



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

**COMMITTEE: FINANCE MEETING**

**TIME: 9:00 A.M.**

**PLACE: Human Services, Meeting Room #443  
14301 County Hwy B, Bldg A, Sparta, WI 54656**

**DATE: February 18, 2015**

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

### SUBJECT MATTER TO BE CONSIDERED

**SECOND  
AMENDED  
AGENDA**

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 01/21 & 01/28/2015 (attached/enclosed)
4. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Approval of contract modification Louis Berger Contract – Discussion/Action
  - d. Change Order for a deduct of \$44,281.38 for changing the routing of the communications ductbank – Discussion/Action
  - e. Change Order for a deduct of \$92,596.36 for changing the run time on the UPS system from 15 minutes to 7 minutes and deleting the testing of the electrical switches and circuit breakers. Discussion/Action
5. Credit Card Approvals(s) – Discussion/Action
  - a. Clerk of Court
6. Budget Adjustment(s) – Discussion/Action
  - a. Clerk of Court
  - b. Circuit Court
  - c. Senior Services
  - d. Health
  - e. Medical Examiner
  - f. Local History Room
7. Line Item Transfer(s) – Discussion/Action
  - a. Circuit Court
  - b. Senior Services
  - c. Justice
  - d. Sheriff
  - e. Medical Examiner
  - f. Finance
  - g. Maintenance
8. Treasurer Monthly Report
9. Finance Director
  - a. Monthly Financial Report
  - b. Financial Software Update
  - c. **Rolling Hills Cash Deficit – Discussion/Action**
10. Fiscal Note Approval(s) – Discussion/Action
  - a. Resolution Approving Elert & Associates Inc. Contract
  - b. Resolution Authorizing Establishment of a Part-Time Community Health Educator Position in the Monroe County Health Department
  - c. Resolution Authorizing Four Electronic Monitoring Specialists Positions
  - d. **Resolution Authorizing Withdrawal From The Monroe County Farm Education Account For Upgrading Electrical Service in Barns At Fairgrounds**
11. Resolution(s) - Discussion/Action
  - a. Resolution to Transfer Remaining Budgeted Funds From 2014 To 2015 For Cloud-Based ERP Financial and Document Management Software and Human Services CMHC (AVATAR) Software and Equipment Upgrade
  - b. Resolution for Reauthorization of Self-Insurance
12. Future Financing for the Justice Center – Discussion/Action
13. Monthly County Disbursement Journal Approval – Discussion/Action
14. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
15. Items for next month's agenda
16. Adjournment

James Kuhn, Committee Chair  
Date notice mailed: February 16, 2015

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

Finance Committee  
January 21, 2015

Present: James Kuhn, Sharon Folcey, Pete Peterson, Cedric Schnitzler, Wallace Habegger  
Others: Randy Williams, Sharon Nelson, Annette Erickson, Tina Osterberg, Kurt Marshaus, Andy Kaftan,  
Member of the Public

The meeting was called to order in the Human Services meeting room #443 at 9:00 a.m.

- Next meeting date – February 18, 2015 at 9:00 a.m., at the Human Services Conference Room #443.  
Note: Special Finance Meeting – January 28, 2015 at 5:15 p.m. prior to County Board meeting.
- Minutes Approval – Motion by Cedric Schnitzler second by Pete Peterson to approve the 12/17/14 & 12/22/14 minutes. Carried 5-0.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus explained that the walls are now up and the windows will be going in tomorrow. Next week the roofing will be worked on and by the end of the first week of February it should be enclosed.
  - b. Approval of monthly Justice Center Building Project expenditures: Louis Berger Group \$8,696.00; Chosen Valley Testing \$765; Marshaus Engineering LLC; \$6,526.39; Miron Construction Co. \$1,187,036.75; Advantage Purchasing \$371,076.35. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve the Justice Project expenditures in the amount of \$1,574,100.49. Carried 5-0.
  - c. Approval of Furniture Low Bid in the Amount of \$359,758.54 from Eau Claire Business Interiors. Kurt Marshaus explained. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve the low bid of \$359,758.54. Carried 5-0
  - d. Resolution Approving Change Order Request in the amount of \$116,716.60 for Installing Electronic Control Plumbing Valves in the Jail. Kurt Marshaus explained. Monies to come out of the building project contingency fund. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve fiscal note. Carried 5-0.
  - e. Resolution Approving Change Order Request in the Amount of \$60,819.77 for Increasing the Size of the four day rooms for the Segregation Cells. Kurt Marshaus explained. Monies to come out of the building project contingency fund. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve fiscal note. Discussion continued. Carried 5-0.
  - f. Future Financing for the Justice Center/Radio Towers. Discussion. To be brought back next month with a resolution after final numbers are in. Cathy/Tina will get information together.
- Resolution(s)
  - a. Resolution Funding Plan for Emergency Radio Tower – Discussion. Andy Kaftan will prepare two resolutions to forward to County Board. Finance Committee to meet at 5:15 p.m. on January 28<sup>th</sup> prior to County Board meeting to approve the resolutions. If first resolution passes the second will be pulled from the County Board agenda.
  - b. Resolution Denying Claim of Richard J. Shone – Discussion. Andy Kaftan explained the claim was reviewed and recommends disallowance of the claim. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve resolution and forward to the full board. Carried 5-0.

- Credit Card Approval(s)
  - a. Health (WIC Program) – Sharon Nelson explained the need for \$1,000.00 credit card for WIC Coordinator/Nutritionist. Motion by Cedric Schnitzler second by Sharon Folcey to approve credit card. Carried 5-0.
  - b. Human Services – Tina Osterberg explained the need for \$1,000.00 credit card for Social Worker. Motion by Sharon Folcey second by Pete Peterson to approve credit card. Carried 5-0.
  - c. Highway – Tina Osterberg explained the need for \$1,000.00 credit card for Janitor/Driver. Motion by Sharon Folcey second by Pete Peterson to approve credit card. Carried 5-0.
  - d. Justice – Tina Osterberg explained the need for \$500.00 credit card for Assistant Justice Center Coordinator & \$500.00 credit card for OWI Case Manager/Assistant Coordinator. Discussion. Motion by Pete Peterson second by Cedric Schnitzler to amend both cards to a limit of \$1000.00 each. Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve both credit cards as amended. Carried 5-0.
  - e. Surveyor – Request for \$500.00 credit card. Motion by Cedric Schnitzler second by Sharon Folcey to approve credit card. Carried 5-0.
  
- Budget Adjustments
  - a. Health – Sharon Nelson explained the 2015 budget adjustment in the amount of \$15,101.00 for grants. Motion to approve budget adjustment by Pete Peterson second by Sharon Folcey. Carried 5-0.
  - b. Human Services – Tina Osterberg explained the 2014 budget adjustment in the amount of \$415,047.00 for adjustment for additional BCA allocation from DHS and Family Care Contribution owed for 2014. Motion to approve budget adjustment by Cedric Schnitzler second by Sharon Folcey. Carried 5-0.
  - c. Land Records – Tina Osterberg explained the 2015 budget adjustment in the amount of \$498.82 for grant money. Motion to approve budget adjustment by Cedric Schnitzler second by Pete Peterson. Carried 5-0.
  - d. Senior Services – Tina Osterberg explained the 2014 budget adjustment in the amount of \$2,197.00 for recreational trip participation. Motion to approve budget adjustment by Pete Peterson second by Wally Habegger. Carried 5-0.
  - e. Treasurer – Annette explained the 2014 budget adjustment in the amount of \$461.39 for tax deed expense increase. Motion to approve budget adjustment by Sharon Folcey second by Wally Habegger. Carried 5-0.
  
- Line Item Transfer
  - a. Dog Control – Tina Osterberg explained the 2014 line item transfer in the amount of \$2,901.74 For Mileage, Utilities, Investigative Services, Postage and Conferences. Motion to approve line item transfer by Wally Habegger second by Cedric Schnitzler. Carried 5-0.
  - b. Senior Services – Tina Osterberg explained the 2014 line item transfer in the amount of \$4,249.00 for year end adjustments. Motion to approve line item transfer by Sharon Folcey second by Wally Habegger. Carried 5-0.

- c. County Board – Tina Osterberg explained the 2014 line item transfer in the amount of \$125.00 for Plat Books for Sanitation, Planning & Zoning and Dog Control Committee Members. Discussion. Item pulled from agenda by Chair, Jim Kuhn.
- Annette Erickson gave the monthly Treasurers Report. Motion by Cedric Schnitzler second by Wally Habegger to approve \$30.00 interdepartmental transfer to Register of Deeds office. Carried 5-0.
- Finance Director Report -
  - a. Tina Osterberg gave the monthly report.  
Financial Software Update – Tina Osterberg explained that a second payroll has been completed and is moving forward on implementing the personnel portion of the system. Applications will be taken through Tyler and then all information will already be in system for applicants chosen. Training will begin the second week of February. Inventory will also be implemented shortly. Tina is to get with Peggy Thorson regarding Line Item transfer.
- Monthly County Disbursement Journal – Discussion. Motion by Sharon Folcey second by Wally Habegger to approve Monthly County Disbursement Journal. Carried 5-0.
- County Board Monthly Per Diems and vouchers – Motion by Cedric Schnitzler second by Sharon Folcey to approve monthly per diems and vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Future Financing for the Justice Center.
- Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 11:45 a.m. Carried 5-0.

Mary Brieske, Deputy County Clerk  
Recorder

Finance Committee  
January 28, 2015

Present: James Kuhn, Sharon Folcey, Pete Peterson, Cedric Schnitzler; Wallace Habegger joined the meeting at 5:25 p.m.

Others: Randy Williams, Tina Osterberg, Members of the Public

The meeting was called to order in the Rolling Hills Auditorium at 5:15 p.m.

- Resolution(s)
  - a. Resolution 01-15-01  
Bond Funding Plan for Emergency Radio Tower – Motion by Sharon Folcey second by Cedric Schnitzler to approve resolution and forward to the Board. Discussion. Carried 4 yes, 0 no, 1 absent.

Wallace Habegger joined the meeting at 5:25 p.m.

- b. Resolution 01-15-02  
Mixed Funding Plan for Emergency Radio Tower – Motion by Pete Peterson second by Cedric Schnitzler to approve resolution and forward to the Board contingent upon resolution 01-15-01 failing at the board level. Discussion. Carried 5-0.
- Adjournment - Motion by Pete Peterson second by Sharon Folcey to adjourn at 5:30 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

**Department:** Clerk of Court

**Committee:** Public Safety & Justice Coordinating

Name of Card Holder	Title of Postion	Credit Card Limit
Shirley K. Chapiewsky	Clerk of Circuit Court	\$ 500.00

**Justification for Credit Card(s):**

Credit card to be used to pay for lodging when attending Clerk of Circuit Court conferences and for ordering office supplies.

**Department Head Approval:** Shirley K. Chapiewsky

**Date Approved by Committee of Jurisdiction:** 01-09-15

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

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

## EMPLOYEE AGREEMENT

I, (employee name) SHIRLEY K. CHAPIEWSKY, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges with out proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the Finance Committee will audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- *I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.*
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: \_\_\_\_\_

Shirley K. Chapiewsky Date: 2-9-15

Department: CLERK OF COURT OFFICE \_\_\_\_\_

Card # Issued: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: January 30, 2015  
 Department: Clerk of Court  
 Amount: \$24,957.97  
 Budget Year Amended: 2014

#### Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

2014 revenue exceeded budgeted amounts in attorney fees, guardian ad litem fees and judicial reimbursement. These additional revenues are needed to cover expense line items that have exceeded budgeted amounts. Some of these expense accounts were created when the Munis system was set up and were not part of the budget when it was completed.

#### Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 461430	Attorneys Fee Due County	\$ 15,000.00	\$ 21,723.42	\$ 36,723.42
11220000 461440	Guardian Ad Litem	\$ 3,000.00	\$ 1,012.08	\$ 4,012.08
11220000 435100	Judicial Reimburse	\$ 60,000.00	\$ 2,222.47	\$ 62,222.47
Total Adjustment			\$ 24,957.97	

#### Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 511000	Salaries	\$ 331,722.00	\$ 3,630.78	\$ 335,352.78
11220000 515005	Retirement	\$ -	\$ 701.50	\$ 701.50
11220000 515015	Medicare	\$ -	\$ 143.81	\$ 143.81
11220000 521015 CC520	Interpreter Mileage	\$ -	\$ 295.40	\$ 295.40
11220000 521105 CC600	Attorney Fees	\$ 81,062.00	\$ 12,000.00	\$ 93,062.00
11220000 521105 CC700	Gal Fees	\$ -	\$ 7,566.48	\$ 7,566.48
11220000 521110	Doctor Examinations	\$ 16,500.00	\$ 570.00	\$ 17,070.00
11220000 539210	Errors & Omissions	\$ -	\$ 50.00	\$ 50.00
Total Adjustment			\$ 24,957.97	

Department Head Approval: Shirley K. Chapin

Date Approved by Committee of Jurisdiction: 02-09-15

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 2, 2015  
 Department: Circuit Court  
 Amount: \$4,290.20  
 Budget Year Amended: 2014

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

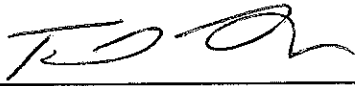
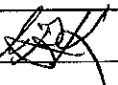
Attorney fees and guardian ad litem fees surpassed our budgeted amount.  
Excess revenue in probate fees to help offset overage in attorney and guardian ad litem fees  
Line item transfers will be done to cover additional amounts needed

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 461500	Probate Fees due County	\$ 14,790.20	\$ 4,290.20	\$ 10,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,290.20	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 521105CC600	Attorney Fees	\$ 84,218.27	\$ 814.00	\$ 85,032.27
11210000 521105CC700	GAL Fees	\$ -	\$ 3,476.20	\$ 22,659.21
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,290.20	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 02-09-15 

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2015  
 Department: Senior Services  
 Amount: \$200.00  
 Budget Year Amended: 2015

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

Budget adjustment needed to cover repairing the refrigerator at the Sparta meal site

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600025 521380	Sparta Cong contracted meals	\$ 9,408.00	\$ 200.00	\$ 9,208.00
				\$ -
				\$ -
Total Adjustment			\$ 200.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600025 524600	Sparta equip repair/maint	\$ 250.00	\$ 200.00	\$ 450.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 200.00	

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: \_\_\_\_\_

Rev 2/14

### Budget Adjustment

Purpose

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: February 9, 2015  
 Department: Health  
 Amount: \$500.00  
 Budget Year Amended: 2015

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

Received grant funding from Walmart for a Farm and Community safety day camp, offered to a Monroe County school district or private school each year. This grant will provide funding to purchase safety and injury prevention education materials with the goal of educating our youth on the importance of safety and prevention of a serious injury or death.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 465135	Farm Safety	\$ -	\$500.00	\$ 500.00
Total Adjustment			\$ 500.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant	\$ 12,140.00	\$ 500.00	\$ 12,640.00

Department Head Approval: Maureen Nelson

Date Approved by Committee of Jurisdiction: Maureen Nelson, Pott Chair 2/9/15

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 9, 2015  
 Department: Health  
 Amount: \$3,500.00  
 Budget Year Amended: 2015

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

Received funding from *Remembering Jesse Parker Inc.* to be used for cribs, car seats and other infant/child safety items for qualified Monroe County families.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 485000	Cribs for Kids	\$ -	\$ 3,500.00	\$ 3,500.00
				\$ -
Total Adjustment			\$ 3,500.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 12,140.00	\$ 3,500.00	\$ 15,640.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,500.00	

Department Head Approval: *Mahon Nelson*  
 Date Approved by Committee of Jurisdiction: *Mary Coch, Bot Chair 2/9/15*  
*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 30, 2015  
 Department: Medical Examiner  
 Amount: \$2,860.00  
 Budget Year Amended: 2014

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

Due to increased caseload in 2014 the Medical Examiner was able to bring in additional Revenues to help cover overages in Expenditure Accounts.

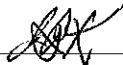
**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 462850 ME	CREMATION	\$ 27,040.00	\$ 160.00	\$ 27,200.00
11270000 462850 ME	DEATH CERT	\$ -	\$ 2,700.00	\$ 2,700.00
				\$ -
				\$ -
Total Adjustment			\$ 2,860.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 521165	Autopsies, Pathological	\$ 37,300.00	\$ 2,860.00	\$ 40,160.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 2,860.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction: 2-9-15 

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: February 12, 2015  
 Department: Local History Room  
 Amount: \$35,479.37  
 Budget Year Amended: 2014

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


Reimburse Wegner Grotto Maintenance 2014 Expenses \$35,479.37 from Wegner Grotto Trust account #83000000 115830 to pay for restoration projects in 2014.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85125000 485000 LHR30	WEGNER GROTTTO TRUST	\$ -	\$ 35,479.37	\$ 35,479.37
15121000 492800	TRANSFER IN WEG GROTT	\$ -	\$ 35,479.37	\$ 35,479.37
				\$ -
				\$ -
Total Adjustment			\$ 70,958.74	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85125000 599999	TRANSFER OUT WEG GROTT	\$ -	\$ 35,479.37	\$ 35,479.37
15121000 524720 HR520	WEGNER GROTTTO MAINT	\$ -	\$ 35,479.37	\$ 35,479.37
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 70,958.74	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 2/13/15

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Monroe County Circuit Court  
 Budget Year Amended: 2014

No. _____
Date: _____

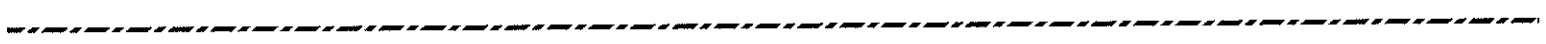
	Account #	Account Name	Transfer Amount	Original Budget	YTD Expenditures
From Account	11210000 5110000	Salaries	\$547.17	\$182,631.00	\$182,083.83
	11210000 514100CC560	Crt Expense - Juror	\$1,491.60	\$7,000.00	\$5,508.40
	11210000 515949	Workers Comp	\$ 3.53	\$ 495.00	\$ 491.47
	11210000 521110	Dr. Examinations	\$ 14,500.00	\$ 57,000.00	\$ 40,606.25
	11210000 522025	Telephone	\$ 871.70	\$ 3,180.00	\$ 2,308.30
	11210000 531000CC80	Office Supplies	\$ 2,659.70	\$ 7,000.00	\$ 4,340.30
	11210000 531050	Postage	\$ 63.88	\$ 8,680.00	\$ 8,616.12
	11210000 531060	Printing	\$ 253.66	\$ 1,025.00	\$ 771.34
	11210000 532000	Books/Publications	\$ 232.21	\$ 11,600.00	\$ 11,367.79
	11210000 533010	Conferences	\$ 257.45	\$ 728.00	\$ 470.55
	11210000 553100	Equip. Service	\$ 228.00	\$ 4,656.00	\$ 4,428.00
	11210000 533200	Mileage	\$ 106.64	\$ 652.00	\$ 545.36
	<b>Total Transfer</b>		<b>\$ 21,215.54</b>		

To Account	11210000 515005	Retirement	\$381.33	\$0.00	\$381.33
	11210000 515010	Social Security	\$16.68	\$70,075.00	\$70,091.68
	11210000 515015	Medicare	\$ 78.64	-	\$ 78.64
	11210000 521105CC600	Attorney Fees	\$ 4,218.27	\$ 80,000.00	\$ 84,218.27
	11210000 521105CC700	GAL Fees	\$ 16,520.62	-	\$ 19,183.01
	<b>Total Transfer</b>		<b>\$ 21,215.54</b>		

<b>Explanation for Transfer:</b>
Attorney fees, including guardian ad litem fees, have surpassed the budgeted amount of \$80,000.
Transferring funds from all available expenses accounts to cover as much as possible.
A budget adjustment will also be requested.

Department Head Approval \_\_\_\_\_ *TOB*

Governing Committee Approval \_\_\_\_\_ *02-09-15 [Signature]*



# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

1/30/2015

Department: Senior Services  
 Budget Year Amended: 2014

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600010 524600	Cong Cataract Equip Maint	\$ 310.00	\$ 150.00	\$ -	\$ 160.00
24600070 521380	HD Norwalk Contracted mea	\$ 2,675.00	\$ 153.00	\$ 2,226.97	\$ 2,522.00
24620200 533250	Ben Spec Staff Travel	\$ 1,200.00	\$ 105.00	\$ 746.13	\$ 1,095.00
24630300 533250	IIIB Staff Travel	\$ 900.00	\$ 338.00	\$ 542.38	\$ 562.00
24660600 515800	Trans Professional Fees	\$ 650.00	\$ 91.00	\$ 369.00	\$ 559.00
<b>Total Transfer</b>			<b>\$ 837.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600001 515010 SS100	Cong Admin Soc Sec	\$ 486.00	\$ 51.00	\$ 536.79	\$ 537.00
24600001 515010 SS110	Cong Director Soc Sec	\$ 2,716.00	\$ 37.00	\$ 2,753.00	\$ 2,753.00
24600010 533250	Cong Cataract Staff Travel	\$ 450.00	\$ 37.00	\$ 486.54	\$ 487.00
24600025 511000 SS150	Cong Sparta Salary Driver	\$ 2,022.00	\$ 25.00	\$ 2,045.37	\$ 2,047.00
24600050 511000 SS110	HD Director Salary	\$ 4,367.00	\$ 3.00	\$ 4,369.03	\$ 4,370.00
24600050 515010 SS110	HD Director Soc Sec	\$ 1,060.00	\$ 22.00	\$ 1,081.24	\$ 1,082.00
24600060 522025	HD Cataract Telephone	\$ 71.00	\$ 3.00	\$ 73.57	\$ 74.00
24600075 511000	HD Sparta Salary	\$ 4,901.00	\$ 27.00	\$ 4,927.43	\$ 4,928.00
24600085 553000	HD Tomah Rent	\$ 650.00	\$ 1.00	\$ 650.25	\$ 651.00
24600095 522025	HD Wilton Telephone	\$ 29.00	\$ 2.00	\$ 30.76	\$ 31.00
24600095 529020	HD Wilton Meal Delivery	\$ 300.00	\$ 95.00	\$ 394.74	\$ 395.00
24620200 515700	Ben Spec Ed & Training	\$ 900.00	\$ 105.00	\$ 1,003.45	\$ 1,005.00
24630300 515010 SS110	IIIB Director Soc Security	\$ 6,382.00	\$ 24.00	\$ 6,405.98	\$ 6,406.00
24630300 515010 SS130	IIIB Meal Coordinator Soc	\$ 422.00	\$ 35.00	\$ 456.53	\$ 457.00
24630300 515010 SS220	IIIB Ben Spec Soc Sec	\$ 613.00	\$ 12.00	\$ 625.00	\$ 625.00
24630330 511000 SS130	IIIB Meal Coord Outreach Sal	\$ 2,870.00	\$ 231.00	\$ 3,100.42	\$ 3,101.00
24630330 515010 SS130	IIIB Meal Coord Outreach Soc	\$ 422.00	\$ 35.00	\$ 445.46	\$ 457.00
24630330 515040 SS130	IIIB Meal Coord Outreach WC	\$ 8.00	\$ 1.00	\$ 8.32	\$ 9.00
24660600 515700	Trans Emp Educ & Training	\$ 875.00	\$ 91.00	\$ 965.96	\$ 966.00
<b>Total Transfer</b>			<b>\$ 837.00</b>		

**Explanation for Transfer:**

Congregate & Home Delivered transfers above are to cover year end adjustments.

Transfer for Ben Spec training due to cover a special training.

IIIB wages due to year end salary adjustments.

Transportation transfer due to training needs unanticipated.

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

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

**-----**  
 If < \$500:

Send to County Administrator's Office

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

If > \$500:

Send to County Clerk's Office

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

Date

Revised 02/20/2014



## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Justice 12950000 --- 2014

No. _____
Date: _____

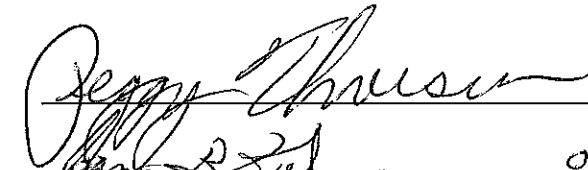

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	521230-j500	SCRAM	13,338	81,030	53,706.12
	521340-j7000	cont serv owi crt	16,000.00	44,000	27,537.86
	Total funds transferred		\$ 29,338.00		
To Account	521210-J800	LAB	28,277.00	11,000	21590.3
	522025	TELEPHONE	1,061.00	8504 (adj)	8628.82
			\$ 29,338.00		

**Explanation for Transfer:**

trying to balance my line items in the confusion of MUNIS payment or non payment. Its been difficult to balance without knowing MUNIS as well as I would like. Trying to see what is not paid, whats encumbered and keep budget right has been difficult the last two months but we are all trying hard to understand these and keep them up to date. It has been ana issue for even the expenditure of funds, the

Department Head Approval

Governing Committee Approval

 2-3-15  
 02-09-14

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

Title: Justice Department EMP Program Specialist - FTE  
Department: Justice  
Title of Immediate Supervisor: Justice Program Assistant Coordinator

Basic Functions and Responsibilities

Under direction of the Justice Programs Coordinator and/or the Assistant Justice Programs Coordinator, the Justice Electronic Monitoring (EM) Specialist, will provide direct supervision to participant's court ordered onto Electronic Monitoring or those placed on electronic monitoring through other Monroe County Justice Dept programs such as Bond Monitoring.

Essential Duties and Responsibilities

- Teaches useful work skills and work ethics for successful completion of EM;
- Explains and enforces rules, controls behavior problems, imposes discipline
- Develops and works with individual case plans for participant self-improvement, tracks Participant work and home activities while on EM,  
Enforces high risk/emergency procedures and monitors work performance;
- Keeps work schedules, lock down and any other approved appointments scheduled into the EM data base and tracks for compliance
  - using/uses EM necessary tools and mechanical equipment;
- Communicates with Justice Dept employees, Monroe County Sheriff and Jail staff, Other Law Enforcement/jurisdictions, Judges, Monroe County Dispatch and any other community corrections/volunteers/interns as needed
  - Verified work sites of EM participants as needed/or directed;
- Conducts alcohol and other drug testing on participants through, Preliminary Breath screening, Urine, Saliva or Hair following department protocol;
- Performs data entry and writes reports;
- Monitors equipment needs and supplies, maintain daily maintenance of equipment, web site program and participants information;
- Monitors the application and return of all EM equipment to/by participants;
- Informs employer of daily activities, violations, Orders To Detain/those taken into custody
- Will be responsible for the monitoring, reporting/taking actions for violations that occur on all participants in all programs on the web site for any EM participants for an EM violation or alerts including the bond monitoring program participants
- Utilized electronic monitoring equipment, monitors individuals placed on electronic monitoring and handles intake/violations of EM participants

Physical Demands: A large percentage of time is spent sitting, walking, standing, talking, hearing, handling, fingering, using near and far vision, judgment, exposed to adverse weather, environmental and atmospheric conditions, and potential for physical attack or injury. Stoops, crawls, runs, grapples, climbs, balances, bends, reaches, lifts, carries, pushes/pulls up to 100 pounds or more, travels and moves about the work sites intermittently, driving a vehicle.

Supervision Exercised

Electronic monitoring participants, bond program participants and other Justice Program/participants as assigned

Qualifications

1. Associate degree in criminal justice or related field preferred.
2. Minimum of one year experience working with correctional clients of adult and juvenile ages, and experience in the construction field including use of power and hand tools.
3. Valid Wisconsin driver's license.

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. This position is non-traditional hours and days worked.

Fair Labor Standards Act Category

Non-exempt

\_\_\_\_\_  
Employee

Approved by supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____	Date: _____
-----------	-------------

Department: \_\_\_\_\_ Sheriff's Office  
 Budget Year Amended: \_\_\_\_\_ 2014

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12110000.515700	Emp Education & Training	\$ 13,010.00	\$ 1,500.00	\$ 8,812.26	\$ 11,510.00
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,500.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12110000.521130	Investigative Expense	\$ 26,400.00	\$ 1,500.00	\$ 25,996.49	\$ 27,900.00
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,500.00</b>		

**Explanation for Transfer:** Investigative bills received for 2014 expenses to include but not limited: medical records, transition person look-up, and recruiting tests.

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

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

*Scott D. ...*  
*James B. ... 08-09-15*

**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: Medical Examiner  
 Budget Year Amended: 2014

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 521175	Transporations & Removals	\$ 6,250.00	\$ 2,088.00	\$ 3,861.25	\$ 4,162.00
11270000 531000	Office Supplies	\$ 700.00	\$ 250.00	\$ 414.04	\$ 450.00
11270000 534250	Medical Supplies	\$ 700.00	\$ 160.00	\$ 482.32	\$ 540.00
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
<b>Total Transfer</b>			<b>\$ 2,498.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 521165	Autopsies, Pathological	\$ 33,000.00	\$ 1,446.00	\$ 37,300.00	\$ 34,446.00
11270000 521170	Laboratory & Toxicology	\$ 4,140.00	\$ 1,052.00	\$ 5,191.17	\$ 5,192.00
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
<b>Total Transfer</b>			<b>\$ 2,498.00</b>		

**Explanation for Transfer:** The Medical Examiner's Office had increased Autopsies, Pathological and Laboratory expenses in 2014. This transfer will move remaining funds from the Transporations & Removals along with the Supply lines to cover the overages of the Autopsies, Pathological and Lab/Toxicology Expenditures.

Department Head Approval

*Yan G. Wessental* \_\_\_\_\_

Governing Committee Approval

02-09-15 *[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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Finance  
 Budget Year Amended: 2014

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 511000	Salaries	\$ 550,944.00	\$ 277.49	\$ 54,790.57	\$ 550,666.51
11510000 515010	Social Security	\$ 220,065.00	\$ 511.07	\$ 216,415.06	\$ 219,553.93
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 788.56</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 511200	Overtime	\$ 1,500.00	\$ 277.49	\$ 1,777.49	\$ 1,777.49
11510000 515005	Retirement	\$ -	\$ 422.62	\$ 422.62	\$ 422.62
11510000 515015	Medicare	\$ -	\$ 88.45	\$ 88.45	\$ 88.45
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 788.56</b>		

**Explanation for Transfer:** Due to a staffing vacancy and payroll implementation staff worked extra overtime to cover. The Finance department budget as a whole is positive.

Department Head Approval *Tina Osterberg*

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

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**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: Maintenance  
 Budget Year Amended: 2014

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11605610 524505	Admin Ctr - Repairs	\$ 2,200.00	\$ 512.00	\$ 587.44	\$ 1,100.56
11620610 524505	Courthouse - Repairs	\$ 25,500.00	\$ 6,801.89	\$ 15,539.71	\$ 3,158.40
11645610 521340	Museum - Contr. Services	\$ 5,000.00	\$ 1,143.99	\$ 3,474.97	\$ 381.04
11545600 522010	Museum - Electricity	\$ 6,500.00	\$ 1,040.11	\$ 4,810.75	\$ 649.14
11650610 521340	HHS Bldg A - Contr. Services	\$ 41,350.00	\$ 7,256.00	\$ 30,533.73	\$ 3,560.27
11650600 522010	HHS Bldg A - Electricity	\$ 28,000.00	\$ 748.16	\$ 25,005.23	\$ 2,246.61
			<b>\$ 17,502.15</b>		
<b>Total Transfer</b>			<b>\$ 17,502.15</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11605600 522005	Admin Ctr - H2O & Sewer	\$ 500.00	\$ 36.00	\$ 535.18	\$ 0.82
11605600 522010	Admin Ctr - Electricity	\$ 7,500.00	\$ 81.00	\$ 7,580.18	\$ 0.82
11605600 522015	Admin Ctr - Fuel & Gas	\$ 3,500.00	\$ 395.00	\$ 3,894.95	\$ 0.05
11620600 521340	Courthouse - Contr. Services	\$ 10,450.00	\$ 1,063.75	\$ 11,513.75	\$ -
11620600 522005	Courthouse - H2O & Sewer	\$ 14,200.00	\$ 3,011.14	\$ 17,211.14	\$ -
11620600 522015	Courthouse - Fuel & Gas	\$ 40,000.00	\$ 275.00	\$ 40,273.46	\$ 1.54
11620610 521340	Courthouse - Contr. Services	\$ -	\$ 2,452.00	\$ 2,451.93	\$ 0.07
11645600 521340	Museum - Contr. Services	\$ -	\$ 1,143.99	\$ 1,143.99	\$ 1,143.99
11645600 522015	Museum - Fuel & Gas	\$ 6,800.00	\$ 1,040.11	\$ 6,840.11	\$ -
11650600 521340	HHS Bldg A - Contr. Services	\$ -	\$ 7,256.00	\$ 7,256.00	\$ 7,256.00
11650600 522015	HHS Bldg A - Fuel & Gas	\$ 33,300.00	\$ 425.16	\$ 33,725.16	\$ -
11650600 522025	HHS Bldg A - Telephone	\$ 648.00	\$ 38.00	\$ 683.33	\$ 2.67
11650610524505	HHS Bldg A - Repairs	\$ 14,800.00	\$ 285.00	\$ 15,084.40	\$ 0.60
			<b>\$ 17,502.15</b>		
<b>Total Transfer</b>			<b>\$ 17,502.15</b>		

<b>Explanation for Transfer:</b>
Year end adjustments budgeted to actual.

Department Head Approval \_\_\_\_\_ *[Signature]*

Governing Committee Approval \_\_\_\_\_ *[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



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING ELERT & ASSOCIATES Inc. CONTRACT**

WHEREAS, on January 28, 2015 the Monroe County Board of Supervisors passed Resolution No. 01-15-02 which established a funding plan for the contract with Communications Service Wisconsin, LLC in regards to the emergency radio system for the county; and


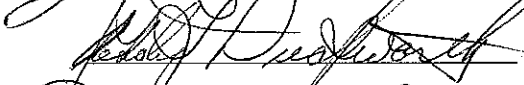
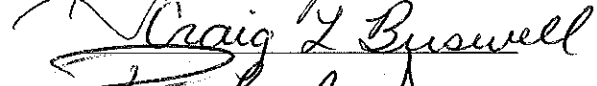

WHEREAS, Elert & Associates, Inc. have proposed the attached contract which is part of the radio project and contained in the approved funding plan; and


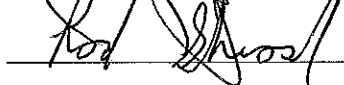
WHEREAS, the Public Safety and Justice Coordinating Committee has had the contract reviewed by Corporation Counsel and recommends approval of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the attached Elert & Associates, Inc. contract and authorizes the County Administrator to execute the contract.

Dated this 25<sup>th</sup> day of February, 2015.

OFFERED BY THE PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE:


  
  
  


  
  
\_\_\_\_\_

Committee Vote: Xyes, \_\_\_no (b-D)  
Finance Vote: \_\_\_yes, \_\_\_no

Purpose: To approve Elert & Associates contract for the completion of the emergency radio system.

Fiscal Note: Funding planning for the contract is included in Resolution 01-15-02.

Resolution drafted and approved by Corporation Counsel 



## PROPOSAL and AGREEMENT

This agreement is made as of February \_\_, 2015 between Elert & Associates, Inc. (E&A) and Monroe County (the Client), whose business address is 210 West Oak St., Sparta, WI 54656.

1. **AGREEMENT:** Elert & Associates (E&A) agrees to provide the following services and the Client agrees to pay for these services according to the terms and conditions set forth in this agreement. The terms and covenants of this agreement are governed under the laws of the State of Wisconsin.
2. **SERVICES & PRICE:** Services will be provided to the Client and fees will be charged for those professional services according to the following:

### **SERVICES TO BE PROVIDED:**

#### **Contract Administration and Oversight**

1. Take an active role in detailed design review and authorization to proceed.
2. Review contractors schedule with continual updates during project.
3. Provide necessary continuing technical assistance to Monroe County during the project implementation process.
4. Review all Contractor submittals and drawings insuring the design meets the requirements as set forth in the RFP.
5. Make routine visits to sites to inspect work by Contractor.
6. Conduct final site inspection of all sites and dispatch center.
7. Take part in contractor's acceptance testing, commissioning, and review detailed cutover plan.
8. Witness system operation and with owner, accept the system.

#### **Total Fees and Expenses not to exceed: \$108,000**

#### **Services Outside the Terms of this project will be invoiced hourly**

Hourly rates do not include telephone, travel or other related expenses. When visits to the Client premise are necessary, minimum billing is for one hour unless the visit is to an out-of-town location, in which case, minimum billing is for four (4) hours plus travel. All hourly billing is based on 1/4 hourly increments.



Advisory Services Per Hour:	\$185 Senior Consultant/Principal
	\$160 Public Safety Consultant/Engineer
	\$150 Network/Multimedia Consultant
	\$135 Telecommunication Consultant
	\$125 Consultant/Project Manager
	\$110 Staff Consultant
	\$ 65 CAD
	\$ 45 Administrative Support

3. **SCHEDULING:** Elert & Associates will initiate actions required for the agreed project immediately and will schedule all activities to conform to mutually agreed-on completion dates.
4. **ATTACHMENTS:** The following schedules have been provided and are made part of this agreement: NO ATTACHMENTS
5. **TERMS:** Client agrees to pay for services when invoiced by Elert & Associates within 30 days of receipt of invoice. A finance charge of one percent will be applied to all unpaid balances 30 days from date of invoice. Should any action be required for non-payment, E&A has the right to charge the Client for costs and professional fees necessary for the collection of said debt.
6. **EXCLUSIVE REMEDIES AND LIMITATIONS OF LIABILITIES:** E&A acts in an advisory capacity and, as such, takes no responsibilities for management actions that are at the discretion of the Client. E&A and Client agree that E&A has no liability for failure of equipment or service which was not provided by E&A to the Client under the terms of this agreement.

For purposes of the exclusive remedies and limitations of liability set forth in this section, "Elert & Associates" shall be deemed to include E&A, its subsidiaries and their affiliates, and the directors, officers, employees, agents, representatives, subcontractors and suppliers of all of them; and "damages" will refer collectively to all injury, damage, loss or expense incurred.

E&A shall not be liable for indirect, incidental, special or consequential damages or for lost profits, savings or revenues of any kind, including but not limited to charges for common carrier telecommunication services or facilities accessed through or connected to products on which E&A has consulted.

7. **PROJECT SCOPE:** Work activities and services to be performed by E&A are only those described in the proposal as shown in Appendix to this contract. If services other than those proposed and agreed upon are requested by the Client, it will be understood that these services will be billed at the hourly rate schedule shown in Item 2 and are additional to the agreement. Fees in excess to the authorization will be negotiated with, and agreed to, by the Client.



8. **CONTRACT CANCELLATION:** Either party reserves the right to cancel this agreement with written notice 30 days prior to the date of cancellation. Fees for services and all other expenses provided up to the time of cancellation will be billed to the Client and are payable upon receipt and are subject to late payment charges. Also, a request for termination by the Client, where fees are based on project basis will result in a Client liability for 30 percent of the remaining project fees at date of cancellation.
  
9. **DISPUTE SETTLEMENT:** Both parties agree that in the event of substantial differences on interpretation of contract obligations, the contract key personnel will meet with the purpose of resolving those differences. In the event those differences remain unresolved, the President of E&A will meet with the key decision-maker at Monroe County with authority over the contract, with the purpose of resolving those differences.  
  
In the event those differences remain unresolved, claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Rules of the American Arbitration Association currently in effect.
  
10. **PRIVACY OF INFORMATION:** All information, written or oral, is considered to be proprietary and confidential to Elert & Associates and their clients. Distribution of proposals, reports or any other information is not allowed unless written consent by the Client or E&A is obtained. E&A will reserve the right to pursue legal action for damages if violations to this clause occur during or after engagement of services.
  
11. **PROJECT IMPLEMENTATION:** Where fees are based on a project basis including implementation of services and/or equipment, initiation of these or suitable alternatives must occur within 60 days of the delivery of said recommendation. If implementation does not occur within the required timeframe, E&A reserves the right to invoice the Client for total project costs. This will constitute conclusion of the agreement and will result, if required by the Client, in further services to be provided at the hourly rates shown in Item 2.
  
12. **OTHER:** Our fees do not include costs for E&A to act as witness (in any capacity) for any litigation. Any cost of attorney fees in defense of a purchase decision is the sole responsibility of the Client.
  
13. **SPECIAL PROVISIONS:** Client agrees not to hire or in any means offer employment to any of Elert & Associates' personnel during or for a period of 12 months following the completion of the project. However, if Client offers employment and it is accepted, Client agrees to pay Elert & Associates an amount equal to 18 months of said E&A employee's compensation as liquidated damages.

This agreement and the schedules/attachments are the entire agreement between Elert & Associates and Monroe County. Any changes, additions, or modifications must be in writing and be signed by authorized representatives of both parties.



**ELERT & ASSOCIATES:**

*Dave Kaun*

February 4, 2015

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Dave Kaun, CTO  
Elert & Associates  
140 Third Street South  
Stillwater, MN 55082

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Date

**Monroe County Wisconsin**

---

Signature

---

Date

Randy Williams  
Monroe County 911 Center  
210 West Oak St.  
Sparta, WI 54656

## **Appendix – Contract Oversight Detail**

### **Take an active role in detailed design review and authorization to proceed.**

1. Elert & Associates hold a meeting with the County and the Contractor to conduct a detailed review of system plan as developed by the Contractor that is expected to meet the requirements for the radio system as outlined in the Request for Proposal.
2. Contractor will be expected to produce written documents describing technically the system, its sites, interconnections, backhaul and the plan to proceed.
3. Upon completion of this review and acceptance of the plan Elert will make a recommendation to the County to allow the Contractor to proceed which marks the point where equipment can be ordered.
4. The Contractor shall also during this period of the project proceed with the arrangements required to develop new sites and/or make arrangements with existing tower owners.
5. Once the Contractor is given the notice to proceed the County must provide the approved civil infrastructure improvements at tower sites and County facilities to keep the project on schedule. This would include leasing of tower and compound shelter space, any necessary tower strengthening, primary electrical service, etc., as specified by the Contractor and approved by the County and Elert & Associates.

### **Review Contactors schedule with continual updates during project.**

1. Elert & Associates will monitor the progress of the project via routine document exchanges, emails, conference calls and face to face meetings.
2. Elert & Associates will provide routine updates of the project to County leadership via short reports, email and conference calls.

### **Provide necessary continuing technical assistance to Monroe County during the project implementation process.**

1. Elert & Associates will provide needed technical knowledge and routine assistance during the various phases of the project including review of all vendor designs documents, system planning and site work as developed.
2. If any changes are suggested either by the County or Contractor, Elert will review and offer recommendations relative to anticipated change and costs related to the change.
3. Insure the County and Contractor communicate between the parties the expectations of the console system design, channel naming, coverage requirements, logging needs and planned site work.

### **Review all Contractor submittals and drawings insuring the design meets the requirements as set forth in the RFP.**

1. All submittals for the project shall be provided to Elert for review and validation as per the requirements of the RFP and contract with the County.
2. All project drawings shall be submitted to Elert consultants for review and verification of accuracy as per the requirements of the RFP.



**Make routine visits to sites to inspect work by Contractor.**

1. Each of the sites (repeater and dispatch) will be visited by Elert during the installation period to verify expected ways and means being used are followed.
2. Elert will create and distribute findings reports describing issues found at each site during the site review allowing the Contractor to address these issues as they are discovered.
3. The issues will be added to the final punch list to insure follow-up though if addressed during the construction the items will be removed from the list.

**Conduct final site inspection of all sites and dispatch center.**

1. With the Contractor present, conduct a final detailed inspection of each of the repeater radio sites.
2. Validate that all components, wiring, site cleanliness and safety elements have been installed per accepted practice.
3. Develop a punch list of all inspection findings and expectations of the Contractor to make corrects.
4. Required Contract to offer photo proof of any and all required fixes.

**Take part in Contractor's acceptance testing, commissioning and review detailed cutover plan.**

1. Develop for the Contractor and County the test results/expectations for the radio system as it is being built to insure all parties understand the anticipated results.
  - a. Initial site review of installation meeting RFP requirements.
  - b. Review plan for Contractor channel automated coverage testing.
  - c. Review plan for County/Contractor "can you hear me now test".
  - d. Review plan for 30-day testing of the system.
2. Actively participate in system acceptance testing.
  - a. Review testing results of all equipment/systems/subsystems.
    - i. Radio subsystems
    - ii. Microwave/network subsystems
    - iii. AC/DC power subsystems
    - iv. Alarm subsystems
    - v. Site shelter subsystems
  - b. Require Contractor to conduct tests at a minimum of two randomly selected sites with Elert present.
  - c. Review automated coverage test results to verify the results meet requirements.
  - d. Participate in "can you hear me now" voice system testing.
3. Bring together the Contactor and County to work cooperatively in the development of the detailed cutover plan.
4. Authorize final cutover to new system.

**Witness system operation and with owner, accept the system.**

1. Review Contractor provided system final documentation as per RFP/final design.
2. Review the system operation as complete with County.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF A PART-TIME  
COMMUNITY HEALTH EDUCATOR POSITION IN THE MONROE COUNTY  
HEALTH DEPARTMENT

WHEREAS, the Monroe County Board of Health and the Personnel & Bargaining Committee request the establishment of a part-time Community Health Educator position and elimination of a part-time Public Health Nurse position in the Health Department; and

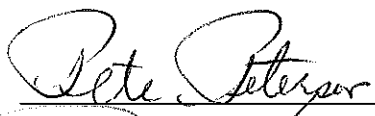

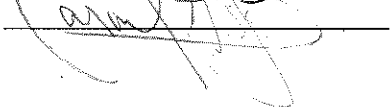
WHEREAS, due to the retirement of a Public Health Nurse, the Health Department Director has assessed the needs of the department and determined that a Community Health Educator position would be more advantageous to meeting the department's strategic plan; and


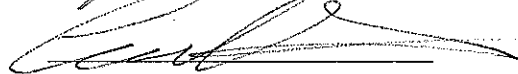
WHEREAS, a Community Health Educator would bring a level of expertise in working with health systems, population-based programs, community needs assessments, providing community-based health education, and evaluating the effectiveness of Public Health programs.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a 28-hour per week Community Health Educator position in the Health Department effective May 1, 2015.

Dated this 25th day of February 2015.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

  
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Board of Health vote: 8 yes, 0 no

Personnel & Bargaining Committee vote: *8 yes, 0 no*

Finance Committee vote:



Corporation Counsel approval \_\_\_\_\_

County Administrator approval \_\_\_\_\_

Fiscal note: No additional cost due to the lower salary range of a Community Health Educator as compared to a Public Health Nurse

Purpose: Replace a part-time Public Health Nurse with a part-time Community Health Educator at no additional cost to the county.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING FOUR ELECTRONIC  
MONITORING SPECIALISTS POSITIONS

WHEREAS, the Justice Department has been running a electronic monitoring pilot program since August of 2014 with 2.5 LTE to determine the effectiveness of utilizing electronic monitoring as part of the Huber Law program; and

WHEREAS, the pilot program has been successful and cost effective in handling inmates deemed appropriate for inclusion in the electronic monitoring Huber Law program; and

WHEREAS, during the transition to the new Justice Center there will not be resources to operate a Huber Law program for 18-24 months out of the jail facilities such that continued use of the electronic monitoring program is necessary to avoid jailing costs; and

WHEREAS, the Justice Department, Sheriff Office's Transition Team and the Public Safety & Justice Committee believe that four FTE positions are the minimum staffing to run a program for up to 20 Huber inmates at a cost of approximately \$56,630 per FTE per year for a total cost of \$218,520; and

WHEREAS, the four positions will: 1) lessen significantly the use and cost of out-of-county and in-county jail space during the Justice Center transition period; 2) generate Huber fees up to \$155,800 per year; and 3) allow inmates to keep jobs and be productive.

THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of four electronic monitoring specialists' positions in the Justice Department.

FURTHER BE IT RESOLVED that the expenses of the four positions and the revenue of the associated Huber programs fees shall be added to the 2015 Justice Department Budget with the difference to come from the contingency fund as set out in the Fiscal Note.

FURTHER BE IT RESOLVED that the positions shall be budgeted for a 24 month period and subsequent budgeting shall have to be the result of new position requests being approved.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supported by Public Safety & Justice Committee.

Personnel & Bargaining Committee action:

Finance Committee review:

Approved by County Administrator:

Approved by Corporation Counsel: *ACK*

Fiscal note: \$150,000 shall be transferred from the 2015 Contingency Fund to Justice Department Salary and Fringe. The current 2015 Contingency Fund has a sufficient balance of \$368,347 to support the resolution. Per Wisconsin Statute 65.90 this resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors approval.

Purpose: To approve budgeting for four electronic monitoring positions for 24 months to meet the Huber program case load anticipated to come during the Justice Center transition period and determine effectiveness as part of future cost effective programming.

Resolution No. \_\_\_\_\_

RESOLUTION AUTHORIZING WITHDRAWAL FROM THE MONROE COUNTY FARM  
EDUCATION ACCOUNT FOR UPGRADING ELECTRICAL SERVICE IN  
BARNs AT FAIRGROUNDS

WHEREAS, Monroe County, in Resolution 1-06-17 established a non-lapsing fund for the purpose of new construction of specific projects with an educational purpose; and

WHEREAS, the Monroe County Junior Livestock Association has raised \$6,393.00 for updating electrical service to cattle, sheep, swine, goat, llama, rabbit, and poultry barns at the Monroe County Fairgrounds; and

WHEREAS, the Agriculture & Extension Education Committee has reviewed the proposed electrical improvements and recommends funding an additional \$5,215.00 of the cost to complete the project; and

WHEREAS, the electrical improvements will provide safe and sufficient electrical power for participants and visitors of activities at the fairgrounds; and

WHEREAS, prior uses of the funds have included a new horse barn at the fairgrounds, metal gates for livestock barns, supplies for the Monroe County Local History Room's "Farm Boy Goes to War" program and educational signs for McMullen Park.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approve spending up to \$5,215.00 from the Monroe County Farm Proceeds Account for electrical improvements to fairground barns.

Offered this 25<sup>th</sup> day of February, 2015 by the Ag & Extension Committee

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Ag & Extension Committee Vote: \_\_\_\_\_ Yes; \_\_\_\_\_ No.

Purpose: To update the electrical service at the fairground barns to ensure continuing agricultural education and safety for those involved.

Fiscal Note: Approval requires 2/3rds vote of the entire board. This resolution will allow use of funds up to \$5215.00. Sufficient funds exist in the account for this project.

Approved as to form by Corporation Counsel \_\_\_\_\_

RESOLUTION FOR REAUTHORIZATION OF SELF-INSURANCE

WHEREAS, Monroe County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Finance Committee at its February 18, 2015 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3); and

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ordain as follows:

- (1) Monroe County shall continue with the a self-insured worker's compensation program that is currently in effect.
- (2) The County Clerk shall forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Dated this 25<sup>th</sup> day of February, 2015.

OFFERED BY THE FINANCE COMMITTEE:

_____	_____
_____	_____
_____	_____

Committee Vote: \_\_\_\_\_ yes / \_\_\_\_\_ no

Fiscal Note: None

Statement of Purpose: To authorize Monroe County to continue as a self insured entity for purposes of worker's compensation insurance.

Approved as to form, Corporation Counsel ACK

**RESOLUTION NO \_\_\_\_\_**

**RESOLUTION TO TRANSFER REMAINING BUDGETED FUNDS FROM  
2014 TO 2015 FOR CLOUD-BASED ERP FINANCIAL AND DOCUMENT MANAGEMENT  
SOFTWARE AND HUMAN SERVICES CMHC (AVATAR) SOFTWARE AND EQUIPMENT  
UPGRADE**

WHEREAS, On November 6, 2013 the Monroe County Board did adopt the annual budget which included funding for the purchase and implementation of Cloud-Based ERP Financial and Document Management Software (as part of 2014 Data Processing Capital Outlay) in an amount of \$816,500; and

WHEREAS, at the same annual meeting on November 6, 2013 the Monroe County Board did adopt the annual budget which included funding for the purchase and implementation of a Human Services Department CMHC (Avatar)/ Financial Software & Equipment Upgrade in an amount of \$107,100; and

WHEREAS, at the same annual meeting on November 6, 2013 the Monroe County Board did adopt the annual budget which included funding for the IS Department for related Technical Installation, Support and Process Mapping for the implementation of these upgraded systems in an amount of \$11,750; and

WHEREAS, \$386,088.10 remain unspent in the 2014 Data Processing Capital Outlay account, and \$107,100 remain unspent in the 2014 Information Systems – Human Services Computer Operations account and \$11,750 remain unspent in the 2014 Information Systems Computer Operations account and the acquisition and implementation process continues to be ongoing in 2015.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the transfer forward of the funds remaining in the amount of \$386,088.10 in the 2014 Data Processing Capital Outlay Account to the 2015 Data Processing Capital Outlay Account (17100151.581000).

BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors hereby approves the transfer forward of the funds remaining in the amount of \$107,000 in the 2014 Information Systems – Human Services Computer Operations Account to the 2015 Information Systems – Human Services Computer Operations Account (71475000.521415.I9790).

BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors hereby approves the transfer forward of the funds remaining in the amount of \$11,750 in the 2014 Information Systems – Computer Operations Account to the 2015 Information Systems – Operations Account (71475000.521415.I9914).

Dated this 25th day of February, 2015

OFFERED BY THE FINANCE COMMITTEE:


Finance Committee Vote: \_\_\_\_\_ Yes; \_\_\_\_\_ No.

Fiscal Note: Transfers forward, into 2015, software acquisition and implementation funds which were unspent in 2014 but are still required to complete the purchase.

Statement Purpose: Transfer software acquisition and implementation funds from the 2014 budget into 2015 budget.

Resolution drafted by: Catherine Schmit, Monroe County Administrator

Approved as to form by Andy Kaftan, Corporation Counsel. *AK*