have been in place since 2013, and recommend an increase in the meal reimbursement maximums to \$8 breakfast, \$12 lunch, and \$18 dinner, to become effective January 1, 2018; and

WHEREAS, Monroe County personnel policy 4.54 TRAVEL (3) is revised to read: "Employees shall receive reimbursement for meals when on official business overnight outside of Monroe County. Itemized receipts are required, and detailed printed receipts shall include vendor name, date of expense, items purchased and amount of purchase. No reimbursement is allowed for groceries, alcohol or other non-meal related expenses, and no reimbursements are authorized if meals are provided at the hotel or conference center where the conference or training occurs. Effective January 1, 2018, meal reimbursement rate maximums are \$8 breakfast, \$12 lunch, and \$18 dinner. Employees are expected to exercise discretion and good judgment concerning reimbursements, and provide all documentation necessary to justify a reimbursement claim."






NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby approve the meal reimbursement rate maximums of \$8 breakfast, \$12 lunch, and \$18 dinner, and the personnel policy language in the previous paragraph effective January 1, 2018.

Dated this 27th day of September 2017.

Offered by the Administration & Personnel Committee

Purpose: Increase meal reimbursement rates effective January 1, 2018

Fiscal Note: Meal reimbursement increases will be included in the 2018 budget.

Reviewed as to form on <u>9-13-17</u>  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>Sept 12</u> 20 <u>17</u> <u>4</u> Yes <u>0</u> No <u>1</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)