

MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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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: Wednesday, November 18, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 10/21/15 & 10/23/15
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. \$22,880.90 Change Order for Installation of ADA Assessable Shower Controls in Pods 4 & 5, both Female Huber Units and the Male and Female Huber Entrance Showers – 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. Land Conservation
 - b. Administrator
7. Budget Adjustment(s) – Discussion/Action
 - a. Clerk of Court
 - b. Solid Waste
 - c. Jail/Maintenance
8. Line Item Transfer(s)– Discussion/Action
 - a. Solid Waste
 - b. Sheriff
 - c. Emergency Management.
 - d. Justice
9. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
 - c. Resolution Regarding Cancellation of 2014 Outstanding Checks – Discussion/Action
 - d. Treasurer/Finance Monthly Reconciliation
10. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update
 - d. Health Savings Budget Adjustment Update
11. Fiscal Note Approval, Discussion/Action –
 - a. Resolution Amending the County Code to Incorporate Changes to County Committees and Boards Due to Reduction of the Monroe County Board Size
 - b. Resolution Approving Amendment to the County Administrator Contract
12. Monthly County Disbursement Journal Approval – Discussion/Action
13. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
14. Items for next month's agenda
15. Adjournment

James Kuhn, Committee Chair

Date notices mailed: November 12, 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
October 21, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Wallace Habegger; Cedric Schnitzler joined the meeting at 9:06 a.m.

Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Scott Perkins, Sharon Nelson, Bob Janovick

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

- Next meeting dates – November 18, 2015 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 09/11/15, 09/23/15 & 10/12/15 minutes. Carried 4-0.

Cedric Schnitzler joined the meeting at 9:06 a.m.

- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained that the front entrance concrete has been poured. The Property & Purchasing committee is looking at paving the parking lot to the north of the Justice Center. Completion date for phase I is set for February. Discussion.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Sharon Folcey second by Pete Peterson to approve the Justice Project expenditures in the amount of \$2,517,206.04. Discussion. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams explained that the Justice Center Tower has been placed. Equipment will be loaded within the next two weeks. Lease agreements are being reviewed. An updated change order list was provided to all members. Discussion.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve the Radio Tower change order requests in the amount of \$7,762.00. Carried 5-0.
- Human Services Credit Card – Tina Osterberg explained the Social Worker credit card request in the amount of \$1,000.00 and Economic Support Supervisor in the amount of \$1,000.00. Motion by Pete Peterson second by Wallace Habegger to approve both credit card requests in the amount of \$1,000.00 each. Discussion. Carried 5-0.
- Health Budget Adjustment - Sharon Nelson explained the 2015 budget adjustment in the amount of \$11,046.00 for Division of Public Health grant to enhance nutrition services and promote nutrition behavior change with families. Motion by Wallace Habegger second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
- Line Item Transfer
 - a. Personnel – Tina Osterberg explained the 2015 line item transfer in the amount of \$3,000.00 for new position advertisements. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve line item transfer. Carried 5-0.
 - b. Sheriff Jail – Scott Perkins explained the 2015 line item transfer in the amount of \$140,000.00 for delay in building project for out of county housing costs. Discussion. Motion by Sharon Folcey second by Wallace Habegger to approve line item transfer. Carried 5-0.
 - c. Emergency Management – Scott Perkins explained the 2015 line item transfer in the amount of \$6,100.00 for hazmat equipment grant. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.

- d. Dispatch – Randy Williams explained the 2015 line item transfer in the amount of \$1,000.00 for Kendall tower maintenance/upgrades. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Carried 5-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report. Finance has not reconciled with the Treasurer's Office since June. This item will be placed on next month's agenda.
 - b. Treasurer Department Monthly Report Review.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report. Tina has been working on the Health Savings Budget Adjustment approved at last month's meeting. The adjustment will be discussed with the auditors. This item will be placed on next month's agenda.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that the county will upload the new update in the system about a week before Thanksgiving. Training will occur about one week before the update. Highway is anticipated to go live in the spring. Cash drawers will be installed next month in Zoning, Solid Waste and Justice Departments.
- Fiscal Note on Resolution
 - a. Resolution Approving Monroe County Forest Annual Work Plan – 2016. Revenue from the County Forest Administrators Grant from the WDNR will be approximately \$40,000.00. Motion to approve fiscal note by Cedric Schnitzler second by Sharon Folcey. Discussion. Carried 4-1.
- 2016 Budget – James Kuhn asked if any members wish to request any departments to be available. Departments to be invited are the Maintenance & Highway. Budget meeting will be held this Friday, October 23, 2015 at 9:00 a.m. in the Highway Department.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Sharon Folcey to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Sharon Folcey to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Treasurer's reconciliation with the Finance Department, Health Savings Budget Adjustment Update, and Administrator's Credit Card Request.
- Adjournment - Motion by Cedric Schnitzler second by Sharon Folcey to adjourn at 11:14 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
 October 23, 2015

Present: James Kuhn, Pete Peterson, Sharon Folcey, Cedric Schnitzler, Wallace Habegger
 Others: Tina Osterberg, Catherine Schmit, Media, Library Members, Jack Dittmar, Doug Schroeder, Wade Blackdeer, Dave Pierce, Nodji VanWychen, Gail Chapman, Becky Pitel.

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

- Library Disbursement – Chair Kuhn opened the floor for library members to speak their case. Gina Rae explained that the county is reimbursing 70% of the need; the municipality makes up the difference of the burden. Library services were explained. Discussion. Kuhn explained that the budgets are tight between the building of the new Justice Center and 911 tower system. Library operation and vehicle costs were also discussed. 100% of reimbursement would increase the levy \$140,814.00.
- 2016 County Budgets - Chair Kuhn opened the floor for discussion on the 2016 budget. Several line items were discussed in detail. Catherine Schmit and Tina Osterberg answered questions.

Jack Dittmar and the Highway Department joined the meeting. Jack explained the \$600,000 increase for maintenance of roads. A 2015 update of total expenditures was given. It was explained that approximately 5% in expenditures are spent each month for the first 6 months of the year; majority of expenses are back loaded the last 6 months of the year. Anything left over in the budget is rolled over into the highways. Discussion.

It was determined that in Book 2. Pages 261 & 263 and 262 & 264 are duplicated.

Catherine Schmit provided an addendum to all members. Catherine explained that the addendum corrects the below salary allocations. Tina Osterberg explained that she will be working on health insurance adjustments and will present a recommendation at the annual meeting.

ADDENDUM TO 2016 ANNUAL BUDGET

10010000 539200			
Contingency Balance:	\$	621,400	Levy: \$17,819,322
	\$	-	
	\$	-	
		<hr/>	
	\$	621,400	\$17,819,322

Proposed Corrections/Amendments:

10/23/2015 Finance:

Alison Elliott's Salary allocation correction:

Land Records		Current	Correct Amt	Inc.(dec.)
		Budget		
11750000	511000	2,083.00	1,838.00	(245.00)
11750000	515005	135.00	125.00	(10.00)
11750000	515010	128.00	114.00	(14.00)
11750000	515015	28.00	27.00	(1.00)
11750000	515040	47.00	43.00	(4.00)
		<hr/>	<hr/>	<hr/>
		2,421.00	2,147.00	(274.00)

Sanitation		Current	Correct Amt	Inc.(dec.)
		Budget		
13680000	511000	27,865.00	28,172.00	307.00
13680000	515005	1,840.00	1,916.00	76.00
13680000	515010	1,728.00	1,747.00	19.00
13680000	515015	405.00	409.00	4.00
13680000	515040	653.00	660.00	7.00
		<u>32,491.00</u>	<u>32,904.00</u>	<u>413.00</u>

Zoning		Current	Correct Amt	Inc.(dec.)
		Budget		
16980000	511000	27,865.00	28,172.00	307.00
16980000	515005	1,840.00	1,916.00	76.00
16980000	515010	1,728.00	1,747.00	19.00
16980000	515015	405.00	409.00	4.00
16980000	515040	653.00	660.00	7.00
		<u>32,491.00</u>	<u>32,904.00</u>	<u>413.00</u>

Dog Control		Current	Correct Amt	Inc.(dec.)
		Budget		
14190000	511000	3,430.00	3,063.00	(367.00)
14190000	515005	227.00	209.00	(18.00)
14190000	515010	213.00	190.00	(23.00)
14190000	515015	50.00	45.00	(5.00)
14190000	515040	81.00	72.00	(9.00)
		<u>4,001.00</u>	<u>3,579.00</u>	<u>(422.00)</u>

Total Changes		<u>71,404.00</u>	<u>71,534.00</u>	<u>130.00</u>
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- Resolution Adopting the 2016 Budget and Authorizing Property Tax Levies – Motion by Cedric Schnitzler second by Wallace Habegger to approve 2016 budget and property levies and forward to the full board for approval. Carried 5-0.
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 10:49 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Land Conservation
 Committee: " "

Name of Card Holder	Title of Position	Credit Card Limit
<i>Bob Micheel</i>	<i>Director - Land Conservation Dept.</i>	<i>\$1,000</i>

Justification for Credit Card(s):

<i>Expenses incurred while attending trainings & department supplies.</i>

Department Head Approval: *Bob Micheel 11/10/15*

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: Administrator

Committee: Administrative/Executive

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Leslie Schreier	Office Assistant	\$ 1,000.00

Justification for Credit Card(s):

Travel, education, purchase of supplies.

Department Head Approval: Catherine J. Permit

Date Approved by Committee of Jurisdiction: NOV. 10, 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: November 9, 2015
 Department: Clerk of Court
 Amount: \$21,742.83
 Budget Year Amended: 2015

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

2015 revenue exceeded budgeted amounts in attorney fees, judicial reimbursement and State GAL payment. These additional revenues are needed to cover expense line items that have exceeded budgeted amounts.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 461430	Attorneys Fee Due County	\$ 22,500.00	\$ 11,879.13	\$ 34,379.13
11220000 435100	Judicial Reimburse	\$ 60,000.00	\$ 8,222.00	\$ 68,222.00
11220000 435110	State GAL Payment	\$ 3,000.00	\$ 1,641.70	\$ 4,641.70
Total Adjustment			\$ 21,742.83	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 521105 CC600	Attorney Fees	\$ 65,000.00	\$ 21,742.83	\$ 86,742.83
Total Adjustment			\$ 21,742.83	

Department Head Approval: *Shuley K. Chapensky 11-9-15*

Date Approved by Committee of Jurisdiction: *11/09/15*

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: November 10, 2015
 Department: SW/RECYCLING SERVICES
 Amount: \$4,799.44
 Budget Year Amended: \$ 2,015.00

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

ADDITIONAL GRANT DOLLARS RECEIVED

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
6365000-435450 52910	STATE RECYCLING GRAN	\$ 139,765.00	\$ 4,799.44	\$ 144,564.44
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,799.44	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
63650000-521340	CONTRACTED SERVICES	\$ 82,414.00	\$ 4,799.44	\$ 87,213.44
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,799.44	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 4, 2015
 Department: Jail/Maintenance
 Amount: \$194,000.00
 Budget Year Amended: 2015

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

Due to the delayed completion of phase 1 of the Justice Center the Jail is incurring unforeseen additional expenses for the Board of Prisoners Out of County Housing. In an effort to cover these overages the excess Maintenance Courthouse budget can cover a portion of the needed funding. The Maintenance Courthouse budget had been increased with the expectation that phase 1 would be complete and the utilities would increase with the operation of the new facility. After review of the current status of these utility accounts the adjustments below seem reasonable and will leave enough budget to cover the remaining expense through year end.

Jail Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
12710120 521145 SH650	BRD PRISIONERS OUT OF CNTY	\$ 599,192.00	\$ 194,000.00	\$ 793,192.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 194,000.00	

Maintenance Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11620600 522015	COURTHOUSE FUEL & GAS	\$ 135,000.00	\$ (100,000.00)	\$ 35,000.00
11620600 522010	COURTHOUSE ELECTRICITY	\$ 150,000.00	\$ (90,000.00)	\$ 60,000.00
11620600 522005	COURTHOUSE WATER & SEWER	\$ 22,000.00	\$ (4,000.00)	\$ 18,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (194,000.00)	

Department Head Approval: Scott Pender
 Date Approved by Committee of Jurisdiction: 11-09-15

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: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Solid Waste Operations

Department: _____
 Budget Year Amended: _____ 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000521340	SW240 Cover Sand	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -
	SW249 OTHER	\$ 42,826.00	\$ 25,000.00	\$ -	\$ 17,826.00
			\$ 55,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000521470	ENGINEERING	\$ 35,000.00	\$ 18,000.00	\$ 37,274.64	\$ 15,725.36
63630000522025	TELEPHONE	\$ 800.00	\$ 500.00	\$ 882.85	\$ 417.15
63630000523600	EQUIPMENT SERVICES	\$ 372.00	\$ 500.00	\$ 612.38	\$ 259.62
63630000581000	CAPITAL EQUIPMENT	\$ 7,250.00	\$ 5,691.58	\$ 12,941.58	\$ -
63630000521790	LEACHATE DISPOSAL	\$ 150,000.00	\$ 30,308.42	\$ 111,038.00	\$ 69,270.42
					\$ -
Total Transfer			\$ 55,000.00		

Explanation for Transfer: REVENUE NEEDED FOR WNDR INITIAL SITE INSPECTION (ISI), INITIAL SITE REPORT (IRI). LEACHATE RATE INCREASE FROM SPARTA WASTE WATER TREATMENT, AND PUMP REPLACEMENT.

Department Head Approval _____ *Gail Frie* _____
 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

Solid Waste Recycling Services

Department: _____
 Budget Year Amended: _____ 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63650000524505	BLDG REPAIRS	\$ 1,000.00	\$ 952.00	\$ 52.00	\$ 48.00
63650000531050	POSTAGE	\$ 850.00	\$ 850.00		
63650000531060	PRINTING	\$ 750.00	\$ 750.00		
63650000533010	CONFERENCES	\$ 1,500.00	\$ 800.00	\$ 668.50	\$ 31.50
63650000553060	EQUIPMENT RENT	\$ 1,500.00	\$ 1,500.00		
63650000533200	MILEAGE	\$ 2,900.00	\$ 2,900.00		
63650000581000	CAPITAL EQUIPMENT	\$ 5,500.00	\$ 5,500.00		
			\$ 13,200.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63650000521340	CONTRACTED SERVICES	\$ 69,214.00	\$ 13,200.00	\$ 62,306.88	\$ 82,414.00
					\$ -
Total Transfer			\$ 13,200.00		

Explanation for Transfer: LOW MARKET PRICES FOR RECYCLABLES SOLD, CAUSING GREATER EXPENSE TO THE DEPARTMENT

Department Head Approval: _____ *Gail Frie* _____

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: Sheriff
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12110200 511000 F4230	Salaries SP	\$ 1,415.00	\$ 1,941.00	\$ 523.81
	12110200 511200 F4230	Overtime Sp	\$ 3,250.00	\$ 7,800.00	\$ 4,530.53
	12110200 515005 F4230	Retirement	\$ 784.00	\$ 814.00	\$ 28.35
	12110200 515010 F4230	Social Security	91	\$ 604.00	\$ 313.37
	Total Transfer		\$ 5,540.00		

To Account	12110200 515020 F4230	Health Insurance	\$ 513.00		\$ 512.93
	12110200 515025 F4230	Dental Insurance	\$ 26.00		\$ 25.76
	12110200 515030 F4230	Life Insurance	\$ 2.00		\$ 1.35
	12110200 539200 F4230	Other Expense	\$ 4,999.00	\$ -	
	Total Transfer		\$ 5,540.00		

Explanation for Transfer: 11,600 dollar grant approved earlier this year. Equipment monies were placed throughout wages and salaries rather than in the appropriate expense account. This line item transfer serves the purpose of rectifying line accounts associated with the grant.

Department Head Approval Scott Perkins

Governing Committee Approval 11-09-15

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Emerg. Management
 Budget Year Amended: 2015

No. _____
Date: _____

	Account #	Account Name	Transfer Amount	Original Budget	YTD Expenditures
From Account	12900000 511000	Salaries	\$ 3,301.00	\$ 57,658.00	\$ 46,077.40
	Total Transfer		\$ 3,301.00		

To Account	12900000 521340	Contracted Service	\$ 3,301.00	\$ -	\$ -
	Total Transfer		\$ 3,301.00		

Explanation for Transfer: State required exercise. With the vacancy in the department, the Sheriff's Office opted to contract out the service to meet the imposed standard. This consulting service is covered and submitted for reimbursement on the same level of salaries.

Department Head Approval Scott Perkins

Governing Committee Approval 11-09-15 [Signature]

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

original

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Justice 12950000 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	524510 - J6010	Veh Op Bond	3,000	3,220	0.00
	533010 -	conference seminar	2,000.00	4,821	2,201.89
	521225 -j4020	CJP Victim Impact	4,000.00	6,000	750
	Total funds transferred		\$ 9,000.00		
To Account	58110	capitol outlay	9,000.00		19,000
			\$ 9,000.00		

Explanation for Transfer:

transferring from three line items to insure enough funds to purchase the new vehicle for the Justice Dept. to be used with the funds 10000 the Justice Programs Director had placed in Capitol outlay. The funds being transferred were not used for CJP group that will not start until 2016 due to number of participants needed to hold the group and training needed to begin CJP. Seminar conference funds were not used due to lack of available employees to work if employees actually attended the conferences. From the Veh operation line the department head would much rather spend these funds on a new vehicle then repair of a vehicle that now has 140,000 plus miles on it. We are being allowed a generous 2000 credit for the trade in of the current car which is a 2007 in the condition it is in plus a 1750 rebate and another \$50 off from Dahl automotive.

Department Head Approval

Peppy Thorsen 11-7-2015

11-29-15 [Signature]

Governing Committee Approval

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

RESOLUTION NO. _____

REGARDING CANCELLATION OF OUTSTANDING 2014 CHECKS

WHEREAS, The checks listed on the attachment, 2014 Outstanding Checks, are outstanding and demand special accounting and extra work listing them as outstanding due to not being timely presented for payment; and

WHEREAS, The checks read "Void 90 days after date of issue" and more than 90 days have passed since the checks were issued; and

WHEREAS, The auditors for the county recommend a policy and practice of canceling outstanding checks on a yearly basis.

NOW THEREFORE BE IT RESOLVED that the Monroe County Treasurer, in accordance with §59.64(4)(e) of the Wisconsin Statutes, is instructed to:

1. Cancel the attached list of checks issued in the calendar year of 2014; and
2. Credit the amount of the outstanding checks to the General Fund; and
3. If a listed check is presented at a later date and within six years of the date of the check, issue a new check in payment thereof.

Dated this 24th day of November, 2015.

OFFERED BY THE FINANCE COMMITTEE:

Committee Vote: _____ Yes; _____ No.

Fiscal Note: Passage would increase the General Fund by the amount of \$798.88.

Statement of purpose: The purpose of this resolution is to clear Monroe County's books of old outstanding checks.

Approved as to form by Corporation Counsel _____

CHECK #	AMOUNT	NAME	VENDOR	DEPARTMENT	DATE
346879	\$ 18.00	Jeannie M Western	Juror	Clerk of Court	1/17/2014
347386	\$374.30	Joseph Brickman	9611	Human Services	2/14/2014
347491	\$19.02	Lane Alan Johnson	Juror	Clerk of Court	2/14/2014
347715	\$15.00	10-2 Distributors LLC	6934	Sheriff's Dept	2/14/2014
348032	\$19.02	Tracey Lynn Crane	Juror	Clerk of Court	2/28/2014
348568	\$103.10	CenturyLink	9809	Rolling Hills	3/21/2014
348990	\$2.05	Joseph & Stacy Freybler	Ovrpmt	County Treasurer	4/11/2014
349944	\$25.51	Jonathan Dobey	Juror	Clerk of Court	5/16/2014
350925	\$6.12	Kristy Brown	11526	County Board	6/20/2014
350953	\$3.00	Cevil Daulton	Vol Driv	Senior Services	6/20/2014
351303	\$19.53	Morgan Lynn Hardy	Juror	Clerk of Court	7/3/2014
351434	\$103.20	Bridget Gartmann	Witness	Clerk of Court	7/11/2014
352472	\$10.00	Robert M Olson	Ovrpmt	County Treasurer	8/15/2014
352506	\$25.00	Robert Smith	6724	Medical Examiner	8/15/2014
352640	\$6.12	Kristy Brown	11526	County Board	8/22/2014
352996	\$1.57	Bob H Walker	Ovrpmt	County Treasurer	9/5/2014
353903	\$2.34	Janet Nytko	Ovrpmt	County Treasurer	10/10/2014
1000174	\$46.00	Lee Enterprises Inc	7763	Annual Subscript	11/14/2014
Total	\$798.88				

RESOLUTION NO. _____

RESOLUTION AMENDING THE COUNTY CODE TO INCORPORATE CHANGES TO COUNTY COMMITTEES AND
BOARDS DUE TO REDUCTION OF THE MONROE COUNTY BOARD SIZE

WHEREAS, the size of the county board will be reduced to 16 supervisory districts in April of 2016, and

WHEREAS, reduction of the board size will impact the staffing of county committees and boards by county board supervisors, and

WHEREAS, the Monroe County Administrative/Executive Committee has given considerable time and consideration to:

1. The most balanced approach to combining committees and boards to ensure full staffing by county board supervisors, and
2. Whether the committee or board is authorized by state statute or county ordinance, and
3. The duties of the committee or board, and
4. The work of the departments of the county.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that the attached amendments and additions to the Monroe County Code are hereby adopted as of April 19, 2016.

Offered by the Administrative/Executive Committee on November 24, 2015.

Vote: 5 yes 0 no

Sharon Falcey Larry B. Kuhn
Pete Peterson Paul
Ernest Humphrey

Purpose: To change the Monroe County Board committee and board structure to accommodate the change in the board size from 24 to 16 as of April 19, 2016.

Fiscal Note: Anticipated costs are the costs for amending the county ordinances.

Approved as to form: Corporation Counsel, Andrew Kaftan _____

Attachment to Resolution No. _____

THE MONROE COUNTY BOARD DOES ORDAIN:

That sec. 2-368 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows:

Sec. 2-368. - Standing committees.

(a) Following are the established standing committees and boards of the county:

(1) **Administration & Personnel Committee.**

(i) Composition and duties: Five county board supervisors to act as the Administrative/Executive Committee, *see Chapter 2, Article IV, Division 6, Subdivision II*, and the Personnel and Bargaining Committee. Three of the committee members shall serve as the Bargaining Committee.

(ii) To be the committee of jurisdiction for the following departments: Child Support Agency, Corporation Counsel, County Administrator, County Clerk, Information Systems, Land Information Office, Personnel, Real Property Lister, Register of Deeds, Surveyor, and Veterans Services.

(2) **Economic Development Committee.**

(i) Composition and duties: *See Chapter 2, Article IV, Division 6, Subdivision III.*

(ii) To be the committee of jurisdiction for the following departments: Economic Development, and Tourism.

(3) **Finance Committee.**

(i) Composition and duties: Five county board supervisors to act as the Finance Committee a/k/a Finance, Claims and Insurance Committee. To address library funding and planning.

(ii) To be the committee of jurisdiction for the following departments: Finance and County Treasurer.

(4) **Health & Human Services Committee.**

(i) Composition and duties: Five county board supervisors plus additional four citizen members under Wisconsin Statutes to act as the Board of Health, Human Services Board, *see Chapter 15, Article II, Division 2*, and Commission on Aging, *see Chapter 2, Article IV, Division 7*, and Senior Services Committee.

(ii) To be the committee of jurisdiction for the following departments: Health Department. Department of Human Services, and Senior Services.

(5) **Highway Committee.**

(i) Duties: To act as the Highway Committee under Chapter 83 of the Wisconsin Statutes.

(ii) To be the committee of jurisdiction for the following departments: Highway Department.

(6) **Natural Resources & Extension Committee.**

(i) Composition and duties: Five county board supervisors, plus members under §92.06 Wis. Stat., to act as the Agriculture and Extension Committee, Land Conservation Committee and Forestry & Parks Committee.

(ii) To be the committee of jurisdiction for the following departments: Home and Community Education, Land Conservation, Local History Room, Parks & Forestry, U.W. Extension and 4H.

(7) **Property & Maintenance Committee.**

(i) Composition and duties: Five county board supervisors to act as the Property & Purchasing Committee.

(ii) To be the committee of jurisdiction for the following departments: Maintenance.

(8) **Public Safety & Justice Committee**

(i) Composition and duties: Five county board supervisors to act as the Public Safety Committee.

(ii) To be the committee of jurisdiction for the following departments: Clerks of Courts, District Attorney's Office, Emergency Management, Justice Systems, Medical Examiner, Circuit and Probate Courts, Sheriff's Office and 911 Communications Center.

(9) Rolling Hills Committee

(i) Composition and duties: Five county board supervisors to act as the Rolling Hills Rehabilitation Center committee.

(ii) To be the committee of jurisdiction for the following departments: Rolling Hills Rehabilitation Center.

(10) Sanitation & Zoning Committee.

(i) Composition and duties: Five county board supervisors to act as the Dog Control Committee, Sanitation & Zoning Committee, Sanitation Committee and Zoning Committee. The Zoning Committee addresses land use, planning and zoning policy for the county.

(ii) To be the committee of jurisdiction for the following departments: Animal Shelter, Animal Control, Sanitation and Zoning.

(11) Solid Waste Committee.

(i) Composition and duties: *See Chapter 2, Article IV, Division 3.*

(b) Appointments to the committees listed in subsection (a) of this section shall be made in compliance with state laws, county ordinances or county board of supervisors' rules.

AND

That sec. 2-410 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows:

Sec. 2-410. - Composition.

The economic development, commerce and tourism committee shall consist of three county board supervisors and three ex-officio members that will participate in an advisory capacity on the standing committee. Such ex-officio members shall not have voting rights and shall not be compensated by the county for their participation. Term of all committee members shall coincide with the terms of all other standing committees.

AND

That sec. 5-352 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows: This article is promulgated pursuant to Wis. Stats. § 169.43 and pertains to the unincorporated areas of Monroe County. The Monroe County department of jurisdiction is the Dog Control department.

AND

That Chapter 35 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 44 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 47 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 50 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 53 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

Monroe County Board

