



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, August 17, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Month's Meeting Date & Time
3. Minutes approval 07/20/2016
4. Budget Adjustment(s) - Discussion/Action
 - a. Senior Services
 - b. Rolling Hills
 - c. Retirement/Fringe Pool
 - d. Contingency
 - e. Sheriff
5. Line Item Transfer(s) – Discussion/Action
 - a. Jail Administration
6. Credit Card(s) - Discussion/Action
 - a. Senior Services
 - b. County Clerk
7. Work Comp TPA Fees, Loss Control Services and Excess Insurance – Discussion/Action
David Krueger, Senior Vice President - Willis Towers Watson
8. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Full Release of Retainage for Phase I – Discussion/Action
 - d. Change Order for Temporary Boiler for Upcoming Winter for Phase I –
\$53,917.40. Discussion/Action
 - e. Contract to Landscape and Maintain Bio-Retention Pond –
\$4,800.00. Discussion/Action
 - f. Change Order to Delete Repairs to Gundersen Parking Lot and Sidewalk-
(\$47,298.75). Discussion/Action
9. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action

Agenda Continued on Page 2

NOTICE OF 08/17/16 FINANCE MEETING

Continued Page 2

10. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Authorizing the Establishment of Two Jailer Positions in the Monroe County Sheriff's Department in 2017
 - b. Resolution Authorizing the Establishment of a Jail Receptionist/Administrative Assistant I Position in the Monroe County Sheriff's Department
 - c. Resolution Authorizing Establishment of a Financial and System Controls Specialist in the Finance Department
 - d. Resolution Approving Monroe County Forest Annual Work Plan - 2017
 - e. Resolution Establishing 2017 Annual Budgeted Allocation for Pay for Performance
 - f. Resolution Approving Offer to Purchase of 315 W Oak Street, Sparta, WI 54656
11. Master Facilities Strategic Plan Discussion
12. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
 - c. Proposed Budget
13. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. 2015 Audit Review Discussion
 - e. Uniform Grant Guidance Policies & Procedures – Discussion/Action
 - f. County Grant Writer/Grant Specialist Position – Discussion
 - g. 2017 Finance Department Budget Discussion
 - h. Notice of Donations/User Fees Received Budget Adjustment – Discussion/Action
14. Future Financing of the of the Justice Center Project/Cost Overruns
 - a. Resolution Authorizing use of General Fund Reserves for Justice Center Construction Project – Discussion/Action
15. Resolution Establishing Ho Chunk Funds Allocation for 2017 Budget – Discussion/Action
16. 2017 Budget
17. Monthly County Disbursement Journal Approval – Discussion/Action
18. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 08/15/2016

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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NOTICE OF MEETING

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TIME: 9:00 a.m.
PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656
DATE: Wednesday, August 17, 2016

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Agenda Continued on Page 2

NOTICE OF 08/17/16 FINANCE MEETING

Continued Page 2

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16. 2017 Budget
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18. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 08/12/2016

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
July 20, 2016

Present: Pete Peterson, Douglas Path, Mark Halverson, Wallace Habhegger; Cedric Schnitzler absent.
Others: Cathy Schmit, Tina Osterberg, Annette Erickson, Kurt Marshaus, Randy Williams, Gail Frie, Eric Weihe, Ron Hamilton, Kelley Becker, Darlene Pintarro, Laura Moriarty, Jarrod Roll, Bob Janovick.

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

- Next meeting date – August 17, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Douglas Path to approve the 06/15 & 06/22/16 minutes. Carried 5-0.
- Budget Adjustment(s) – Discussion/Action
 - a. Land Records – Tina Osterberg explained the 2016 budget adjustment in the amount of \$1,000.00 for rural addressing. Discussion. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Senior Services – Laura Moriarty explained the 2016 budget adjustment in the amount of \$21,536.00 for state funding increase from Greater WI Agency on Aging Resources and home delivered meals no longer needed. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - c. Sheriff – Kelley Becker explained the 2016 budget adjustment in the amount of \$7,995.83 for equipment grants. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - d. Emergency Management – Darlene Pintarro explained the 2016 budget adjustment in the amount of \$533.86 for Homeland Security Grant. Motion by Pete Peterson second by Wallace Habhegger to approve budget adjustment. Carried 5-0
 - e. Solid Waste – Gail Frie explained the 2016 budget adjustment in the amount of \$39,530.97 for State Recycling Grant. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Line Item Transfer(s) – Discussion/Action
 - a. Solid Waste – Gail Frie explained the 2016 line item transfer in the amount of \$100,000.00 to place monies into separate account to track landfill expansion costs. Motion by Douglas Path second by Pete Peterson to approve line item transfer. Discussion. Carried 5-0.
 - b. Justice – Eric Weihe explained the 2016 line item transfer in the amount of \$11,700.00 for overtime due to vacancies and increase in Bond Monitoring & EMP participants causing an increase in equipment & supplies. Discussion. Motion by Mark Halverson second by Wallace Habhegger to approve line item transfer. Carried 5-0.
 - c. Finance – Tina Osterberg explained the 2016 line item transfer in the amount of \$860.00 for overtime costs. Motion by Pete Peterson second by Cedric Schnitzler to approve line item transfer. Carried 5-0.
- Solid Waste Repurpose of Funds – Gail Frie explained the 2016 repurpose of funds in the amount of \$40,000.00 for Junco Road pavement. Motion by Pete Peterson second by Mark Halverson to approve repurpose of funds. Carried 5-0.
- Resolution Amending Local History Room Investment Options – Jarrod Roll explained the resolution would allow options for a range of investments for the Local History Room. The committee expressed concern with the county not being liable for fund movement. All funds received by the board of trustees shall be placed in a trust in an endowment fund account of the county. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve resolution and forward to the full board for approval. Carried 5-0.

- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided an update on the tower progress.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Douglas Path second by Wallace Habhegger to approve the Radio Tower expenditures in the amount of \$487,873.00. Carried 5-0.

- Fiscal Note Approvals(s)
 - a. Authorization to establish one additional state-funded Public Works Laborer position in the Monroe County Highway Department – Cathy Schmit explained position would start on January 1, 2017 to be paid by state funding. Motion to approve fiscal note by Wallace Habhegger second by Douglas Path. Discussion. Carried 5-0.
 - b. Resolution authorizing establishment of a Maintenance Technician Position in the Maintenance Department – Motion to approve fiscal note by Douglas Path second by Pete Peterson. Discussion. Cathy Schmit explained position would start on January 1, 2017, position to be budgeted in 2017. Carried 5-0.
 - c. Resolution authorizing establishment of a Social Worker I Position in the Monroe County Human Services Department – Comprehensive Community Services Position. Ron Hamilton explained position start date would be April 1, 2017 and funded by Medical Assistance Case Management Billing, no additional tax levy. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve fiscal note. Carried 5-0.
 - d. Resolution authorizing establishment of a Social Worker I Position in the Monroe County Human Services Department – Children’s Long Term Support Service and Birth to 3 Program. Ron Hamilton explained position start date would be April 1, 2017. 80% would be covered by funding, \$9,700.00 would be placed on the county levy. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Carried 5-0.
 - e. Authorizing letter to request reallocation for profile #516 of the State and County Contract for Social and Community Programs – Ron Hamilton explained the request for reallocation of the State and County Contract for Social and Community Programs. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Carried 5-0.

- Treasurer Report
 - 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/H.S. Software Demo/Munis.
 - d. Non-Lapsing Budget Modification Policy – The non-lapsing budget modification policy was provided to members. Tina explained that since last month’s meeting additional wording has been included. Discussion.
 - e. Donation/User Fees Received Budget Adjustment – Tina provided a spreadsheet and explained K9 donations and expenses to members. Discussion. Motion to approve K9 Notice of Donations/User Fees Received Budget Adjustment by Douglas Path second by Wallace Habhegger. Carried 5-0.
 - f. RFP Professional Audit Preparation Proposals – Tina provided 3 proposals for audit preparation. WIPFLI had the lowest bid, there would be added fees for an unknown GASB pronouncements. Tina has checked with referrals. Discussion. Motion by Pete Peterson second by Douglas Path to approve WIPFLI professional audit services for 2016-2018. Carried 5-0.
 - g. RFP 2016-2018 Cost Allocation Plan Services – Tina provided 1 proposal for cost allocation plan, Maximus. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve Maximus for Cost Allocation Plan for 2016-2018. Carried 5-0.
 - h. RFP 2016-2017 Actuarial Valuation Services – Tina provided 1 proposal for OPEB Actuarial Study, Key Benefits. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve Key Benefits for OPEB Actuarial Study for 2017-2018. Carried 5-0.

- i. 2015 Audit Review – Tina provided the 2015 annual financial report to members. Tina explained several points of the review. Discussion. The audit review will be presented at next week's County Board meeting.
 - j. Uniform Grant Guidance Policies & Procedures – This item will be visited at next month's meeting.
 - k. County Grant Writer/Grant Specialist Position – This item will be visited at next month's meeting.
 - l. 2017 Worker Compensation Rates – Tina provided State recommended Worker Compensation Rates to members. Discussion. Motion by Pete Peterson second by Douglas Path to stay at the recommended 50% state rate. Carried 5-0.
 - m. New Position Request – Tina provided a new position request for Financial and System Controls Specialist. Discussion. Motion by Pete Peterson second by Mark Halverson to approve Financial and System Control Specialist Position. Carried 3-2. The new position request will be forwarded to the Administration/Personnel Committee.
 - n. 2017 Finance Department Budget – If the new Financial and System Controls Specialist position is not approved, LTE funds will need to be placed in the budget.
- Resolution to Establish Authority for Approval for Donation and User Fees Budget Line Adjustments for Use – Tina Osterberg explained changes to the resolution since last meeting. Motion by Mark Halverson second by Pete Peterson to approve resolution and forward to the full board for approval. Discussion. Carried 5-0.
 - Resolution Approving Acquisition of Gundersen Lutheran Clinic located at 315 W Oak Street, Sparta – Cathy Schmit explained that the Property & Maintenance Committee approved the acquisition of the Gundersen Lutheran Clinic. \$500,000.00 is planned to be set aside in the 2017 budget for the acquisition. Cathy explained details of the current facility study. Discussion. Currently no resolution is available. This resolution will be revisited next month.
 - Future Financing of the Justice Center Project – The committee discussed the General Fund Reserve Policy. Cathy Schmit explained that if General Funds are used, we would not have extra funds to relieve debt service. Discussion. It was a consensus of the committee to draft a resolution regarding a policy using General Funds for future financing of the Justice Center.
 - 2017 Budget Kickoff – Cathy Schmit explained that the budget will be available at the October 10th Finance Meeting. The committee will also meet on October 19th for any budget questions.
 - Monthly County Disbursement Journal & Monthly Per Diems and Vouchers – Motion by Douglas Path second by Wallace Habegger to approve Monthly County Disbursement Journal and Monthly Per Diems and Vouchers. Carried 5-0.
 - Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained demolition and asbestos removal. Footings will be started either the end of next week or the first week in August.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$528,693.37. Carried 5-0.
 - c. Partial Release of Retainage – Kurt explained that the punch list work has not been fully completed. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to hold back \$341,630.00 in punch list work; leaving approximately \$300,000.00 in retainage fees to be released. Carried 5-0.
 - d. Proposals for Jail Workstations, Housing and Huber – Kurt provided 2 proposals to the committee. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve Xybit bid of \$31,382.56 for jail, housing and Huber workstations. Carried 5-0.
 - Items for next month's agenda – 2015 Audit Review, Uniform Grant Guidance Policies & Procedures, County Grant Writer/Grant Specialist Position, Resolution Approving Acquisition of Gundersen Lutheran Clinic, Master Facilities Strategic Plan, Finance New Position Request, Justice Center Cost Overruns.

- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 12:47 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 18, 2016
 Department: Senior Services
 Amount: \$1,099.75
 Budget Year Amended: 2016

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

Rolling over unused grant funds.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24687000 435600	Rural Housing State Aid		\$ 1,099.75	\$ 1,099.75
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,099.75	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24687000 524530	Rural Housing Home Repairs		\$ 1,099.75	\$ 1,099.75
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,099.75	

Department Head Approval: *Sandra Noisette*
 Date Approved by Committee of Jurisdiction: *David A. Jones 8-2-16*

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: 8/10/2016
 Department: Rolling Hills
 Amount: \$21,223.00
 Budget Year Amended: 2016

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

Front parking lot replacement/regrading quote received was \$47,540 with additional costs for stripping, burm, back fill, gravel base, and tree removal. The budget for this is \$15,000 from Capital Outlay and \$15,000 from Long Range Capital - Land Impr/Parking Lots. Rolling Hills Long Range Funds are available to cover the unanticipated overage of the quote.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210610.474100	LONG RANGE CAP REVEN	\$ 58,625.00	\$ 21,223.00	\$ 79,848.00
Total Adjustment			\$ 21,223.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210997.580150.61600	LONG RANGE CAP-LAND IMP	\$ 15,000.00	\$ 21,223.00	\$ 36,223.00
Total Adjustment			\$ 21,223.00	

Department Head Approval: *Anda Cuders DHA*
 Date Approved by Committee of Jurisdiction: 8/10/16

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

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Date Approved by County Board: _____

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MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 17, 2016
 Department: Retirement/Fringe Pool
 Amount: \$43,526.00
 Budget Year Amended: 2016

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

This budget adjustment is for funds out of the Retirement/Fringe Pool account to department budgets that have had either employees retire or had positions that were vacant at budget time last year that have taken out insurance. The Maintenance Department had an employee who picked up family health and dental insurance that had not taken out insurance prior due to a qualifying event.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11510000 474600	Finance Rev. H.S. Fees	\$ 312,707.00	\$ 4,003.00	\$ 316,710.00
10000000 411100	General Fund Appropriations	\$ 6,535,346.00	\$ (4,003.00)	\$ 6,531,343.00
24900001 411100	Human Services Appropriations	\$ 2,880,816.00	\$ 4,003.00	\$ 2,884,819.00
Total Adjustment			\$ 4,003.00	

Expenditure Budget Lines Amended:

	Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
Gade	11605610 515020	Adm Ctr PM - Health Ins.	\$ 58.00	\$ 103.00	\$ 161.00
Gade	11630610 515020	Justice Cntr PM - Health Ins.	\$ 1,450.00	\$ 2,147.00	\$ 3,597.00
Gade	11650610 515020	Bldg A PM - Health Ins.	\$ 986.00	\$ 3,066.00	\$ 4,052.00
Gade	11655610 515020	Bldg B PM - Health Ins.	\$ 58.00	\$ 613.00	\$ 671.00
Gade	11675610 515020	48 Addition PM - Health Ins.	\$ 174.00	\$ 1,022.00	\$ 1,196.00
Gade	11605610 515025	Adm Ctr PM - Dental Ins.	\$ 58.00	\$ 6.00	\$ 64.00
Gade	11630610 515025	Justice Cntr PM - Dental Ins.	\$ 1,450.00	\$ 123.00	\$ 1,573.00
Gade	11650610 515025	Bldg A PM - Dental Ins.	\$ 986.00	\$ 176.00	\$ 1,162.00
Gade	11655610 515025	Bldg B PM - Dental Ins.	\$ 58.00	\$ 35.00	\$ 93.00
Gade	11675610 515025	48 Addition PM - Dental Ins.	\$ 174.00	\$ 59.00	\$ 233.00
Becker	12110000 515020	Sheriff Admin - Health Ins.	\$ 39,522.00	\$ 11,360.00	\$ 50,882.00
Becker	12110000 515025	Sheriff Admin - Dental Ins.	\$ 3,038.00	\$ 650.00	\$ 3,688.00
Amber	14190000 515020	Dog Control - Health Ins.	\$ 10,652.00	\$ 8,051.00	\$ 18,703.00
Amber	14190000 515025	Dog Control - Dental Ins.	\$ 529.00	\$ 528.00	\$ 1,057.00
Hottenstine	14700000 515025	Veteran Services - Dental Ins.	\$ -	\$ 779.00	\$ 779.00
Brannick	11520000 515020	Treasurer - Health Ins.	\$ 11,598.00	\$ 10,221.00	\$ 21,819.00
Brannick	11520000 515025	Treasurer - Dental Ins.	\$ 2,337.00	\$ 584.00	\$ 2,921.00

Cheryl	11510000 511000	Finance - Salaries	\$ 580,375.00	\$ 620.00	\$ 580,995.00
Cheryl	11510000 515005	Finance - Retirement	\$ 37,871.00	\$ 41.00	\$ 37,912.00
Cheryl	11510000 515010	Finance - Social Security	\$ 36,105.00	\$ 40.00	\$ 36,145.00
Cheryl	11510000 515015	Finance - Medicare	\$ 8,454.00	\$ 11.00	\$ 8,465.00
Cheryl	11510000 515020	Finance - Health Ins.	\$ 137,634.00	\$ 2,900.00	\$ 140,534.00
Cheryl	11510000 515025	Finance - Dental Ins.	\$ 8,292.00	\$ 390.00	\$ 8,682.00
Cheryl	11510000 515040	Finance - Work Comp	\$ 767.00	\$ 1.00	\$ 768.00
Cheryl	24900500 511000	HS-AMSO - Salaries	\$ 504,682.00	\$ 620.00	\$ 505,302.00
Cheryl	24900500 515005	HS-AMSO - Retirement	\$ 32,753.00	\$ 41.00	\$ 32,794.00
Cheryl	24900500 515010	HS-AMSO - Social Security	\$ 31,299.00	\$ 40.00	\$ 31,339.00
Cheryl	24900500 515015	HS-AMSO - Medicare	\$ 7,326.00	\$ 11.00	\$ 7,337.00
Cheryl	24900500 515020	HS-AMSO - Health Ins.	\$ 118,207.00	\$ 2,900.00	\$ 121,107.00
Cheryl	24900500 515025	HS-AMSO - Dental Ins.	\$ 7,660.00	\$ 390.00	\$ 8,050.00
Cheryl	24900500 515040	HS-AMSO- Work Comp	\$ 662.00	\$ 1.00	\$ 663.00
	11435000 515200	Retirement/Fringe Pool	\$ 53,998.00	\$ (43,526.00)	\$ 10,472.00
Total Adjustment				\$	4,003.00

Department Head Approval: Tina Ostrowski
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: _____

Rev 3/15

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 17, 2016
 Department: Contingency
 Amount: \$41,426.00
 Budget Year Amended: 2016

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

During review of the Dispatch budget it was noted that on the detail document the salary for one of the positions reads as zero. When the projection was posted to the budget it did not bring the salary amount over from the projection to the budget. This adjustment will correct the shorted amount in the Dispatch 2016 budget. All related fringe benefits were appropriately budgeted.

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
12930000 511000	Dispatch - Salaries	\$ 546,398.00	\$ 41,426.00	\$ 587,824.00
10010000 539200	Contingency Fund	\$ 360,869.99	\$ (41,426.00)	\$ 319,443.99
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:

Tina Ostling

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: August 1, 2016
 Department: Sheriff's Office
 Amount: \$ 2,355.08
 Budget Year Amended: 2016

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

The price for vehicles came in a little more than expected. Can cover the extra cost from the vehicle operations budget.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110000.52451SH510	Vehicle Operations		\$ 2,355.08	\$ 2,355.08
				\$ -
				\$ -
Total Adjustment			\$ 2,355.08	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
17210210.581100	Capital Outlay Vehicles - Sheri		\$ 2,355.08	\$ 2,355.08
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,355.08	

Department Head Approval: Scott Puker
 Date Approved by Committee of Jurisdiction: 08-08-16 Paul

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: Jail Administration

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12700000.432150	SCAAP	\$ 32,000.00	\$ (1,100.00)	\$ (35,055.78)
	Total Transfer		\$ 32,000.00		
To Account	12700000.521340	Contracted Services	\$ 32,000.00	\$ 250,044.00	\$ 132,738.74
	Total Transfer		\$ 32,000.00		

Explanation for Transfer:
In order to use the SCAAP revenue funds for needed service contracts, a line item transfer will need to be completed.

Department Head Approval Scott Pukers

Governing Committee Approval Paul [Signature] 08-08-16



Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____
Date

Request for Credit Card Approval

Department: Senior Services

Committee: health and human services

Name of Card Holder	Title of Postion	Credit Card Limit
Patsy Lawrence	Administrative Assistant	\$1,000

Justification for Credit Card(s):

Purchase supplies for meal sites and drivers.

Department Head Approval: *Laura Moriarty*
 Date Approved by Committee of Jurisdiction: *David J. Garcia 8-2-16*

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

****INCREASE****

Department: County Clerk

Committee: Administration & Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Shelley Bohl	Monroe County Clerk	\$2,000.00

Justification for Credit Card(s):

Increase credit card limit from \$1,000.00 to \$2,000.00 for conference/motel reservations for Monroe County Board Members

Department Head Approval: *Shelley Bohl*

Date Approved by Committee of Jurisdiction: 08-09-2016

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

Date Approved By Finance Committee: _____

August 2016 Radio system update to Committees

Tower work Continues: Eight towers are up; working on final two (Portland and Cataract). These will be up near the end of August/first part of September).

Paging issues in Sparta and Tomah (In-Building Coverage): Sparta paging repeater is up; Tomah repeater will be up in a couple of weeks.

Invoices: Elert and Associates \$8000 (for work thru June)

Change Requests: None

Contingency Funds: Same as reported last month (\$9,959 remaining)

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TWO JAILER POSITIONS IN THE MONROE COUNTY SHERIFF'S DEPARTMENT IN 2017

WHEREAS, the Monroe County Public Safety & Justice Coordinating Committee and the Administrative & Personnel Committee request the establishment of two additional jailer positions in the Sheriff's Department, one effective January 1 and the other effective March 1, 2017; and

WHEREAS, the addition of two jailer positions in 2017 will ensure that there are trained and qualified jail staff to safely and efficiently operate the new justice center.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of two additional jailer positions in the Sheriff's Department, one effective January 1 and the other effective March 1, 2017.

Dated this 24th day of August 2017.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:

Mary VonRuden
Sharon Falcey
Pete Peters

[Signature]
[Signature]

Public Safety & Justice Coordinating Committee: August 8, 2016

Personnel & Bargaining Committee vote: 4 yes, 1 no

Finance Committee review:

Approved by County Administrator:

Approved by Corporation Counsel:

Fiscal note: \$118,579 to be budgeted for 2017; \$64,691 for the position effective January 1 and \$53,888 for the position effective March 1, 2017

PURPOSE: Approve two additional Jailer positions in the Sheriff's Department with effective dates of January 1 and March 1, 2017

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: Sheriff's Office Date: July 7, 2016
Department Head: Monroe County Sheriff

- 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):

When the new jail opened up we realized very quickly that the staffing level set by LBG did not meet the needs of the agency, and did not include coverage during absence due to sick leave or vacation.

In order to attempt to make the current staffing level work, 12 hours shifts were implemented. In order to cover staffing levels in lieu of earned time off, staff were consistently working 18 hour shifts. Mistakes began to surface due to exhaustion and burn out.

Approximately 1 month ago we staffed this problem and came to the realization that we need 4 more jail staff. Temporarily we have employed part time jail staff. This has helped a little. The problem with hiring part time jail staff is that I feel that we will be constantly training new jail staff because of them looking for full time work. Additionally all part time staff will need to attend the jail academy as mandated by the Department of Justice.

I would like to ask for 4 new jail staff. That way we would be able to cover for days off and sick leave.

Suggested Title: Jail Deputy Full Time X 40/hrs/WK

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 2017 Budget

C. General Description of the Position: See job description

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

1. See job description

E. Minimum Qualifications of a Candidate:

2. Education: See job description

Experience:

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11		\$43,264	\$2,856	\$2,683	\$13628	\$779	\$18.00	\$835

1. Where will the funds for this position come from: 2017 Budget

New Position Analysis
Page 3

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

Is office space presently available? YES Where? Jail

Estimated equipment cost: N/A

Is this cost in the department budget? To be budgeted in FY2017

3. Grand total cost, all items, this fiscal year: N/A

4. Thereafter, annual cost of salary and fringes: \$258,764

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? Jail Administrator

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 _____

New Position Analysis
Page 4

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

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

**MONROE COUNTY
PERSONNEL COSTS
2016 BUDGET**

DEPARTMENT: Jail

*Round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Jailer	New	\$ 43,264	\$	2,683 \$	628 \$	\$ 13,628	\$ 779	\$ 18	\$ 20,592	\$ 835	\$ 64,691
	Based on 2080 hours										
Grand Total		\$ 43,264	\$ -	2,683 \$	628 \$	\$ 13,628	\$ 779	\$ 18	\$ 20,592	\$ 835	\$ 64,691

Wisconsin Retirement General Employee -	0.0660	2016 Workers Compensation Rate	0.0390	2016 Health Insurance	87% CoShare	Life Insurance	\$1.50
		Street Const.	0.0193	Single	\$483.24		
		Protective	0.0234	Family	\$1,135.66		
		Municipal Oper.	0.0013	2016 Dental Insurance			
		Office/Clerical		Single			
				Family			
Social Security Medicare	0.062 0.0145			87% CoShare	\$20.86		
				Family	\$64.88		

*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates

Title: Deputy Sheriff/Jailer
Department: Monroe County Sheriff (work site: Courthouse Annex)
Title of Immediate Supervisor: Lieutenant, Chief Deputy and/or Sheriff

Basic Functions and Responsibilities

Under supervision of the Lieutenant, Chief Deputy and/or Sheriff, the Deputy Sheriff/Jailer provides jail security through care, custody and control of inmates.

Essential Duties and Responsibilities

- Provides jail security through care, custody and control of inmates;
 - Prepares paperwork, forms, booking, information, reports;
 - Maintains public security and confidence in dealing with the public either in person or by phone;
 - Feeds inmates and gives physician prescribed medications, including escorting inmates to doctors;
 - Serves as court security when inmates are in court or if presence is requested by judge or District Attorney;
 - Supervises jail canteen, GED programs, church programs, jail visitations, drug testing, domestic abuse contact situations, etc.;
 - Supervises and collects fees from Huber/Work Release inmates;
 - Transports inmates to and from jail and secures state's witnesses;
 - Provides security for courthouse and offices;
 - Provides information for District Attorney, Clerk of Courts, other court related offices.
- A MORE DETAILED LISTING OF SPECIFIC DUTIES IS AVAILABLE IN THE SHERIFF'S DEPARTMENT UPON REQUEST

Physical Demands: A large percentage of time is spent sitting, walking, standing, climbing, bending, talking, hearing, fingering, handling, using near vision, judgment, lifting, carrying up to 40 pounds, exposed to potential for physical attack. Stoops, crawls, runs, grapples, bends, reaches, uses far vision, lifts, carries, pushes/pulls 100 pounds or more, is exposed to adverse environmental and atmospheric conditions.

Supervision Exercised

None.

Qualifications

1. Valid Wisconsin driver's license.
2. Prefer law enforcement experience and/or education beyond high school graduation.
3. Computer literacy.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

revised: 12/93, 4/03, 1/05

shedsj

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A JAIL
RECEPTIONIST/ADMINISTRATIVE ASSISTANT I POSITION IN THE
MONROE COUNTY SHERIFF'S DEPARTMENT

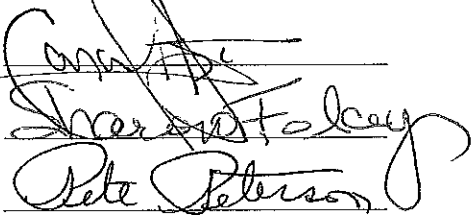
WHEREAS, the Monroe County Public Safety & Justice Coordinating Committee and the Administrative & Personnel Committee request the establishment of a Jail Receptionist/Administrative Assistant position in the Sheriff's Department effective January 1, 2017; and

WHEREAS, the Jail Receptionist/Administrative Assistant I position would maintain records, calculate release dates, process confidential information, oversee jail visitation, balance accounts, and maintain a professional working relationship with internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of a Jail Receptionist/Administrative Assistant I position in the Sheriff's Department effective January 1, 2017.

Dated this 24th day of August 2017.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:



Public Safety & Justice Coordinating Committee: August 8, 2016
Personnel & Bargaining Committee vote: 3 yes, 2 no
Finance Committee review:
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: \$48,672 to be budgeted for 2017

PURPOSE: Approve a Jail Receptionist/Administrative Assistant I position in the Sheriff's Department effective January 1, 2017

NEW POSITION ANALYSIS

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

A. Department: Sheriff's Office Date: Aug 05, 2016
Department Head: Monroe County Sheriff

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):

This position request follows a discussion between the County Administrator, Personnel Director, Sheriff and Jail Administrator. This position is being requested in lieu of one of the fully certified jail deputies. This will be a forty hour a week position but will not be included in the 24 hour staffing agreement.

When the jail opened up we realized very quickly that the staffing level set by LBG did not meet the needs of the agency, and did not include coverage during absence due to sick leave or vacation.

In order to attempt to make the current staffing level work, 12 hour shifts were implemented. In order to maintain minimum staffing levels during times of earned time off, staff were consistently working 18 hour shifts. Mistakes began to surface due to exhaustion and burn out. Approximately two months ago we staffed this problem and came to the realization that we need four more jail staff. This position was offered as a cost saving measure compared to a fully certified officer.

Suggested Title: Jail Administrative Assistant Full Time X Part Time
40/hrs

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: _____

General Description of the Position: **Job Duties:** Under the supervision of the jail administrators, the jail administrative assistant will be first contact with the public. This is a professional position maintaining the records management program, calculating release dates, processing confidential information, oversight of the jail visitation program, scheduling transports, balancing bank accounts, filing, and maintaining a working professional relationship with internal and external customers.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma or equivalent.

Experience:

1. Knowledge of record keeping principles and effective math skills.
2. Knowledge of supervisory techniques and methodology.
3. Knowledge of human relations dynamics and interpersonal relations.
4. Knowledge of modern office methods and procedures.
5. Knowledge of problem-solving techniques.
6. Knowledge of time management and organizational techniques..
7. Knowledge of data processing techniques and automated systems.
8. Knowledge of jail classification system.
9. Ability to gather, organize and prioritize incoming tasks.
10. Ability to process information quickly and independently decide on appropriate course of action.
11. Ability to be certified as a TIME System Operator and maintain certification.
12. Knowledge of dynamics of human relations and skill in using discretion in dealing with confidential communication and sensitive situations.
13. Ability to work in high stress environment and perform time sensitive tasks.
14. Effective written and oral skills.
15. Ability to talk with individuals who may be emotional or under the influence of drugs or alcohol.
16. Knowledge of culturally awareness and sensitivity.

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	14.37	29,890	2,033	1,854	13,628	779		

1. Where will the funds for this position come from: 2017 budget

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

Is office space presently available? YES Where? _____

Estimated equipment cost: N/A

Is this cost in the department budget? YES

3. Grand total cost, all items, this fiscal year: N/A

4. Thereafter, annual cost of salary and fringes: 48,672

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: Scheduling on-call transport officers.

2. Employees directly supervised: N/A Indirectly:

List title of employees reporting to this position:

On-Call Transport

H. Who will this person be responsible to? Jail Sergeants and Jail Lieutenants

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 FINANCIAL AND SYSTEM CONTROLS SPECIALIST IN THE FINANCE DEPARTMENT

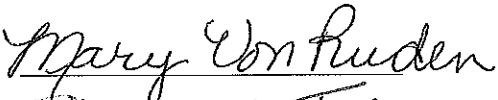
WHEREAS, the Monroe County Finance Committee and Administration & Personnel Committee request the establishment of a full-time Financial and System Controls Specialist position in the Finance Department; and

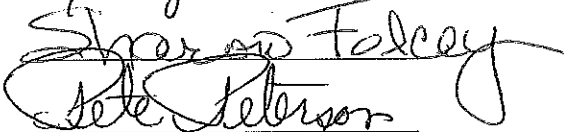
WHEREAS, this position prepares, compiles and analyzes County financial data, trains, troubleshoots and maintains financial software, enforces financial policies and procedures, reconciles general ledger cash and investment accounts, reconciles County taxes, prepares audit work papers, and performs other Finance Department duties as may be assigned.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

Dated this 24th day of August 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:





Finance Committee review: July 20, 2016
Administration & Personnel Committee action: 3 yes, 2 no
Approved by County Administrator:
Approved by Corporation Counsel:

Fiscal note: \$64,934 to be budgeted for 2017.

PURPOSE: Approve a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

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

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

A. Department: Finance Date: 07/20/2016

Department Head: Tina Osterberg

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 Finance Department has been stretched very thin the last couple of years with the new software implementation in addition to the added controls that have been put in place over the last five years. With a new software that numerous departments and staff are utilizing every day comes challenges. The Finance Department is finding itself spending many hours assisting other departments with training, trouble shooting, calling support, along with continued updates and implementation. It has become very apparent that we need a professional that has a good understanding of accounting functionality of the software to facilitate end user assistance and training. The IS Department is great for technical support and works closely with the Finance Department when issues arise, but lacks accounting functionality knowledge. The Finance Department responsibilities have been taking a back seat to other department issues. Some of the tasks that are not being completed or completed timely are; final review of W-9 compliance, property tax reconciliations, vehicle insurance verifications, account reconciliations, payroll accumulator reconciling, retirement terms, time tracking of the revolving loan fund compliance and reporting, vendor cleanup/merging from old vendors that were imported from the previous financial software, State and Federal Awards report compiling, new software report development, creating and enforcing of financial policies and procedures, internal control documentation, keeping apprised of governmental accounting auditing and financial reporting, GAAP and GASB changes. Several new governmental accounting requirements have been released over the last few years and they seem to be making more significant changes to financial reporting due to the challenges created by the recession. We have had increased reporting to the Municipal Securities Rulemaking Board with the three Justice Center bonds. Also, tracking of the expenditures of the bond funds for monthly transfers to be made by the Treasurer's department. With the addition of new staffing positions the amount of time spent setting up and enrolling staff in benefits has increased. These new positions add to the payroll time entry process with payroll review. The Finance department is not able to assist other departments in a timely manner when request are made.

Suggested Title: Financial and System Controls Specialist
Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 3, 2017

C. General Description of the Position: See attached job description

D. Typical Examples of Work to be Performed: See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: See attached job description

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	20.61	43,034	2,926	3,293	13,628	779	18	56

1. Where will the funds for this position come from: 2017 budget

2. What equipment will need to be purchased (desk, etc.)? Small office equipment along with a computer will need to be purchased.

Is office space presently available? Yes Where? Central Finance and Personnel hallway

Estimated equipment cost: Approximately 1,200

Is this cost in the department budget? Yes, for 2017

3. Grand total cost, all items, this fiscal year: 64,934

4. Thereafter, annual cost of salary and fringes: 63,734

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

 N/A

H. Who will this person be responsible to? Finance 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

Title: Financial and System Controls Specialist
Department: Finance
Title of Immediate Supervisor: Finance Director

Basic Functions and Responsibilities

Under general supervision of the Finance Director the Financial and System Controls Specialist prepares, compiles and analyzes County financial data, reconciles general ledger cash and investment accounts, reconciles County taxes, trains and trouble shoots financial software, prepares necessary audit work papers, and performs other Finance Department duties as may be assigned.

Essential Duties and Responsibilities

PURCHASING AND FINANCIAL CONTROLS

- Assist in the development of fiscal, billing and collections policies and procedures
- Enforcement of policies and procedures through internal audits
- Final review and posting of vendor changes in accordance with W-9 Compliance
- Onsite expert in W-9 compliance
- Produces and files annual County 1099's
- Assist with month end and year end software close
- Credit card website maintenance for cardholders (i.e. close cardholder accounts and assist with fraud documentation)
- Reviews and processes P-card transactions
- Produces monthly journal entries;
- Backup the Finance Director with workflow approvals in their absence

CASH MANAGEMENT CONTROLS

- Reconciles all general ledger fund cash and investment balances monthly with Treasurer's bank statements and report
- Conducts department petty cash audits;

FINANCIAL SOFTWARE MAINTENANCE

- Trouble shoot software issues
- Financial software support liaison
- Primary software trainer for new employees and new processes
- Maintains software (i.e. clean up spool files, etc.)
- Software update specialist
- Lead implementation team member
- Report development specialist;

TAXES

- Calculate and record annual tax apportionment to municipalities and county departments
- Reconcile and record February and August tax settlements
- Reconciles with postponed and delinquent tax reports from the Treasurer's office
- Reconciles delinquent and foreclosed tax specials monthly
- Reconcile County owned tax deeds
- Write off property tax on County owned tax parcels;
- Records and reconciles County foreclosure sales
- Record Treasurer's sale book entries

REVOLVING LOAN FUNDS

- Schedules revolving loan fund meetings as necessary
- Prepares meeting agendas and organizes confidential documentation for loan request
- Compiles necessary data for charges to the Revolving Loan investment funds
- Reconciles loan balances and keeps the Treasurer informed of any loan balance changes
- Compiles and files semi-annual compliance reports to DOA DEHCR (Department of Administration, Division of Energy, Housing and Community Resources)

AUDIT

- Prepare necessary financial audit work papers as directed by Finance Director
- Assists departments with grant documentation and entries
- Assists in review of the annual audit documents
- Prepare necessary work papers for annual cost allocation plan
- Prepare and schedule bi-annual Other Post Employee Benefits actuarial documentation for study;

BUDGET

- Assists in the preparation of annual budget salary and fringe projections;
- Assists County departments with budget questions and entry

- Complete other assignments and special projects as assigned by the Finance Director;

Skills and Abilities

1. Considerable knowledge of computerized financial systems
2. Considerable knowledge of GAAFR along with GAAP and GASB pronouncements
3. Ability to organize and prioritize tasks and maintain confidentiality
4. Analytical and problem solving skills
5. Work Independently as well as in a team environment
6. Demonstrate strong attention to detail
7. Effective interpersonal communication skills
8. Handle multiple projects simultaneously within established time constraints

Qualifications

1. Bachelor's in Accounting, Finance or closely related field.
2. Minimum of two years of financial experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
3. Accounting software knowledge; MUNIS software experience helpful

Physical Demands: A large percentage of time is spent sitting, talking, hearing, fingering, using near and far vision. Walks, stands, stoops, kneels, crouches, crawls, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently.

Supervision Exercised

None, but may exercise function supervision of various operations or projects delegated by the County Finance Director.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____
date: _____

revised: 7/16

RESOLUTION NO. _____

RESOLUTION APPROVING MONROE COUNTY FOREST
ANNUAL WORK PLAN - 2017

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that they do hereby approve the attached Annual Work Plan for the calendar year of 2017 for the Monroe County Forest.

Dated this 24th day of August, 2016.

OFFERED BY THE NATURAL RESOURCES and EXTENSION COMMITTEE:

Committee Vote: - 0

Finance Vote:

Statement of purpose: To approve this Annual Forest Work Plan for the calendar year of 2017; which will allow Monroe County to apply for the County Forest Administrators Grant.

Fiscal Note: Revenue from the County Forest Administrators Grant from the WDNR will be approximately \$43,000.00.

Drafted by Chad Ziegler, Forest & Parks Administrator

Reviewed and Approved as to Form by Corporation Counsel, _____
Andy Kaftan

RESOLUTION NO. _____

ESTABLISHING 2017 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 2017 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2016, 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 2017 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 2017 and the funds shall be awarded based strictly on the merits of the employees' performance; and

BE IT FURTHER RESOLVED that effective January 1, 2017 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 Administration & Personnel Committee on August 24, 2016.

Vote: 3 yes 2 no 0 absent

Sharon Foley

Pete Peterson

Walker Kozlowski

Purpose: To establish 2017 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Fiscal Note: For 2017 the levied general pay increase based on employee performance shall not exceed \$320,000.00. 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 _____

RESOLUTION NO. _____

RESOLUTION APPROVING OFFER TO PURCHASE OF
315 W. OAK STREET, SPARTA, WI 54656

WHEREAS, as part of the annual budget the Monroe County Board has committed to performing a space/needs analysis involving most county buildings, and

WHEREAS, the Property and Maintenance Committee, in collaboration with a private consultant, has:

1. examined the current county facilities and facility uses and identified existing inefficiencies and needs;
2. considered future best practices for use of county owed facilities;
3. taken into consideration staffing space needs, operating costs and efficiencies, citizen convenience and parking, and

WHEREAS, Gundersen Clinic LTD, which owns 315 West Oak Street, Sparta, which lies adjacent to the County Administrative Center, is currently constructing a new facility within the City of Sparta. Gundersen Clinic LTD subsequently contacted Monroe County, expressing an interest in selling the Oak Street building to the County as part of their mission to be a good corporate citizen, and

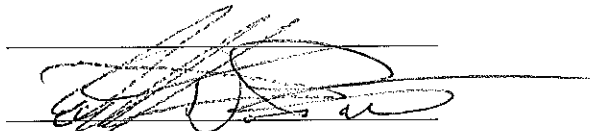
WHEREAS, the Property and Maintenance Committee, along with the private consultant, have considered the purchase of the Gundersen Clinic structure and have inspected it several times and found it suitable for use by the Health Department, the Senior Services Department and the ADRC Department, and

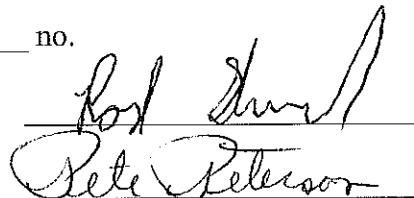
WHEREAS, The County Administrator has negotiated a Commercial Offer to Purchase dated June 27, 2016 for the purchase of 315 West Oak Street, Sparta, WI 54656, which is contingent upon Board approval; funding for which can be incorporated into the 2107 Budget, and

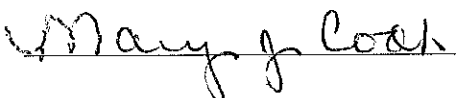
WHEREAS, The Property and Maintenance Committee, with the support of the Maintenance Director, Health, Human and Senior Services Directors and County Administrator, recommends the Monroe County Board approve the attached Offer and Counter-offer #1.

NOW THEREFORE BE IT RESOLVED, that the Monroe County Board of Supervisors hereby approves the Offer in its entirety and authorizes the County Board Administrator to budget for and then to complete the purchase for Monroe County.

Property and Maintenance Committee vote: 5 yes; 0 no.







Purpose: To approved a purchase agreement for real property and building for county use.

Fiscal Note: The purchase price is \$500,000.00. Standard purchase and closing expenses for a buyer will also be part of this transaction.

Drafted by Andrew Kaftan, Corporation Counsel **ACK**

Notice of Donations/User Fees Received Budget Adjustment

MONROE COUNTY

Budget Year Amended: 2016

Unanticipated Revenue - Not Budgeted

<u>Donation/User Fee Fund</u>	<u>Month</u>	<u>Account #</u>	<u>Account Name</u>	<u>Budget Adjustment</u>	<u>Current Budget</u>	<u>Final Budget</u>	<u>Current Rev/Exp Balance</u>	<u>Remaining Balance</u>
K-9 Donations	July	12116000 485000	K-9 Donations Revenue	\$ 216.00	\$ 19,595.87	\$ 19,811.87	\$ 19,811.87	\$ -
K-9 Donations	July	12116000 579200&534750	K-9 Donations Expense	\$ 216.00	\$ 28,868.88	\$ 29,084.88	\$ 17,501.11	\$ 11,583.77
Dog Control Donations	July	14195000 485000 DC900	Dog Control Donations Rev.	\$ 721.00	\$ 7,087.41	\$ 7,808.41	\$ 7,808.41	\$ -
Dog Control Donations	July	14195000 579200 DC900	Dog Control Donations Exp.	\$ 721.00	\$ 32,477.67	\$ 33,198.67	\$ 3,334.78	\$ 29,863.89
Park Donations	July	15200000 485000	Park Donation Revenue	\$ 46.00	\$ 62.99	\$ 108.99	\$ 108.99	\$ -
Park Donations	July	15200000 579200	Park Donation Expense	\$ 46.00	\$ 5,142.65	\$ 5,188.65	\$ -	\$ 5,188.65
Justice Donations	July	12950000 485000	Justice Dept. Donations Rev.	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
Justice Donations	July	12950000 579200	Justice Dept. Donations Exp.	\$ -	\$ 530.00	\$ 530.00	\$ -	\$ 530.00
Ext. Family Living Agent	July	15620613 467700	Family Living Agent Contrib.	\$ 105.00	\$ 3,782.00	\$ 3,887.00	\$ 3,887.00	\$ -
Ext. Family Living Agent	July	15620613 579100	Family Living Agent Expense	\$ 105.00	\$ 4,130.32	\$ 4,235.32	\$ 2,205.69	\$ 2,029.63
Ext. Ag Agent	July	15620614 467700	Agriculture Agent Contribution	\$ -	\$ 3,627.50	\$ 3,627.50	\$ 3,627.50	\$ -
Ext. Ag Agent	July	15620614 579100	Agriculture Agent Expense	\$ -	\$ 15,213.41	\$ 15,213.41	\$ 2,605.70	\$ 12,607.71
Ext. Pesticide Cert.	July	15620616 467700	Pesticide Certification Contrib.	\$ 30.00	\$ 1,710.00	\$ 1,740.00	\$ 1,740.00	\$ -
Ext. Pesticide Cert.	July	15620616 579100	Pesticide Certification Exp.	\$ 30.00	\$ 2,455.97	\$ 2,485.97	\$ 190.00	\$ 2,295.97

Date Approved by Finance Committee: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING USE OF GENERAL FUND RESERVES FOR JUSTICE CENTER CONSTRUCTION PROJECT

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WHEREAS, The Monroe County Board of Supervisors has proceeded with the construction of a Justice Center; and

WHEREAS, The final projected costs for the Justice Center project exceed amounts previously approved as part of the Justice Center project financing plan utilizing a combination of general fund reserves and bond proceeds; and

WHEREAS, The County has met its General Fund Reserve Policy and has a positive balance in the General Fund; and

WHEREAS, The Monroe County Finance Committee recommends consideration of using these funds in the financing of the Justice Center project; and

WHEREAS, Such use of the funds may be contrary to the minimum General Fund balance policy.

NOW, THEREFORE, BE IT RESOLVED, That the Monroe County Board of Supervisors hereby directs that the Justice Center project financing plan be modified to include using an additional amount not to exceed Three Million Five Hundred Thousand (\$3,500,000) Dollars from the General Fund Reserve for the completion of the Justice Center project; and

BE IT FURTHER RESOLVED that any designated portion of these General Fund Reserve funds not required for completion of the Justice Center project, along with any funds recovered and received as compensation related to litigated or mediated actions related to the Justice Center project be returned to the General Fund Reserve.

Dated this 17th day of August, 2016.

Offered by the Monroe County Finance Committee.

Purpose: Plan for financing the costs of the Justice Center project that exceed amounts previously approved as part of the Justice Center project financing plan that includes a combination of bond proceeds and General Fund reserve funds.

Fiscal Note: Approve the use of General Fund Reserve funds in an amount not to exceed Three Million Five Hundred Thousand (\$3,500,000) Dollars to cover the final costs for the Justice Center construction project. Monroe County has met its General Fund Reserve Policy and has a positive balance in the General Fund. Such use of the funds may be contrary to the minimum General Fund balance policy, negatively impacting our overall financial position. Directs that unused designated General Fund Reserve funds as well as any funds received or recovered as part of legal action be returned to the General Fund Reserve.

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ____ Yes ____ No ____ Absent	

<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)
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1 **MONROE COUNTY RESOLUTION NO. _____**

2
3 **Resolution Establishing Ho Chunk Funds Allocation for 2017 Budget**

4
5 WHEREAS, The County and the Ho-Chunk Nation have been good neighbors
6 and desire the spirit of cooperation to continue between the two governments; and

7
8 WHEREAS, on November 1, 1994, the United States Secretary of the Interior
9 approved a new Constitution for the Ho-Chunk Nation, formerly known as the
10 Wisconsin Winnebago Tribe; and

11
12 WHEREAS, the Ho-Chunk Nation is a federally recognized Indian Tribe,
13 pursuant to the Indian Reorganization Act of 1934; and

14
15 WHEREAS, the Nation is a sovereign government possessed of all sovereign
16 powers and rights thereto pertaining; and

17
18 WHEREAS, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants
19 the Ho-Chunk Nation Legislature the power to negotiate and enter into treaties,
20 compacts, contracts, and agreements with other governments, organizations, or
21 individuals; and

22
23 WHEREAS, the Congress of the United States has enacted into law the *Indian*
24 *Gaming Regulatory Act*, (hereinafter "IGRA") P.L. 100-497, 25 U.S.C. §2701, et
25 seq., which provides in part that a tribal/state compact may be negotiated between
26 a tribe and a state to set forth the rules, regulations and conditions under which a
27 tribe may conduct Class III gaming, as defined in the Act, on Indian lands within a
28 state permitting Class III gaming; and

29
30 WHEREAS, pursuant to IGRA, the Nation and the State of Wisconsin entered
31 into a Compact on June 11, 1992; and

32
33 WHEREAS, the Nation and State subsequently amended the Compact three
34 times; and

35
36 WHEREAS, in relevant part the Third Amendment to the Compact with the
37 State of Wisconsin provides:

38 Payment to Counties. Commencing May 1, 2010, to make the Annual
39 Payment, the Nation shall deduct from its Annual Payment One Thousand Dollars
40 (\$1,000.00) paid to each county for every acre of land owned by the United States
41 of America in trust for the Nation as of the effective date of this Compact and the
42 Second Amendment which is located within the county's jurisdiction; and
43

44 WHEREAS, the effective date of the Compact and the Second Amendment was
45 July 3, 2003; and

46
47
48 WHEREAS, Patricia Olby, Realty Officer of the Midwest Regional Office of the
49 Bureau of Indian affairs, sent a letter dated July 29, 2009 to Sheena Schoen,
50 Department of Heritage Preservation, Division of Natural Resources of the Ho-
51 Chunk Nation. The July 29, 2009 letter from Ms. Olby provides that pursuant to
52 documents of record retained in the Bureau of Indian Affairs and approved by the
53 Secretary of Interior of the United States government had taken title to land on
54 behalf of the Ho-Chunk Nation geographically located within the borders of twelve
55 Wisconsin Counties as of July 3, 2003; and

56
57 WHEREAS, the Ho-Chunk Nation and the State of Wisconsin through the
58 Wisconsin Administrator of Gaming for the Department of Administration have
59 agreed the amount and location of acreage held in trust that qualifies for this credit
60 is set out in the July 29, 2009 letter from Patricia Olby, Realty Officer for the
61 Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen, Department of
62 Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and

63
64 WHEREAS, the County was one of the twelve Wisconsin Counties that the
65 United States government had taken title to land geographically located within the
66 borders of the County on behalf of the Ho-Chunk Nation; and

67
68 WHEREAS, according to the Midwest Regional Office of the Bureau of Indian
69 Affairs, as of July 3, 2003 the Department of Interior had taken title to 52.5 acres
70 of land in trust for the Ho-Chunk Nation, which were located within the geographic
71 boundaries of the County of Monroe; and

72
73 WHEREAS, pursuant to the terms of the Compact the Nation may provide
74 \$52,500 to the County and, if it makes this payment, the Nation beginning with its
75 payment due on May 1, 2010 will receive a corresponding reduction in the amount
76 that is owed by the Nation to the State; and

77
78 WHEREAS, pursuant to Wis. Stat. § 59.01, the County "is a body corporate,
79 authorized to sue and be sued,...to make such contracts and to do such other acts
80 as are necessary and proper to the exercise of the powers and privileges granted
81 and the performance of the legal duties charged upon it"; and

82
83 WHEREAS, in order to clarify the terms and conditions associated with the
84 County's receipt of the funds from the Nation, pursuant to Monroe County
85 Resolution 04-10-06 the parties did enter into an Intergovernmental Agreement
86 ("Agreement"); and

87

88 WHEREAS, that consistent with the terms of Monroe County Resolution
89 04-10-06 the Treasurer is authorized to accept money from the Nation pursuant to
90 the Agreement and to be used in a manner consistent with the Agreement; and
91

92 WHEREAS, that consistent with the terms of the Agreement upon the Nation
93 providing the payment, the County shall provide written notification to the State of
94 Wisconsin of the amount of any payment received in order to ensure that the State
95 has the written notification no later than April 2nd; and
96

97 WHEREAS, the County may use the money for any purpose as determined by
98 the County in its sole discretion, except that the County cannot use any of the
99 funds paid to it in a manner that would diminish the Nation's governmental
100 jurisdiction or have an adverse financial impact on the Nation; and
101

102 WHEREAS, consistent with the Agreement, the County shall report to the
103 Nation by March 1 of each year of the Agreement, how it intends to use the money
104 provided by the Nation and explain, if applicable, how the County believes its
105 proposed use of the money benefits either the Ho-Chunk Nation or Ho-Chunk
106 Nation Tribal Members.
107

108 NOW, THEREFORE BE IT RESOLVED, that for the fiscal year 2017 the County
109 will use the money provided by the Nation for the following purpose:
110

111 **Property acquisition and renovation.**
112

113 Fiscal Note: Will provide \$52,500 of non-levy funding for 2017 fiscal year capital and/or
114 operating needs.
115

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20 _____ ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ____ Yes ____ No ____ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20 _____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)