



MONROE COUNTY BOARD OF SUPERVISORS

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

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

**PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656**

DATE: Wednesday, March 16, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 02/17/2016
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order for Glycol Make Up for the Chiller System \$31,136.17 – Discussion/Action
 - d. Change Order for Machine Room Less Elevators in Phase 2 \$39,206.00 – Discussion/Action
 - e. Change Order for Security HVAC Grilles not Included in Previous Phase 1 Change Order – \$33,191.40 Discussion/Action
 - f. Construct Judges Bench in Temporary Courtroom #3 – Discussion/Action
5. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
6. Credit Card Approval(s) – Discussion/Action
 - a. Sheriff's Department
7. Line Item Transfer(s)– Discussion/Action
 - a. Sheriff's Department
 - b. Victim Witness
 - c. Human Services
 - d. **Senior Services**
8. Budget Adjustment(s) – Discussion/Action
 - a. Health (3)
 - b. Human Services
 - c. Information Systems-Human Services
 - d. Highway
 - e. Land Conservation (2)
 - f. Capital Outlay (Data Processing)
 - g. Finance (2)
9. Fiscal Note Approval(s)-Discussion/Action
 - a. Resolution Authorizing Establishment of an Administrative Assistant I Position in the Monroe County Land Conservation Department.
 - b. Resolution Authorizing Establishment of a Purchasing and Procurement Coordinator in the Monroe County Administrator's Office
10. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
12. Monthly County Disbursement Journal Approval – Discussion/Action

13. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
14. Items for next month's agenda
15. Adjournment

James Kuhn, Committee Chair

Date notices mailed: 03/14/2016

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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14. Items for next month's agenda
15. Adjournment

James Kuhn, Committee Chair
Date notices mailed: 03/10/2016

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
February 17, 2016

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Jeremiah Erickson, Ron Hamilton, Sharon Nelson, Shirley Chapiewsky, Josh Geode, Ed Smudde

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by James Kuhn.

- Next meeting date – March 16, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Wallace Habegger to approve the 01/20/16 minutes. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that currently there are two change orders occurring, electrical outlet and lighting control. Inside touch ups are being completed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Justice Project expenditures in the amount of \$584,447.76. Carried 5-0.
 - c. Change Order \$55,581.16 for installation of roof drains in Phase 2 – Kurt Marshaus explained the change order for installation of roof drains. Discussion. Motion to approve by Pete Peterson second by Sharon Folcey. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Chair Kuhn provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower expenditures in the amount of \$160,733.30. Carried 5-0.
- Credit Card Approvals
 - a. Ag & Extension – Josh Goede explained the requests for 4 credit cards increases from \$500.00 to \$1,000.00 each for the Administrative Assistant, AG Agent, Family Living Agent and the 4-H Agent. Motion by Pete Peterson second by Sharon Folcey to approve the 4 credit card increases. Discussion. Carried 5-0.
 - b. Human Services – Ron Hamilton explained the request for a \$1,000.00 Social Worker credit card. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the credit card. Carried 5-0.
- Line Item Transfer
 - a. Circuit Court – Tina Osterberg explained the 2015 line item transfer in the amount of \$3,952.98 for attorney fees. Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - b. Human Services – Ron Hamilton explained the 2015 line item transfer in the amount of \$104,332.00 for year end reallocation of costs. Motion by Wallace Habegger second by Cedric Schnitzler to approve line item transfer contingent upon committee approval. Discussion. Carried 5-0.
 - c. Forestry/Parks – Chair Kuhn removed from agenda as line item transfer was less than the \$500.00 threshold for Finance Approval.
- Budget Adjustment -
 - a. Circuit Court – Tina Osterberg explained 2015 budget adjustment in the amount of \$3,008.75 for Probate, Legal and GAL Fees; additional funds to come from the contingency. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.

- b. Health – Sharon Nelson explained 2016 budget adjustment in the amount of \$700.00 for Wal-Mart Grant. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$1,496.41 for WI Department of Justice Grant. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$5,000.00 for Centers of Disease Control and Prevention Funding. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve budget adjustment. Carried 5-0. Sharon explained 2016 budget adjustment in the amount of \$3,500.00 for Jesse Parker Funding. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - c. Land Records – Jeremiah Erickson explained 2016 budget adjustment in the amount of \$910.74 for grant training funds. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Clerk of Court – Shirley Chapiewsky explained 2015 budget adjustment in the amount of \$11,000.00 for bail forfeitures, attorney and guardian ad litem fees. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - e. Senior Services – Wallace Habegger explained 2016 budget adjustment in the amount of \$1,000.00 for Sparta Legion Auxiliary donation. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Carried 5-0.
 - f. Local History Room – Tina Osterberg explained 2015 budget adjustment in the amount of \$137.48 for on call hours. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - g. Wegner Grotto – Tina Osterberg explained 2015 budget adjustment in the amount of \$3,886.24 for restoration projects. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 5-0.
- Fiscal Note Approvals
 - a. Resolution Concerning Elected Officials' Salary Adjustments for the Next Term of Office – Motion by Pete Peterson second by Cedric Schnitzler to approve fiscal note. Discussion. Wallace Habegger left the meeting briefly at 10:13 a.m. Carried 4-0.
- Treasurer Report
- Wallace Habegger returned to the meeting at 10:18 a.m.
- a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that departments have been trained on the work order system; currently the Finance Department is working on E Procurement.
- Monthly County Disbursement Journal/Monthly Per Diems and Monthly Per Diems and Vouchers – Motion by Cedric Schnitzler second by Pete Peterson to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Change Order for Phase II Installation of Machine Room-Less Elevators
- Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 11:15 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety & Justice

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Kelley Becker	Office Manager	\$ 1,000.00
John Ruegg	Baliff	\$ 500.00

Justification for Credit Card(s):

<p>There are times the Office Manager will be out on training outside the county. The credit card use usually entails lodging for training and office supplies. John routinely will travel out of county for background investigations.</p>

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

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	12710110.521150.SH650	Jail Prisoners Housing	\$ 1,365.00	\$240,000	\$ 20,067.09
	Total Transfer		\$ 1,365.00		

To Account	12700000.539200	Other Expenses	\$ 1,365.00	0	0
	Total Transfer		\$ 1,365.00		

Explanation for Transfer:
The transfer will be for the purpose of covering costs associated with the civil trial that occurred the week of 02/21/16 in Madison.

Department Head Approval _____

Governing Committee Approval _____

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____
Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Victim Witness
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11311000 511000	Salaries	\$ 46,855.00	\$ 536.65	\$ 35,421.45	\$ 46,318.35
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 536.65		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11311000 531050	Postage	\$ 2,000.00	\$ 536.65	\$ 2,536.65	\$ 2,536.65
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 536.65		

Explanation for Transfer:

to cover postage overage. Lbk

Department Head Approval

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

N/A

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24930550.525005HS460	WRIC CLINICAL (CZ613)	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00
	24950560.525005.HS510	AD LUTH HOSP (AE613)	\$ 13,900.00	\$ 100,000.00	\$ 86,100.00
	24910520.525005.HS325	CH ANU (CD600)	\$ 1,747.00	\$ 65,000.00	\$ 63,253.00
			\$ -		\$ -
	Total Transfer		\$ 45,647.00		

To Account	24950580.525005.HS632	AD COMM LVG WRIC CSP (MM613)	\$ 45,647.00	\$ 15,000.00	\$ 60,647.00
	Total Transfer		\$ 45,647.00		

Explanation for Transfer:
Reallocate budgeted amount for actual expense.

Department Head Approval _____

Governing Committee Approval _____

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

3/11/2016

Department: Senior Services
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24630370 527105	IIIB Other Services to Clients	\$ 7,488.00	\$ 196.00	\$ 7,291.29	\$ 7,292.00
24630330 511000 SS130	IIIB Meal Coord Salaries	\$ 6,024.00	\$ 9.00	\$ 5,865.69	\$ 6,015.00
24600015 581000	Cong Capital Equip	\$ 7,000.00	\$ 2,017.00	\$ -	\$ 4,983.00
24600060 511000	HD Cataract Salaries	\$ 4,386.00	\$ 207.00	\$ 4,081.62	\$ 4,179.00
24660630 515800	VD Professional Fees	\$ 1,156.00	\$ 74.00	\$ 49.00	\$ 1,082.00
Total Transfer			\$ 2,503.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24630300 511000 SS120	IIIB Fiscal Salary	\$ 11,780.00	\$ 205.00	\$ 11,912.50	\$ 11,985.00
24600025 511000 SS150	Cong Sparta Driver Salary	\$ 1,770.00	\$ 2,017.00	\$ 5,091.54	\$ 3,787.00
24600085 511000 SS150	HD Tomah Driver Salary	\$ 10,552.00	\$ 207.00	\$ 13,863.87	\$ 10,759.00
24660630 511000 SS120	Vol Driver Fiscal Salary	\$ 7,452.00	\$ 74.00	\$ 7,544.47	\$ 7,526.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,503.00		

Explanation for Transfer:

This is due to the retirement payout of the Sparta Driver.

Fix rollup codes in Vol Drivers and IIIB for end of year.

Department Head Approval

Governing Committee Approval

Laura Moriarty

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on: _____

Date

Revised 02/20/2014

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 14, 2016
 Department: Health
 Amount: \$3,500.00
 Budget Year Amended: 2016

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

Received a radon grant from Department of Health Services, WI Division of Public Health to provide radon health education and promote radon testing in Monroe County homes. Radon, a naturally occurring, odorless, radioactive gas is the second leading cause of lung cancer cancer after smoking. Radon is found in 5-10% of the homes in WI. Four picoCuries per Liter (4pCi/L) is the EPA's action guideline for radon concentrations in air of occupied spaces. Radon can be controlled in any house, and the only way to know the radon level in a house is to measure/test it.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 435540	Radon	\$ -	\$ 3,500.00	\$ 3,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,500.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salary	\$ 445,910.00	\$ 813.00	\$ 446,723.00
24111000 515005	Retirement	\$ 27,414.00	\$ 56.00	\$ 27,470.00
24110000 515010	Social Security	\$ 27,704.00	\$ 52.00	\$ 27,756.00
24110000 515015	Medicare	\$ 6,472.00	\$ 12.00	\$ 6,484.00
24110000 515.040	Work Comp	\$ 6,775.00	\$ 21.00	\$ 6,796.00
24110000 534050	Block Grant	\$ 16,221.41	\$ 2,546.00	\$ 18,767.41
Total Adjustment			\$ 3,500.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 14, 2016
 Department: Health
 Amount: \$3,582.00
 Budget Year Amended: 5/1/16-6/30/16

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

Received a grant from the WI Department of Health Services, Division of Public Health Immunization Program to increase adult immunization rate rates in Monroe County. We will collaborate with county and neighboring health care partners as well as the Coulee Region Immunization Coalition.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	Adult Immunization	\$ -	\$ 3,582.00	\$ 3,582.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,582.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 511000	Salaries	\$ 446,723.00	\$ 2,992.00	\$ 449,715.00
24110000 515010	Fica	\$ 27,756.00	\$ 186.00	\$ 27,942.00
24110000 515040	Work Comp	\$ 6,796.00	\$ 106.00	\$ 6,902.00
24110000 515015	Medicare	\$ 6,484.00	\$ 43.00	\$ 6,527.00
24110000 534050	BG Supplies	\$ 18,767.41	\$ 255.00	\$ 19,022.41
				\$ -
Total Adjustment			\$ 3,582.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 14, 2016
 Department: Health
 Amount: \$1,750.00
 Budget Year Amended: 2016

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

Received grant funding from WI Division of Public Health, Bioterrorism Preparedness Program for public health preparedness education, trainings and conferences.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 43552	Preparedness	\$ 48,617.00	\$ 1,750.00	\$ 50,367.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,750.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 515700	Education/training	\$ 500.00	\$ 1,250.00	\$ 1,750.00
21440000 533200	Mileage	\$ 9,775.00	\$ 500.00	\$ 10,275.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,750.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 2/18/2016
 Department: Human Services
 Amount: \$ 70,000.00
 Budget Year Amended: 2015

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

Record revenue and expenses for Children Waiver services paid by WPS

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900500.435603	State Aid for Soc. Services	\$ 837,326.00	\$ 70,000.00	\$ 907,326.00
Total Adjustment			\$ 70,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24910510.525005.HS220	CH Waiver Cont. (CX613)	\$ -	\$ 70,000.00	\$ 70,000.00
Total Adjustment			\$ 70,000.00	

Department Head Approval: Jon Ham. Hon David Pierce

Date Approved by Committee of Jurisdiction: 2/18/16

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.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 29, 2016
 Department: Information Systems-Human Service
 Amount: \$107,000.00
 Budget Year Amended: 2016

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

As part of the 2014 annual adopted budget the County Board did include funds for the purchase and implementation of a Human Services Department CMHC (Avatar)/ Financial Software & Equipment Upgrade in the amount of \$107,100. As La Crosse County is implementing this software currently and suggested that we delay the impletmentation until they are able to work out all the bugs, we have not started this impletmentation and would like to carry these funds forward for this project.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
71475000 493000	I.S.-FUND BALANCE APPLI	\$ 30,000.00	\$ 107,000.00	\$ 137,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 107,000.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
71475000 521415 19790	I.S.COMPUTER OPS-HS	\$ 64,539.00	\$ 107,000.00	\$ 171,539.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 107,000.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 7, 2016
 Department: Highway
 Amount: \$18,500.00
 Budget Year Amended: 2016

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

2015 year-end unreserved cash balance was approximately \$200k with well over 4 times this amount accumulated from unspent machinery earnings over approximately the past decade.

We have an extremely rare opportunity to drastically upgrade our asphalt paver for only \$18,500.

We also can't justify a new paver at almost \$500k or even a less than decade old paver at over \$200k.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
73330319 493000	Fund Balance Applied	\$ 750,000.00	\$ 18,500.00	\$ 768,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 18,500.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
73310281 581000	Capital Equipment - Highway	\$ 1,000,000.00	\$ 18,500.00	\$ 1,018,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 18,500.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction: _____ 18-Mar-16

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

Date Approved by Finance Committee: _____ 16-Mar-16

Date Approved by County Board: _____ 23-Mar-16

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 8, 2016
 Department: Land Conservation
 Amount: \$ 3,753.00
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:

A budget adjustment for the Administrative Assistant I position for the LCD/NRCS office with an anticipated start date of July 1, 2016. The Natural Resource Conservation Service (NRCS) will fund 50% and the Land Conservation will fund the remaining 50%. The Land Conservation will use the salary and benefit savings from the Soil & Water Conservationist position \$7,946.00, and extra Non-Metallic Mining fees received \$1,800.00, along with savings in the Motor Vehicle -OP account \$1,953.00 to pay for this position.

Budget Adjustment will be made if new position request is approved with a July 1, 2016 start date.

No change in County levy dollars with this budget adjustment.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16940000/468200	Nonmetallic Mining fees	\$16,000.00	\$1,800.00	\$ 17,800.00
			\$ -	\$ -
Total Adjustment			\$1,800.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16940000/524510	Motor Vehicle - OP	\$ 9,000.00	\$ (1,953.00)	\$ 7,047.00
16940000/511000	Salaries	\$ 151,511.00	\$ 267.00	\$ 151,778.00
16940000 515005	Retirement	\$ 10,001.00	\$ 9.00	\$ 10,010.00
16940000/515010	Social Security	\$ 9,395.00	\$ 18.00	\$ 9,413.00
16940000/515015	Medicare	\$ 2,199.00	\$ 5.00	\$ 2,204.00
16940000/515020	Health Insurance	\$ 13,628.00	\$ 3,407.00	\$ 17,035.00
16940000/515025	Dental Insurance	\$ 1,030.00	\$ 195.00	\$ 1,225.00
16940000/515030	Life Insurance	\$ 54.00	\$ 2.00	\$ 56.00
16940000/515040	Work Comp	\$ 3,547.00	\$ (150.00)	\$ 3,397.00
Total Adjustment			\$ 1,800.00	

Department Head Approval: *Bob Michal*

Date Approved by Committee of Jurisdiction: 3/15/16

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: February 25, 2015
 Department: Land Conservation
 Amount: \$ 274,269.64
 Budget Year Amended: 2016

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

Cost sharing from DATCP (\$104,269.64) and the DNR - NOD/NOI (\$170,000) program was carried over from 2015 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	\$ 69,300.00	\$ 274,269.64	\$ 343,569.64
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 274,269.64	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16943000/579100	Grant Expense - SWRM	\$ 69,300.00	\$ 274,269.64	\$ 343,569.64
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 274,269.64	

Department Head Approval: Bob Melul
 Date Approved by Committee of Jurisdiction: March 15, 2016

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: February 29, 2016
 Department: Capital Outlay (Data Processing)
 Amount: \$317,735.23
 Budget Year Amended: 2016

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

Need to carry over Capital Outlay funds from 2015 to 2016 for completion of the financial software implementation project.

2015 Budget Lines:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151.581000	Capital Outlay-Data Process.	\$ 317,735.23	\$ (317,735.23)	\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (317,735.23)	

2016 Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17100151.581000	Capital Outlay-Data Process.	\$ -	\$ 317,735.23	\$ 317,735.23
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 317,735.23	

Department Head Approval: *Catherine J. Schmit*
 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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 8, 2016
 Department: Finance
 Amount: \$55,000.00
 Budget Year Amended: 2016

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

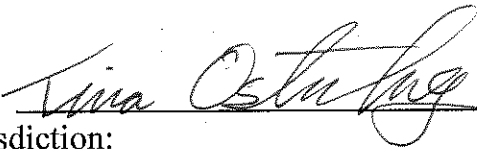
In review of the 2016 budget it was noted that the Transport On-Call Salaries were inadvertently left out of the final budget. All accompanying Fringe Benefits were included in the budget. This adjustment decreases the 2016 contingency fund and increases the Transport On-Call Salaries to the appropriate budgeted amount.

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	\$ 508,800.00	\$ (55,000.00)	\$ 453,800.00
12715120 511050	Transport On-Call Salaries	\$ -	\$ 55,000.00	\$ 55,000.00
				\$ -
				\$ -
				\$ -
				\$ -
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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 9, 2016
 Department: Finance
 Amount: \$43,330.30
 Budget Year Amended: 2016

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

This budget adjustment is rolling forward the remaining 2015 Emergency Communications System funds from 2015 to 2016. These funds will be used towards the project costs in 2016.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 493000	C Proj-Emg Comm Fnd App	\$ 2,298,322.00	\$ 43,330.30	\$ 2,341,652.30
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 43,330.30	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
47260000 5810000	C Proj-Capital Equipment	\$ 2,539,322.00	\$ 43,330.30	\$ 2,582,652.30
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 43,330.30	

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 NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ADMINISTRATIVE ASSISTANT I POSITION IN THE MONROE COUNTY LAND CONSERVATION DEPARTMENT

WHEREAS, the Monroe County Land Conservation, Forestry & Parks Committee and Personnel & Bargaining Committee request the establishment of an Administrative Assistant I position in the Land Conservation Department (LCD); and

WHEREAS, the LCD programs and landowners of Monroe County are being underserved without clerical support in the department, and existing professional staff are sidetracked and sometimes consumed with clerical and non-essential duties when they were hired to provide professional service to the residents of Monroe County. The services and cost of the position will be shared with the Natural Resource Conservation Service (NRCS), and NRCS has committed to fund half of the position for three years with a review and renew option at that time. The position will be the first point of contact for landowners/customers when contacting the LCD/NRCS office.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of an Administrative Assistant I position in the Land Conservation Department effective July 1, 2016.

Dated this 23rd day of March 2016.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

Pete Peterson
[Signature]

No. 11
[Signature]

Land Conservation, Forestry & Parks review: June 16, 2015

Personnel & Bargaining Committee action: March 9, 2016 4 yes, 1 no

Finance Committee review: March 16, 2016

Approved by County Administrator: CS

Approved by Corporation Counsel:

Fiscal note: The position will be included in the 2017 budget based on a total cost of \$46,545 and the county's portion of \$23,273 budgeted. Funds are available in the Land Conservation Department's 2016 budget to cover the county's cost for the second half of 2016 in the amount of \$11,637. If NRCS withdraws its half of the funding following their three year commitment, the position will be reviewed.

PURPOSE: Approve an Administrative Assistant I position in the Land Conservation Department effective July 1, 2016.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

X New position

 Increased part-time

 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Land Conservation Date: 2/26/16

Department Head: Bob Micheel

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The LCD programs and landowners of Monroe County are being underserved without an administrative Assistance position. The existing professional staff are side tracked and sometimes consumed with clerical/non-essential duties when they were hired to provide a professional service to the residents of Monroe County. Support staff is a key component of being successful in implementing Federal, State and Local conservation programs. Monroe County has dropped numerous programs, educational efforts and staff time in the field since the clerical staff was not re-hired in 2007.

Suggested Title: Land Conservation - Administrative Assistant I

Full Time X Part Time /hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 7/2016

C. General Description of the Position: The Land Conservation - Administrative Assistant provides support for the LCD/NRCS office and professional staff. This position is the first point of contact for landowners/customers when contacting the Land Conservation Department or the Natural Resource Conservation Service (NRCS). They will be responsible for answering questions & or request and directing the customer to the right professional. This person should have a working knowledge of programs & responsibilities of the LCD and their conservation partners. Strong communication skills coupled with a working knowledge of the LCD/NRCS computer programs/software will be a priority for this position.

D. Typical Examples of Work to be Performed (in detail):

1. Performs reception duties for the LCD/NRCS office. Receives, sorts and distributes mail, directs customers to the appropriate personnel/agency & or directly handles the request.
2. Provide basic clerical support for all technical and professional staff (Word, Excel, Access, and Power-Point).
3. Responsible for all related departmental minutes and agendas.
4. Maintains financial tracking database for LCD budget items & vendor information, prepares and post bills utilizing county

software (MUNIS); tracks and prepares annual reports for State and Federal programs as directed by the County Conservationist.

5. Maintains, bills, collects permit fees for non-metallic mining, manure storage, and crop rental acreage for Monroe County.
6. Coordinates and organizes special events: conservation awards, banquets, meetings, trainings, and speaking contest, etc. This would also include development and or assisting with the school - conservation educational programs.
7. Develops, designs, edits, and disseminates conservation information, education materials, department newsletter, etc. Update and maintain LCD website.
8. Maintain/assemble landowner conservation files, contracts, GIS & Soil maps, etc.
9. Responsible for maintaining and ordering general office supplies, including keeping an inventory of all LCD assets.
10. Maintain LCD contractor list/contact list; mail out project bid notices, bid invites, bid results, etc.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma; Associated degree in business/accounting or related field with advanced training in business administration, bookkeeping and accounting.

Experience: A minimum of 2 years of office management experience and or a combination of training and experience which provides the required knowledge and skills. Requires computer experience utilizing Microsoft Programs (Database, Word, Excel, Access, and Power Point) and accounting applications.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$13.50	\$28,080	\$1,854	\$1,741	\$13,628	\$779	\$18	\$37

Medicare = \$408

1. Where will the funds for this position come from: The Natural Resource Conservation Service (NRCS) will pay for 50% of this position and associated cost while the County pays for the other 50 %.(see attached: LCD staff support funding)

2. What equipment will need to be purchased (desk, etc.)? N/A.

Is office space presently available? Yes Where? Front door

Estimated equipment cost: N/A

Is this cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: \$23,272.50

4. Thereafter, annual cost of salary and fringes: \$46,545.00

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position Will have: N/A

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position: N/A

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? County Conservationist/Director

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A PURCHASING &
PROCUREMENT COORDINATOR POSITION IN THE MONROE COUNTY
ADMINISTRATOR'S OFFICE

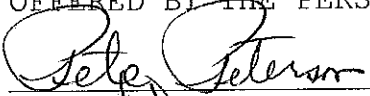
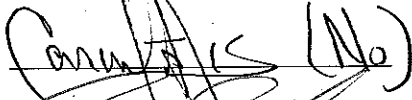
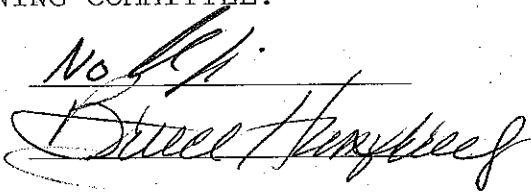
WHEREAS, the Monroe County Administrative/Executive and Personnel & Bargaining Committees request the establishment of a full-time Purchasing & Procurement Coordinator position in the County Administrator's office; and

WHEREAS, the Purchasing & Procurement Coordinator will utilize the expanded capabilities of the new MUNIS financial and document management software maximizing the county's investment in this system, creating countywide efficiencies in purchasing practices, generating savings, monitoring compliance, centralizing asset and document management, and providing leadership and expertise in the development of RFPs, RFQs, and bid processes utilizing MUNIS system functionality facilitating streamlined, fair, transparent and compliant processes. The half-time clerical position in the County Administrator office will be eliminated to partially offset the cost of the position.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Purchasing & Procurement Coordinator position in the County Administrator office effective October 1, 2016.

Dated this 23rd day of March 2016.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

Administrative/Executive Committee review: March 8, 2016

Personnel & Bargaining Committee action: March 9, 2016 3 yes, 2 no

Finance Committee review: March 16, 2016

Approved by County Administrator: CS

Approved by Corporation Counsel:

Fiscal note: An amount not to exceed \$61,000 in salary and benefits to be included in the 2017 budget, with a \$30,000 offset due to elimination of the half-time clerical position. Cost for the fourth quarter of 2016 of \$15,250 are available in the current 2016 department budget.

PURPOSE: Approve a Purchasing & Procurement Coordinator position in the County Administrator office effective October 1, 2016.