



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: Friday, August 14, 2015

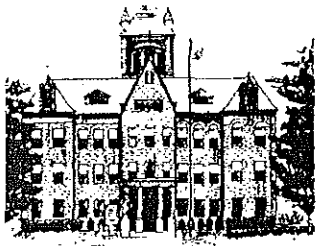
SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 07/15/15 & 07/22/15
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Order to Install Additional Smoke/Fire Dampers \$290,406.32 – Discussion/Action
 - d. Changer Order to Install Secure HVAC Grilles \$111,961.32 – Discussion/Action
 - e. Data Cabling Bids – Discussion/Action
 - f. Charter Cable Quote for Installation of Cable TV – Discussion/Action
 - g. CenturyLink Quote for Installing Data Cabling from Existing Telephone Room to New Server Room on the 2nd Floor of the Connector – Discussion/Action
 - h. 911 Dispatch Furniture Proposals – Discussion/Action
5. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
 - c. Change Order for (LEC) Law Enforcement Center Radio Tower – Discussion/Action
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Rolling Hills
 - b. Maintenance
7. Credit Card Approval(s) – Discussion/Action
 - a. Solid Waste
 - b. Sheriff's Office
 - c. Human Services
8. Budget Adjustment(s) – Discussion/Action
 - a. Human Services
 - b. Sheriff
 - c. Senior Services
9. Line Item Transfer(s) – Discussion/Action
 - a. Human Services
 - b. Health
 - c. Justice Department
10. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
 - c. Currency Counter – Discussion/Action
 - d. Budget Review
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Self-Insured Workers Compensation Policy – Discussion/Action
 - e. Budget Review

12. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing Establishment of a Geographic Information Systems (GIS) Specialist Position in the Monroe County Sanitation & Zoning Department
 - b. Resolution Authorizing Establishment of a Park Manager Position in the Monroe County Forestry & Parks Department
 - c. Resolution Establishing 2016 Annual Budgeted Allocation for Pay for Performance
13. 2016 Budget – Discussion/Action
14. Monthly County Disbursement Journal Approval – Discussion/Action
15. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
16. Items for next month's agenda
17. Adjournment

James Kuhn, Committee Chair
Date notices mailed: August 11, 2015

MONROE COUNTY BOARD OF SUPERVISORS



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www.co.monroe.wi.us

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: Friday, August 14, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 07/15/15 & 07/22/15
4. Justice Center Building Project
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 - c. Financial Software Update
 - d. Self-Insured Workers Compensation Policy – Discussion/Action
 - e. Budget Review
12. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing Establishment of Land Information Position
 - b. Resolution Authorizing Establishment of Forestry & Parks Position
 - c. Resolution Establishing 2016 Annual Budgeted Allocation for Pay for Performance
13. 2016 Budget – Discussion/Action

14. Monthly County Disbursement Journal Approval – Discussion/Action
15. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
16. Items for next month's agenda
17. Adjournment

James Kuhn, Committee Chair
Date notices mailed: August 7, 2015

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
July 15, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habhegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Pamela Pipkin, Ron Hamilton, Laura Moriarty, David Krueger, Bob Janovick

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

- Next meeting date – August 14, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 06/17/15 minutes. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams explained soil testing and the frequency analysis have been completed. Three change orders were presented to the finance committee.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Pete Peterson second by Cedric Schnitzler to approve the Radio Tower expenditures in the amount of \$37,875.00. Carried 5-0.
- Fiscal Note on Resolution
 - a. Resolution Authorizing Establishment of a Social Worker I Position in the Monroe County Human Services Department – Ron Hamilton explained the position will be funded by medical case management assistance billing with no additional tax levy. Position cost is \$65,768.00 for 2016. Discussion. Motion to approve fiscal note by Pete Peterson second by Wallace Habhegger. Carried 4-0; Cedric Schnitzler abstained.
- Credit Card –
 - a. Justice Programs Coordinator Increase – \$1,500.00 credit card increase request for Peggy Erkel-Thorson. Discussion. Motion to approve credit card increase by Sharon Folcey second by Wallace Habhegger. Carried 5-0.
 - b. Solid Waste – Discussion. Credit Card has not been approved by the Solid Waste Committee. Motion to postpone until next month by Cedric Schnitzler second by Pete Peterson. Carried 5-0.
 - c. Assistant Corporate Counsel – \$1,000.00 credit card request for Lisa Aldinger Hamblin. Motion by Cedric Schnitzler second by Wallace Habhegger to approve credit card. Discussion. Carried 5-0.
- Budget Adjustments
 - a. Senior Services – Laura Moriarty explained the 2015 budget adjustment in the amount of \$50.00 for GWAAR funding. Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve budget adjustment contingent upon committee of jurisdiction approval. Carried 5-0.
 - b. Maintenance – Catherine Schmit explained the 2015 budget adjustment in the amount of \$18,725.00 for museum building updates. Discussion. Motion by Wallace Habhegger second by Sharon Folcey to approve budget adjustment. Carried 5-0.
- Child Support Line Item Transfer – Pamela Pipkin explained the 2015 line item transfer in the amount of \$1,000.00 for having to serve more out of county, notary renewals and transcript costs. Motion by Cedric Schnitzler second by Pete Peterson to approve the line item transfer. Discussion. Carried 5-0.
- Justice Center Building Project

- a. Justice Center Update – Kurt Marshaus explained the project is progressing. A review meeting will be held the later part of August regarding phase II. The Huber unit is down. Footings are currently being poured. Interior work and window walls are being completed.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve the Justice Project expenditures in the amount of \$1,009,453.30. Discussion. Carried 5-0.
 - c. Contract Modification #2 for Additional Design Services to Louis Berger Group \$160,039.00 – Kurt Marshaus provided and explained the compensation request for design changes and increase in the construction budget. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to send to the board without recommendation. Carried 5-0.
- Workman's Compensation Update – David Krueger provided members with the counties loss experience summary. Self-insured expenses vs standard insurance calculations were explained. Loss projections and reserve analysis were provided. Discussion. The committee discussed the status of our current work comp funds. Our annual general operation and reserve fund will be discussed at next month's meeting.
- Treasurer
 - 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 currently they are working on fixed assets. Munis-Self Service completion is anticipated for September. Catherine Schmit explained that document scanning training will be provided.
 - d. Financial System Software Purchases – Catherine Schmit explained that she is currently looking into barcoding equipment which is included in the budget.
 - e. Audit – Tina Osterberg provided the 2014 audit and management letter. Questions were answered.
- Resolution Awarding the Sale of \$10,000,000 General Obligation Corporate Purpose Bonds – The public sale of bonds will occur on July 22, 2015. A final resolution will be provided for approval to Finance members at a special meeting on July 22, 2015 beginning at 5:30 p.m. before the board meeting. Current interest rates were discussed.
- Budget Kickoff – Catherine Schmit explained that she met with Department Heads last month. Department Heads were provided with deadlines and given the process to update budgets in the system.
- Monthly County Disbursement Journal & Monthly Per Diems and Vouchers – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Solid Waste Credit Card, Work Comp Annual General Operation & Reserve Fund, Finance/Treasurer 2016 Budget Proposals
- Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 11:36 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
July 22, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger
Others: Tina Osterberg, Catherine Schmit, Brad Viegut

The meeting was called to order in the Rolling Hills Auditorium at 5:30 p.m.

- Resolution Awarding the Sale of \$10,000,000 General Obligation Corporate Purpose Bonds – Brad Viegut provided the bid results for the Monroe County Justice Center and Tower Projects. Five bids were received. The lowest bidder was Wells Fargo at 2.3794%. The issue summary and financing plan was explained in detail. All goals of the county have been met. The radio tower analysis was provided, interest is 1.89%. Brad discussed the Standard & Poors rating report. Discussion. Motion to approve the resolution by Wallace Habegger second by Cedric Schnitzler. Carried 5-0.
- Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 5:41 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 7/27/2015
 Department: ROLLING HILLS
 Amount: \$5,569.69
 Budget Year Amended: 2015

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

A freezer in our Dietary Department broke down and the cost to fix this older unit is costly.
It is more economical for us to buy new and as quickly as possible due to inefficiency in our
kitchen.

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>Amount to Re-Purpose</u>
64210990.581060	CAPITAL - MOV EQUIP	MEAL TRAY CARTS	\$ 5,569.69
Total Adjustment			\$ 5,569.69

New Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>New Purpose</u>	<u>Amount Re-Purposed</u>
64210990.581060	CAPITAL - MOV EQUIP	FEEZER UNIT	\$ 5,569.69
Total Adjustment			\$ 5,569.69

Department Head Approval: *Inda Aderson NHA*
 Date Approved by Committee of Jurisdiction: 7/27/15

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 Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 8/11/2015
 Department: Maintenance
 Amount: \$65,000
 Budget Year Amended: 2015

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

The reason for repurposing is to move the money to the correct account. The original account was incorr
 titled to match accounting practices.

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>Amount to Re-Purpose</u>
17100169 582500	LONG RANGE CAP EQUIP	MOVABLE EQUIPMENT	\$ 65,000.00
Total Adjustment			\$ 65,000.00

New Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>New Purpose</u>	<u>Amount Re-Purposed</u>
17100169 581000	CAPITAL EQUIP/ VEHICLES	CAPITAL EQUIPMENT AND VEHICLES	\$ 65,000.00
Total Adjustment			\$ 65,000.00

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: _____

Request for Credit Card Approval

Department: Solid Waste
 Committee: Solid Waste Management

Name of Card Holder	Title of Position	Credit Card Limit
<u>Michelle M. Schulze</u>	<u>Assistant Manager</u>	<u>\$ 1000⁰⁰</u>

Justification for Credit Card(s):

<u>Dept no longer has a credit card since Sue's retirement. Incidental purchases</u>

Department Head Approval: Gail Frie

Date Approved by Committee of Jurisdiction: 7/2/15 by Carol Las-

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

Approved by
 Committee on
7/20/15
 Chair

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety & Justice

Name of Card Holder	Title of Position	Credit Card Limit
Ryan Williams	Deputy	\$ 500.00
Michael Zeidler	Deputy	\$ 500.00
Matthew Hoskins	Deputy	\$ 500.00

Justification for Credit Card(s):

There are times that patrol deputies are out of the county for situations that include emergency commitments and training. Deputy credit card use usually entails gas for squads and lodging for training.

Department Head Approval: Scott Perkins

Date Approved by Committee of Jurisdiction: 02/13/15 *[Signature]*

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

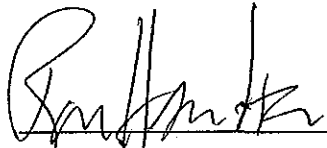
Department: Human Services


Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Elizabeth Bjorklund	Social Worker	\$ 1,000.00
Denise Filter	Social Worker	\$ 1,000.00
Tammy Maciosek	Social Worker	\$ 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: 

Date Approved by Committee of Jurisdiction: 7/16/15 

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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 7/16/2015
 Department Human Services
 Amount: \$ 57,290.00
 Budget Year Amended: 2015

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

Adjustment for ES position hired in February and
 ES Supervisor position approved at June County Board hired in August
 Both paid by additional funding from WREA consortium

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24990400.435601	ES Consortium Revenue	\$ 170,824.00	\$ 57,290.00	\$ 228,114.00
Total Adjustment			\$ 57,290.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24990400.511000	ES Salaries	\$ 211,943.00	\$ 43,071.00	\$ 255,014.00
24990400.515005	ES Retirement	\$ 14,414.00	\$ 2,929.00	\$ 17,343.00
24990400.515010	ES Social Security	\$ 13,146.00	\$ 2,670.00	\$ 15,816.00
24990400.515015	ES Medicare	\$ 3,076.00	\$ 646.00	\$ 3,722.00
24990400.515020	ES Health Insurance	\$ 55,329.00	\$ 7,458.00	\$ 62,787.00
24990400.515025	ES Dental Insurance	\$ 3,103.00	\$ 382.00	\$ 3,485.00
24990400.515030	ES Life Insurance	\$ 108.00	\$ 18.00	\$ 126.00
24990400.515040	ES Work Comp	\$ 576.00	\$ 116.00	\$ 692.00
Total Adjustment			\$ 57,290.00	

Department Head Approval: [Signature]
 Date Approved by Committee of Jurisdiction: 7/16/15 [Signature]
 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: July 13, 2015
 Department: Sheriff's Office
 Amount: \$4,000.00
 Budget Year Amended: 2015

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


By participating in nationwide mobilizations, such as Click it or Ticket, Monroe County Sheriff's Office became eligible for a special \$4,000 equipment grant. The agency reported enforcement stats on Wise-Grants and was selected to receive grant monies. There is a local match requirement of \$1,000, which will utilize current equipment budget monies.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110200.435230	Law Enforcement Grant	\$ -	\$ 4,000.00	\$ 4,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110200.539202	Other Grant Expense	\$ -	\$ 4,000.00	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,000.00	

Department Head Approval: Scott Dubern
 Date Approved by Committee of Jurisdiction: 7/13/15 
 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: August 7, 2015
 Department: Senior Services
 Amount: \$6,000.00
 Budget Year Amended: 2015

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

We had a higher amount of participation of Recreational Trips than anticipated.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24660610 466500 SS480	Recreational Trip	\$ 9,000.00	\$ 6,000.00	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24680000 533255	Recreational Trip	\$ 8,000.00	\$ 6,000.00	\$ 14,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,000.00	

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: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2015

No. _____
Date: _____

	Account #	Account Name	Transfer Amount	Original Budget	Revised Budget
From Account	24990400.435608	ES State Aid	\$ 55,745.00	\$ 57,922.00	\$ 2,177.00
	Total Transfer		\$ 55,745.00		

To Account	24990400.435601	ES Consortium Revenue	\$ 55,745.00	\$ 228,114.00	\$ 283,859.00
	Total Transfer		\$ 55,745.00		

Explanation for Transfer:
 Child Care operation revenue was changed to come from the WREA consortium not DCF.

Department Head Approval Jon Hamlin 7/16/15

Governing Committee Approval Carol A. [Signature] 7-16-15

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

Department: Health Department
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 511000	Salaries	\$ 444,355.00	\$ 3,808.00	\$ 191,878.50	\$ 448,163.00
24110000 515020	Health Ins.	\$ 53,476.00	\$ 3,192.00	\$ 24,294.24	\$ 50,284.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 7,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 521520	Preventive Programs	\$ 21,863.00	\$ 7,000.00	\$ 2,740.42	\$ 28,863.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 7,000.00		

Explanation for Transfer: Total costs for the 2016 flu vaccine is more than anticipated. Demand and costs for Hepatitis B and shingles immunizations have also increased from 2015.

Department Head Approval: *Maureen D. Nelson*

Governing Committee Approval: *Board of Health - August 10, 2015*

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Justice 12950000 2015

No. _____
Date: _____

	Account #	Account Name	Transfer Amount	Original Budget	YTD Expenditures
From Account	521340 57600	OWI Court/Con	\$4,380	\$64,600	\$4,604.57
	Total funds transferred		\$4,380		
To Account	553050	Building Rent		\$17,225	\$13,270
			\$4,380		

Explanation for Transfer:

Department Head Approval
Assistant Coordinator

Governing Committee Approval

Eric Weir 8-10-15
08-10-15

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

Eric Weihe
Monroe County Justice Program Assistant Coordinator
919 Hoeschler Dr. Suite 100
Sparta, WI 54656

Tel: (608) 269-8897
Fax: (608) 269-8894
Email: Eric.Weihe@co.monroe.wi.us



Explanation for Transfer for Line Item Transfer for 08/10/15 Public Safety & Justice Coordinating Committee

On 08/10/15 I presented the request for line item transfer to the Public Safety & Justice Coordinating Committee. I verbally explained to the committee that in our 2015 Budget our office was scheduled to be moved into the new Justice Center by September, 2015. Therefore, our department did not budget rent for the remaining three months of 2015. Due to building delays, we will not be moving into the new Justice Center in 2015. I requested that \$4,380 dollars be transferred from account 521340 J700 (OWI Court/Con) into our Building Rent, account number 553050.

On 08/10/15 the committee voted 7-0 to approve my request for line item transfer. I forgot to write in the explanation for the transfer before the request was signed by the committee chair. I am sending you this written report to explain the reasons for the request for line item transfer.

If you have any questions or concerns please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Eric Weihe".

Eric Weihe 08/11/15
Monroe County Justice Program Assistant Coordinator

SELF INSURED WORKERS COMPENSATION POLICY & PROCEDURES

Policy

At such times that Monroe County deems it appropriate to be self-insured for workers compensation coverage, the County shall administer the program in such a way as to preserve the safety of reserves and equitably allocate expenses.

Authorization

- Finance Committee Action August 14, 2015
- Resolution xxxxxx

Procedure

1. Annually, as part of the budget process, each department will be allocated equitable costs using the most current rates as established by the Wisconsin Compensation Rating Bureau (WCRB) and published on their official website. Each employment position will be charged actual costs by applying the established workers compensation class rate x gross wages as part of the bi-weekly payroll process.
2. An amount equivalent to the workers compensation rate charged as part of the bi-weekly payroll process to each department will be transferred on a monthly basis to a separate workers compensation reserve account to fund potential future financial exigencies.
3. A minimum workers compensation reserve fund balance will be calculated by using one of the following options, as determined by the Monroe County Finance Committee:
 - a.) A minimum amount equivalent to 3 potential loss occurrences will be maintained in the reserve fund. (i.e. 2015 = \$1,500,000)
 - b.) A minimum amount equivalent to the stop loss coverage in a given year would be maintained in the reserve fund. (i.e. 2015 = \$2,000,000)
 - c.) A minimum amount equivalent to the 3 potential loss occurrences limit *plus* total unpaid losses per the annual Workers' Compensation Reserve Analysis report would be maintained in the reserve fund. (i.e. 2015 = \$1,500,000 + \$525,379 for a total of \$2,025,379)
4. If the workers compensation reserve fund accumulates funds that either exceed or fall below the minimum reserve fund amounts as established per Items 3 through 5 above, the rates charged in the subsequent budget cycle would be adjusted accordingly in order to equalize any surplus or deficit.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST POSITION IN THE MONROE COUNTY SANITATION & ZONING DEPARTMENT

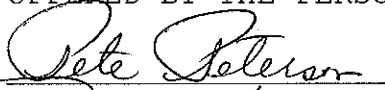

WHEREAS, the Monroe County Administrative/Executive and Personnel & Bargaining Committees request the establishment of a full-time GIS Specialist position in the Sanitation & Zoning Department; and

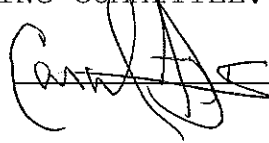
WHEREAS, the GIS Specialist is responsible for administering the County's GIS program and E911 addressing program, also for creating, analyzing and maintaining a wide variety of land information and conveying that information in various formats to other departments, government agencies, and the general public.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016.

Dated this 26th day of August 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:



Administrative/Executive Committee review: August 11, 2015

Personnel & Bargaining Committee action: August 11, 2015

Finance Committee review:

Approved by County Administrator:

Approved by Corporation Counsel:

Fiscal note: Annual cost of \$69,672 in salary, benefits and equipment to be included in the 2016 budget.

PURPOSE: Approve a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARK MANAGER POSITION IN THE MONROE COUNTY FORESTRY & PARKS DEPARTMENT

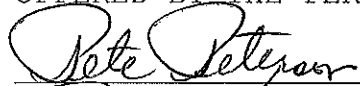

WHEREAS, the Monroe County Land Conservation, Forestry & Parks and Personnel & Bargaining Committees request the establishment of a full-time Park Manager position in the Forestry & Parks Department; and

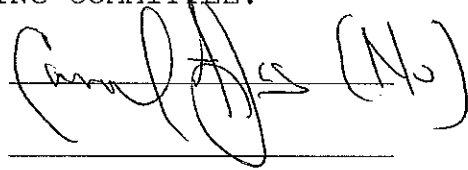
WHEREAS, the Park Manager is responsible for promoting Monroe County parks, managing day-to-day park operations, collecting revenue, and maintaining County parks.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Park Manager position in the Forestry & Parks Department effective April 1, 2016.

Dated this 26th day of August 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

 (No)

Land Conservation, Forestry & Parks Committee review: July 20, 2015

Personnel & Bargaining Committee action: August 11, 2015

Finance Committee review:

Approved by County Administrator:

Approved by Corporation Counsel:

Fiscal note: For 2016, an April 1 effective date results in annual cost of \$40,742 in salary, benefits and equipment to be included in the 2016 budget. Total cost for subsequent year is \$54,322.

PURPOSE: Approve a Park Manager position in the Forestry & Parks Department effective April 1, 2016.

RESOLUTION NO. _____

ESTABLISHING 2016 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the financial impact of County taxes on taxpayers, and

WHEREAS, Monroe County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, with the enactment of ACT 10 the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2016 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2015, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2016 budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED that any performance based wage increases will be effective with the second payroll of April 2016 and the funds shall be awarded based strictly on the merits of the employees' performance; and

BE IT FURTHER RESOLVED that effective January 1, 2016 any non-union, non-elected staff who have held their current position for 5 years or more and have had Satisfactory (Score 3.0 or higher) performance evaluations for the past two years will be compensated at a minimum rate of 98% (100% equals market rate) of their current pay group; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Finance Department to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Personnel Committee on _____, 2015. Vote: ___ yes ___ no

Pete Kelly *Conrad (N)*
Blaine Thompson _____

Purpose: To establish 2016 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Fiscal Note: For 2016 the levied general pay increase based on employee performance shall not exceed \$292,000.00. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Drafted by County Administrator, Catherine Schmit

Approved as to form: Corporation Counsel, Andrew Kaftan _____