



# 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  
(South Side/Oak Street Entrance)  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Monday, October 9, 2017

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 09/20/2017
4. Public Comment
5. Justice Center Building Project
  - a. Justice Center Update
  - b. Approval of Justice Center Vouchers – Discussion/Action
6. Nursing Home Building Project Update
7. Human Services Credit Card Approval – Discussion/Action
8. Human Services Line Item Transfer – Discussion/Action
9. Budget Adjustment(s) – Discussion/Action
  - a. Human Services
  - b. Circuit Court
10. Dispatch Line Item Transfer – Discussion/Action
11. Maintenance Re Purpose of Funds – Discussion/Action
12. Finance
  - a. Finance Department Monthly Report Review
  - b. ADRC/SS Account Merge – Discussion/Action
13. 2018 Budget Presentation
14. 2018 Budget Publication – Discussion/Action
15. 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
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: 10/06/2017

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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9. Budget Adjustment(s) – Discussion/Action
  - a. Human Services
  - b. Circuit Court
10. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
11. Finance
  - a. Finance Department Monthly Report Review
  - b. ADRC/SS Account Merge – Discussion/Action
12. 2018 Budget Presentation
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15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: 10/03/2017

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  
September 20, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path; Mark Halverson absent  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Andrew Kaftan, Ron Hamilton, Sharon Nelson, Randy Williams, Ken Kittleson, 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 – 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 Pete Peterson second by Douglas Path to approve the 08/16 & 08/23/17 minutes. Carried 4-0.
- Public Comment – One member of the public addressed members of the committee.
- Nursing Home Project Update – Pete Peterson provided a project update to members.
- Sheriff Line Item Transfer – Tina Osterberg explained the 2017 line item transfer in the amount of \$15,000.00 for road patrol overtime shortfall. Motion by Wallace Habegger second by Pete Peterson to approve line item transfer. Carried 4-0.
- Budget Adjustment(s)
  - a. Dispatch – Randy Williams explained the 2017 budget adjustment in the amount of \$12,357.85 for new Ridgeville Tower generator. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Carried 4-0.
  - b. WIC – Sharon Nelson explained the 2017 budget adjustment in the amount of \$4,535.00 for WI Division of Health operating budget and Grant from DHS. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 4-0.
  - c. Health – Sharon Nelson explained the 2017 budget adjustment in the amount of \$990.00 for Community Action Program Grant. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 4-0.
  - d. ADRC – Ron Hamilton explained the 2017 budget adjustment in the amount of –(\$1,195.00) for GWAAR Nutrition Services Incentive Program reduction in grant amount. Motion by Douglas Path second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
  - e. Human Services – Ron Hamilton explained the 2017 budget adjustment in the amount of \$261,462.00 for economic support staff changes, CLTS program & CAN partnership Grant and additional local collection due to client reimbursing for cost of care at a group home. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 4-0.
  - f. Maintenance – Tina Osterberg explained the 2017 budget adjustment in the amount of \$80,000.00 to move funds from the 48 façade to update the courthouse wiring. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Discussion. Carried 4-0.
- Maintenance Repurpose of Funds – Tina Osterberg explained the 2017 repurpose of funds in the amount of \$31,559.17 to move funds from the strategic master facilities plan for remodeling of the courthouse. Motion by Douglas Path second by Pete Peterson to approve repurpose of funds. Carried 4-0.
- Fiscal Note Approvals
  - a. Resolution Approving the Monroe County Forest Annual Work Plan, 2018 – Tina Osterberg explained approval will allow the county to apply for the annual County Forest Administrator Grant in the amount of \$44,000.00. Motion by Douglas Path second by Wallace Habegger to approve fiscal note. Carried 4-0.

- b. Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates – Motion by Pete Peterson second by Wallace Habegger to approve fiscal note. Wallace Habegger explained that from last month's board meeting, supervisor concerns were considered and some language was removed and minor changes were made to the original proposed amounts. 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. ADRC/SS Account Merge – Tina explained that final numbers have not been received yet. She will keep the members updated.
- 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 Pete Peterson second by Douglas Path to approve the Justice Project expenditures in the amount of \$663,966.19. Carried 4-0.
- Motion to move into closed session by Douglas Path second by Pete Peterson. A roll call vote was taken with Schnitzler, Habegger, Path and Peterson all voting yes.
- 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
- Motion to return to open session by Pete Peterson second by Douglas Path. A roll call vote was taken with Schnitzler, Habegger, Path and Peterson all voting yes.
- Chair Schnitzler announced that no motions were made in closed session.
- 2018 Budget – Jim Bialecki explained that all budgets are in. A thorough review will be upcoming.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Cedric Schnitzler to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 4-0.
  - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Wallace Habegger to approve Monthly County Disbursement Journal. Carried 4-0.
  - c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 4-0.
- Items for next month's agenda – Internal Controls (December)
- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 11:18 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## Request for Credit Card Approval

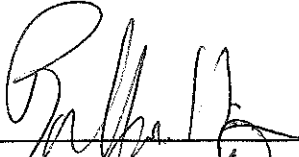
Department: Human Services

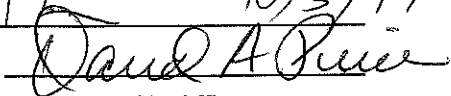
Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Miranda Erickson	Social Service Aide	\$ 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:  10/3/17

Date Approved by Committee of Jurisdiction:  10-3-17

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

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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Human Services  
 Budget Year Amended: 2017

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24970595.435601	ADRC CONSORTIUM REVENUE	\$ 240,184.00	\$ 560,213.00	\$ 320,029.00
			\$ -		\$ -
	<b>Total Transfer</b>		<b>\$ 240,184.00</b>		

To Account	24970595.435603	ADRC DHS SOC SERV REVENUE	\$ 240,184.00	\$ -	\$ 240,184.00
	<b>Total Transfer</b>		<b>\$ 240,184.00</b>		

**Explanation for Transfer:**  
 Reallocate budgeted revenue for ADRC consortium ending June 30, 2017 and revenue will now be received from DHS.

Department Head Approval: *Frank* 10/3/17  
 Governing Committee Approval: *David A. Puseer* 10/3/17

**-----**

*If < \$500:*  
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : \_\_\_\_\_  
Date

*If > \$500:*  
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 10/3/2017  
 Department: Human Services  
 Amount: \$405,084.93  
 Budget Year Amended: 2017

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

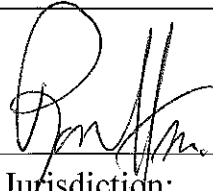
Additional Grant revenue from State (DHS) for ADRC parking lot & Integration costs.  
 Funding provided by DHS to assist with ADRC/Senior Services integration and move to new location  
 Record estimated WI Medicaid Cost Reporting (WIMCR) revenue and utilize reserve fund balance.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24970595.435603	ADRC DHS SOC SERV REV	\$ 240,184.00	\$ 105,000.00	\$ 345,184.00
24900500.435603	WIMCR REVENUE	\$ -	\$ 180,000.00	\$ 180,000.00
2490001.493000	RESERVE FUND	\$ -	\$ 120,084.93	\$ 120,084.93
Total Adjustment			\$ 405,084.93	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24970595.525005	ADRC PROGRAM COSTS (RC600)	\$ 154,437.00	\$ 105,000.00	\$ 259,437.00
24910520.525005.HS331	FATHER FLANAGANS (CD600)	\$ 91,500.00	\$ 33,263.93	\$ 124,763.93
24910520.525005.HS345	COMMUNITY CARE RES(CD600)	\$ 42,000.00	\$ 39,325.00	\$ 81,325.00
24910520.525005.HS347	CLINICARE (CD600)	\$ -	\$ 227,496.00	\$ 227,496.00
Total Adjustment			\$ 405,084.93	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: David A. Pucci 10-3-17  
 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: \_\_\_\_\_

Chapter 9 - Budget Adjustments/Transfers

**MONROE COUNTY**  
**Notice of Budgetary Adjustment**

**Unanticipated Revenue or Expense Increase or Decrease Not Budgeted**

Date: September 25, 2017  
 Department: Circuit Court  
 Amount: \$12,000.00  
 Budget Year Amended: 2017

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

The number of jury trials in juvenile cases for 2017 is larger than what was anticipated. Circuit Court is requesting money from the Contingency Fund to cover juror per diems and mileage, along with additional funds to cover the guardian ad litem fees/costs.

**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 Fund	\$ 182,947.28	\$ (12,000.00)	\$ 170,947.28
11210000 514100 CC560	Crt Exp. Jurors Per Diems	\$ 4,000.00	\$ 3,300.00	\$ 7,300.00
11210000 514100 CC561	Crt. Exp. Jurors Mileage	\$ 2,058.00	\$ 2,000.00	\$ 4,058.00
11210000 521105 CC700	GAL Fees	\$ 80,000.00	\$ 6,700.00	\$ 86,700.00
				\$ -
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: \_\_\_\_\_



# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Dispatch      Date: 10/02/17  
 Budget Year Amended: 2017

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 524600	EQUIPMENT MAINTENANCE	\$ 32,050.00	\$ 15,000.00	\$ 1,813.20	\$ 15,236.80
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 15,000.00		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 511200	OVERTIME	\$ 53,000.00	\$ 15,000.00	\$ 55,077.56	\$ 12,922.44
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 15,000.00		

**Explanation for Transfer:**

DUE TO PAID ADMIN. LEAVE FOR 2/3 OF THE YEAR, MY OVERTIME BUDGET AS GONE OVER BUDGET. I REQUEST TO TRANSFER FUNDS FROM MY EQUIPMENT MAINTENANCE LINE ITEM TO OVERTIME LINE ITEM.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

Date

Revised 02/20/2014

# Notice of Re-Purpose of Funds

MONROE COUNTY

## *Unanticipated Change of What Funds Were Budgeted For*

Date: 10/5/2017

Department: Maintenance

Amount: \$ 3,000.00

Budget Year Amended: 2017

Explanation/Reason funds are being re-purposed and affect on Program:

(If needed attached separate brief explanation.)

These funds are part of the non lapsing long range expense account. One of the furnaces in the Executive Center has failed. It is an older furnace that was scheduled for replacement in 2018. Because it has failed we will need to move up the replacement to 2017.

### Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>New Purpose</u>	<u>Amount to Re-Purpose</u>
117100169 581050	HVAC-Fixed Equipment	HVAC	HVAC	\$ 3,000.00
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: \_\_\_\_\_