



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, May 17, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of April 19, 2023
4. Public Comment
5. Request for Credit Card Approval(s) – Discussion/Action
 - a. Sheriff's Office (2)
6. Request for Line Item Transfer – Discussion/Action
 - a. Human Services
7. Fiscal Note Approval on Resolution(s) – Discussion/Action
 - a. Resolution Establishing 2024 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments
8. Resolution(s) – Discussion/Action
 - a. Resolution Establishing Ho Chunk Funds Allocation for 2024 Budget
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Discussion/Action
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
11. Over/Under Payment Ordinance – Discussion
12. Line Item Transfer Policy Change and Form Update – Discussion/Action
13. Budget Adjustment / Re-Purpose of Funds (Financial Policy)
14. Grant Policy and Procedures
15. General Fund Protection Policy

**FINANCE MEETING
May 17, 2023 Agenda**

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

Cedric Schnitzler, Committee Chair
Date notices mailed: May 10, 2023

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 19, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Alison Elliott, Lisa Aldinger Hamblin, David Ohnstad, Chris Weaver, Wes Revels, Tracy Thorsen, Derek Pierce, Debbie Carney

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next Meeting Date – Wednesday, May 17, 2023 in the Monroe County Assembly Room at 9:00 a.m.
A Special Meeting will be held on Thursday, May 11, 2023 at 2:00 p.m.
- Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the 03/15 & 03/22/23 minutes. Carried 5-0.
- Public Comment – None.
- Re-Purpose of Funds – Motion by David Pierce second by Wallace Habegger to approve re-purpose of funds. David Ohnstad, Highway Commissioner explained the 2023 re-purpose of funds in the amount of \$25,750.00 for hydraulic excavator. Discussion. Carried 5-0.
- Credit Card Approval –
 - a. Highway – Motion by Wallace Habegger second by James Kuhn to approve credit card. David Ohnstad, Highway Commissioner explained \$1,000.00 credit card request for the Highway Office Manager. Carried 5-0.
 - b. Sheriff's Office – Motion by Toni Wissestad second by David Pierce to approve credit cards. Chris Weaver, Chief Deputy explained two credit card requests in the amount of \$1,000.00 each for the Administrative Assistant and Bailiff. Carried 5-0.
- Budgetary Adjustment(s) –
 - a. Maintenance - Motion by Wallace Habegger second by James Kuhn to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2023 budget adjustment in the amount of \$14,275.00 for electrical updates needed during the removal of building A. Discussion. Carried 5-0.
 - b. Dog Control - Motion by James Kuhn second by David Pierce to approve budget adjustment. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the 2023 budget adjustment in the amount of \$5,000.00 to add both revenue and expense lines for confiscated animals. Carried 5-0.
 - c. Human Services - ADRC - Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2023 budget adjustment in the amount of \$45,000.00 for meal delivery vehicle. Carried 5-0.
 - d. Rolling Hills- Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Tina Osterberg, County Administrator explained the 2023 budget adjustment in the amount of \$2,500.00 for WisCaregiver Careers grant. Carried 5-0. Motion by David Pierce second by Wallace Habegger to approve budget adjustment. Tina Osterberg explained the 2023 budget adjustment in the amount of \$44,896.69 for building project. Carried 5-0.
 - e. Finance - Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2022 budget adjustment in the amount of \$206,615.15 for health insurance claims. Discussion. Carried 5-0.
- Fiscal Note Approval on Resolution –
 - a. Resolution approving the Use of Conservation Reserve Enhancement Program Funding for Trees – Motion by Wallace Habegger second by Toni Wissestad to approve fiscal note. Tina Osterberg, County Administrator explained use of up to \$2,200.00 from the non-lapsing CREP account for the purchase of trees for a section of land owned by Monroe County adjacent to the new Rolling Hills Senior Living Facility. Discussion. Carried 5-0.

- b. Resolution Authorizing ADRC Driver Position Increase to Part-Time – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tracy Thorsen, Human Services Director explained that the position will be paid through existing budgeted funds for 2023; \$29,728 annually thereafter. Carried 5-0.
 - c. WisMAC Wisconsin Statewide Mutual Aid Compact for Local Emergency Management Assistance – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Chris Weaver, Chief Deputy explained that should Monroe County request mutual aid assistance from a WisMAC member during a disaster situation, the fiscal impact would be determined at the time of each future disaster situation. Discussion. Carried 5-0.
- Resolution(s) –
 - a. Resolution to Adopt a Lease Policy for GASB 87- Motion by Toni Wissestad second by David Pierce to approve resolution. Diane Erickson, Finance Director explained the purpose of the resolution is to adopt a lease policy and the transfer of funds to cover the cost of the 2023 audit expense. Discussion. Carried 5-0.
 - b. Resolution to Adopt a Subscription Based Information Technology Arrangements (SBITAs) Policy for GASB 96. Motion by Toni Wissestad second by David Pierce to approve resolution. Diane Erickson, Finance Director explained the software lease policy. There will be no additional audit fees in 2023. Discussion. Carried 5-0.
- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Debbie Carney explained that tax delinquent parcels have been filed with the court. July 6th is the court date.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
 - c. Bank Account Closure Process – Diane Erickson, Finance Director explained that the Rolling Hills bonding account was closed last month. Tina Osterberg, County Administrator explained that two accounts are currently holding a zero balance on the Treasurer’s Report, they are the revolving loan fund and bond holding accounts. Discussion. It was a consensus for the Treasurer to close out the accounts if they are no longer needed.
 - d. Audit Update – Diane Erickson, Finance Director explained that all of the information is in for the audit except for property taxes. The audit will have to be sent off without the property tax section being reconciled and completed. This will create additional work for both the auditors and Finance Department. Discussion.
- TIF Districts – No Discussion.
- Budget Adjustment/Line Item Transfer/Re-Purpose of Funds Review –
 - Line Item Transfer – The floor was opened for suggestions to streamline the line item transfer process. The board can pass a resolution for line item transfers to be approved only by the committee of jurisdiction. This would not include capital items or the contingency fund. The finance policy language would also need to be updated. Discussion. Corporation Counsel will draft a resolution for the next meeting for review.
 - Budget Adjustment/Re-Purpose of Funds – The floor was opened for suggestions to streamline the budget adjustment/re-purpose of funds process. It was determined by state statute that these adjustments must be approved at the committee of jurisdiction, finance and board levels. There could be an opportunity for Department Heads to have Board Supervisors speak on their behalf at the board meetings. Discussion. Tina Osterberg, County Administrator will evaluate what procedure would work best for the benefit of both board members and department heads with the potential of updating the financial policy.
- Grant Policy and Procedures – No discussion. This item will be revisited next month.

- General Fund Protection Policy – Chair Schnitzler brought up a suggestion for fiscal notes, if the action would remove the cost from future debt service payment than this should be stated in the fiscal note. Tina Osterberg, County Administrator explained that this is typically found in a budget adjustment. This could be added to the budget adjustment form. This item will be revisited next month.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wally second by James Kuhn to approve notice of donations/user fees received budget adjustments. Discussion. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by Wallace Habegger to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by Cedric Schnitzler to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Highway Budget; Line Item Transfer Discussion/Action; Budget Adjustment/Re-Purpose of Funds (Financial Policy); General Fund Protection Policy; Grant Policy and Procedures.
- Motion by David Pierce second by Toni Wissestad to adjourn at 11:32 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Monroe County Sheriff's Office

Committee: Public Safety

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Blade Weber - #18	Patrol Deputy	\$1,000

Justification for Credit Card(s):

Training and Education

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 Sheriff's Office

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Jacob Parks - #27	Patrol Deputy	\$1,000

Justification for Credit Card(s):

Training and Education

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 LINE ITEM TRANSFER

Date: 5/2/2023
Department: Human Services
Amount: \$ 226,266.00
Budget Year Amended: 2023

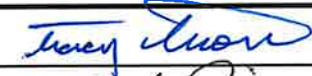
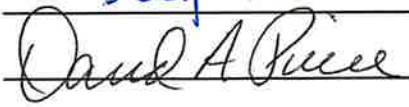
From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24900507	525005		FAMILY CARE CONTRIBUTION	\$ 415,047.00	\$ 171,388.00		
24900507	525005		FAMILY CARE CONTRIBUTION	\$ 415,047.00	\$ 54,878.00	\$ 103,761.69	\$ 188,781.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 226,266.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24950580	511000		ADULT COMM LIVING SALARIES	\$ 637,251.00	\$ 171,388.00		
24950580	511000		ADULT COMM LIVING SALARIES	\$ 637,251.00	\$ 54,878.00	\$ 181,688.59	\$ 863,517.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 226,266.00		

Explanation for Transfer: To utilize unspent funds from the Family Care Contribution line in order to cover the the costs of new positions (4 - CCS Social Worker positions and 1 - Behavioral Health Supervisor position) in the 2023 budget year. These position costs will be reimbursed through WIMCR in the future, but because WIMCR payments are received a year after the expenses are incurred, this transfer is necessary to cover this year's costs.

Department Head Approval  5/2/2023
Governing Committee Approval  5/2/2023

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ _____
Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ _____
Date

RESOLUTION NO. _____

ESTABLISHING 2024 ANNUAL BUDGETED ALLOCATION FOR COST OF LIVING AND PAY
FOR PERFORMANCE ADJUSTMENTS

1 WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the
2 financial impact of County taxes on taxpayers, and
3
4 WHEREAS, the State imposed budgetary constraints while providing mandated services to be provided
5 by the County, and
6
7 WHEREAS, McGrath Human Resources Group recommended increasing Salary Schedules annually by
8 the Consumer Price Index – Urban (CPI-U) percentage; and
9
10 WHEREAS, Monroe County has a policy of compensating employees based on a competitive market
11 salary rate, the quality of their performance, and basing future non-union wage adjustments on the
12 merits of employee performance, and
13
14 WHEREAS, the County Administrator will be developing the 2024 Proposed Annual Budget for review
15 and adoption by the Monroe County Board in November 2023, and wage costs must be incorporated
16 into the budget as proposed and adopted.
17
18 NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each
19 departmental 2024 budget may include an allocation amount up to 2.0% for increases based on the
20 Consumer Price Index-Urban (CPI-U) for the previous 12 months as of July 1, 2023, and 2.0% of gross
21 wages to be available for increases based on the merits of employee performance as established during
22 their individual annual performance review; and
23
24 BE IT FURTHER RESOLVED, that any agreed upon increased allocation in accordance with the (CPI-
25 U) will be applied to the current Monroe County wage scale structure to increase the amounts of the
26 wage ranges effective with the second payroll of April 2024, to ensure it remains current and ensure the
27 longevity of the structure; and
28
29 BE IT FURTHER RESOLVED, that any performance and COLA wage increases will be effective with
30 the second payroll of April 2024 and that the funds shall be awarded based strictly COLA and on the
31 merits of the employees performance; and
32
33 BE IT FURTHER RESOLVED that effective January 1, 2024 any non-union, non-elected staff who
34 have held their current position for 5 years or more and have had satisfactory (score 3.0 or higher)
35 performance evaluations for the past two years will be compensated at a minimum rate of 10% above
36 minimum on the wage scale of their current pay grade; and
37
38 BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage
39 adjustments, which remain after the annual performance review process has been completed, shall be
40 applied by the Finance Department to any department merit pay line shortages and then transferred to
41 the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget
42 variations that occur due to internal position postings, new position hires, retirements, and the like that
43 are unknown variables that impact budgeted salary/fringe benefits for the year; and
44

45 BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the
46 County Board.

Offered this 24th day of May, 2023 by the Administration & Personnel Committee.

Fiscal note: For 2024 the levied general pay increase based on CPI-U and employee performance shall not exceed \$716,010. Budgeted funds not allocated as a CPI-U or merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur do to internal position postings, new position hires, retirements, and other unknown variables that impact budgeted salary/fringe benefits for the year. The 2024 proposed and adopted budget will incorporate pay increases. A simple majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Statement of purpose: To establish 2024 budget for CPI-U and merit-based pay adjustments along with adjusting the wage scale structure by the CPI-U and fund the Non-Lapsing Retirement/Fringe Pool.

Drafted by County Administrator, Tina Osterberg

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>.....</p> <p>Approved as to form: <u>5/9/2023</u> <u>Lisa Aldinger Hamplin</u> Lisa Aldinger Hamplin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>May 9</u>, 20<u>23</u> VOTE: <u>5</u> Yes <u>0</u> No <u>0</u> Absent</p> <p>Committee Chair: <u>Wallace Hebbegge</u> <u>Joni Wisssted</u> <u>James B. Kuhn</u> <u>[Signature]</u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2024 BUDGET

1 **WHEREAS**, The County and the Ho-Chunk Nation have been good neighbors and desire the
2 spirit of cooperation to continue between the two governments; and

3
4 **WHEREAS**, on November 1, 1994, the United States Secretary of the Interior approved a
5 new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and

6
7 **WHEREAS**, the Ho-Chunk Nation is a federally recognized Indian Tribe, pursuant to the
8 Indian Reorganization Act of 1934; and

9
10 **WHEREAS**, the Nation is a sovereign government possessed of all sovereign powers and
11 rights thereto pertaining; and

12
13 **WHEREAS**, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants the Ho-
14 Chunk Nation Legislature the power to negotiate and enter into treaties, compacts, contracts, and
15 agreements with other governments, organizations, or individuals; and

16
17 **WHEREAS**, the Congress of the United States has enacted into law the *Indian Gaming*
18 *Regulatory Act*, (hereinafter “IGRA”) P.L. 100-497, 25 U.S.C. §2701, et seq., which provides in part
19 that a tribal/state compact may be negotiated between a tribe and a state to set forth the rules,
20 regulations and conditions under which a tribe may conduct Class III gaming, as defined in the Act,
21 on Indian lands within a state permitting Class III gaming; and

22
23 **WHEREAS**, pursuant to IGRA, the Nation and the State of Wisconsin entered into a
24 Compact on June 11, 1992; and

25
26 **WHEREAS**, the Nation and State subsequently amended the Compact three times; and

27
28 **WHEREAS**, in relevant part the Third Amendment to the Compact with the State of
29 Wisconsin provides:

30 Payment to Counties. Commencing May 1, 2010, to make the Annual Payment, the Nation
31 shall deduct from its Annual Payment One Thousand Dollars (\$1,000.00) paid to each county for
32 every acre of land owned by the United States of America in trust for the Nation as of the effective
33 date of this Compact and the Second Amendment which is located within the county’s jurisdiction;
34 and

35
36 **WHEREAS**, the effective date of the Compact and the Second Amendment was July 3,
37 2003; and

38
39 **WHEREAS**, Patricia Olby, Realty Officer of the Midwest Regional Office of the Bureau of
40 Indian affairs, sent a letter dated July 29, 2009 to Sheena Schoen, Department of Heritage
41 Preservation, Division of Natural Resources of the Ho-Chunk Nation. The July 29, 2009 letter from
42 Ms. Olby provides that pursuant to documents of record retained in the Bureau of Indian Affairs and
43 approved by the Secretary of Interior of the United States government had taken title to land on
44 behalf of the Ho-Chunk Nation geographically located within the borders of twelve Wisconsin
45 Counties as of July 3, 2003; and

46 **WHEREAS**, the Ho-Chunk Nation and the State of Wisconsin through the Wisconsin
47 Administrator of Gaming for the Department of Administration have agreed the amount and location
48 of acreage held in trust that qualifies for this credit is set out in the July 29, 2009 letter from Patricia
49 Olby, Realty Officer for the Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen,
50 Department of Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and
51

52 **WHEREAS**, the County was one of the twelve Wisconsin Counties that the United States
53 government had taken title to land geographically located within the borders of the County on behalf
54 of the Ho-Chunk Nation; and
55

56 **WHEREAS**, according to the Midwest Regional Office of the Bureau of Indian Affairs, as
57 of July 3, 2003 the Department of Interior had taken title to 52.5 acres of land in trust for the Ho-
58 Chunk Nation, which were located within the geographic boundaries of the County of Monroe; and
59

60 **WHEREAS**, pursuant to the terms of the Compact the Nation may provide \$52,500 to the
61 County and, if it makes this payment, the Nation beginning with its payment due on May 1, 2010
62 will receive a corresponding reduction in the amount that is owed by the Nation to the State; and
63

64 **WHEREAS**, pursuant to Wis. Stat. § 59.01, the County “is a body corporate, authorized to
65 sue and be sued,...to make such contracts and to do such other acts as are necessary and proper to
66 the exercise of the powers and privileges granted and the performance of the legal duties charged
67 upon it”; and
68

69 **WHEREAS**, in order to clarify the terms and conditions associated with the County’s receipt
70 of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter
71 into an Intergovernmental Agreement (“Agreement”); and
72

73 **WHEREAS**, that consistent with the terms of Monroe County Resolution
74 04-10-06 the Treasurer is authorized to accept money from the Nation pursuant to the Agreement
75 and to be used in a manner consistent with the Agreement; and
76

77 **WHEREAS**, that consistent with the terms of the Agreement upon the Nation providing the
78 payment, the County shall provide written notification to the State of Wisconsin of the amount of
79 any payment received in order to ensure that the State has the written notification no later than April
80 2nd; and
81

82 **WHEREAS**, the County may use the money for any purpose as determined by the County in
83 its sole discretion, except that the County cannot use any of the funds paid to it in a manner that
84 would diminish the Nation’s governmental jurisdiction or have an adverse financial impact on the
85 Nation; and
86

87 **WHEREAS**, consistent with the Agreement, the County shall report to the Nation by March
88 1 of each year of the Agreement, how it intends to use the money provided by the Nation and
89 explain, if applicable, how the County believes its proposed use of the money benefits either the Ho-
90 Chunk Nation or Ho-Chunk Nation Tribal Members.
91

92 **NOW, THEREFORE BE IT RESOLVED**, that for the fiscal year 2024 the County will use
93 the money provided by the Nation for the following purpose:

94 **Purpose:** To upgrade MOCORD and MOHWY channels on Warrens tower site to increase
95 coverage by adding 5th simulcast site.

Offered by the Finance Committee this 24th day of May, 2023.

Fiscal Note: Will provide \$52,500 of non-levy funding for upgrading MOCORD and MOHWY channels on Warrens tower site in the 2024 fiscal year budget.

Drafted by: County Administrator, Tina Osterberg

<p>Finance Vote (If required): _____ Yes _____ No _____ Absent ***** Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: _____ Yes _____ No _____ Absent Committee Chair: _____ _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ _____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENT TO MONROE COUNTY CODE OF ORDINANCES,
CHAPTER 14, FINANCE AND TAXATION, SECTION 14-72, PURCHASING

1 WHEREAS, Monroe County does currently have an ordinance that requires a competitive bid process for
 2 certain public works, in conformity with Wisconsin Statutes; and
 3
 4 WHEREAS, Monroe County Ordinance Chapter 14, entitled Finance and Taxation, does outline financial
 5 procedures for Monroe County including the competitive bid process; and
 6
 7 WHEREAS, Monroe County does have a process in place where specific RFP's (Request for Proposals) are
 8 compiled with guidance set in the Monroe County Finance Policies as a part of any competitive bid process; and
 9
 10 WHEREAS, after review of this process, it has been determined that it would be appropriate for Monroe
 11 County to revise its finance ordinance to include specific requirements for responsible bidders and to
 12 incorporate the current finance policy into the ordinance for Monroe County projects.
 13
 14 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the
 15 attached amendment that will replace Chapter 14, Section 14-72 of the Monroe County Code of
 16 Ordinances which allows for additional requirements for bidders and incorporating the current finance
 17 policy into the ordinance for Monroe County projects.

Dated this 24th day of May, 2023.

Offered by the Finance Committee.

Fiscal note: No known fiscal impact except the expense of updating the ordinances with this language.

Statement of purpose: Approve amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing.

<p>Finance Vote (if required): ____ Yes ____ No ____ Absent ***** Drafted & Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

AFFIDAVIT OF COMPLIANCE

_____ (“Affiant”), as a potential contractor or subcontractor, on a project for the County of Monroe, swears, under oath and penalty of perjury, as follows:

1. Affiant’s permanent place of business is located at _____
2. Affiant is authorized or registered to transact business in the state by the Department of Financial Institutions in compliance with Wis. Stat. Chapters 178, 179, 180, 181, or 183.
3. Neither the Affiant, nor or agent, partner, employee or officer of the Affiant, is debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.
4. Affiant is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
5. Affiant has general liability, workers’ compensation, unemployment, and automobile insurance at levels sufficient to protect the County given the size of the public works.
6. Affiant has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
7. Affiant has _____ employees. Affiant [STRIKE ONE] does / does not participant in an Apprenticeship program.
8. Affiant has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503. As required by Wis. Stat. § 103.503, all employees are subject to drug and alcohol testing before commencing work on the public works project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.
9. Affiant represents and warrants that all employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
10. Affiant [STRIKE ONE] has / has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination. [STRIKE IF NOT APPLICABLE] Copies of any investigation, order or judgment are attached.
11. Affiant’s employees who will perform work on the project are:

- a. Covered under a current workers' compensation policy; and
- b. Properly classified under such policy.

12. Affiant's employees who will perform work on the project have the health insurance coverage required by the federal Affordable Care Act.

13. Affiant possesses all applicable professional and trade licenses required for performing the public works.

14. Affiant has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.

15. Affiant is bondable for the terms of the proposed public works contract.

16. Affiant has satisfactorily completing at least five projects of similar size and complexity within the last five years as follows:

a. Project 1:

b. Project 2:

c. Project 3:

d. Project 4:

e. Project 5:

17. Affiant has, and diligently maintains, a written safety program.

18. Affiant was not placed in OSHA's severe violator enforcement program in the previous two years.

19. The person signing below has the authority to sign on behalf of, and bind, the Affiant.

20. Affiant understands that failing to submit the required affidavit, or providing incorrect, false, or misleading information, shall automatically disqualify the Affiant from being awarded the public works contract and/or performing work on the project.

Name: _____
Title: _____
DATE: _____

Amendment to Monroe County Purchasing Ordinance

Chapter 14, Finance and Taxation Section 14-72, Purchasing

(1) Purpose. This ordinance is intended to ensure that Monroe County solicits competitive bids for all public works projects. These bids shall be reviewed by the county's designated officials under reasonably consistent responsible bidder criteria as outlined in this ordinance.

(2) Definitions. In this section, the following definitions shall apply.

a. "Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.

b. "Apprenticeship program" means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years or a program that has been registered with the federal or state government within the last three (3) years, provided that such program graduates apprentices to journeyman status within the indenture period EXCLUDED from the meaning of Apprenticeship program is any Industry-Recognized Apprenticeship Program.

c. "Public works contract" means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §59.52(29) and Monroe County Ordinance Chapter 14.

(3) Purchases made or authorized by department head. The purchase of any public work wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.

(4) Purchases made \$5,000-\$9,999. Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the staff member

requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase. If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.

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

(6) Exceptions. Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing.

(7) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract, the contractor must meet the following criteria.

- a. The contractor maintains a permanent place of business.
- b. The contractor is authorized to do business in the State of Wisconsin.

- c. The contractor, agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.
- d. The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- e. The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the county given the size of the public works.
- f. The contractor has complied with all applicable provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
- g. For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program or has a written alternative training program sufficient to ensure that its employees may safely perform the work required by the public works contract.
- h. The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503. As required by Wis. Stat. §103.503, all employees must be subject to drug and alcohol testing before commencing work on the public works project, except that testing of an employee before commencing work on a project is not required if the employee has been

participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

- i. The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- j. The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment. The county shall review the investigation, order or judgment and determine whether the facts and circumstances are such that the contractor is not a responsible bidder.
- k. The contractor's employees who will perform work on the project are:
 - i. Covered under a current workers' compensation policy; and
 - ii. Properly classified under such policy.
- l. The contractor's employees who will perform work on the project have the health insurance coverage required by the Affordable Care Act.
- m. The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n. The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.

- o. The contractor is bondable for the terms of the proposed public works contract.
- p. The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:
 - i. Completion of contracts in accordance with drawings and specifications; and
 - ii. Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
 - iii. Fulfilled guarantee requirements of the contract documents.
- q. The contractor has, and diligently maintains, a written safety program.
- r. The contractor was not in OSHA's severe violator enforcement program in the previous two years.

(8) No Restriction on Discretion. If information other than what must be disclosed by the contractor in subsection 3 is discovered by the county or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's capacity or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

(9) Affidavit of Compliance. Failure to submit the required affidavit referenced below, or providing incorrect, false, or misleading information shall automatically disqualify the contractor's bid. The general or prime contractor bidding on a public works project must include in its sealed bid:

a. An affidavit swearing compliance with the criteria set forth in subsection 7) on the form required by the county from every subcontractor at any tier who will perform work on the project.

RESOLUTION NO. 09-13-05

WHEREAS, County offices and agencies on occasion receive nominal overpayment or underpayments of fees, licenses and similar charges.

WHEREAS, Sec. 59.54(24)(b) of the Wisconsin Statutes allows the Board to enact and enforce an ordinance that addresses overpayments and underpayments of \$2 or less.

WHEREAS the over and underpayments will be resolved at year end with net over payments passing into the General Fund thru the departments' revenue accounts.

THEREFORE, BE IT ORDAINED by the Monroe County Board of Supervisors as follows:

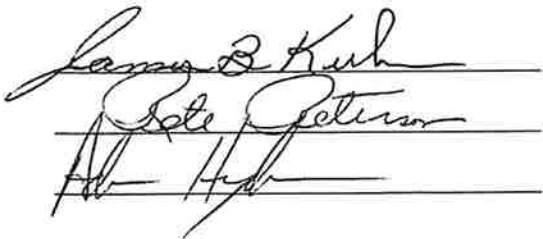
County offices and agencies may retain overpayments of fees, licenses and similar charges when the overpayment is \$2.00 or less and a refund of the overpayment is not specifically requested in writing.

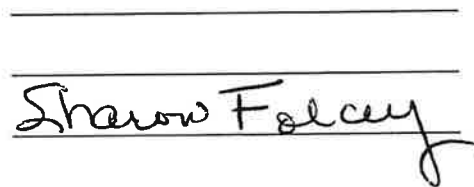
County offices and agencies may waive underpayments of fees, licenses and similar charges when the underpayment is not more than \$2.00 and the office or agency determines that the administrative costs of collection would exceed the amount of the underpayment.

Offered this 25th day of September, 2013.

By the Finance Committee.


4 Yes; 0 No. 1 Absent





Purpose: To enact an ordinance allowed by statute that could offer efficient handling of certain nominal over and under payment of fees, licenses and similar charges. Payments will be resolved at year end under standard accounting practices resulting in net over payments dropping into the General Fund.

Fiscal Note: Undetermined but likely nominal due to averaging of over and under payments. Improved financial efficiency by not spending time, effort and resources on small errors.

Drafted and approved
as to form by Corporation Counsel: 

BUDGET LINE ITEM TRANSFER PROCEDURES

A transfer of funds should be made prior to individual roll up line items balance exceeding the roll up item budget as adopted. No transactions should be posted to any budget roll up line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year. In the event a department has insufficient line item budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual roll up line item within that department's budget to cover those transactions may be initiated, with prior approval.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available. To transfer budgeted expense and revenue amounts from one line item to another within the same budget period that does not exceed the adopted budget of the County, the following procedures will be followed:

1. To initiate the line item transfer process, the Department Head shall review and verify that the item is within the department's approved budget and sign the Request for Line Item Transfer form.
2. Provide the completed form to the County Administrator at or before placing on the next monthly meeting agenda of their committee of jurisdiction.
3. If the Request for Line Item Transfer is approved by the committee of jurisdiction, provide the signed copy of the form to the County Administrator for approval.

REQUEST FOR LINE ITEM TRANSFER

Date: _____
Department: _____
Amount: \$ _____ -
Budget Year Amended: _____

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ -		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ -		

Explanation for Transfer:

Department Head Approval _____

Governing Committee Approval _____



Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

_____ Date

Transfer

Purpose

To transfer budgeted expense/revenue amounts from one line item to another within the same budget so as not to exceed adopted budget by rollup code.

Policy

A transfer of funds should be made prior to an individual line item balance exceeding the line item budget as adopted.

No transactions should be posted to any budget line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year.

In the event a department has insufficient line item budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual line item within that department's budget to cover those transactions may be initiated with prior approval.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

Procedure

To initiate the line item transfer process, the department head shall notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Line Item Transfer is approved by the committee of jurisdiction **AND IS FOR AN AMOUNT OF \$500 OR LESS** the signed copy of this form along with a copy of the meeting minutes shall be forwarded to the County Administrator for approval.

If the Line Item Transfer is approved by the committee of jurisdiction **AND IS FOR AN AMOUNT OF MORE THAN \$500** the signed copy of this form along with a copy of the meeting minutes shall be forwarded to the County Clerk to be noticed on the Finance Committee agenda for review, discussion and action.

MONROE COUNTY
Notice of Budgetary Adjustment
 Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: _____

Department: _____

Amount: _____ \$0.00

Budget Year Amended: _____

Does this Budet Adjustment decrease future fund balance available for Debt Service Payments in future years?

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

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

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: _____

Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget or when requesting funds from an area of the budget outside it's originally budgeted department. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: _____

Department: _____

Amount: \$ _____ -

Budget Year Amended: _____

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

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
Total Adjustment						\$ _____ -

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: _____