

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

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, December 21, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 11/16/2016
4. Public Comment
5. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
6. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
7. Line Item Transfer(s) – Discussion/Action
 - a. Health
 - b. Sheriff
 - c. Jail Administration
 - d. Personnel
 - e. District Attorney
 - f. Maintenance
 - g. Senior Services
8. Budget Adjustment(s) – Discussion/Action
 - a. Senior Services
 - b. Maintenance
 - c. Rolling Hills
9. Maintenance Repurpose of Funds – Discussion/Action
10. Credit Card Approvals – Discussion/Action
 - a. Rolling Hills
 - b. Highway
11. Fiscal Note Approvals – Discussion/Action
 - a. Resolution Authorizing Establishment of Two Additional Economic Support Specialist Positions in the Human Services Department
 - b. Resolution Approving Supplemental Agreement 4 to Exercise Permit/Agreement DACA45-9-97-00001
 - c. Resolution Authorizing the Application for Outdoor Recreation Aids
12. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Finance Department Staff Changes
 - e. Uniform Grant Guidance
 - f. Purchasing Policy – Discussion/Action
 - g. Outlay Expenditures Policy – Discussion/Action

NOTICE OF MEETING

FINANCE MEETING

December 21, 2016

Continued Page 2

14. County Clerk Presidential Recount – Election Budget Discussion/Action
15. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 12/15/2016

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.

Finance Committee
November 16, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habhegger, Mark Halverson, Douglas Path
Others: Cathy Schmit, Annette Erickson, Kurt Marshaus, Randy Williams, Bob Janovick, Jarrod Roll, Shirley Chapiewsky, Sharon Nelson, Linda Anderson, Pat Mulvaney

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

- Next meeting date – December 21, 2016 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 10/10 & 10/19/16 minutes. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Mark Halverson to approve the Justice Project expenditures in the amount of \$1,343,261.06. Carried 5-0.
 - c. Replacement of Unsuitable Soils – Kurt explained the replacement of unsuitable soils in the amount of \$21,976.75 for unseen costs. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve replacement of soils. Carried 5-0.
 - d. WE Energies Installation of Permanent Gas Service – Pulled from agenda.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided a project update to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habhegger second by Douglas Path to approve the Radio Tower expenditures in the amount of \$14,561.33. Carried 5-0.
 - c. Approval of Radio Change Orders – Randy Williams provided 3 change orders to the committee to include reimbursement to agencies for radio programming \$3,330.00; direct recording for 8 channels at Ridgeville tower \$3,784.00 and Allied Coop tank install and LP gas \$521.33. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve change orders. Carried 5-0.
- Human Services Credit Card – Tina Osterberg explained the need for Social Services Aide, Ashly Dieckman in the amount of \$1,000.00; Social Worker, Erica Brandau increase credit card limit to \$2,500.00. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve both credit card requests. Carried 5-0.
- Line Item Transfers –
 - a. Heath – Sharon Nelson explained the 2016 line item transfer in the amount of \$1,500.00 for increased Public Health Nurse home visits. Motion by Wallace Habhegger second by Mark Halverson to approve line item transfer. Carried 5-0.
 - b. Dispatch – Randy Williams explained the 2016 line item transfer in the amount of \$2,500.00 for office supplies. Discussion. Motion by Pete Peterson 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 \$2,255.00 for conferences, insurance coverage change and office supplies. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
 - d. Sheriff – Tina Osterberg explained the 2016 line item transfer in the amount of \$62,405.66 for new facility transports. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer. Carried 5-0.
- Budget Adjustments –

- a. Health – Sharon Nelson explained the 2016 budget adjustment in the amount of \$500.00 for Remembering Jesse Parker grant. Motion by Pete Peterson second by Mark Halverson to approve budget adjustment. Carried 5-0. Sharon explained the 2017 budget adjustment in the amount of \$1,000.00 for Theisen’s grant. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Carried 5-0.
 - b. Rolling Hills – Linda Anderson explained the 2016 budget adjustment in the amount of \$4,000.00 for computer program required by the Center for Medicare/Medicaid Services. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Carried 5-0.
 - c. Circuit Court – Tina Osterberg explained the 2016 budget adjustment in the amount of \$16,714.28 for attorney fees. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - d. Clerk of Court – Shirley Chapiewsky explained the 2016 budget adjustment in the amount of \$32,951.92 to move budgeted revenues to expense line items that have exceeded budgeted amounts. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve budget adjustment. Carried 5-0.
 - e. Local History Room – Jarrod Roll explained the 2016 budget adjustment in the amount of \$6,254.50 for microfilming project and development of new Local History Room logo. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve budget adjustment. Carried 5-0.
 - f. County Clerk Elections – Shelley Bohl explained the 2016 budget adjustment in the amount of \$5,000.00 for election overages. Motion by Mark Halverson second by Wallace Habhegger to approve budget adjustment. Discussion. Carried 5-0. The Clerk explained that an election recount may occur in State Senate District #32 and additional dollars may need to be transferred.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - Resolution Regarding Cancellation of Outstanding 2015 Checks - Annette Erickson explained that the resolution would clear Monroe County of old outstanding checks. Discussion. Motion by Douglas Path second by Mark Halverson to approve resolution and forward to the full county board for approval. Carried 5-0.
 - Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina explained that staff member, Ellie Bradford has been working with E-Procurement in the Munis System. Additional training is occurring on October 28th & 29th for purchasing, vendors and fixed assets.
 - d. Finance Department Staff Changes – Tina explained that beginning on January 1, 2017 she has appointed Ellie Bradford to the new Financial and System Controls Specialist. The Accounts Payable Accountant I position then was granted to Suzie Brownell. The positions were both posted and no other candidates within the Finance Department posted for the positions. Currently she is advertising for backfill of the Senior Service’s position.
 - e. Winter Conference – Tina explained that she is looking to have Ellie Bradford to attend the WGFOA (WI Governmental Finance Officers Assoc.). Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve conference attendance. Carried 5-0.
 - f. Interim Audit – Tina explained that the new auditors were here in October. They will be here the last week of April and the first week of May, along with 3 days in March.
 - Resolution Approving Appointment of an Interim County Administrator – Wallace Habhegger explained the resolution would appoint an interim County Administrator, allowing time for the county to move forward. Discussion. Motion by Pete Peterson second by Wallace Habhegger to approve fiscal note. Carried 5-0.
 - Administrator budget Adjustment – Tina Osterberg explained the 2016 budget adjustment in the amount of \$11,432.50 for salary and fringe payouts for the County Administrator Position from the Contingency

Fund. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.

- Monthly Approvals –
 - a. Notice of Donations/User Fees Received Budget Adjustment – Tina Osterberg explained the adjustment to members. Motion by Douglas Path second by Mark Halverson to approve Notice of Donations/User Fees Adjustment. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.

- Items for next month's agenda –

- Adjournment - Motion by Pete Peterson second by Wallace Habegger to adjourn at 10:40 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Health
 Budget Year Amended: 2016

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 511000	Salaries	\$ 449,590.00	\$ (6,000.00)	\$ 377,469.53	\$ 443,590.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ (6,000.00)		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 521520	Prevention Programs	\$ 27,000.00	\$ 6,000.00	\$ 26,190.32	\$ 33,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 6,000.00		

Explanation for Transfer: The Health Department needed to order more Hepatitis B, Zostavax (Shingles) and Flu vaccine due to an increase in the number of people receiving these immunizations thus far in 2016.

Department Head Approval: *Thomas Nelson* 12/06/16

Governing Committee Approval: *David Aguirre* 12/06/16

 < \$500:
 and to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

> \$500:
 and to County Clerk's Office

VANCE COMMITTEE Approval given on : _____
 Date

REQUEST FOR LINE ITEM TRANSFER


Office Use Only

Department: Sheriff

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12112000 511200	Overtime	\$ 7,000.00	\$ 35,000.00	\$ 18,803.80
	Total Transfer		\$ 7,000.00		
To Account	12110000 521140	Extradition	\$ 7,000.00	\$ 10,000.00	\$ 8,860.28
	Total Transfer		\$ 7,000.00		

Explanation for Transfer:
 FY 2016 has shown an increase in out of state extraditions. \$7,000 is needed to cover invoices associated with 5 outstanding relevant balances.

Department Head Approval 

Governing Committee Approval _____

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only


Department: 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 521340	Contracted Service	\$ 30,000.00	\$ 266,044.00	\$ 214,192.47
	12700000 521340	Contracted Service	\$ 5.80	\$ 266,044.00	\$ 214,192.47
	12701000 515700	Emp. Ed. And Trng	\$ 56.98	\$ 11,075.00	\$ 5,714.28
	Total Transfer		\$ 30,062.78		
To Account	12701100 511000	Salaries	\$ 30,000.00	\$ 15,000.00	\$ 132,738.74
	12700000 539200	Other Expense	\$ 5.80	\$ 1,365.00	\$ 1,370.80
	12700000 579130	SCAAP Expense	\$ 56.98	\$ 1,100.00	\$ -
	Total Transfer		\$ 30,062.78		

Explanation for Transfer:
Line item transfer is to cover costs associated with the Sheriff Reserve Salaries through the end of FY 2016. Original budget was adopted at 15,000 mimicking year previously. Expenses to date are within 6,000 of previous year.
Line item transfer in the amount of \$5.80 is to cover costs associated with a trial in Madison earlier in the year. The additional \$5.80 is for credit card costs arriving after the previous adjustment.
Line item transfer in the amount of \$56.98 is to cover the additional costs for services related to the SCAAP program. Fees are based on the amount qualified for in grant. Administration of the Grant is provided through Justice Benefits at 22%.

Department Head Approval

 _____

Governing Committee Approval

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 20,000.00	\$ 2,770.59	\$ 13,091.38	\$ 17,229.41
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,770.59		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-515025	Dental Insurance	\$ 251.00	\$ 263.44	\$ 514.44	\$ 514.44
11430000-515020	Health Insurance	\$ 5,799.00	\$ 107.15	\$ 5,906.15	\$ 5,906.15
11430000-531065	Advertising	\$ 9,600.00	\$ 2,400.00	\$ 8,105.55	\$ 12,000.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,770.59		

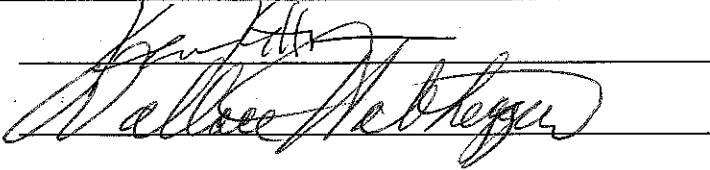
Explanation for Transfer:

Employee in the department switched from a Single Plan to a Family Plan for Dental Insurance effective July 1, 2016 and was budgeted for a Single plan all year. Employee took Family plan for Health Insurance effective January 1, 2017, but deductions come out in December of 2016.

Advertising expense will exceed amount budgeted due to retirements at the end of the year and addition of new positions in various departments. Also, unexpected resignations & retirements for full-time positions with expired eligibility lists.

Department Head Approval _____

Governing Committee Approval 12-13-16



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: District Attorney
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11310000 - 531050	Postage	\$ 2,500.00	\$ 700.00	\$ 53.45	\$ 1,800.00
11310000 - 521130 - DV620	Invest; other	\$ 6,000.00	\$ 5,000.00	\$ 208.24	\$ 1,000.00
11310000 - 531000	Office Supplies	\$ 6,500.00	\$ 2,500.00	\$ 2,541.08	\$ 4,000.00
Total Transfer			\$ 8,200.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11310000 - 539220 - DV800	Trial Exp; vict hotel	\$ 1,500.00	\$ 100.00	\$ 1,558.00	\$ 1,600.00
11310000 - 539220 - DV801	Trial Exp; vict meal	\$ 250.00	\$ 100.00	\$ 304.62	\$ 350.00
11310000 - 539220 - DV810	Trial Exp; wit hotel	\$ 1,500.00	\$ 500.00	\$ 1,804.00	\$ 2,000.00
11310000 - 539220 - DV812	Trial Exp; wit travel	\$ -	\$ 7,500.00	\$ 6,241.24	\$ 7,500.00
Total Transfer			\$ 8,200.00		

Explanation for Transfer:

Money needs to be shuffled to cover expenses of our homicide trial that took place in September. Note ~ we are not over budget, just over in certain areas.

Department Head Approval

[Signature]

Governing Committee Approval

12-12-16 *[Signature]*

If < \$500:

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Maintenance
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11630600 522005	Justice Center- Electricity	\$ 150,000.00	\$ 5,000.00	\$ 79,439.90	\$ 145,000.00
11630600 522010	Justice Center- Electricity	\$ 150,000.00	\$ 39,678.00	\$ 79,439.90	\$ 110,322.00
Total Transfer			\$ 44,678.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11605630 511000	Maintenance Adm Cntr Salaries	\$ 3,488.00	\$ 3,331.00	\$ 5,326.81	\$ 6,819.00
11605630 515005	Maintenance Adm Cntr Retirement	\$ 232.00	\$ 220.00	\$ 351.52	\$ 452.00
11605630 515010	Maintenance Adm Cntr FICA	\$ 218.00	\$ 206.00	\$ 330.21	\$ 424.00
11605630 515015	Maintenance Adm Cntr Medicare	\$ 51.00	\$ 48.00	\$ 77.21	\$ 99.00
11605630 515020	Maintenance Adm Cntr Health	\$ 580.00	\$ 558.00	\$ 531.53	\$ 1,138.00
11605630 515025	Maintenance Adm Cntr Dental	\$ 25.00	\$ 25.00	\$ 22.99	\$ 50.00
11605630 515030	Maintenance Adm Cntr Life	\$ 2.00	\$ 1.00	\$ 3.30	\$ 3.00
11605630 515040	Maintenance Adm Cntr WC	\$ 81.00	\$ 78.00	\$ 124.64	\$ 159.00
11630630 511000	Maintenance Adm Cntr Salaries	\$ 31,387.00	\$ 29,974.00	\$ 47,716.12	\$ 61,361.00
11630630 515005	Maintenance Adm Cntr Retirement	\$ 2,074.00	\$ 1,979.00	\$ 3,149.36	\$ 4,053.00
11630630 515010	Maintenance Adm Cntr FICA	\$ 1,948.00	\$ 1,859.00	\$ 2,958.46	\$ 3,807.00
11630630 515015	Maintenance Adm Cntr Medicare	\$ 457.00	\$ 435.00	\$ 691.98	\$ 892.00
11630630 515020	Maintenance Adm Cntr Health	\$ 5,220.00	\$ 5,019.00	\$ 4,566.65	\$ 10,239.00
11630630 515025	Maintenance Adm Cntr Dental	\$ 226.00	\$ 226.00	\$ 187.70	\$ 452.00
11630630 515030	Maintenance Adm Cntr Life	\$ 34.00	\$ 17.00	\$ 27.00	\$ 51.00
11630630 515040	Maintenance Adm Cntr WC	\$ 742.00	\$ 702.00	\$ 1,116.51	\$ 1,444.00
Total Transfer			\$ 44,678.00		

Explanation for Transfer: One of the Maintenance employees salary projection from the original 2016 budget came in to the budget as a zero balance. This transfer will cover the salaries that were shorted in the original budget. The delay in moving into the Justice Center has allowed for additional funds available to cover this expense.

Department Head Approval

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

11/17/2016

Department: Senior Services
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24620200 522025	Ben Spec Telephone	\$ 270.00	\$ 100.00	\$ 154.72	\$ 170.00
24600075 521380	HD Meals Sparta	\$ 15,211.00	\$ 2,300.00	\$ 8,648.46	\$ 12,911.00
					\$ -
					\$ -
Total Transfer			\$ 2,400.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24620200 531000	Ben Spec office supplies	\$ 225.00	\$ 50.00	\$ 248.45	\$ 275.00
24620200 531050	Ben Spec Postage	\$ 280.00	\$ 50.00	\$ 290.79	\$ 330.00
24600070 529020	HD Norwalk Meal Delivery	\$ 200.00	\$ 500.00	\$ 533.03	\$ 700.00
24600095 529020	HD Wilton Meal Delivery	\$ 450.00	\$ 1,800.00	\$ 1,518.87	\$ 2,250.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,400.00		

Explanation for Transfer:

Ben Spec needed more office supplies and postage than anticipated.

HD meal delivery mileage was more than anticipated due to an increase of home delivered clients.

Department Head Approval _____
 Governing Committee Approval _____

Laura M. [Signature]
David A. [Signature]

If < \$500:

Send to County Administrator's Office
 COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date _____ Revised 02/20/2014

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 1, 2016
 Department: Senior Services
 Amount: \$945.00
 Budget Year Amended: 2016

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

Recreational trip participation for the last trip was increased.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24680000 466500 SS480	Recreational Trips	\$ 16,000.00	\$ 945.00	\$ 16,945.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 945.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24680000 533255	Recreational Trips	\$ 13,500.00	\$ 945.00	\$ 14,445.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 945.00	

Department Head Approval: *Sandra Novak*
 Date Approved by Committee of Jurisdiction: *Chris A. Reese*

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: November 28, 2016
 Department: Senior Services
 Amount: \$53,400.00
 Budget Year Amended: 2017

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

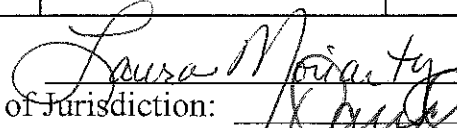
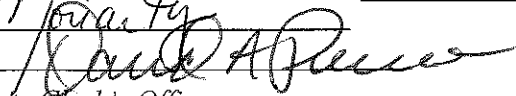
Transferring the money for vehicle purchase from 2016 to 2017 budget due to a delay in the process of being able to purchase the vehicles in 2016. In addition we were approved for one vehicle instead of the two we applied for.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24660610 432207	Mini Bus Federal Aid	\$ 81,600.00	\$ 26,400.00	\$ 108,000.00
24660610 493000	Mini Bus Fund Balance Appl	\$ -	\$ 27,000.00	\$ 27,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,400.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24660610 581100	SS Mini Bus Vehicles	\$ 81,600.00	\$ 53,400.00	\$ 135,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,400.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 30, 2016
 Department: Maintenance
 Amount: \$6,400.00
 Budget Year Amended: 2016

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

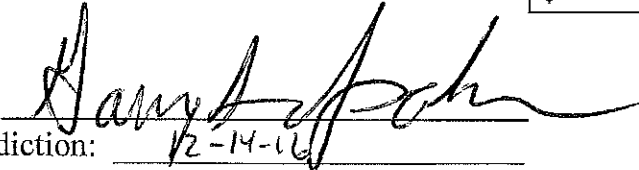
This budget adjustment is to include in the Maintenance 2016 budget the reimbursement for the work on the museum chimney.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11600000 489900	Other Maintenance Revenue	\$ -	\$ 6,400.00	\$ 6,400.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,400.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11645610 524505	Museum Bldg Repairs&Maint	\$ 2,300.00	\$ 6,400.00	\$ 8,700.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,400.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 12-14-16

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: 11/28/2016
 Department: Rolling Hills
 Amount: \$12,000
 Budget Year Amended: 2017

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

In 2016 we budgeted \$12,000 in Capital Outlay for a new van awarded to us in a grant. This van will not be delivered until early 2017. We need to carry over the expense to 2017.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210560.493000	Fund Balance Applied		\$ 12,000.00	\$ 12,000.00
Total Adjustment			\$ 12,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210990 581100	Capital Outlay Vehicles	\$ -	\$ 12,000.00	\$ 12,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 12,000.00	

Department Head Approval: *Jinda Anderson*

Date Approved by Committee of Jurisdiction: 11/28/16

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For


Date: 12/14/2016
 Department: Maintenance
 Amount: <\$4000.00
 Budget Year Amended: 2017

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

The Re-purpose is to cover the higher price for the equipment that was included in the 2017 budget. This is to replace our tractor that does the mowing and sidewal snow removal down town. Our old machine is 17 years old and our work load for it has increased significantly.
 This money will come from the account that is set aside for this purpose.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-581000	Cap equipment/vehicle long range	Equipment replacement	Equipment replacement	<\$4000.00
Total Adjustment				\$ -

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 12-14-16

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: _____

Request for Credit Card Approval

Department: ROLLING HILLS

Committee: ROLLING HILLS

Name of Card Holder	Title of Position	Credit Card Limit
DANIEL ROES	DIETARY DIRECTOR	\$1,000

Justification for Credit Card(s):

DANIEL IS OUR DIETARY DIRECTOR. THERE ARE OCCASIONS WHEN THEY NEED THINGS IN THE KITCHEN BEFORE THE NEXT DELIVERY. THIS WILL ALLOW HIM TO MAKE THOSE IMMEDIATE PURCHASES WITHOUT USING HIS OWN PERSONAL FUNDS.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11/28/16

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Highway

Committee: Highway

Name of Card Holder	Title of Postion	Credit Card Limit
David Ohnstad	Road Supervisor	\$1,000.00
Rebecca Pitel	Office Manager	\$1,000.00

Justification for Credit Card(s):

Credit Card to be establish for New Employee filling the Road Supervisor position. Credit Card to be established Office Manager instead of petty cash fund.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF TWO ADDITIONAL ECONOMIC SUPPORT SPECIALIST POSITIONS IN THE HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Human Services Board and Administrative & Personnel Committee request the establishment of two additional Economic Support Specialist positions in the Human Services Department effective March 1, 2017; and

WHEREAS, the Western Region Economic Assistance Consortia (WREA) will be hiring eight new Economic Support Specialists across the region. Monroe County has been allocated two of these positions. Economic Support Specialists work in an eight county consortia to assist consumers from diverse backgrounds having social/economic problems and determine eligibility for public assistance; and

WHEREAS, the additional positions will allow the Consortia to better meet state requirements for accuracy and timeliness. Keeping these two positions in Monroe County will allow for 50% recovery of AMSO costs, \$17,752 each for a total of \$35,504 annually and will not increase current county tax levy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of two new Economic Support Specialist positions in the Economic Support unit of the Human Services Department, effective March 1, 2017.

Dated this 28th day of December, 2016

Offered by the Administrative & Personnel Committee

Purpose: Approve two additional Economic Support Specialist positions in the Human Services Department effective March 1, 2017.

Fiscal Note: Cost for the two positions for 10 months in 2017 is \$88,524, annual cost thereafter is \$100,240. WREA Consortia Funding is county levy based from eight counties, in addition to state and federal funding. The additional two positions will not increase Monroe County levy.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____ 20____
____ Yes ____ No ____ Absent
Committee Chair: _____

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)

RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT 4 TO EXERCISE PERMIT/AGREEMENT DACA45-9-97-00001

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WHEREAS, Monroe County, the Town of New Lyme, and the United States of America did enter into the original exercise permit/agreement DACA45-9-97-00001 on July 3, 1996 which allowed use of Monroe County land by the United States Department of the Army, in conjunction with Fort McCoy, for certain activities and maneuvers; and.

WHEREAS, The agreement has been extended three times for a period of five years for each extension; and

WHEREAS, The Monroe County Natural Resources & Extension Committee has reviewed Supplement Agreement 4 and recommends entering into the agreement as set out below.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that the County Administrator is authorized to sign the Supplemental Agreement 4 on behalf of Monroe County and enter the county into the agreement and any future supplemental agreements.

Dated this 25th of January, 2017.

Offered by the Natural Resources and Extension Committee.

Purpose: To extend the original exercise permit/agreement DACA45-9-97-00001 up to an additional five years, from July 2, 2011 until July 2, 2016, in one year increments.

Fiscal Note: The agreement contains an annual \$1500.00 permit fee of which \$750.00 goes to the county and \$750 goes to the Town of New Lyme.

Reviewed as to form on _____
Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: 12/13 2016
6 Yes 0 No 0 Absent
Committee Chair: [Signatures]

Finance Vote (if required):
____ Yes ____ No ____ Absent

ADOPTED FAILED AMENDED
 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)

1 RESOLUTION AUTHORIZING THE APPLICATION FOR OUTDOOR RECREATION AIDS

2
3 WHEREAS, Monroe County is interested in maintaining, acquiring and/or developing lands
4 for public outdoor recreation purposes as described in the application, in particular,
5 snowmobile trails; and

6
7 WHEREAS, Financial aid is required to carry out the project; and

8
9 WHEREAS, Monroe County has anticipated this project by creating a budget sufficient to
10 complete the project or acquisition.

11
12 NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Snowmobile Coordinator
13 (Forestry & Parks Administrator) is authorized to act on behalf of Monroe County to:

- 14
- 15 1. Submit an application to the State of Wisconsin Department of Natural
- 16 Resources for any financial aid that may be available; and
- 17 2. Submit reimbursement claims along with necessary supporting
- 18 documentation within 6 months of project completion date; and
- 19 3. Submit signed documents for completing the project; and
- 20 4. Take necessary action to undertake, direct and complete the approved
- 21 project.
- 22

23 BE IT FURTHER RESOLVED that Monroe County will comply with state or federal rules for
24 the programs to the general public during reasonable hours consistent with the type of facility;
25 and will obtain from the State of Wisconsin Department of Natural Resources approval in
26 writing before any change is made in the use of the project site.

27
28 Dated this 25th day of January, 2017.

29
30 Offered by the Natural Resources and Extension Committee

31
32 Purpose: To apply for and receive state aid for the operation and maintenance of the Monroe
33 County Snowmobile Trails.

34
35 Fiscal Note: This resolution will allow Monroe County to apply for state aid for outdoor
36 recreation which will be an annual minimum amount of \$74,575.00. All funding comes from
37 the snowmobile registration fund.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
 ___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: 12/13 2016
6 Yes 0 No 0 Absent

Committee Chair: Nodji Kandyachen Daniel Olson
David A. Miller James L. Schneider
Donald Hall Mark Holm

ADOPTED FAILED AMENDED

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)

Policy

Monroe County shall have a standard manner by which to purchase items for county use. These procedures will involve various thresholds of authority and utilize necessary forms.

Policy Authorization

- Proposed policy for approval at the next Finance Committee meeting 12/21/2016.

Objectives

The objectives of the County's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance:
2. To provide adequate controls over County expenditures and financial commitments with proper documentation:
3. To obtain quality goods required by County departments and to ensure that these goods are at the place and time when needed, and,
4. To provide a standardized system of purchasing for use by all County departments.

Definitions

Bid

Formal written responses by vendors to the County's solicitation for prices of goods and or services. Bids are usually in response to formal requests for proposal (RFP's) by the County, and their formats are often specifically prescribed so as to meet precise requirements of the RFP. Information provided in a bid may be binding against the vendor. Bids are awarded based on the lowest cost bid received by a responsive/responsible bidder.

Documentation:

Written evidence of information received from vendors. Documentation may be formal (bids received from vendors) or informal (a note written by the purchaser based on a phone conversation with a vendor).

Quotes

Informal responses by vendors to the County's solicitation for prices of goods or services. Quotes may be written or verbal and are estimates of the price of a good or service. Quotes may be requested formally, such as a written memo to vendors, or informally, such as by phone. Prices and specification are not binding.

Request for Bid (RFB)

Formal request by the County for prices of goods or services. RFB's have very specific requirements as to the information the vendors must provide, such as product features, duties to be performed by the vendor and pricing. Award decisions are based solely on lowest responsive/responsible bid received.

Request for Information (RFI)

RFI's can be prepared at any time, and do not result in a legally binding document or award. They can be used to narrow the scope of a project or define parameters, and can also be used to narrow the field of prospective vendors or prequalify vendors, in request for proposal projects.

Request for Proposal (RFP)

Formal request by the County for prices of goods or services. RFP's have very specific requirements as to the information the vendors must provide, such as product features, duties to be performed by the vendor and pricing. Requests for Proposal allow for evaluation of proposals based on a specified criteria matrix. Award decisions are not based solely on lowest responsive/responsible bid received. All RFP's shall include the County's standard terms and conditions.

*The County Purchasing and Procurement Coordinator should be utilized to facilitate and oversee requests for the purchase of goods, services or equipment. They shall receive a copy of any finalized contract for attachment and addition to the financial system.

PROCEDURES

MATERIALS AND SERVICES PURCHASES

This policy assumes that all items purchased hereunder will first be budgeted in a department's annual budget. Purchase procedures of various materials and services for Monroe County are as follows:

Less than \$5,000 Department Heads are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.

\$5,000 - \$9,999 Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.

If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.

Over \$10,000 Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.

Exceptions:

- Approved by County Board resolution or ordinance, or Statute*
- Bid is covered by state contract pricing*

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

EMERGENCY PURCHASES

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services;
2. To meet emergencies that may cause a financial harm to public property or other public assets;
3. To meet emergencies that may cause financial harm to people or private assets; and/or
4. To stay an immediate threat to the health or safety of the public and employees.

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$5,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation Costs
- Additions
- Improvements
- Ancillary Cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through either a budget adjustment or repurpose of funds form.

Computer hardware or software purchases shall be made by the Information Systems (IS) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IS Department. Costs of the equipment or software and ongoing maintenance shall be charged back to the user department.

This policy assumes that all items purchased hereunder will first be budgeted in a department's annual budget or approved through a Budget Adjustment or Repurpose of Funds form. Purchase procedures of various materials and services for Monroe County are as follows:

\$5,000 - \$9,999 Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.

If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.

Over \$10,000

Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.

Exceptions:

- Approved by County Board resolution or ordinance, or Statute*
- Bid is covered by state contract pricing*

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Standard Bill Paying Procedure

The following is the standard procedure to be followed for all purchasing categories (See the specific spending categories for authorization steps):

1. The department enters and releases a requisition in the financial software as a request to purchase.
2. The requisition is approved through workflow by the appropriate personnel.
3. The requisition is converted to a purchase order upon approval (purchase order is sent out to vendor if needed)
4. Payments will be made on presentation of an itemized invoice or other original document identifying the items to be paid and the cost for the specific purchase. Payments will not be made using statements. Invoices will be attached to corresponding PO's that have been entered and approved through workflow by the appropriate personnel. (Invoices shall be received by noon on Wednesday to be processed in the current week).
5. The invoice will be released for approval of appropriate personnel.
6. Checks will be generated by the Finance Department for all approved invoices.
7. The detailed invoice list shall be sent to the Treasurer's Office for check printing.
8. All checks will be printed and sealed by the Treasurer's office and walked over to the County Clerk's Office for mailing/dispersal.
9. The check file shall be uploaded to the county bank for positive pay.
10. The Finance Committee shall be provided with a record of all checks that have been paid in the prior month for review and approval. They shall be provided a copy of any invoice upon request.

Outlay Expenditures

Policy

All Levy-funded outlay expenditures must be for item on the approved outlay list. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

Policy Authorization

- Proposed policy for approval at the next Finance Committee meeting December 21st.

Procedure

1. Outlay is an expenditure of \$5,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property and equipment acquisition or construction. Costs that are considered outlay are the cost of the item itself, ancillary cost (freight, etc.), additions, improvements and preservation costs. (See also Purchasing Policy)
2. A Monroe County requisition should be completed by the department desiring the purchase. This requisition should be approved by the appropriate personnel through the workflow process. A Purchase Order is required before outlay items are ordered. Outlay items must be approved through the budget process or through an approved Budget Adjustment or Repurpose of Funds action.
3. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment or Repurpose of Funds action.

Emergency Procedure

1. In the event of an urgent or emergency situation, the required purchase may be made by the appropriate department head.
2. An urgent or emergency situation must involve endangerment of life or property or an unforeseen opportunity within a limited time frame that would provide a material benefit or avoid a material cost to the county.
3. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action.