



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

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

DATE: Wednesday, May 20, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 04/16/2015
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. **Correct Safety Concerns with Stairs within Pods 2,3,4,5,6 & 7 - \$25,829.40 Discussion/Action**
5. Human Services Credit Card Approval – Discussion/Action
6. Budget Adjustment(s) – Discussion/Action
 - a. Dog Control
 - b. Health
 - c. **Sheriff**
 - d. Senior Services
7. Senior Services Line Item Transfer – Discussion/Action
8. Care of Veteran's Graves W9 Paperwork – Discussion/Action
9. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
10. Finance Director
 - a. Monthly Financial Report
 - b. Financial Software Update
 - i. System Hardware Purchases -Discussion/Action
 - c. Finance Department Monthly Report Review
 - d. Credit Card Approval – Discussion/Action
11. Fiscal Note Approval(s) – Discussion/Action
 - a. Resolution Establishing 2015 Annual Allocation for Pay for Performance for Human Services Clerical and Paraprofessional Employees
12. **Resolution Denying Claim of Wayne Wells - Discussion/Action**
13. Property & Purchasing Expenditures – Discussion/Action
14. Monthly County Disbursement Journal Approval – Discussion/Action
15. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
16. Items for next month's agenda
17. Adjournment

James Kuhn, Committee Chair:
Date notices mailed: May 18, 2015

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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

James Kuhn, Committee Chair:
Date notices mailed: May 13, 2015

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee
April 16, 2015

Present: James Kuhn, Sharon Folcey, Pete Peterson, Wallace Habegger; Cedric Schnitzler absent
Others: Annette Erickson, Kurt Marshaus, Catherine Schmit, Sharon Nelson, Randy Williams, Alison Elliott, Laura Moriarty

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

- Next meeting date – May 20, 2015 at 9:00 a.m., at the Human Services Conference Room #443.
- Minutes Approval – Motion by Pete Peterson second by Sharon Folcey to approve the 03/18/15 and 03/25/15 minutes. Carried 4-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the contractors are currently working on the Justice Center roof. Finish work will soon begin. Well work is beginning next week.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Pete Peterson second by Wallace Habegger to approve the Justice Project expenditures in the amount of \$1,291,161.76. Discussion. Carried 4-0.

Kurt provided a change order request for detention grade light fixtures in the amount of \$224,665.51. Discussion. Motion to approve fiscal note by Sharon Folcey second by Pete Peterson. Discussion. Carried 3-1.
- Budget Adjustments
 - a. Health – Sharon Nelson explained the 2015 budget adjustment in the amount of \$2,000.00 for Safety for All Kids Pack Program funding for child safety and injury prevention. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve budget adjustment. Carried 4-0. Sharon explained the 2015 budget adjustment in the amount of \$1,500.00 for WI Division of Public Health funding for public health preparedness, education, training and mass care response. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Carried 4-0.
- Fiscal Note Approval
 - b. Resolution Authorizing Peer Review Services on Justice Center Project Plans and Specification Documents - Resolution approves peer review of the architectural plans and specifications in the amount of up to \$7,500.00 for services plus expenses for mileage and extra report copies. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve fiscal note. Carried 3-1.
- Line Item Transfers
 - a. Zoning Board of Adjustments – Alison Elliott explained the 2014 line item transfer in the amount of \$1,366.14 for attorney fees. Discussion. Motion to approve line item transfer by Pete Peterson second by Wallace Habegger. Discussion. Carried 4-0.
- Fiscal Note Approval
 - a. Resolution Authorizing Transfer from Contingency Fund to Zoning Board of Adjustment Zoning Resolution – The resolution will transfer \$2,830.74 from the 2014 Contingency Fund to the 2014 Zoning Board of Adjustment Budget. Motion by Pete Peterson second by Sharon Folcey to approve fiscal note and add that the 2014 Contingency Fund has a sufficient balance is \$41,468.00. Discussion. Carried 4-0.

- Line Item Transfers
 - b. Senior Services – Laura Moriarty explained the 2014 line item transfer in the amount of \$3,796.00 for year-end adjustments. Motion to approve line item transfer by Pete Peterson second by Sharon Folcey pending committee of jurisdiction approval. Discussion. Carried 4-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Request for reducing interest of 2013 Real Estate Taxes – Annette Erickson explained the request for reduction of interest on parcel #014-00296-0000 and 014-00296-2000. The amount of interest in question is \$464.18. Discussion. Motion to deny request for reducing 2013 interest by Wallace Habhegger second by Pete Peterson. Discussion. Carried 4-0.
- Resolutions
 - a. Resolution Updating Public Depositories and Investments for Monroe County – Motion by Sharon Folcey second by Wallace Habhegger to approve resolution. Carried 4-0.
- Finance Director
 - a. Catherine Schmit explained that Tina Osterberg is unavailable. The financial report was provided to all members. The General Fund Reserve and Restricted Fund Policies were discussed.
 - b. Financial Software Update – Catherine Schmit explained that they are working currently on work orders and the fixed asset system. Consultants will be on site in June.
 - c. Finance Department Monthly Report Review.
- Resolutions
 - b. Resolution on Bonding/Financing of the Monroe County Justice Center – The future bonding/financing of the Justice Center was discussed. A resolution will be brought forward in May.
- Monthly County Disbursement Journal. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 4-0.
- County Board Monthly Per Diems and vouchers – Motion by Sharon Folcey second by Wallace Habhegger to approve monthly per diems and vouchers. Carried 4-0.
- Items for next month's agenda – Bonding of the Justice Center/Radio Tower
- Adjournment - Motion by Pete Peterson second by Wallace Habhegger to adjourn at 10:52 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Jamie Nordin	Social Worker	\$ 2,500.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe. The program areas Jamie work in often
involve purchases of adaptive aids that are approved by the State. The current credit limit of \$1,000
is not adequate when purchasing the higher cost items for clients.

Department Head Approval: *Ronald H. H.*

Date Approved by Committee of Jurisdiction: *David P. P.* 4/16/2015

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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 27, 2015
 Department: Dog Control
 Amount: \$1,275.00
 Budget Year Amended: 2015

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


Capital Equipment was the remaining expense of hooking the dog pound up to public sewer and water.
Rabies Quarantine is the line item we use for unexpectd expenses of boarding animals other than dogs that are confiscated due to criminal/neglect/abandonment. This instance was for the boarding of cats abandoned in an apartment.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$368,347.00	\$ (1,275.00)	\$ 367,072.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (1,275.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17500500 581000	Capital Equipment	\$ 6,000.00	\$ 1,100.00	\$ 7,100.00
14190000 521438	Rabies Quarantine	\$ -	\$ 175.00	\$ 175.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,275.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 4-20-15

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: May 5, 2015
 Department: Health
 Amount: \$250.00
 Budget Year Amended: 2015

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

Received funding from Sparta Eagles Club for Cribs for Kids Program, providing safe sleep environment education and Pack and Play cribs to eligible families.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 485000	Cribs for Klds	\$ 3,500.00	\$ 250.00	\$ 3,750.00
				\$ -
Total Adjustment			\$ 250.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 19,700.00	\$ 250.00	\$ 19,950.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 250.00	

Department Head Approval: Maura Wilson
 Date Approved by Committee of Jurisdiction: May 11, 2015, Bd of Health 7-0
 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: May 5, 2015
 Department: Health
 Amount: \$60.00
 Budget Year Amended: 2015

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

Received funding from Western Wisconsin Cares for the SAK (Safety for All Kids) Pack Program, a child safety and injury prevention initiative for eligible families.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 485000 HS420	SAK Pack	\$ 2,000.00	\$ 60.00	\$ 2,060.00
				\$ -
Total Adjustment			\$ 60.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grants	\$ 19,640.00	\$ 60.00	\$ 19,700.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 60.00	

Department Head Approval: Maura Nelson

Date Approved by Committee of Jurisdiction: May 11, 2015, Bdy Health 7-0

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: May 7, 2015
 Department: Senior Services
 Amount: \$500.00
 Budget Year Amended: 2015

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

SHIP money increase was missed on the 2015 Budget line because it is 2014/2015 shared allocations.

SHIP money was decreased for the 2015 and 2016 Budget by GWAAR.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24620200 435690	SHIP	\$ 3,575.00	\$ 575.00	\$ 4,150.00
24620200 435690	SHIP	\$ 4,150.00	\$ (75.00)	\$ 4,075.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24620200 533250	Ben Spec Staff Travel	\$ 800.00	\$ 500.00	\$ 1,300.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Department Head Approval: _____
 Date Approved by Committee of Jurisdiction: _____

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

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

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

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

5/7/2015

Department: Senior Services
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24640000 511000	IIID Salaries	\$ 2,088.00	\$ 1,000.00	\$ 492.48	\$ 1,088.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24640000 527105	IIID Other Services	\$ 385.00	\$ 943.00		\$ 1,328.00
24640000 539200	IIID Other Expense	\$ -	\$ 57.00	\$ 56.39	\$ 57.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,000.00		

Explanation for Transfer:
IIID Other Services for sending a person to training for Chronic Disease Self Management Train the Trainer expenses.
IIID Other Expenses was for envelopes that weren't budgeted.

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

RESOLUTION NO. _____

RESOLUTION ESTABLISHING 2015 ANNUAL ALLOCATION FOR PAY FOR PERFORMANCE FOR HUMAN SERVICES CLERICAL AND PARAPROFESSIONAL EMPLOYEES

WHEREAS, County Board Resolution 08-14-04 established the 2015 annual budgeted allocation for pay for performance for non-union employees with a 2% overall increase; and

WHEREAS, Human Services clerical and paraprofessional employees were in a certified union at that time so were not included in the non-union allocation; and

WHEREAS, the Human Services clerical and paraprofessional employees voted to not recertify as a union on May 8, 2015, so they are now included in County Board Resolution 08-14-04 with pay for performance increases payable effective March 29, 2015, the same effective date as the rest of the non-union employees.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that \$5,744 shall be used from the 2015 contingency fund for performance increases to Human Services clerical and paraprofessional employees effective March 29, 2015.

Dated this 27th day of May, 2015.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Personnel and Bargaining Committee vote: 4 yes, 0 no

Finance Committee vote:

Corporation Counsel approval _____

Fiscal note: The pay adjustments retroactive to March 27, 2015 per resolution 08-14-04 require \$5,744 from the contingency fund, and require a two-thirds majority vote.

Purpose: Fund pay for performance increases for Human Services clerical and paraprofessional employees.

RESOLUTION NO. _____

RESOLUTION DENYING CLAIM OF WAYNE WELLS

WHEREAS, a Notice of Claim was filed against Monroe County on May 4, 2015 by Wayne Wells; and

WHEREAS, the Monroe County Finance Committee, along with legal counsel, has reviewed the claim and recommends disallowance of the claim.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the claim of Wayne Wells is hereby denied.

FURHTER BE IT RESOLVED that Monroe County Corporation Counsel is directed to send notice, pursuant to statute, of this disallowance to the claimant.

Date this 20th day of May, 2015.

OFFERED BY THE FINANCE COMMITTEE:

Committee Vote: ____yes, ____no

Statement of Purpose: This resolution denies the claim of against the county and allows the legal process to unfold.

Drafted and approved by Corporation Counsel.

WAYNE L. WELLS,

Petitioner,

v.

COUNTY OF MONROE,

Respondent.

Case No. ~~14~~
15CV17

Case Code: 30703

**PETITION UNDER WIS. STAT. § 173.22 FOR RETURN OF ANIMALS IMPROPERLY
TAKEN INTO CUSTODY AND WRONGFULLY WITHHELD**

TO: Attorney Andrew Kaftan
Monroe County Corporation Counsel
112 S. Court St.
Sparta, WI 54656

HON. TODD L. ZIEGLER
Branch 1

Bekah Weitz
Monroe County Humane Officer
14345 County Highway B, Suite 5
Sparta, WI 54656

NOW COMES the Petitioner, Wayne Wells, by his attorney, Rice, Heitman & Davis, S.C., by Attorney Kyle R. Davis, who hereby petitions the court, pursuant to Wis. Stat. § 173.22, for an order to return animals seized from Mr. Wells on January 7, 2015. Mr. Wells makes this motion based upon the following:

- On January 7, 2015, Monroe County Humane Officer Bekah Weitz, took custody of twenty-one (21) ponies (hereinafter "the ponies") belonging to Wayne L. Wells from land on Highway 131 in the Town of Tomah, Wisconsin.
- Humane Officer Weitz knew Mr. Wells to be the owner of the ponies.

FILED

JAN 21 2015

Clerk of Circuit Court
Monroe County Wisconsin