

# MONROE COUNTY BOARD OF SUPERVISORS



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## NOTICE OF MEETING

**COMMITTEE: FINANCE MEETING**

**TIME: 9:00 a.m.**

**PLACE: Monroe County Highway Department  
Conference Room  
803 Washington Street  
Sparta, WI 54656**

**DATE: Friday, September 11, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 08/14/15
4. Justice Center Building Project
  - a. Justice Center Update -- Discussion/Action
  - b. Approval of Justice Center Vouchers -- Discussion/Action
  - c. Change Order for Smoke Evacuation System -- Discussion/Action
5. Radio Tower Project
  - a. Radio Project Update -- Discussion/Action
  - b. Approval of Radio Tower Project Vouchers -- Discussion/Action
6. Credit Card Approval(s) -- Discussion/Action
  - a. Child Support
  - b. AG & Extension
7. Budget Adjustment(s) -- Discussion/Action
  - a. Land Conservation
  - b. Health Insurance Savings
  - c. Retirement/Fringe Pool
8. Treasurer
  - a. Monthly Financial Report
  - b. Treasurer Department Monthly Report Review
9. Finance Director
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. Financial Software Update
  - d. Self-Insured Workers Compensation Policy & Procedures
10. Fiscal Note Approval(s) -- Discussion/Action
  - a. Resolution Authorizing Increase in Per Diem Payments for Monroe County Board Supervisors
11. MUNIS Financial System Annual Maintenance Fee Discussion
12. 2016 Budget -- 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 notices mailed: September 4, 2015

Finance Committee  
August 14, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger  
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Chad Ziegler, Diane Erickson, Rob Conroy, Sharon Nelson, Susie Brownell, Jeremiah Erickson, Ken Kittleson

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

- Next meeting date – September 11, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Sharon Folcey second by Pete Peterson to approve the 07/15/15 & 07/22/15 minutes. Carried 5-0.
- Resolution Authorizing Establishment of a Park Manager Position in the Monroe County Forestry and Parks Department – Chad Ziegler explained the need for Park Manager. For 2016, an April 1 effective date results in annual cost of \$40,742.00 in salary, benefits and equipment to be included in the 2016 budget. Total cost for subsequent year is \$54,322.00. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve fiscal note. Carried 4-1.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus explained that the storm sewer will be dug next week. Secure glazing and skylights will be installed. A basement wall in the huber section collapsed this week.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$1,005,688.75. Discussion. Carried 5-0.
  - c. Change Order to Install Additional Smoke/Fire Dampers – Kurt explained need to install additional smoke and fire dampers in the amount of \$291,552.90. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve dampers. Discussion. Carried 4-1.
  - d. Change Order to Install Secure HVAC Grilles – Kurt explained need to install secure grilles in the amount of \$123,177.69. Discussion. Motion to approve by Sharon Folcey second by Pete Peterson to approve grilles. Carried 4-1.
  - e. Data Cabling Bids – Kurt explained that Digital Bay was the low bidder in the amount of \$50,959.00. Motion by Cedric Schnitzler second by Sharon Folcey to accept Data Cabling Bid. Discussion. Carried 5-0.
  - f. Charter Cable Quote for Installation of Cable TV – Kurt explained that \$16,890.00 for internal/external cable was quoted from Charter for installation. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve installation. Carried 5-0.
  - g. Centurylink Quote for Installing Data Cabling from Existing Telephone Room to New Server Room on the 2<sup>nd</sup> Floor of the Connector – Kurt explained that \$10,945.02 was quoted for data cabling. Motion by Pete Peterson second by Sharon Folcey to approve data cabling. Carried 5-0.
  - h. 911 Dispatch Furniture Proposals – Kurt explained that Xybix met the specifications of the proposal. The bid amount was \$64,700.00. Discussion. Motion by Sharon Folcey second by James Kuhn to accept bid. Carried 4-1.
  - i. High Density File System – Kurt explained that the low bid was \$11,880.34 for jail files and \$137,784.00 for Clerk of Court and Child Support. Catherine Schmit explained that this amount is not included in the budget. The jail files may be taken from the furniture line item. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve jail files in the amount of \$11,880.34. Carried 4-1.
- Radio Tower Project
  - a. Radio Project Update – James Kuhn explained that the project is moving along well, all towers have been tested for strength. Change orders to date were provided to members.

- b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower expenditures/change requests in the amount of \$22,540.00. Carried 5-0.
  - c. Change Order for (LEC) Law Enforcement Center Radio Tower – Motion by Cedric Schnitzler second by Wallace Habegger to approve new radio tower at Law Enforcement Center in the amount of \$135,372.00. Discussion. Carried 5-0.
- Notice of Re-Purpose of Funds
  - a. Rolling Hills – Motion by Cedric Schnitzler second by Pete Peterson to approve 2015 re-purpose in the amount of \$5,569.69. James Kuhn explained that the re-purpose is from meal tray carts to a new freezer. Discussion. Carried 5-0.
  - b. Maintenance – Catherine Schmit explained \$60,000.00 re-purpose of funds from moveable equipment to capital equipment and vehicles. Discussion. Motion to move to full board without recommendation by Cedric Schnitzler second by Wallace Habegger. Carried 5-0.
- Credit Card –
  - a. Solid Waste – \$1,000.00 credit card request for the Assistant Manager. Motion by Cedric Schnitzler second by Pete Peterson to approve credit card. Discussion. Carried 5-0.
  - b. Sheriff's Office – Rob Conroy explained the need for 3 credit cards in the amount of \$500.00 each for 3 sheriff deputies. Motion by Cedric Schnitzler second by Wallace Habegger to approve credit cards. Discussion. Carried 5-0.
  - c. Human Services – Diane Erickson explained the need for 3 credit cards in the amount of \$1,000.00 each for 3 social workers. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve credit cards. Carried 5-0.
- Budget Adjustments
  - a. Human Services – Diane Erikson explained the 2015 budget adjustment in the amount of \$57,290.00 for adjustment due to ES Position. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
  - b. Sheriff – Rob Conroy explained the 2015 budget adjustment in the amount of \$4,000.00 for an equipment grant. Motion by Pete Peterson second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
  - c. Senior Services – Susie Brownell explained the 2015 budget adjustment in the amount of \$6,000.00 for recreational trips. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve budget adjustment contingent on Committee Approval. Carried 5-0.
- Line Item Transfer
  - a. Human Services – Diane Erickson explained the 2015 line item transfer in the amount of \$55,745.00, child care operation revenue was changed to come from the WREA consortium not DCF. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve the line item transfer. Discussion. Carried 5-0.
  - b. Health – Sharon Nelson explained the 2015 line item transfer in the amount of \$7,000.00 for 2015 flu vaccine, demand and costs for Hepatitis B and shingles immunizations have also increased. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve the line item transfer. Carried 5-0.
  - c. Justice Department – Tina Osterberg explained the 2015 line item transfer in the amount of \$4,380.00 for building rent. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the line item transfer. Discussion. Carried 5-0.
- Treasurer
  - a. Annette Erickson gave the monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Currency Counter – Annette explained the need for \$1,800.00 currency counter to increase efficiency. Catherine Schmit explained that this would be taken from software already budgeted for the financial system. Discussion. Motion to approve currency counter by Wallace Habegger second by Cedric Schnitzler. Carried 5-0.

- d. Budget Review – Annette provided her 2016 budget to members and answered questions.
- Fiscal Note on Resolution
  - a. Resolution Authorizing Establishment of a Geographic Information Systems (GIS) Specialist Position in the Monroe County Sanitation and Zoning Department – Jeremiah Erickson explained the need for the GIS Specialist Position. The annual cost of the \$69,672 in salary, benefits and equipment to be included in the 2016 budget, no levy money for 2016. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve fiscal note and to add: No tax levy dollars used in 2016; if funding is reduced or discontinued, this position will be reviewed. Carried 5-0.
  - c. Resolution Establishing 2016 Annual Budgeted Allocation for Pay for Performance – Catherine Schmit explained that for 2016, pay increases not to exceed \$292,000.00 will be levied. Cathy discussed bringing up the minimum rate 98% to the market rate for staff that have held their current position for 5 years or more and have had a satisfactory performance for the past two years. Discussion. Motion to approve fiscal note by Cedric Schnitzler second by Pete Peterson. Carried 5-0.
- Finance Director
  - a. Tina Osterberg gave the monthly Financial Report.
  - b. Finance Department Monthly Report Review.
  - c. Financial Software Update – Tina Osterberg explained that on August 28<sup>th</sup> we will be working with implementing credit cards to the munis system. On September 4<sup>th</sup>, salary projection training will occur. A system update will be available later this month. Tina explained that we are currently working with fixed assets and Highway inventory.
  - d. Self Insured Workers Compensation Policy – Tina provided a draft policy to all members. Tina explained 2015 class rates and provided a 2016 recommendation to the committee of a suggested reduction in WC premium rate of 50%. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve suggested WC Premium of \$336,715.00 for 2016. Discussion. Carried 3-2.
  - e. Budget Review - Tina provided her 2016 budget to members and answered questions
- 2016 Budget – Catherine Schmit explained that all departments are working on their budgets. Preliminary evaluation numbers have been received.
- Monthly County Disbursement Journal – Discussion. Motion by Cedric Schnitzler second by Pete Peterson to approve Monthly County Disbursement Journal. Carried 5-0.
- 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 – Treasurer Municipal Collection Report, Munis Financial System Yearly Maintenance Fees
- Adjournment - Motion by Pete Peterson second by Cedric Schnitzler to adjourn at 12:40 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## Request for Credit Card Approval

Department: Child Support

Committee: Administrative

Name of Card Holder	Title of Position	Credit Card Limit
Pamela Pipkin	Child Support Director	\$ 1,000.00

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

<p>I currently have a \$500.00 limit on my credit card. With the increase in the State rate for rooms to \$82.00 per night there may be times when that is not enough. For example if two people attend fall conference for three nights it is \$492.00. I also use the credit card for postage so the two things could easily put me over the limit for the month. Asking that the limit be increased to \$1000.00.</p>

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: \_\_\_\_\_

## Request for Credit Card Approval

Department: MONROE COUNTY UW-EXTENSION

Committee: AG & EXTENSION EDUCATION COMM

Name of Card Holder	Title of Position	Credit Card Limit
ERIN EGGERT	FAMILY LIVING AGENT	\$500.00

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

For use to purchase office supplies + similar materials
for conducting work activities like workshops and programming

Department Head Approval: William Haynes

Date Approved by Committee of Jurisdiction: 8-14-15

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

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

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 31, 2015  
 Department: Land Conservation  
 Amount: \$ 76,650.00  
 Budget Year Amended: 2015

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

The WI DATCP has approved \$69,300.00 for a barnyard runoff control project through the NOD/NOI program that will address water quality degradation on the headwaters of Seymore Creek, SW of Kendall. The second budget item change is a result of completing a gate valve inspection and repair on the Tri-Creek Dam (high hazzard dam) above Norwalk. We have received additional Nonmetallic Mining fees and Tri-creek Wsh Rent over what was originally planned in 2015. We would like to increase the Tri-Creek expenses that can not be covered by the current budget of \$1,763.66 for the projected inspection/repair cost.

No change in County levy dollars with this budget adjustment.

**Revenue Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16943000/435800	State Cost Share Program	\$271,251.32	\$69,300.00	\$ 340,551.32
16940000/468200	Nonmetallic Mining fees	\$15,000.00	\$ 3,000.00	\$18,000.00
16940000/482000	Tri-Creek Wsh-Rent	\$ 23,850.00	\$ 4,350.00	\$ 28,200.00
				\$ -
Total Adjustment			\$ 76,650.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
16943000/579100	Grant Expense - SWRM	\$ 271,251.32	\$ 69,300.00	\$ 340,551.32
16944000/534005	Tri-Creek Wsh-Operating Exp	\$ 1,763.66	\$ 7,350.00	\$ 9,113.66
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 76,650.00	

Department Head Approval: *Bob Michal*  
 Date Approved by Committee of Jurisdiction: 8/18/15

*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: September 1, 2015  
 Department: Health Insurance Savings  
 Amount: \$55,373.00  
 Budget Year Amended: 2015

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

This adjustment is to move the health insurance savings from the County's individual budgets to the Retirement/Fringe Pool account to cover health insurance and retirement payout needs.

**Decrease Expendiure Budget Lines Amended:**

Account #		Account Name	Current Budget	Budget Adjustment	Final Budget
11210000	515020	CIRCUIT COURT - HEALTH INS.	\$ 53,476.00	\$ (1,060.00)	\$ 52,416.00
11220000	515020	CLERK OF COURT - HEALTH INS.	\$ 52,347.00	\$ (1,042.00)	\$ 51,305.00
11310000	515020	DISTRICT ATTORNEY - HEALTH INS.	\$ 40,107.00	\$ (795.00)	\$ 39,312.00
11320000	515020	CORP. COUNSEL - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
11420000	515020	COUNTY CLERK - HEALTH INS.	\$ 26,738.00	\$ (530.00)	\$ 26,208.00
11430000	515020	PERSONNEL - HEALTH INS.	\$ 11,382.00	\$ (228.00)	\$ 11,154.00
11510000	515020	FINANCE - HEALTH INS.	\$ 131,703.00	\$ (2,613.00)	\$ 129,090.00
11520000	515020	TREASURER - HEALTH INS.	\$ 19,059.00	\$ (378.00)	\$ 18,681.00
11605610	515020	ADMIN CNTR PREV. MAINT. - HEALTH INS.	\$ 57.00	\$ (1.00)	\$ 56.00
11605630	515020	ADMIN CNTR CUSTODIAL - HEALTH INS.	\$ 570.00	\$ (12.00)	\$ 558.00
11620610	515020	CH PREV. MAINT. - HEALTH INS.	\$ 1,139.00	\$ (23.00)	\$ 1,116.00
11620630	515020	CH CUSTODIAL - HEALTH INS.	\$ 5,122.00	\$ (102.00)	\$ 5,020.00
11630610	515020	JUSTICE CNTR PREV. MAINT. - HEALTH INS.	\$ 285.00	\$ (6.00)	\$ 279.00
11650610	515020	HHS BLDG A PREV. MAINT. - HEALTH INS.	\$ 968.00	\$ (19.00)	\$ 949.00
11650630	515020	HHS BLDG A CUSTODIAL - HEALTH INS.	\$ 4,553.00	\$ (91.00)	\$ 4,462.00
11655610	515020	SS/ADRC BLDG B PREV. MAINT. - HEALTH INS.	\$ 57.00	\$ (1.00)	\$ 56.00
11655630	515020	SS/ADRC BLDG B CUSTODIAL - HEALTH INS.	\$ 683.00	\$ (13.00)	\$ 670.00
11675610	515020	48 ADDITION PREV. MAINT. - HEALTH INS.	\$ 171.00	\$ (3.00)	\$ 168.00
11675630	515020	48 ADDITION CUSTODIAL - HEALTH INS.	\$ 456.00	\$ (9.00)	\$ 447.00
11710000	515020	REG. OF DEEDS - HEALTH INS.	\$ 19,060.00	\$ (379.00)	\$ 18,681.00
12110000	515020	SHERIFF ADMIN. - HEALTH INS.	\$ 43,323.00	\$ (859.00)	\$ 42,464.00
12111000	515020	PATROL - HEALTH INS.	\$ 97,279.00	\$ (1,924.00)	\$ 95,355.00
12112000	515020	DETECTIVE - HEALTH INS.	\$ 40,105.00	\$ (793.00)	\$ 39,312.00
12113000	515020	COURT PROTECTION - HEALTH INS.	\$ 19,058.00	\$ (377.00)	\$ 18,681.00
12700000	515020	JAIL ADMIN. - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
12701000	515020	JAILERS - HEALTH INS.	\$ 112,360.00	\$ (2,224.00)	\$ 110,136.00
12900000	515020	EMERGENCY MGMT - HEALTH INS.	\$ 5,321.00	\$ (105.00)	\$ 5,216.00
12901000	515020	EPCRA - HEALTH INS.	\$ 2,846.00	\$ (57.00)	\$ 2,789.00
12930000	515020	DISPATCH - HEALTH INS.	\$ 137,394.00	\$ (2,727.00)	\$ 134,667.00
12950000	515020	JUSTICE DEPT - HEALTH INS.	\$ 78,474.00	\$ (379.00)	\$ 78,095.00
13680000	515020	SANITATION - HEALTH INS.	\$ 12,299.00	\$ (243.00)	\$ 12,056.00
14190000	515020	DOG CONTROL - HEALTH INS.	\$ 6,493.00	\$ (129.00)	\$ 6,364.00
14700000	515020	VETERANS SERVICE - HEALTH INS.	\$ 5,691.00	\$ (114.00)	\$ 5,577.00
15120000	515020	LOCAL HISTORY RM - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
15200000	515020	PARKS - HEALTH INS.	\$ 6,685.00	\$ (133.00)	\$ 6,552.00
15600000	515020	UW EXTENSION - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
16910000	515020	FORESTRY - HEALTH INS.	\$ 8,022.00	\$ (159.00)	\$ 7,863.00
16940000	515020	LAND CONSERVATION - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
16980000	515020	ZONING - HEALTH INS.	\$ 12,299.00	\$ (243.00)	\$ 12,056.00
24110000	515020	PUBLIC HEALTH - HEALTH INS.	\$ 50,284.00	\$ (1,060.00)	\$ 49,224.00
24600001	515020	SS CONG MEALS DIR - HEALTH INS.	\$ 1,025.00	\$ (21.00)	\$ 1,004.00
24600001	515020	SS CONG MEALS ACCT 1 - HEALTH INS.	\$ 1,337.00	\$ (26.00)	\$ 1,311.00
24600050	515020	SS HD MEALS DIR - HEALTH INS.	\$ 399.00	\$ (8.00)	\$ 391.00
24600050	515020	SS HD MEALS ACCT 1 - HEALTH INS.	\$ 2,006.00	\$ (40.00)	\$ 1,966.00
24630300	515020	SS TITLE IIIB DIR - HEALTH INS.	\$ 2,405.00	\$ (45.00)	\$ 2,360.00
24630300	515020	SS TITLE IIIB ACCT 1 - HEALTH INS.	\$ 4,011.00	\$ (79.00)	\$ 3,932.00
24660610	515020	SS MB DIR - HEALTH INS.	\$ 598.00	\$ (12.00)	\$ 586.00
24660610	515020	SS MB ACCT 1 - HEALTH INS.	\$ 3,476.00	\$ (68.00)	\$ 3,408.00
24660610	515020	SS MB DRIVER - HEALTH INS.	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
24660630	515020	SS VD DIR - HEALTH INS.	\$ 826.00	\$ (17.00)	\$ 809.00
24660630	515020	SS VD ACCT 1 - HEALTH INS.	\$ 2,540.00	\$ (50.00)	\$ 2,490.00



24900500	515020		HS AMSO - HEALTH INS.	\$ 122,835.00	\$ (2,428.00)	\$ 120,407.00
24910510	515020		HS CHILD IN HOME - HEALTH INS	\$ 84,238.00	\$ (1,673.00)	\$ 82,565.00
24910520	515020		HS CHILD IN RESIDENCE - HEALT	\$ 70,869.00	\$ (1,408.00)	\$ 69,461.00
24930550	515020		HS CLINICAL SERVICES	\$ 22,728.00	\$ (451.00)	\$ 22,277.00
24950560	515020		HS ADULT COMM TREAT - HEAL	\$ 43,785.00	\$ (869.00)	\$ 42,916.00
24950580	515020		HS ADULT COMM LIV SER - HEAL	\$ 43,785.00	\$ (869.00)	\$ 42,916.00
24970595	515020		HS ADRC - HEALTH INS.	\$ 33,423.00	\$ (663.00)	\$ 32,760.00
24990400	515020		HS ECONOMIC SUPP - HEALTH IN	\$ 55,329.00	\$ (1,099.00)	\$ 54,230.00
64210110	515020	60100	DON - HEALTH INSURANCE	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210110	515020	60200	RN - HEALTH INSURANCE	\$ 72,531.00	\$ (1,437.00)	\$ 71,094.00
64210110	515020	60300	LPN - HEALTH INSURANCE	\$ 97,285.00	\$ (1,907.00)	\$ 95,378.00
64210110	515020	60400	NURSES AID - HEALTH INSURAN	\$ 310,575.00	\$ (6,089.00)	\$ 304,486.00
64210110	515020	60500	WARD CLERK - HEALTH INSURA	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210280	515020	60600	SOCIAL WORKER - HEALTH INSL	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210310	515020	60700	ACTIVITY DIRECTOR & ASST - HI	\$ 5,691.00	\$ (114.00)	\$ 5,577.00
64210310	515020	60800	ACTIVITY AIDE - HEALTH INSURA	\$ 19,912.00	\$ (390.00)	\$ 19,522.00
64210450	515020	61100	PROGRAM ASST - HEALTH INSU	\$ 5,691.00	\$ (114.00)	\$ 5,577.00
64210510	515020	60400	NURSES AIDE - HEALTH INSURA	\$ 15,296.00	\$ (299.00)	\$ 14,997.00
64210510	515020	60800	ACTIVITY AIDE - HEALTH INSURA	\$ 2,490.00	\$ (52.00)	\$ 2,438.00
64210561	515020	61400	DIETARY MANAGER - HEALTH IN	\$ 5,691.00	\$ (114.00)	\$ 5,577.00
64210561	515020	61500	COOKS & AIDES - HEALTH INSUR	\$ 94,735.00	\$ (1,857.00)	\$ 92,878.00
64210610	515020		PLANT OPS & MAINT - HEALTH	\$ 3,016.00	\$ (60.00)	\$ 2,956.00
64210710	515020	61300	HOUSEKEEPING - HEALTH INSUR	\$ 40,105.00	\$ (786.00)	\$ 39,319.00
64210720	515020	61700	LAUNDRY AIDE - HEALTH INSUR	\$ 5,691.00	\$ (114.00)	\$ 5,577.00
64210750	515020	61800	TRANSPORTATION AIDE - HEAL	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210810	515020	62100	BUSINESS MANAGER - HEALTH	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210813	515020	62200	MEDICAL RECORDS - HEALTH IN	\$ 19,060.00	\$ (379.00)	\$ 18,681.00
64210815	515020	62300	CENTRAL SUPPLY AIDE - HEALTH	\$ 13,369.00	\$ (265.00)	\$ 13,104.00
64210818	515020	62400	ACCOUNTANTS - HEALTH INSUR	\$ 19,060.00	\$ (379.00)	\$ 18,681.00
71470000	515020		INFO SYSTEMS - HEALTH INS.	\$ 26,738.00	\$ (530.00)	\$ 26,208.00
73300112	515020		HWY ADMIN - HEALTH INS.	\$ 26,738.00	\$ (530.00)	\$ 26,208.00
73300191	515020		HWY SUPERVISON & GEN - HEAL	\$ 26,738.00	\$ (530.00)	\$ 26,208.00
73310230	515020		HWY SHOP OPERATION - HEALTH	\$ 19,060.00	\$ (379.00)	\$ 18,681.00
73310241	515020		HWY REPAIR LABOR & ILC - HEA	\$ 32,429.00	\$ (644.00)	\$ 31,785.00
73330311	512000		HWY CNTY ROUTINE - HEALTH IN	\$ 231,613.00	\$ (6,832.00)	\$ 224,781.00
Total Adjustment					\$ (55,373.00)	

**Increase Expenditure Budget Lines Amended:**

Account #		Account Name	Current Budget	Budget Adjustment	Final Budget
11435000	515200	RETIREMENT/FRINGE POOL	\$ 45,261.86	\$ 55,373.00	\$ 100,634.86
Total Adjustment				\$ 55,373.00	

**Increase/Decrease Revenue Budget Lines Amended:**

Account #		Account Name	Current Budget	Budget Adjustment	Final Budget
10000000	411100	GENERAL FUND REV. APPROPRIA	\$ 6,650,271.00	\$ 36,277.00	\$ 6,686,548.00
24110000	411100	PUBLIC HEALTH REV. APPROPRIA	\$ 376,044.00	\$ (1,060.00)	\$ 374,984.00
24600001	411100	SS CONG MEALS - REV. APPROP	\$ 56,896.00	\$ (47.00)	\$ 56,849.00
24600050	411100	SS HD MEALS - REV. APPROPRIA	\$ 60,771.00	\$ (48.00)	\$ 60,723.00
24630300	411100	SS IIIB - REV. APPROPRIATIONS	\$ 36,096.00	\$ (124.00)	\$ 35,972.00
24660610	411100	SS MB - REV. APPROPRIATIONS	\$ 30,840.00	\$ (345.00)	\$ 30,495.00
24660630	411100	SS HD - REV. APPROPRIATIONS	\$ 31,571.00	\$ (67.00)	\$ 31,504.00
24900001	411100	HUMAN SERVICES - REV. APPRO	\$ 2,998,410.00	\$ (9,460.00)	\$ 2,988,950.00
64210560	411100	ROLLING HILLS - REV. APPROPRI	\$ 1,373,497.00	\$ (15,681.00)	\$ 1,357,816.00
71470000	411100	INFO SYSTEMS - REV. APPROPRIA	\$ 875,728.00	\$ (530.00)	\$ 875,198.00
73300112	411100	HWY ADMIN - REV. APPROPRIAT	\$ 694,585.00	\$ (2,083.00)	\$ 692,502.00
73330311	411100	HWY CTH - REV APPROPRIATION	\$ 553,292.00	\$ (6,832.00)	\$ 546,460.00
Total Adjustment				\$	

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

*Tina Osterberg*

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 I notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 1, 2015  
 Department: Retirement/Fringe Pool  
 Amount: \$56,190.00  
 Budget Year Amended: 2015

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

This adjustment is to cover unknown health, dental insurance costs and a retirement at the time of the 2016 budget adoption. The following took insurance during 2015 Assistant Corp Counsel, Receptionist/Office Clerk I in Sanitation, Dog Control, and Zoning department, Administrative Assistant II in the Administrator's office, Deputy Register of Deeds, Accountant I in the Finance office, and a Nurse in the Health department. Also, the Deputy Clerk of Court retired during 2015.

**Decrease Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11435000 515200	Retirement/Fringe Pool	\$ 100,634.86	\$ (56,190.00)	\$ 44,444.86
Total Adjustment			\$ (56,190.00)	\$ -

**Increase Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11320000 515020	Corp Counsel - Health Ins.	\$ 13,369.00	\$ 13,104.00	\$ 26,473.00
11320000 515025	Corp Counsel - Dental Ins.	\$ 779.00	\$ 779.00	\$ 1,558.00
13680000 515020	Sanitation - Health Ins.	\$ 80,144.00	\$ 1,245.00	\$ 81,389.00
13680000 515025	Sanitation - Dental Ins.	\$ 716.00	\$ 75.00	\$ 791.00
14190000 515020	Dog Control - Health Ins.	\$ 6,493.00	\$ 3,932.00	\$ 10,425.00
14190000 515025	Dog Control - Dental Ins.	\$ 298.00	\$ 234.00	\$ 532.00
16980000 515020	Zoning - Health Ins.	\$ 12,299.00	\$ 1,376.00	\$ 13,675.00
16980000 515025	Zoning - Dental Ins.	\$ 716.00	\$ 82.00	\$ 798.00
11410000 515020	Administrator - Health Ins.	\$ -	\$ 6,552.00	\$ 6,552.00
11410000 515025	Administrator - Dental Ins.	\$ -	\$ 390.00	\$ 390.00
11710000 515020	Register of Deeds - Health Ins.	\$ 19,060.00	\$ 13,104.00	\$ 32,164.00
11510000 515020	Finance - Health Ins.	\$ 131,703.00	\$ 5,577.00	\$ 137,280.00
11510000 515025	Finance - Dental Ins.	\$ 8,820.00	\$ 251.00	\$ 9,071.00
24110000 515020	Health Dept. - Health Ins.	\$ 50,284.00	\$ 6,552.00	\$ 56,836.00
11220000 511000	Clerk of Court - Salaries	\$ 341,501.00	\$ 2,487.00	\$ 343,988.00
11220000 515005	Clerk of Court - Retirement	\$ 23,542.00	\$ 169.00	\$ 23,711.00
11220000 515010	Clerk of Court - Social Security	\$ 21,244.00	\$ 156.00	\$ 21,400.00
11220000 515015	Clerk of Court - Medicare	\$ 4,962.00	\$ 38.00	\$ 5,000.00
11220000 515040	Clerk of Court - Work Comp	\$ 925.00	\$ 87.00	\$ 1,012.00
Total Adjustment			\$ 56,190.00	

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: \_\_\_\_\_

## SELF INSURED WORKERS COMPENSATION POLICY & PROCEDURES

### Policy

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

### Authorization

- Finance Committee Action September 11, 2015
- Resolution xxxxxx

### Procedure

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

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

RESOLUTION AUTHORIZING INCREASE IN PER DIEM PAYMENTS  
FOR MONROE COUNTY BOARD SUPERVISORS

WHEREAS, the Monroe County Administrative/Executive Committee, at its meeting on September 8, 2015, did review the current per diems rates paid to the members of the Monroe County Board of Supervisors which were last adjusted in 1997, and

WHEREAS, effective April 2016 the County Board membership shall be reduced from 24 to 16 members, and

WHEREAS, the smaller county board size may increase the workload of those serving on the County Board, and

WHEREAS, total costs related to per diems shall be proportionately reduced due to the reduced membership of the County Board allowing for an increase in the per diem with no negative impact to the county levy, and

WHEREAS, it was determined by the Monroe County Administrative/Executive Committee that it would be appropriate to recommend an increase in per diems paid to Monroe County Board Supervisors; said increase to be from \$40 to \$50 for Monroe County Committee meetings and from \$50 to \$75 for Monroe County Board meetings and said increases to be effective following the April 2016 elections.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that, pursuant to Monroe County Ordinance Section 2.50, per diems for Monroe County Board Supervisors are to be paid at the rate of \$50 for Monroe County Committee meetings and \$75 for Monroe County Board meetings effective April 19, 2016, the date of the Organizational Meeting.

Offered by the Administrative/Executive Committee on September 23, 2015.

Vote: \_\_\_\_ yes \_\_\_\_ no

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

Purpose: To amend Monroe County Board per diem rates as of April 19, 2016.

Fiscal Note: The above recommended increases will increase the per diem to Monroe County Board Supervisors for Monroe County committee meetings by \$10 and for Monroe County Board meetings by \$25. Due to the downsizing of the county board membership there will be no increased levy costs related to this per diem payment increase.

Drafted by County Administrator, Catherine Schmit

Approved as to form: Corporation Counsel, Andrew Kaftan \_\_\_\_\_