



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

### ADMINISTRATION & PERSONNEL COMMITTEE

**DATE:** Tuesday, August 8, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
County Board Assembly Room  
112 South Court St. – 1<sup>st</sup> Floor, Rm #1200  
Sparta, WI 54656  
*\*Please use South Side/Oak Street Entrance\**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of July 11, 2023
4. 2024 Budget Presentations
  - a. Surveyor
  - b. Child Support
  - c. Land Information
  - d. Veterans Services
  - e. Register of Deeds
  - f. Corporation Counsel
  - g. Information Technology
  - h. Personnel
  - i. County Board
  - j. County Clerk
  - k. County Administrator
5. Veterans Service
  - a. Veterans Service Office Construction
  - b. Suicide Taskforce Update
  - c. Director Report
6. Child Support
  - a. DCF Secretary Visit
  - b. Director Report
7. Information Technology Director Report
8. Personnel Director
  - a. Resolution(s) – Discussion/Action
    - Resolution Authorizing Contract Settlement for 2024-2025 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association
    - Resolution Authorizing the Establishment of Full-Time Women and Infant Children (WIC) Nutritionist by Reduction of the Program Assistant – WIC to Part-Time
    - Resolution Authorizing Part-Time Museum Services Associate Position in the Local History Room
    - Resolution Authorizing Ten Additional Hours Per Week for the Museum Services Associate Position in the Local History Room
  - b. Paid Time Off (PTO) Reconsideration for Monroe County Policy – Discussion
  - c. Hours of Operation for Monroe County – Discussion/Action
  - d. Revisions to Personnel Policy Manual - Discussion
  - e. Director Report

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING  
August 8, 2023 Agenda**

9. Resolution(s) – Discussion/Action
  - a. Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126
  - b. Resolution Repealing Monroe County Ordinance Sec. 2-573 Destruction and Authorizing Monroe County Ordinance Sec. 2-2-573 Adopting Records Retention
  - c. Resolution to Approve the Strategic Plan for Monroe County
  - d. Resolution Approving Method for Implementation and Monitoring of the Strategic Plan
10. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: August 3, 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.

Administration & Personnel Committee  
July 11, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Toni Wissestad

Absent: Jason Jandt

Others: Tina Osterberg, Ed Smudde, Chris Weaver, Wes Revels, Stan Hendrickson, Ryan Hallman, Hannah Olsen, Adrian Lockington, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Cedric Schnitzler, Jeremiah Erickson, Lisa Aldinger Hamblin, Karen Wall

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

- Next Month's Meeting Date/Time – The next meeting is August 8, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Todd Sparks second by Toni Wissestad to approve the June 13, 2023 minutes. Carried 4-0.
- Motion by Toni Wissestad second by James Kuhn to allow Karen Wall to speak to committee members regarding a public comment. Carried 4-0.
- Sheriff's Office, Wage Discussion Related to Wisconsin Department of Corrections/Jail – Wes Revels, Sheriff explained that at the state level, the Wisconsin Department of Corrections increased salaries. Monroe County already has recruitment and retention difficulties. This may affect the Sheriff's Department in the future. Current correction officer salaries were provided to members. Discussion.
- Information Technology
  - \*Notice of Budget Adjustment – Rick Folkedahl, IT Director explained 2023 budget adjustment in the amount of \$120,180.00 for wireless upgrade. Discussion. Motion by James Kuhn second by Todd Sparks to approve budget adjustment. Carried 4-0.
  - \*Rick Folkedahl provided the Information Technology Director Report.
- Child Support
  - \*Recognition of the Monroe County Child Support Agency in the Month of August 2023. Motion by Toni Wissestad second by James Kuhn to approve resolution. Pamela Pipkin explained that the resolution would provide recognition to the Monroe County Child Support Agency during Child Support Awareness month. Discussion. Carried 3-1.
  - \*Pamela Pipkin provided the Child Support Director Report to include a State Budget Update.
- Land Information
  - \*In Rem Foreclosure Avoidance Program – Jeremiah Erickson, Land Information Officer, GIS Coordinator explained the Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels. Discussion. It was suggested to remove the terminology "Risk of error will be minimal with properly done work and thus the County shall accept a quit claim deed without any form of title work". Discussion. This suggestion will be forwarded to the Property & Maintenance Committee.
  - \*Land Information Office Budget Forecast – Jeremiah Erickson explained that in 2025, that salary may have to come on levy. He will keep the committee updated.
- Personnel Director
  - \*Review of the PCA, CNA, LPN, RN Wage Scale – Ed Smudde, Personnel Director provided members with the results of a survey that was provided to the Rolling Hills Senior Facility staff. Personnel is looking closer at nursing shift differential and solo pay. Discussion.
  - \*Employee Engagement Survey – Ed Smudde explained that many have contacted his department regarding another review of the PTO policy. Also another important item is more flexible/alternate scheduling.

\*Health Insurance – Ed Smudde opened the floor for comments from the Insurance Center presentation at the last board meeting. Members discussed the cost savings of being self-insured vs fully insured.

\*Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: PTO - Policy Discussion/Action; Alternate Work Schedules; 2024 Budgets; Veteran's Service Office Construction and Suicide Taskforce Update.
- Motion by James Kuhn second by Toni Wissestad to move into closed session. Wallace Habhegger, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- Closed Session under WI Statutes 19.82(1) of the Bargaining Subcommittee to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Toni Wissestad second by Todd Sparks to return to open session. Wallace Habhegger, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- Wallace Habhegger adjourned the meeting at 11:56 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
SURVEYOR			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11702000	461380	SURV RVW	-1,860.00	-1,890.00	-1,890.00	-630.00	-1,890.00	-1,500.00	
11702000	521340	CONTR SERV	25,985.00	26,056.00	26,056.00	26,056.00	26,056.00	26,056.00	
11702000	534305	MONUMNT SP	1,451.56	1,500.00	1,500.00	1,644.63	1,500.00	1,500.00	
11702000	599000	TECH POOL	.00	225.00	225.00	225.00	225.00	.00	
TOTAL SURVEYOR			25,576.56	25,891.00	25,891.00	27,295.63	25,891.00	26,056.00	
TOTAL REVENUE			-1,860.00	-1,890.00	-1,890.00	-630.00	-1,890.00	-1,500.00	
TOTAL EXPENSE			27,436.56	27,781.00	27,781.00	27,925.63	27,781.00	27,556.00	
GRAND TOTAL			25,576.56	25,891.00	25,891.00	27,295.63	25,891.00	26,056.00	

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>461380 SURVEYOR REVIEW FEES</b>				
11702000 461380 -		1.00	1,500.00	-1,500.00 *
				-1,500.00
TOTAL SURVEYOR REVIEW FEES				-1,500.00
<b>521340 CONTRACTED SERVICES</b>				
11702000 521340 -		1.00	16,696.00	26,056.00 *
	SURVEYING/MAPPING SERVICES	1.00	16,696.00	16,696.00
	CONTRACTED SURVEYOR SERVICES	1.00	9,360.00	9,360.00
TOTAL CONTRACTED SERVICES				26,056.00
<b>534305 MONUMENTS &amp; SUPPLIES</b>				
11702000 534305 -		1.00	1,500.00	1,500.00 *
				1,500.00
TOTAL MONUMENTS & SUPPLIES				1,500.00
TOTAL SURVEYOR				26,056.00
TOTAL REVENUE				-1,500.00
TOTAL EXPENSE				27,556.00
GRAND TOTAL				26,056.00

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
CHILD SUPPORT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21330000	435600	STATE AID	-636,820.67	-645,287.00	-645,287.00	-161,835.25	-645,287.00	-645,287.00	
21330000	489900	CS010 BIRTH CERT	-10.00	-10.00	-10.00	.00	-10.00	.00	
21330000	489900	CS015 GEN TEST	-559.06	-500.00	-500.00	-606.11	-500.00	-500.00	
21330000	493000	FND BAL AP	.00	-24,302.00	-24,302.00	.00	-24,302.00	-24,302.00	
21330000	511000	CS110 DEDICATED	185,618.53	233,133.00	233,133.00	115,222.77	233,133.00	.00	
21330000	511000	CS115 MIXED	90,889.99	97,323.00	97,323.00	50,669.19	97,323.00	.00	
21330000	511000	CS120 SHARED	75,720.77	81,500.00	81,500.00	42,593.50	81,500.00	.00	
21330000	511200	CS110 DEDICATED	1,821.82	2,000.00	2,000.00	389.30	2,000.00	.00	
21330000	515005	CS110 DEDICATED	12,017.80	15,784.00	15,784.00	7,793.81	15,784.00	.00	
21330000	515005	CS115 MIXED	5,913.27	6,619.00	6,619.00	3,445.47	6,619.00	.00	
21330000	515005	CS120 SHARED	4,926.41	5,542.00	5,542.00	2,896.34	5,542.00	.00	
21330000	515010	CS110 DEDICATED	11,528.17	14,585.00	14,585.00	7,112.32	14,585.00	.00	
21330000	515010	CS115 MIXED	5,511.19	6,035.00	6,035.00	3,077.11	6,035.00	.00	
21330000	515010	CS120 SHARED	4,694.70	5,054.00	5,054.00	2,640.82	5,054.00	.00	
21330000	515015	CS110 DEDICATED	2,696.30	3,417.00	3,417.00	1,663.38	3,417.00	.00	
21330000	515015	CS115 MIXED	1,289.01	1,412.00	1,412.00	719.63	1,412.00	.00	
21330000	515015	CS120 SHARED	1,097.96	1,182.00	1,182.00	617.58	1,182.00	.00	
21330000	515020	CS110 DEDICATED	66,120.18	69,069.00	69,069.00	36,736.81	69,069.00	.00	
21330000	515020	CS115 MIXED	43,179.68	47,884.00	47,884.00	25,936.30	47,884.00	.00	
21330000	515020	CS120 SHARED	21,589.84	23,942.00	23,942.00	12,968.15	23,942.00	.00	
21330000	515025	CS110 DEDICATED	2,914.37	2,994.00	2,994.00	1,644.45	2,994.00	.00	
21330000	515025	CS115 MIXED	1,577.06	1,710.00	1,710.00	978.60	1,710.00	.00	
21330000	515025	CS120 SHARED	788.53	855.00	855.00	489.30	855.00	.00	
21330000	515030	CS110 DEDICATED	72.54	82.00	82.00	45.79	82.00	.00	
21330000	515030	CS115 MIXED	36.00	36.00	36.00	21.00	36.00	.00	
21330000	515030	CS120 SHARED	18.00	18.00	18.00	10.50	18.00	.00	
21330000	515040	CS110 DEDICATED	115.57	142.00	142.00	65.91	142.00	.00	
21330000	515040	CS115 MIXED	51.88	57.00	57.00	28.94	57.00	.00	
21330000	515040	CS120 SHARED	43.24	48.00	48.00	24.26	48.00	.00	
21330000	515700	ED & TRAIN	100.00	50.00	50.00	10.00	50.00	300.00	
21330000	521015	INTERP FEE	285.00	500.00	500.00	.00	500.00	500.00	
21330000	521040	CRT EXP	1,741.07	4,000.00	4,000.00	1,541.40	4,000.00	5,000.00	
21330000	521160	GAL FEE	765.58	800.00	800.00	.00	800.00	1,200.00	
21330000	521205	GEN TEST	2,613.00	5,000.00	5,000.00	1,806.00	5,000.00	7,000.00	
21330000	521340	CONTR SERV	35,004.32	.00	.00	.00	.00	.00	
21330000	521340	CS210 CLK CRT	7,049.86	7,000.00	7,000.00	3,504.08	7,000.00	8,000.00	
21330000	521340	CS220 CORP CNSL	21,899.24	.00	.00	.00	.00	.00	
21330000	521340	CS230 DISPATCH	2,383.70	2,500.00	2,500.00	1,106.88	2,500.00	2,500.00	
21330000	521340	CS250 SHER-BAIL	1,612.78	3,500.00	3,500.00	1,318.23	3,500.00	3,500.00	
21330000	521340	CS260 SHER-PROC	3,750.00	7,500.00	7,500.00	2,850.00	7,500.00	7,500.00	
21330000	521415	COMP OP	5,963.52	4,764.00	4,764.00	3,764.55	4,764.00	2,764.00	
21330000	522025	TELEPHONE	1,516.85	1,131.00	1,131.00	394.10	1,131.00	663.00	
21330000	523600	EQP SERV	2,718.81	2,768.00	2,768.00	1,037.45	2,768.00	2,768.00	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
CHILD SUPPORT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21330000	531000	OFFIC SUPL	2,510.81	2,500.00	2,500.00	1,041.67	2,500.00	3,500.00	_____
21330000	531050	POSTAGE	11,439.40	12,000.00	12,000.00	10,294.38	12,000.00	15,000.00	_____
21330000	532000	BK/PUB/SUB	55.89	50.00	50.00	54.00	50.00	60.00	_____
21330000	532500	DUES	660.00	750.00	750.00	660.00	750.00	750.00	_____
21330000	533010	CONF/SEM	2,191.00	3,284.00	3,284.00	345.00	3,284.00	4,980.00	_____
21330000	533200	MILEAGE	882.25	1,860.00	1,860.00	353.75	1,860.00	1,980.00	_____
TOTAL CHILD SUPPORT			7,986.16	10,281.00	10,281.00	185,431.36	10,281.00	-602,124.00	_____
TOTAL REVENUE			-637,389.73	-670,099.00	-670,099.00	-162,441.36	-670,099.00	-670,089.00	_____
TOTAL EXPENSE			645,375.89	680,380.00	680,380.00	347,872.72	680,380.00	67,965.00	_____
GRAND TOTAL			7,986.16	10,281.00	10,281.00	185,431.36	10,281.00	-602,124.00	_____

\*\* END OF REPORT - Generated by PAM PIPKIN \*\*



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: CHILD SUPPORT VENDOR QUANTITY UNIT COST 2024 DEPT

435600 STATE AID  
 21330000 CHILD SUPPORT  
 21330000 435600 -

1.00 645,287.00 -645,287.00 \*  
 -645,287.00

489900 OTHER COUNTY REVENUE  
 21330000 CHILD SUPPORT  
 21330000 489900 - CS015

SINCE THE STATUTE NOW REQUIRES WE ASK FOR PATERNITY TESTS IN ALL PATERNITY CASES, WE ARE NO LONGER REQUIRING REPAYMENT OF THE TESTS. THIS IS TO COLLECT FOR REPAYMENT ORDERED PRIOR TO THE CHANGE. WE ARE STILL COLLECTING OLD DEBTS BUT BASED ON 2022 COLLECTIONS DECREASING TO \$500.00.

1.00 500.00 -500.00 \*  
 -500.00

493000 FUND BALANCE APPLIED  
 21330000 CHILD SUPPORT  
 21330000 493000 -

USE OF RESTRICTED FUNDS FROM PRIOR YEARS

1.00 24,302.00 -24,302.00 \*  
 -24,302.00

515700 EMP. EDUCATION & TRAINING  
 21330000 CHILD SUPPORT  
 21330000 515700 -

THIS LINE IS USED FOR EMPLOYEES WHERE WE HAVE TO FINGERPRINT AND DO BACKGROUND CHECKS. ALL NEW EMPLOYEES AND CURRENT EMPLOYEES EVERY 5 YEARS. IN 2024 WE WILL NEED TO DO BACKGROUND CHECKS FOR 5 EMPLOYEES AS IT WILL BE 5 YEARS. I AM BUDGETTING FOR 6 IN CASE WE HAVE A NEW EMPLOYEE.

6.00 50.00 300.00 \*  
 300.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: CHILD SUPPORT VENDOR QUANTITY UNIT COST 2024 DEPT

521015 INTERPRETER FEES

21330000 CHILD SUPPORT

21330000 521015 -				500.00 *
NON-SPANISH SPEAKING INTERPRETER	1.00	500.00	500.00	
SWITS INTERPRETER PHONE SERVICE.				
REIMB BY STATE AID @FOR 66% OF COST.				
ALSO SIGN LANGUAGE INTERPRETER.				

521040 COURT RELATED EXPENSE

21330000 CHILD SUPPORT

21330000 521040 -				5,000.00 *
TRANSCRIPTS, RENEWING NOTARIES, & PAPER	1.00	5,000.00	5,000.00	
SERVICE OUT OF COUNTY.				
REIMB BY STATE AID @ 66% OF COSTS.				
FOR 2024 INCREASING TO \$5,000.00 AS WE				
HAVE BEEN HAVING TO PAY TO TRANSLATE				
DOCUMENTS.				

521160 GAL FEES EXPENSE

21330000 CHILD SUPPORT

21330000 521160 -				1,200.00 *
REQUIRED TO APPOINT A GUARDIAN AD LITEM	1.00	1,200.00	1,200.00	
FOR MINOR PARENT IN A PATERNITY ACTION.				
NO REIMB FOR COSTS.				
FOR 2024 INCREASING AS WE ARE SEEING A				
INCREASE IN THESE CASES				

521205 GENETIC TESTS

21330000 CHILD SUPPORT

21330000 521205 -				7,000.00 *
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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2024 DEPT
GENETIC TESTING COSTS/TEST. REIMBURSED IN STATE AID @ 66% OF COST. FOR 2024 INCREASING AS COST OF TESTING WENT UP AS OF 7/1/23.	1.00	7,000.00	7,000.00

**521340 CONTRACTED SERVICES**  
**21330000 CHILD SUPPORT**

21330000 521340 - CS210 COOPERATIVE AGREEMENT WITH CLERK OF COURT FOR TIME THEY SPEND ON CHILD SUPPORT CASES. REIMB FROM STATE AID @ 66% OF THE COST OF THEIR TIME (SALARY/FRINGES). INCREASING DUE TO WAGE STUDY INCREASES IN SALARIES.	1.00	8,000.00	8,000.00 * 8,000.00
21330000 521340 - CS230 COOPERATIVE AGREEMENT WITH DISPATCH FOR TIME SPENT ON CHILD SUPPORT WARRANTS. REIMB 66% OF THE COST OF THEIR TIME SPENT ON CHILD SUPPORT (SALARY/FRINGES)	1.00	2,500.00	2,500.00 * 2,500.00
21330000 521340 - CS250 COOPERATIVE AGREEMENT WITH SHERIFF FOR TIME BAILIFFS SPEND IN COURT ON CHILD SUPPORT HEARINGS. REIMB BY STATE AID @ 66% OF THEIR TIME (SALARY/FRINGES)	1.00	3,500.00	3,500.00 * 3,500.00
21330000 521340 - CS260 COOPERATIVE AGREEMENT WITH SHERIFF'S DEPT FOR COST OF SERVING PAPERS WITHIN MONROE CO. REIMB @ 66% OF THE COST THRU STATE AID. WE HAVE SEEN AN INCREASE IN THE NUMBER OF PAPERS WE ARE HAVING SERVED.	1.00	7,500.00	7,500.00 * 7,500.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

**521415 COMPUTER OPERATION**  
**21330000 CHILD SUPPORT**

VENDOR	QUANTITY	UNIT COST	2024 DEPT
			2,764.00 *
21330000 521415 -			1,000.00
WE ARE NOT PART OF IT POOL AS WE ARE REIMB @ 66% OF THE COST THRU STATE AID. BUDGETING TO UPGRADE 1 COMPUTERS AND 2 MONITORS	1.00	1,000.00	
FOR 2024 WE WILL NOT BE REPLACING ANY COMPUTERS PER A DISCUSSION WITH IT DIRECTOR. LEAVING \$1,000.00 IN LINE IN CASE WE NEED TO REPLACE ANY EQUIPMENT. DWD CIRCUIT CHARGES	12.00	147.00	1,764.00

**522025 TELEPHONE**  
**21330000 CHILD SUPPORT**

21330000 522025 -			663.00 *
7 LINES AT .25 PER LINE. 66% REIMBURSEMENT THRU STATE AID. EST ANNUAL LONG DISTANCE	12.00	1.75	21.00
MI FI	1.00	150.00	150.00
FOR 2024 DECREASING TO ZERO AS NO LONGER HAVE A MIFI HOTSPOT.	.00	39.00	.00
1 CELL PHONE FOR CHILD SUPPORT DIRECTOR	12.00	41.00	492.00

**523600 EQUIPMENT SERVICE CONTRACT**  
**21330000 CHILD SUPPORT**

21330000 523600 -			2,768.00 *
CANON EQUIPMENT LEASE	12.00	111.00	1,332.00
WE ARE REIMBURSED SLIGHTLY LESS THAN 66% OF THE COST THRU STATE AID AS THIS INCLUDES NIVD CASES. INCREASING DUE TO PRINT OVERAGES DUE TO SENDING OUT ZOOM NOTICES FOR REMOTE HEARINGS.			
LOFFLER PRINT MANAGEMENT	1.00	1,100.00	1,100.00
BISCOM E-FAX SPLIT 80/20 CORP COUNSEL	1.00	336.00	336.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

531000 OFFICE SUPPLIES  
21330000 CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2024 DEPT
21330000 531000 -			3,500.00 *
	1.00	3,500.00	3,500.00

INCLUDES PAPER COSTS FOR LARGE NUMBER OF DOCUMENTS GENERATED. WE ARE REIMBURSED AT A RATE SLIGHTLY LESS THAN 66% THRU STATE AID AS THIS INCLUDES NIVD CASES.  
FOR 2024 INCREASING DUE TO COSTS GOING UP.

531050 POSTAGE  
21330000 CHILD SUPPORT

21330000 531050 -			15,000.00 *
	1.00	15,000.00	15,000.00

ANNUAL POSTAGE COSTS. WE ARE REIMBURSED BY STATE AID AT A RATE SLIGHTLY LESS THAN 66% AS THIS EXPENSE ALSO APPLIES TO NIVD CASES.  
FOR 2024 INCREASING DUE TO NUMBER OF LETTERS WE ARE MAILING AND POSTAGE INCREASE.

532000 BOOKS/PUBLICAT/SUBSCRIPTIONS  
21330000 CHILD SUPPORT

21330000 532000 -			60.00 *
	1.00	60.00	60.00

SPARTA NEWSPAPER  
FOR 2024 PAPER WILL COST \$54.00

532500 DUES OR SUBSCRIPTIONS  
21330000 CHILD SUPPORT

21330000 532500 -			750.00 *
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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2024 DEPT
MEMBERSHIP TO THE WI CHILD SUPPORT ENFORCEMENT ASSN. FOR ALL AGENCY STAFF & 3 CORP COUNSEL ATTORNEYS. REIMBURSED STATE AID @ 66% OF THE COST. 50% OF ASSISTANT CORPORATION COUNSEL STATE AND COUNTY BAR DUES AS 50% OF TIME IS SPENT ON CHILD SUPPORT. THIS IS REIMBURSED AT 66% BY STATE AID.	10.00	50.00	500.00
	1.00	250.00	250.00

**533010 CONFERENCE/SEMINARS**

**21330000 CHILD SUPPORT**

21330000 533010 -			4,980.00 *
FEES:			1,760.00
DIRECTORS DIALOGUE \$200.00	1.00	1,760.00	
FALL CONFERENCE 3 child support \$510.00 3 Attorneys \$1050.00 1 ATTENDING IN PERSON AND 2 ATTENDING VIRTUALLY FOR 2024 INCREASING AS I WOULD LIKE TO ALLOW STAFF MEMBER TO ATTEND DIRECTOR'S DIALOGUE WITH ME AND ALLOW 3 CHILD SUPPORT STAFF ATTEND FALL CONFERENCE.	1.00	2,820.00	2,820.00
HOTELS: DIRECTORS DIALOGUE \$540.00 FALL CONFERENCE \$1080.00 WCSEA BOARD MEETINGS AND ADDITIONAL \$1200.00 FOR 2024 INCREASING AS I WOULD LIKE TO BRING A STAFF MEMBER TO THE MEETINGS I ATTEND AND AN ADDITIONAL STAFF MEMBER TO FALL CONFERENCE.	1.00	400.00	400.00
MEALS FOR 2024 INCREASING AS PLANNING ON TAKING A PERSON WITH ME TO THE MEETINGS I ATTEND.			

**533200 MILEAGE**

**21330000 CHILD SUPPORT**

21330000 533200 -			1,980.00 *
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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
CHILD SUPPORT		3,000.00	.66	1,980.00
DIRECTORS DIALOGUE-- FALL CONFERENCE-- 3 BOARD MEETINGS MADISON MEETINGS MISCELLANEOUS MEETINGS REIMBURSED @ 66% W/ STATE AID. FOR 2024 INCREASING TO COVER INCREASE IN MILEAGE TO 66 CENTS AND ALSO I BELIEVE WE WILL HAVE MORE MILEAGE COSTS AS CURRENTLY I RIDE TO MOST MEETINGS WITH ANOTHER DIRECTOR AND DO NOT BELIEVE THAT WILL CONTINUE.				
TOTAL CHILD SUPPORT				-602,124.00
TOTAL REVENUE				-670,089.00
TOTAL EXPENSE				67,965.00
GRAND TOTAL				-602,124.00

\*\* END OF REPORT - Generated by PAM PIPKIN \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
LAND RECORDS			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11750000	412300	REAL ESTAT	-59,777.00	-60,000.00	-60,000.00	-26,192.00	-60,000.00	-49,008.00	
11750000	435120	LR MOD GRT	-10,832.00	-30,096.00	-30,096.00	-30,144.00	-30,096.00	-60,992.00	
11750000	435122	INITATIVE	-60,000.00	-70,000.00	-70,000.00	-70,000.00	-70,000.00	-10,000.00	
11750000	435125	WLIB GRNT	-1,000.00	-1,000.00	-1,000.00	-1,085.00	-1,000.00	-1,000.00	
11750000	435129	OTH STATE	.00	.00	.00	.00	.00	-182,330.00	
11750000	461385	GIS FEES	-35.00	-100.00	-100.00	-16.00	-100.00	-25.00	
11750000	462900	R ADDRS FE	-1,982.00	-1,500.00	-1,500.00	-1,040.00	-1,500.00	-2,000.00	
11750000	481000	LND RC INT	-1,129.15	-75.00	-75.00	-2,221.74	-75.00	-3,600.00	
11750000	493000	LR BAL APP	.00	-15,356.00	-15,356.00	.00	-15,356.00	-15,924.45	
11750000	511000	SALARIES	67,273.79	71,654.00	71,534.00	39,671.16	71,534.00	.00	
11750000	515005	RETIREMENT	4,376.86	4,872.00	4,864.00	2,697.62	4,864.00	.00	
11750000	515010	SOC SEC	4,140.67	4,441.00	4,436.00	2,348.80	4,436.00	.00	
11750000	515015	MEDICARE	968.34	1,039.00	1,038.00	549.36	1,038.00	.00	
11750000	515020	HLTH INS	734.13	813.00	813.00	473.75	813.00	.00	
11750000	515025	DENTAL IN	815.33	884.00	884.00	505.96	884.00	.00	
11750000	515030	LIFE INS	18.60	19.00	19.00	10.85	19.00	.00	
11750000	515040	WORK COMP	70.93	77.00	77.00	42.20	77.00	.00	
11750000	515700	ED & TRAIN	4,176.05	264.00	264.00	161.14	264.00	273.00	
11750000	521000	PROF SERV	13,392.16	52,550.00	52,550.00	2,600.00	52,550.00	297,986.45	
11750000	521415	COMP OP	31,698.00	42,598.00	42,598.00	34,029.85	42,598.00	22,684.00	
11750000	522025	TELEPHONE	380.26	540.00	540.00	266.39	540.00	540.00	
11750000	531000	OFFIC SUPL	193.91	100.00	100.00	90.59	100.00	100.00	
11750000	531050	POSTAGE	71.00	122.00	122.00	12.34	122.00	144.00	
11750000	533200	MILEAGE	.00	315.00	315.00	87.50	315.00	402.00	
11750000	534310	MAP SUPPLY	.00	797.00	797.00	.00	797.00	850.00	
11750000	553100	EQPMT SERV	216.67	181.00	181.00	100.17	181.00	181.00	
11750000	579120	TRAIN GRT	1,595.74	1,000.00	1,000.00	1,283.00	1,000.00	1,000.00	
11750000	599000	TECH POOL	645.00	719.00	719.00	719.00	719.00	719.00	
TOTAL LAND RECORDS			-3,987.71	4,858.00	4,724.00	-45,049.06	4,724.00	.00	
TOTAL REVENUE			-134,755.15	-178,127.00	-178,127.00	-130,698.74	-178,127.00	-324,879.45	
TOTAL EXPENSE			130,767.44	182,985.00	182,851.00	85,649.68	182,851.00	324,879.45	
GRAND TOTAL			-3,987.71	4,858.00	4,724.00	-45,049.06	4,724.00	.00	

\*\* END OF REPORT - Generated by JEREMIAH ERICKSON \*\*



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024	DEPT
LAND RECORDS					
11750000 412300 - REAL ESTATE LIO MODERN FEES					-49,008.00 *
STATUTORILY RETAINED \$8 FEE FROM REGISTER OF DEEDS RECORDING FEES		6,126.00	8.00		-49,008.00
THE NUMBER OF RECORDINGS HAS REMAINED AT OR NEAR HISTORIC LOWS SINCE JUNE OF 2022. THIS WILL LIKELY PERSIST UNTIL INTEREST RATES DROP. I BELIEVE THAT RECORDINGS WILL REMAIN FLAT. I AM PROJECTING RETAINED FEES TO BE NEAR THAT OF THE PRIOR STATE FISCAL YEAR.					
11750000 435120 - LAND RECORDS MODERNIZATION GRA					-60,992.00 *
WLIP BASE BUDGET GRANT		60,992.00	1.00		-60,992.00
WE HAD 6126 RECORDINGS AT \$8 A PIECE FOR A TOTAL OF \$39,008 DURING THE STATE FISCAL YEAR '22-'23. IF THEY CONTINUE TO FUND US TO A BASE BUDGET OF \$100,000 SO WE WILL RECEIVE A GRANT OF \$60,992.					
11750000 435122 - WLIP STRATEGIC INITIATIVE GRNT					-10,000.00 *
WLIP STRATEGIC INITIATIVE GRANT		1.00	10,000.00		-10,000.00
IT WAS STATED IN FEBRUARY THAT THEY BELIEVED THAT THIS YEAR THE GRANT WOULD REDUCE TO SOMEWHERE BETWEEN \$10,000 AND \$15,000. CONSIDERING THE LOW AMOUNT OF RECORDINGS STATE WIDE I AM HOPING THAT WE WILL AT LEAST GET THE \$10,000.					
11750000 435125 - WLIP ED & TRAINING GRANT					-1,000.00 *
WLIP TRAINING & EDUCATION GRANT		1.00	1,000.00		-1,000.00
I PRESUME THAT IT WILL REMAIN THE SAME AS LAST YEAR THE PROGRAM DETAILS HAVEN'T BEEN RELEASED FOR 2023 YET. WE HAVE BEEN REQUESTING THAT THIS INCREASE TO AT LEAST \$1,500.					
11750000 435129 - OTHER STATE GRANT REVENUE					-182,330.00 *
Shared expense in order to acquire 3" imagery coverage over the City of Sparta.		1.00	6,080.00		-6,080.00
Cost Sharing					
Shared expense in order to acquire 3" imagery coverage over the City of Tomah.		1.00	4,480.00		-4,480.00
Cost Sharing					
Shared expense in order to acquire 2" & 3" imagery coverage over Fort McCoy and a surrounding area as well as Lidar.		1.00	133,770.00		-133,770.00
Cost Sharing					

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
LAND RECORDS	NG911 data cleanup and creation FY 2024 Grant for NG911	1.00	38,000.00	-38,000.00
11750000 461385 - GIS DATA FEES				-25.00 *
SALES OF HARD COPY PLOTTER PRINTS AND COPIES		4.00	6.25	-25.00
FEWER REQUESTS BUT STILL A FEW GENERALLY COME IN EVERY YEAR.				
11750000 462900 - RURAL ADDRESSING FEES				-2,000.00 *
\$20 FEE PER NEW ADDRESS REQUEST		100.00	20.00	-2,000.00
WE ARE STILL OUTPACING MY PROJECTION FROM LAST YEAR SO I WILL INCREASE THIS AMOUNT.				
11750000 481000 - LAND RECORDS INTEREST				-3,600.00 *
INTEREST EARNED ON THE LAND RECORDS FUNDS ACCOUNT		12.00	300.00	-3,600.00
THIS YEAR THERE WAS A DRAMATIC INCREASE IN INTEREST EARNED, BECAUSE THERE IS A VARIABLE RATE. THE AMOUNT OF MONEY IN THE ACCOUNT WILL BEGIN TO DECREASE AS TIME GOES ON BUT I DON'T BELIEVE THAT RATES WILL DROP ANYTIME SOON. THIS IS HARD TO FORECAST.				
11750000 493000 - LAND RECORD FUND BAL APPLIED				-15,924.45 *
A PORTION OF UNSPENT LAND RECORDS ACCOUNT FUNDS THAT CARRY OVER FROM PRIOR YEARS.		1.00	13,924.45	-13,924.45
USED TO BALANCE REMAINING BUDGETED EXPENSES.				
5% Match for NG911 Grant		1.00	2,000.00	-2,000.00
FY 2024 NG 911 grant requires a 5% match				
11750000 515700 - EMP. EDUCATION & TRAINING				273.00 *
DAILY MEAL ALLOWANCE.		2.00	32.00	64.00
TWO DAYS WORTH, BUT I NEVER HAVE USED THE FULL AMOUNT ELIGIBLE. TYPICALLY FOOD IS INCLUDED WITH ATTENDANCE. THIS WOULD COVER 2 DAYS AT THE WLIA ANNUAL MEETING				
TECHNICAL SUPPORT TRAINING THROUGH PROWEST FOR SERVER MAINTENANCE		2.00	100.00	200.00
I SLASHED MY TRAINING BUDGET BUT NEED TO LEAVE SOMETHING JUST IN CASE WE HAVE MAJOR ISSUES ARISE WITH OUR GIS SERVER.				

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT	
LAND RECORDS		3.00	3.00		9.00
A SMALL AMOUNT TO COVER THE COMPLETE COST OF OUR HOTEL ROOM AT THE WLIA ANNUAL CONFERENCE IN GREEN BAY.					
THE TRAINING GRANT COVERS UP TO \$1000, BUT THAT IS NO LONGER ENOUGH TO COVER BRANNICK AND I BOTH TO ATTEND THE MEETING. This is a small portion of the estimated hotel room fees.					
11750000 521000 - PROFESSIONAL SERVICES					297,986.45 *
DIGITAL SCANNING OF LARGE FORMAT PLATS AND SURVEYS FOR ROD & CO SURVEYOR		10.00	5.00		50.00
DIGITAL SCANNING OF LARGE FORMAT PLATS AND SURVEYS FOR ROD & CO SURVEYOR LAND RECORDS MODERNIZATION ALLOWABLE EXPENSES.					
ON Q SOLUTIONS SCANNING PROJECT WOULD SCAN AND ARCHIVE AN ESTIMATED 108,750 ADDITIONAL RECORDS.		1.00	31,618.45		31,618.45
CREATION OF A DIGITAL VERSION OF OLD HARD COPY RECORDS FOR PRESERVATION AND MODERN EASE OF USE. A portion of the total cost of \$45,830 will be covered by the Register of Deeds Office (\$14,211.55).					
FIDLAR IMPORT OF SCANNED IMAGES BY ON Q SOLUTIONS.		1.00	8,700.00		8,700.00
THIS WILL ALLOW NEWLY SCANNED DOCUMENTS TO BE ACCESSIBLE FOR STAFF DIGITALLY AS WELL AS PATRONS OVER THE INTERNET. Estimate currently based on 2022 quote of \$14840 or .08 per document.					
ORTHOIMAGERY AND LIDAR ACQUIRED IN THE WROC 2024 PROJECT		1.00	214,618.00		214,618.00
ALLOWABLE EXPENSE VIA LAND RECORDS MODERNIZATION. THE COUNTY SHARE OF THE EXPENSE WILL ONLY BE \$70,288.					
COORDINATES FROM THE COUNTY SURVEYOR FOR ANY REMAINING ACCESSIBLE SECTION CORNERS AND OTHER MISCELLANEOUS MONUMENTED LOCATIONS WITH EXISTING TIE SHEETS ON RECORD.		30.00	100.00		3,000.00
VERY IMPORTANT FOR LAND RECORDS MODERNIZATION AS WE ARE WORKING TO THE COMPLETION OF A SATISFACTORY SURVEY GRADE GRID FOR REMAPPING PARCELS.					
Contracted work for data creation and cleanup associated with NG911 efforts. only due if we are awarded a FY 2024 NG911 Grant.		1.00	40,000.00		40,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024	DEPT
LAND RECORDS						
11750000	521415 - COMPUTER OPERATION					22,684.00 *
	SCHNEIDER GEOSPATIAL HOSTING & MAINTENANCE OF BEACON		1.00	3,684.00		3,684.00
	WE TRANSITIONED TO A NEW PROVIDER FOR OUR GIS WEBSITE. WE ARE LOCKED IN AT A RATE OF \$3684 FOR 2024 AND \$4176 FOR 2025 IN OUR CONTRACT SIGNED IN 2023.					
	ESRI SOFTWARE ANNUAL RENEWAL		1.00	16,000.00		16,000.00
	THIS AMOUNT IS THE AMOUNT WE ANTICIPATE BASED ON OUR EXPECTED LICENSING LEVELS AFTER THE INSTALLATION OF OUR NEW SERVER.					
	AYRES ASSOCIATES ONLINE LIDAR VIEWER HOSTING & MAINTENANCE FEES		1.00	3,000.00		3,000.00
	LAND RECORDS MODERNIZATION					
11750000	522025 - TELEPHONE					540.00 *
	(1) PHONE LINE @ \$3 / MONTH		12.00	3.00		36.00
	ESTIMATED LONG DISTANCE \$36.00 ANNUALLY					
	OFFICE PHONE LINE		12.00	42.00		504.00
	\$41.03 FOR A CELL PLAN TO COVER ONE OF OUR GPS UNITS					
	THE GPS UNIT IS USED ON A NEAR DAILY BASIS BETWEEN FORESTRY AND SANITATION ALONE					
11750000	531000 - OFFICE SUPPLIES					100.00 *
	COST OF FIVE ADDRESS SIGNS AND THE FREIGHT FEE ASSOCIATED WITH THE SHIPMENT.		5.00	20.00		100.00
11750000	531050 - POSTAGE					144.00 *
	1 ROLL OF STAMPS @\$70.00		1.00	70.00		70.00
	COST OF STAMPS SET TO INCREASE EVERY SIX MONTHS					
	1 ROLL OF STAMPS @\$74.00		1.00	74.00		74.00
	IF I NEED STAMPS LATER IN THE YEAR AFTER THE COST INCREASES IN JULY OF 2024.					
11750000	533200 - MILEAGE					402.00 *

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
LAND RECORDS				
500 MI @ \$.665/MI		600.00	.67	402.00
TRAVEL TO TRAINING/CONFERENCES AND WITHIN COUNTY FOR WORK PURPOSES, INCLUDES A TRIP TO GREEN BAY FOR THE WLIA ANNUAL CONFERENCE (350). A TRIP AS FAR AS BARABOO FOR A REGIONAL GIS MEETING (154). EXTRA MILES TO COVER IN COUNTY TRAVEL TO TOWN HALL MEETINGS OR EMERGENCY SERVICES ASSOCIATION MEETINGS OR OTHER RELATED COUNTY MEETINGS (96). I OFTEN NEED TO USE MY PERSONAL VEHICLE TO TRAVEL.				
11750000 534310 - MAPPING SUPPLIES				850.00 *
PRINTER CARTRIDGES @ \$150 EACH		5.00	150.00	750.00
BASED ON RECENT CARTRIDGE INK COSTS ONLINE.				
2 ROLL PACK OF 36" x 500' OPAQUE BOND PLOTTER PAPER		1.00	100.00	100.00
COST BASED ON RECENT ONLINE PRICE SEARCH				
11750000 553100 - EQUIPMENT SERVICE CONTRACTS				181.00 *
CANON EQUIPMENT LEASE SPLIT 6		12.00	13.00	156.00
12 MONTHS AT \$15.78 A MONTH				
LOFFLER PRINT MANAGEMENT		1.00	25.00	25.00
11750000 579120 - TRAINING GRANT EXP				1,000.00 *
3 NIGHTS OF HOTEL ROOMS IN GREEN BAY FOR THE WLIA ANNUAL MEETING		1.00	290.00	290.00
ALLOWED FOR UNDER TRAINING AND EDUCATION GRANT. BRANNICK AND I WILL ATTEND. (This amount will be shy of the amount needed but I will list that on a different line.)				
2 WLIA ANNUAL MEMBERSHIP FEES		2.00	65.00	130.00
ALLOWED UNDER TRAINING AND EDUCATION GRANT. MYSELF AND BRANNICK BEATSE.				
2 WLIA ANNUAL CONFERENCE REGISTRATIONS		2.00	290.00	580.00
ALLOWED UNDER TRAINING AND EDUCATION GRANT FOR MYSELF AND BRANNICK.				

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET						
ACCOUNTS FOR:						
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2024	DEPT	
11750000 599000 - TECHNOLOGY POOL						719.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	719.00			719.00
<b>TOTAL LAND RECORDS</b>						<b>.00</b>
<b>TOTAL REVENUE</b>					<b>-324,879.45</b>	
<b>TOTAL EXPENSE</b>					<b>324,879.45</b>	
<b>GRAND TOTAL</b>						<b>.00</b>

\*\* END OF REPORT - Generated by JEREMIAH ERICKSON \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
VETERANS	SERVICE		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
14700000	435500	VET SERV G	-12,650.00	-12,650.00	-12,650.00	-12,650.00	-12,650.00	-12,650.00	
14700000	435528	ROUTES REC	.00	.00	-17,528.00	-17,528.00	-17,528.00	.00	
14700000	485000	VET SERV D	.00	.00	-100.00	-100.00	-100.00	.00	
14700000	511000	SALARIES	137,907.97	166,786.00	166,746.00	79,538.56	166,746.00	.00	
14700000	511200	OVERTIME	.00	200.00	200.00	.00	200.00	.00	
14700000	515005	RETIREMENT	8,973.36	11,357.00	11,354.00	5,408.58	11,354.00	.00	
14700000	515010	SOC SEC	8,550.30	10,355.00	10,353.00	4,931.37	10,353.00	.00	
14700000	515015	MEDICARE	1,999.72	2,423.00	2,422.00	1,153.32	2,422.00	.00	
14700000	515025	DENTAL INS	211.57	275.00	275.00	134.88	275.00	.00	
14700000	515030	LIFE INS	51.00	54.00	54.00	27.00	54.00	.00	
14700000	515040	WORK COMP	78.73	98.00	98.00	45.41	98.00	.00	
14700000	522025	TELEPHONE	377.37	162.00	162.00	78.01	162.00	679.80	
14700000	531000	OFFIC SUPL	425.66	600.00	600.00	397.12	600.00	600.00	
14700000	531050	POSTAGE	8.36	500.00	500.00	269.40	500.00	500.00	
14700000	531060	PRINTING	.00	100.00	100.00	.00	100.00	100.00	
14700000	532500	DUES	200.00	200.00	200.00	50.00	200.00	200.00	
14700000	533010	CONF/SEM	635.00	3,885.00	3,885.00	1,731.37	3,885.00	2,450.00	
14700000	533200	MILEAGE	73.62	1,320.00	1,320.00	590.02	1,320.00	1,188.00	
14700000	534900	FLAG MARK	5,734.49	8,270.00	8,270.00	8,222.86	8,270.00	5,820.48	
14700000	553100	EQUIP SERV	1,080.24	1,426.00	1,426.00	446.43	1,426.00	1,426.00	
14700000	579100	GRNTS CNTR	.00	.00	17,528.00	.00	.00	.00	
14700000	579200	DONAT EXP	.00	.00	1,744.50	.00	1,744.50	.00	
14700000	599000	IT POOL	522.00	922.00	922.00	922.00	922.00	922.00	
TOTAL VETERANS SERVICE			154,179.39	196,283.00	197,881.50	73,668.33	180,353.50	1,236.28	
TOTAL REVENUE			-12,650.00	-12,650.00	-30,278.00	-30,278.00	-30,278.00	-12,650.00	
TOTAL EXPENSE			166,829.39	208,933.00	228,159.50	103,946.33	210,631.50	13,886.28	
GRAND TOTAL			154,179.39	196,283.00	197,881.50	73,668.33	180,353.50	1,236.28	

\*\* END OF REPORT - Generated by CHARLES WEAVER \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>435500 HEALTH STATE AID.</b>			
14700000 435500 -			-12,650.00 *
WISCONSIN DEPARTMENT OF VETERANS AFFAIRS GRANT	1.00	12,650.00	-12,650.00
THE WI GOVERNMENT HAS NOT APPROVED THE BUDGET YET. THE AMOUNT SHOULD NOT GO DOWN, HOWEVER IT COULD GO DOWN OR IT COULD GO UP. THIS IS DEPENDENT ON WHETHER OR NOT OUR LEGISLATORS CAN WORK TOGETHER ON GETTING A SUITABLE BUDGET PASSED			

**TOTAL HEALTH STATE AID -12,650.00**

**522025 TELEPHONE**

14700000 522025 -			679.80 *
(3) PHONES @ 1.65 / MONTH PLUS AN OFFICE CELL PHONE 40.00 A MONTH FOR A TOTAL OF 499.80	12.00	41.65	499.80
COST OF PHONES A MONTH IS .30 FOR EXT 8626 AND 8726. THE COST FOR EXT 8618 IS EST AT 1.05 A MONTH AND AS A DEPARTMENT HEAD AND OFFICE I AM REQUESTING A COUNTY CELL PHONE			
EST LONG DISTANCE @ \$15.00 A MONTH	12.00	15.00	180.00

**TOTAL TELEPHONE 679.80**

**531000 OFFICE SUPPLIES**

14700000 531000 -			600.00 *
OFFICE SUPPLIES	1.00	600.00	600.00

**TOTAL OFFICE SUPPLIES 600.00**

**531050 POSTAGE**

14700000 531050 -			500.00 *
	1.00	500.00	500.00
WE ARE ABLE TO FAX CLAIMS DIRECTLY AND OR DIRECT SUBMIT TO THE VA AND OUR COST HAVE NOT EXCEEDED \$500.00 IN THE LAST 3 YEARS			



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

TOTAL POSTAGE 500.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
531060 PRINTING			100.00 *
14700000 531060 -			100.00
GENERAL PRINTING COSTS FOR ADVERTISEMENT AND JOB FAIRS.			
	1.00	100.00	

TOTAL PRINTING 100.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
532500 DUES OR SUBSCRIPTIONS			200.00 *
14700000 532500 -			100.00
CVSO ASSOCIATION OF WI THIS IS SUBJECT TO CHANGE			
	1.00	100.00	
NACVSO MEMBERSHIP DUES MEMBERSHIP DUES ARE \$50.00 PER PERSON.THIS IS SUBJECT TO CHANGE			
	2.00	50.00	

TOTAL DUES OR SUBSCRIPTIONS 200.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
533010 CONFERENCE/SEMINARS			2,450.00 *
14700000 533010 -			1,100.00
HOTEL+ MEALS + PARKING + REGISTRATION AND INFORMAL IN GREENBAY MAINTAIN ACCREDITATION. THIS IS A TENTATIVE AMOUNT AS THEY WILL PUT OUT COST AFTER OCTOBER 2023 FOR NEXT CONFERENCES.			
	1.00	1,100.00	
REGISTRATION + ICEBREAKER/MEET AND GREET + FORMAL AND PARKING COST FOR FALL CONFERENCE IN KESHENA, WI MAINTAIN ACCREDITATION WITH WICVSO, AND LEGISLATIVE ACTIONS. WE ARE A VOTING MEMBER AND WILL VOTE AT THIS CONFERENCE.			
	1.00	1,350.00	

TOTAL CONFERENCE/SEMINARS 2,450.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
533200 MILEAGE			1,188.00 *
14700000 533200 -			1,188.00
APPROX. 1800 MILES @ \$.655 / MILE. VA OUTREACH, HOME VISITS, CONFERENCES AND SEMINARS, STAND DOWNS, VETERANS EVENTS AND OTHER VETERAN OUTREACH PROGRAMS. CURRENT IRS RATE OF \$.655			
	1,800.00	.66	

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

TOTAL MILEAGE 1,188.00

534900 FLAGS & MARKERS

14700000 534900 - 6192 FLAG @ .94 A PIECE 17582 6,192.00 .94 5,820.48 \*

THE PRICE OF THE FLAGS HAS INCREASED TO INCLUDE SHIPPING COSTS. WE ORDERED EXTRA MARKERS IN FY 2023 TO SAVE US FROM ORDERING IN 2024 AND WERE ABLE TO GET MARKERS AT A COST OF \$5.10 PER MARKER. THE PRICE INCLUDES ESTIMATED SHIPPING COST PER FLAG. 2023 SHIPPING COST WERE \$384.00 WHICH IS ABOUT \$.06 PER FLAG. THE COST OF FLAGS FOR YEAR 2023 IS \$0.83

TOTAL FLAGS & MARKERS 5,820.48

553100 EQUIPMENT SERVICE CONTRACTS

14700000 553100 - CANON EQUIPMENT LEASE 12.00 90.00 1,426.00 \*

REVIEWED INVOICES FOR OFFICE LOFFLER PRINT MANAGEMENT BISCOM E-FAX

1.00 70.00 70.00  
1.00 276.00 276.00

TOTAL EQUIPMENT SERVICE CONTRACTS 1,426.00

599000 TECHNOLOGY POOL

14700000 599000 - SEE IT POOL DETAIL BACK OF BOOK 1. 1.00 922.00 922.00 \*

TOTAL TECHNOLOGY POOL 922.00

TOTAL VETERANS SERVICE 1,236.28

TOTAL REVENUE -12,650.00

TOTAL EXPENSE 13,886.28

GRAND TOTAL 1,236.28

\*\* END OF REPORT - Generated by CHARLES WEAVER \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 2024 | 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
REGISTER OF DEEDS			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11710000	461300	RCRD FE RV	-264,916.10	-275,000.00	-275,000.00	-118,145.30	-275,000.00	-263,781.00	
11710000	461320	BRTH FE RV	-5,841.00	-7,034.00	-7,034.00	-3,258.00	-7,034.00	-6,102.00	
11710000	461330	DTH CRT RV	-22,238.00	-21,114.00	-21,114.00	-12,020.00	-21,114.00	-21,908.00	
11710000	461340	MAR CRT RV	-4,951.00	-5,940.00	-5,940.00	-2,196.00	-5,940.00	-4,813.00	
11710000	461345	DIV CRT RV	-51.00	-130.00	-130.00	-78.00	-130.00	-95.00	
11710000	461370	CERT COPY	-90.00	-144.00	-144.00	-178.00	-144.00	-157.00	
11710000	461372	NON CERT	-77,089.86	-75,273.00	-75,273.00	-41,667.92	-75,273.00	-76,257.00	
11710000	461900	OTH ROD RV	-1.00	-12.00	-12.00	.00	-12.00	-2.00	
11710000	511000	SALARIES	154,685.89	168,202.00	167,977.00	90,149.32	167,977.00	.00	
11710000	515005	RETIREMENT	8,870.13	10,114.00	10,099.00	5,364.64	10,099.00	.00	
11710000	515010	SOC SEC	9,438.53	10,431.00	10,417.00	5,589.41	10,417.00	.00	
11710000	515015	MEDICARE	2,207.41	2,442.00	2,439.00	1,307.27	2,439.00	.00	
11710000	515020	HLTH INS	44,747.26	47,884.00	47,884.00	13,965.70	47,884.00	.00	
11710000	515025	DENTAL INS	2,165.03	2,565.00	2,565.00	978.60	2,565.00	.00	
11710000	515030	LIFE INS	58.50	63.00	63.00	33.00	63.00	.00	
11710000	515040	WORK COMP	87.95	99.00	99.00	51.28	99.00	.00	
11710000	521355	LAREDO FEE	14,189.94	14,496.00	14,496.00	5,981.23	14,496.00	15,312.00	
11710000	521415	COMP OP	35,400.00	35,400.00	35,400.00	9,300.00	35,400.00	37,362.00	
11710000	522025	TELEPHONE	844.82	780.00	780.00	277.40	.00	672.00	
11710000	531000	OFFIC SUPL	2,977.59	1,700.00	1,700.00	845.43	1,700.00	1,700.00	
11710000	531050	POSTAGE	459.00	2,000.00	2,000.00	228.00	2,000.00	2,000.00	
11710000	532500	DUES	125.00	125.00	125.00	125.00	125.00	125.00	
11710000	533010	CONF/SEM	2,281.65	2,461.00	2,461.00	1,409.83	2,461.00	2,616.26	
11710000	553100	EQUIP SERV	2,306.56	2,521.00	2,521.00	1,259.14	2,521.00	2,565.00	
11710000	599000	IT POOL	1,164.00	2,363.00	2,363.00	2,363.00	2,363.00	2,363.00	
TOTAL REGISTER OF DEEDS			-93,168.70	-81,001.00	-81,258.00	-38,314.97	-82,038.00	-308,399.74	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET							FOR PERIOD 99		
ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
REDACTION			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11715000	521350	DOC IMG/RD	.00	.00	14,211.55	.00	14,211.55	.00	_____
TOTAL REDACTION			.00	.00	14,211.55	.00	14,211.55	.00	_____
		TOTAL REVENUE	-375,177.96	-384,647.00	-384,647.00	-177,543.22	-384,647.00	-373,115.00	_____
		TOTAL EXPENSE	282,009.26	303,646.00	317,600.55	139,228.25	316,820.55	64,715.26	_____
		GRAND TOTAL	-93,168.70	-81,001.00	-67,046.45	-38,314.97	-67,826.45	-308,399.74	_____

\*\* END OF REPORT - Generated by DEB BRANDT \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 2024 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
REGISTER OF DEEDS

TOTAL COVID/ARPA .00

461300 RECORDING FEES REVENUE  
11710000 461300 - RECORDING FEES REVENUE  
COUNTY SHARE RECORDING FEES AND COUNTY  
SHARE TRANSFER FEES 1.00 263,781.00 -263,781.00 \*

TOTAL RECORDING FEES REVENUE -263,781.00

461320 BIRTH CERT FEES REVENUE  
11710000 461320 - BIRTH CERT FEES REVENUE  
COUNTY SHARE CERT COPIES BIRTHS 1.00 6,102.00 -6,102.00 \*

TOTAL BIRTH CERT FEES REVENUE -6,102.00

461330 DEATH CERT FEES REVENUE  
11710000 461330 - DEATH CERT FEES REVENUE  
COUNTY SHARE CERT COPIES DEATHS 1.00 21,908.00 -21,908.00 \*

TOTAL DEATH CERT FEES REVENUE -21,908.00

461340 MARRIAGE CERT FEES REVENUE  
11710000 461340 - MARRIAGE CERT FEES REVENUE  
COUNTY SHARE CERT COPIES MARRIAGES 1.00 4,813.00 -4,813.00 \*

TOTAL MARRIAGE CERT FEES REVENUE -4,813.00

461345 DIVORCE CERT FEES REVENUE  
11710000 461345 - DIVORCE CERT FEES REVENUE  
COUNTY SHARE CERT COPIES DIVORCES 1.00 95.00 -95.00 \*

TOTAL DIVORCE CERT FEES REVENUE -95.00

461370 COUNTY SHARE CERT COPIES  
11710000 461370 - COUNTY SHARE CERT COPIES  
COUNTY SHARE CERTIFIED COPIES OF  
RECORDED DOCUMENTS 1.00 157.00 -157.00 \*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
REGISTER OF DEEDS

TOTAL COUNTY SHARE CERT COPIES -157.00

461372 COUNTY SHARE NON CERT COPIES

11710000 461372 - COUNTY SHARE NON CERT COPIES					
COUNTY SHARE NON CERTIFIED COPIES OF					
RECORDED DOCUMENTS (INCLUDES LAREDO &	1.00	76,257.00		-76,257.00 *	
TAPESTRY ONLINE SEARCH FEES AND COPY				-76,257.00	
FEES, AND ORO REVENUE)					

TOTAL COUNTY SHARE NON CERT COPIES -76,257.00

461900 OTHER REVENUE-GEN FND

11710000 461900 - OTHER REG OF DEEDS REVENUE					
OVERPAYMENTS	1.00	2.00		-2.00 *	
				-2.00	

TOTAL OTHER REVENUE-GEN FND -2.00

521355 LAREDO USAGE FEE

11710000 521355 - LAREDO USAGE FEE					
LAREDO USER FEE (DUE FIDLAR				15,312.00 *	
TECHNOLOGIES) BASED ON NUMBER OF	12.00	1,276.00		15,312.00	
SUBSCRIBERS AND CHOSEN PLAN					
ESTIMATING 18 USERS @ \$1276/MONTH AT					
VARIOUS PLANS					

TOTAL LAREDO USAGE FEE 15,312.00

521415 COMPUTER OPERATION

11710000 521415 - COMPUTER OPERATION					
FIDLAR RECORDING SYSTEM: AVID LIFECYCLE	1.00	23,762.00		37,362.00 *	
COLOR TRACT ANNUAL HOSTING FEE	1.00	1,200.00		23,762.00	
(SCANNED TRACT BOOKS)				1,200.00	
FIDLAR RECORDING SYSTEM: AVID BASTION	1.00	12,400.00		12,400.00	
(HOSTING/STORAGE OF DOCUMENTS & DATA					
OFFSITE)					

TOTAL COMPUTER OPERATION 37,362.00

522025 TELEPHONE

11710000 522025 - TELEPHONE					
(4) PHONE LINES @ \$.25 EACH / MONTH	12.00	16.00		672.00 *	
AVERAGE LONG DISTANCE CHARGES \$15.00 /				192.00	
MONTH					
(1) CELL PHONE CHARGE/MONTH: \$40	12.00	40.00		480.00	

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: REGISTER OF DEEDS VENDOR QUANTITY UNIT COST 2024 DEPT

TOTAL TELEPHONE 672.00  
 531000 OFFICE SUPPLIES

11710000 531000 - OFFICE SUPPLIES 1.00 1,700.00 1,700.00 \*  
 PENS, PENCILS, PAPER, LABELS & OTHER  
 MISCELLANEOUS OFFICE SUPPLIES, VITAL  
 RECORDS SECURITY PAPER

TOTAL OFFICE SUPPLIES 1,700.00  
 531050 POSTAGE

11710000 531050 - POSTAGE 1.00 2,000.00 2,000.00 \*  
 POSTAGE AND STAMPED ENVELOPES

TOTAL POSTAGE 2,000.00  
 532500 DUES OR SUBSCRIPTIONS

11710000 532500 - DUES 1.00 125.00 125.00 \*  
 WI REGISTER OF DEEDS ASSOC. ANNUAL DUES

TOTAL DUES OR SUBSCRIPTIONS 125.00  
 533010 CONFERENCE/SEMINARS

11710000 533010 - CONFERENCE/SEMINARS 1.00 190.00 2,616.26 \*  
 WI REGISTER OF DEEDS ASSOC.  
 SUMMER CONFERENCE REGISTRATION AND  
 EDUCATIONAL SEMINAR-GREEN BAY, WI  
 WI REGISTER OF DEEDS ASSOC. 1.00 190.00 190.00  
 FALL CONFERENCE REGISTRATION AND  
 EDUCATIONAL SEMINAR - TREGO, WI  
 EST MILEAGE FOR CONFERENCES AND  
 DISTRICT MEETINGS 1,108.26 1.00 1,108.26  
 MADISON: 230 MILES  
 GREEN BAY: 338 MILES  
 TREGO: 338 MILES  
 ST CROIX COUNTY 262 MILES X 3: 786  
 MILES  
 TOTAL: 1692 MILES @ \$ .655 = \$1,108.26  
 WI REGISTER OF DEEDS ASSOC. 1.00 25.00 25.00  
 SPRING CONFERENCE REGISTRATION-MADISON,  
 WI  
 HOTEL/LODGING: SUMMER CONFERENCE 3.00 90.00 270.00  
 (GREEN BAY)  
 HOTEL/LODGING: FALL CONFERENCE (TREGO) 3.00 90.00 270.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: REGISTER OF DEEDS	VENDOR	QUANTITY	UNIT COST	2024 DEPT	
HOTEL/LODNG: SPRING CONFERENCE (MADISON)		2.00	149.00	298.00	
PARKING: SPRING CONFERENCE (MADISON)		3.00	15.00	45.00	
HOTEL/LODGING: FIDLAR EDUCATIONAL SYMPOSIUM		2.00	110.00	220.00	
<b>TOTAL CONFERENCE/SEMINARS</b>					<b>2,616.26</b>
553100 EQUIPMENT SERVICE CONTRACTS					
11710000 553100 - EQUIPMENT SERVICE CONTRACT				2,565.00	*
CANON EQUIPMENT LEASE		12.00	186.00	2,232.00	
LOFFLER PRINT MANAGEMENT		1.00	285.00	285.00	
BISCOM E-FAX		12.00	4.00	48.00	
<b>TOTAL EQUIPMENT SERVICE CONTRACTS</b>					<b>2,565.00</b>
599000 TECHNOLOGY POOL					
11710000 599000 - TECHNOLOGY POOL				2,363.00	*
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	2,363.00	2,363.00	
<b>TOTAL TECHNOLOGY POOL</b>					<b>2,363.00</b>
<b>TOTAL REGISTER OF DEEDS</b>					<b>-308,399.74</b>
<b>TOTAL REVENUE</b>					<b>-373,115.00</b>
<b>TOTAL EXPENSE</b>					<b>64,715.26</b>
<b>GRAND TOTAL</b>					<b>-308,399.74</b>

\*\* END OF REPORT - Generated by DEB BRANDT \*\*



**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
CORPORATION	COUNSEL		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11320000	511000	SALARIES	197,866.37	249,338.00	250,753.00	101,893.03	250,753.00		.00
11320000	515005	RETIREMENT	12,583.28	16,955.00	17,053.00	6,928.74	17,053.00		.00
11320000	515010	SOC SEC	12,263.58	15,459.00	15,547.00	6,211.84	15,547.00		.00
11320000	515015	MEDICARE	2,867.94	3,616.00	3,636.00	1,452.80	3,636.00		.00
11320000	515020	HLTH INS	30,790.03	37,109.00	37,109.00	19,143.37	37,109.00		.00
11320000	515025	DENTAL INS	1,903.15	2,136.00	2,136.00	1,081.65	2,136.00		.00
11320000	515030	LIFE INS	44.46	62.00	62.00	23.21	62.00		.00
11320000	515040	WORK COMP	112.81	143.00	144.00	58.07	144.00		.00
11320000	521005	TEMP HELP	3,318.68	2,000.00	2,000.00	210.00	2,000.00	2,500.00	
11320000	522025	TELEPHONE	175.65	109.00	109.00	37.84	109.00	109.00	
11320000	531000	OFFIC SUPL	1,554.65	2,000.00	2,000.00	.00	2,000.00	2,500.00	
11320000	531050	POSTAGE	19.72	1,000.00	1,000.00	120.80	1,000.00	1,000.00	
11320000	532000	BK/PUB/SUB	667.85	2,784.00	2,784.00	763.89	2,784.00	2,784.00	
11320000	532500	DUES	852.75	1,686.00	1,686.00	1,401.82	1,686.00	1,686.00	
11320000	533010	CONF/SEM	.00	242.00	242.00	.00	242.00	338.00	
11320000	533200	MILEAGE	352.49	385.00	385.00	71.87	385.00	385.00	
11320000	553100	EQUIP SERV	1,158.50	1,132.00	1,132.00	590.62	1,132.00	1,132.00	
11320000	599000	IT POOL	350.00	1,760.00	1,760.00	1,760.00	1,760.00	1,760.00	
TOTAL CORPORATION COUNSEL			266,881.91	337,916.00	339,538.00	141,749.55	339,538.00	14,194.00	
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE			266,881.91	337,916.00	339,538.00	141,749.55	339,538.00	14,194.00	
GRAND TOTAL			266,881.91	337,916.00	339,538.00	141,749.55	339,538.00	14,194.00	

\*\* END OF REPORT - Generated by LISA HAMBLIN \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:				
CORPORATION COUNSEL	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL COVID/ARPA				.00
521005	TEMPORARY HELP			
11320000	521005 -			2,500.00 *
	CONTRACTED LEGAL SERVICES FOR CONFLICTS	1.00	2,500.00	2,500.00
	CASES AND FOR ON-CALL CLERICAL			
TOTAL TEMPORARY HELP				2,500.00
522025	TELEPHONE			
11320000	522025 -			109.00 *
	(3) PHONES @ \$.25 EACH / MONTH	12.00	.75	9.00
	ESTIMATED LONG DISTANCE	1.00	100.00	100.00
TOTAL TELEPHONE				109.00
531000	OFFICE SUPPLIES			
11320000	531000 -			2,500.00 *
	OFFICE SUPPLIES	1.00	2,500.00	2,500.00
TOTAL OFFICE SUPPLIES				2,500.00
531050	POSTAGE			
11320000	531050 -			1,000.00 *
	POSTAGE	1.00	1,000.00	1,000.00
TOTAL POSTAGE				1,000.00
532000	BOOKS/PUBLICAT/SUBSCRIPTIONS			
11320000	532000 -			2,784.00 *
	UW LAW SCHOOL - JURY INSTRUCTIONS	1.00	65.00	65.00
	WI STATE BAR - PINNACLE BOOKS:	1.00	965.00	965.00
	JUDICIAL BENCH BOOKS			
	CIVIL PROCEDURE BEFORE TRIAL			
	TRIAL PRACTICE			
	WESTLAW/LEXIS-2 ATTORNEYS	2.00	877.00	1,754.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
CORPORATION COUNSEL

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS</b>			<b>2,784.00</b>
<b>532500 DUES OR SUBSCRIPTIONS</b>			
11320000 532500 -			1,686.00 *
WI ASSOC. OF COUNTY CORPORATION COUNSELS DUES FOR 3 ATTORNEYS	3.00	35.00	105.00
WI STATE BAR DUES FOR 3 ATTORNEYS	3.00	440.00	1,320.00
STATE BAR DUES = CHILD SUPPORT REDUCED THE AMOUNT BY \$105.00 EACH FOR 2 ATTORNEYS LEAVING AN AVERAGE UNIT COST OF \$440.00.			
MONROE COUNTY BAR ASSOC. DUES FOR 3 ATTORNEYS IS \$100 EACH.	3.00	87.00	261.00
CHILD SUPPORT WILL PAY \$20 FOR 2 ATTORNEYS.			

**TOTAL DUES OR SUBSCRIPTIONS** 1,686.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>533010 CONFERENCE/SEMINARS</b>			
11320000 533010 -			338.00 *
HOTEL FOR CONFERENCES: 3 NIGHTS.	3.00	96.00	288.00
***FOR WAC & WIMMC CONFERENCES. MEALS	1.00	50.00	50.00

**TOTAL CONFERENCE/SEMINARS** 338.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>533200 MILEAGE</b>			
11320000 533200 -			385.00 *
	1.00	385.00	385.00

**TOTAL MILEAGE** 385.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>553100 EQUIPMENT SERVICE CONTRACTS</b>			
11320000 553100 -			1,132.00 *
CANON EQUIPMENT LEASE	12.00	54.00	648.00
LOFFLER PRINT MANAGEMENT	1.00	400.00	400.00
BISCOM E-FAX SPLIT 80/20 CHILD SUPPORT	1.00	84.00	84.00



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL EQUIPMENT SERVICE CONTRACTS				1,132.00
599000 TECHNOLOGY POOL				
11320000 599000 -				
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	1,760.00	1,760.00 *
TOTAL TECHNOLOGY POOL				1,760.00
TOTAL CORPORATION COUNSEL				14,194.00
TOTAL REVENUE				.00
TOTAL EXPENSE				14,194.00
GRAND TOTAL				14,194.00

\*\* END OF REPORT - Generated by LISA HAMBLIN \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET							FOR PERIOD 99		
ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
INFO TECHNOLOGY OPERATION			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
71400000	499999	TRANSF IN	-3,388.33	-6,420.00	-6,420.00	-3,033.31	-6,420.00	-6,420.00	_____
TOTAL INFO TECHNOLOGY OPERAT			-3,388.33	-6,420.00	-6,420.00	-3,033.31	-6,420.00	-6,420.00	_____

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
INFO	TECHNOLOGY	OPERATIONS	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
71470000	411100	PROP TX	-1,197,941.00	-1,293,253.00	-1,293,822.00	-1,293,822.00	-1,293,822.00	-1,293,253.00	
71470000	437200	HO CHUNK	.00	-52,500.00	-52,500.00	-52,500.00	-52,500.00	-52,500.00	
71470000	474100	GEN FD FEE	-12,321.70	-10,347.00	-10,347.00	-9,573.80	-10,347.00	-10,347.00	
71470000	474300	HWY FEE	-3,240.00	-3,500.00	-3,500.00	.00	-3,500.00	-3,500.00	
71470000	474600	HS FEE	-44,652.41	-52,134.00	-52,134.00	-48,533.87	-52,134.00	-52,134.00	
71470000	599999	TRANSF OUT	37,901.62	.00	9,425.00	.00	9,425.00	.00	
71470000	511000	SALARIES	269,634.49	280,482.00	280,980.00	155,794.28	280,980.00	.00	
71470000	511200	OVERTIME	39.14	2,250.00	2,250.00	62.66	2,250.00	.00	
71470000	515005	RETIREMENT	17,544.57	19,230.00	19,264.00	10,598.26	19,264.00	.00	
71470000	515010	SOC SEC	16,719.77	17,534.00	17,565.00	9,663.15	17,565.00	.00	
71470000	515015	MEDICARE	3,910.15	4,104.00	4,111.00	2,259.96	4,111.00	.00	
71470000	515020	HLTH INS	52,131.68	58,294.00	58,294.00	34,003.48	58,294.00	.00	
71470000	515025	DENTAL INS	1,900.55	1,985.00	1,985.00	1,625.26	1,985.00	.00	
71470000	515030	LIFE INS	72.00	72.00	72.00	42.00	72.00	.00	
71470000	515040	WORK COMP	153.85	164.00	163.00	88.88	163.00	.00	
71470000	531000	OFFIC SUPL	401.67	500.00	500.00	191.77	500.00	500.00	
71470000	531050	POSTAGE	.00	50.00	50.00	.00	50.00	50.00	
71470000	522025	TELEPHONE	4,188.37	2,252.00	2,252.00	4,450.59	2,252.00	2,252.00	
71470000	553100	EQPMT SERV	828.15	658.00	658.00	327.20	658.00	658.00	
71470000	599000	IT POOL	720.00	540.00	540.00	540.00	540.00	540.00	
71470000	533010	CONF/SEM	5,560.00	8,150.00	8,150.00	.00	8,150.00	8,150.00	
71470000	533200	MILEAGE	2,163.10	2,450.00	2,450.00	1,369.89	2,450.00	2,450.00	
TOTAL INFO TECHNOLOGY OPERAT			-844,286.00	-1,013,019.00	-1,003,594.00	-1,183,412.29	-1,003,594.00	-1,397,134.00	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:				2022	2023	2023	2023	2023	2024	
INFO TECHNOLOGY MAINT & LIC				ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
71475000	521415	I9111	CNTY BRD	.00	2,000.00	2,000.00	.00	2,000.00	2,000.00	
71475000	521415	I9127	MED EXAMIN	1,295.00	1,840.00	1,840.00	1,295.00	1,840.00	1,840.00	
71475000	521415	I9143	PERSONNEL	5,832.00	5,832.00	5,832.00	5,832.00	5,832.00	5,832.00	
71475000	521415	I9151	DATA PROC	178,913.28	184,281.00	184,281.00	138,210.51	184,281.00	193,494.55	
71475000	521415	I9152	TREAS	7,747.00	7,723.00	7,723.00	7,993.24	7,723.00	69,000.00	
71475000	521415	I9160	MAINT	.00	14,000.00	14,000.00	.00	14,000.00	.00	
71475000	521415	I9210	SHERIFF	164,131.23	173,079.00	173,079.00	55,782.71	173,079.00	206,860.00	
71475000	521415	I9270	JAIL	5,984.00	10,350.00	10,350.00	3,808.00	10,350.00	10,400.00	
71475000	521415	I9293	DISPATCH	46,075.47	52,720.00	52,720.00	37,905.52	52,720.00	52,720.00	
71475000	521415	I9295	JUSTICE	12,321.70	10,347.00	10,347.00	9,573.80	10,347.00	10,107.00	
71475000	521415	I9368	SAN	3,780.00	3,780.00	3,780.00	3,893.40	3,780.00	.00	
71475000	521415	I9470	VET SERV	832.32	850.00	850.00	816.00	850.00	850.00	
71475000	521415	I9710	HEALTH	16,127.00	16,127.00	16,127.00	16,611.00	16,127.00	17,442.00	
71475000	521415	I9790	HS	44,652.41	52,134.00	52,134.00	48,533.87	52,134.00	54,775.00	
71475000	521415	I9821	RH	.00	.00	.00	4,990.90	.00	9,336.00	
71475000	521415	I9914	COMP OPS	303,872.92	480,876.00	480,876.00	183,658.54	480,876.00	456,451.00	
71475000	521415	I9933	HWY	3,240.00	3,500.00	3,500.00	.00	3,500.00	3,500.00	
71475000	581000		CAP EQUIP	52,870.00	.00	.00	.00	.00	.00	
TOTAL INFO TECHNOLOGY MAINT				847,674.33	1,019,439.00	1,019,439.00	518,904.49	1,019,439.00	1,094,607.55	
TOTAL REVENUE				-1,261,543.44	-1,418,154.00	-1,418,723.00	-1,407,462.98	-1,418,723.00	-1,418,154.00	
TOTAL EXPENSE				1,261,543.44	1,418,154.00	1,428,148.00	739,921.87	1,428,148.00	1,109,207.55	
GRAND TOTAL				.00	.00	9,425.00	-667,541.11	9,425.00	-308,946.45	

\*\* END OF REPORT - Generated by RICHARD FOLKEDAHL \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPT
INFO TECHNOLOGY OPERATION					
71400000	499999 - TRANSFER IN				-6,420.00 *
	ARPA FUNDS TO COVER INCREASED SALARY		1.00	6,420.00	-6,420.00
	AND FRINGE BENEFITS - WAGE STUDY				
	APPROVAL				
	UNUSED FUNDS WILL BE TRANSFERED BACK TO				
	GENERAL FUND ARPA ACCOUNT FOR FUTURE				
	EXPENSES				
TOTAL INFO TECHNOLOGY OPERATION				-6,420.00	



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPT
INFO TECHNOLOGY OPERATIONS					
71470000	411100 - GENERAL PROPERTY TAXES ANNUAL APPROPRIATION		1.00	1,293,253.00	-1,293,253.00 * -1,293,253.00
71470000	437200 - HO CHUNK FUNDS HO CHUNK FUNDS APPROVED BY RESOLUTION 08-22-04 ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2023 BUDGET. PURPOSE - TO UPGRADE AND REPLACE WIRELESS ACCESS POINTS TO INCLUDE CONFIGURATION		1.00	52,500.00	-52,500.00 * -52,500.00
71470000	474100 - GENERAL FUND FEES MYEVOLV CASE MANAGEMENT SOFTWARE		1.00	10,347.00	-10,347.00 * -10,347.00
71470000	474300 - IS REVENUE HIGHWAY FEES AWS SOFTWARE MAINTENANCE \$3,500		1.00	3,500.00	-3,500.00 * -3,500.00
71470000	474600 - IS REVENUE HUMAN SERV FEES ANNUAL SUPPORT/MAINTENANCE MYEVOLV		1.00	52,134.00	-52,134.00 * -52,134.00
<b>IS200 OFFICE ADMINISTRATIVE COSTS</b>					
71470000	531000 - OFFICE SUPPLIES MISC OFFICE SUPPLIES		1.00	500.00	500.00 * 500.00
71470000	531050 - POSTAGE POSTAGE		1.00	50.00	50.00 * 50.00
<b>IS300 TECHNOLOGY &amp; EQUIPMENT</b>					
71470000	522025 - TELEPHONE				2,252.00 *
	(5) PHONES @ \$.25 EACH / MONTH		5.00	3.00	15.00
	(4) CELL PHONES @ \$44.00 EACH / MONTH		12.00	176.00	2,112.00
	ESTIMATED ANNUAL LONG DISTANCE		1.00	125.00	125.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET					
ACCOUNTS FOR:					
INFO TECHNOLOGY OPERATIONS	VENDOR	QUANTITY	UNIT COST	2024 DEPT	
71470000 553100 - EQUIPMENT SERVICE CONTRACT					658.00 *
CANON EQUIPMENT LEASE		12.00	54.00		648.00
LOFFLER PRINT MANAGEMENT		1.00	10.00		10.00
<b>IS350 IT POOL</b>					
71470000 599000 - TECHNOLOGY POOL					540.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	540.00		540.00
<b>IS400 CONF / EDUCATION &amp; TRAVEL</b>					
71470000 533010 - CONFERENCE/SEMINARS					8,150.00 *
SOFTWARE/HARDWARE TECH TRAINING		1.00	8,000.00		8,000.00
GIPAW DUES AND CONFERENCE		1.00	150.00		150.00
71470000 533200 - MILEAGE					2,450.00 *
ANNUAL STAFF MILEAGE COSTS		5,000.00	.49		2,450.00
<b>TOTAL INFO TECHNOLOGY OPERATIONS</b>			<b>-1,397,134.00</b>		

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
INFO TECHNOLOGY MAINT & LIC

VENDOR	QUANTITY	UNIT COST	2024 DEPT
<b>IO600 COMPUTER OPERATIONS</b>			
71475000 521415 - I9111 COMPUTER OPS - COUNTY BOARD C B VOTING SYSTEM ANNUAL MAINT	1.00	2,000.00	2,000.00 *
71475000 521415 - I9127 COMPUTER OPS - MED EXAMINER MDILOG SOFTWARE SUBSCRIPTION	1.00	1,840.00	1,840.00 *
71475000 521415 - I9143 COMPUTER OPS - PERSONNEL KNOWB4 BI-ANNUAL SUBSCRIPTION	1.00	5,832.00	5,832.00 *
71475000 521415 - I9151 COMPUTER OPS - DATA PROCESSING MUNIS ANNUAL SAAS SERVICE 2021 BUDGET: 166969.00 MIGRATION OF TCM TO TYLER HOSTED 2022 BUDGET: 178913.14 2023 BUDGET: 184,280.52 2023 BUDGET: 193,494.55	1.00	193,494.55	193,494.55 *
71475000 521415 - I9152 COMPUTER OPS - TREASURER GCS TREASURER SOFTWARE MAINT LANDNAV SOFTWARE \$56000 PERMIT MANAGEMENT \$12500 YEAR 1: \$68500 (INCLUDES IMPLEMENTATION) YEAR 2: \$45050 YEAR 3: \$47,753.00 YEAR 4: \$50,618.18YEAR 5: \$53,655.27 DATA FINANCIAL ANNUAL MAINTENANCE CONTRACT	1.00	68,500.00	69,000.00 *
71475000 521415 - I9210 COMPUTER OPS - SHERIFF INVESTIGATOR SOFTWARE MAINT - EVIDENCE TRACKER	1.00	2,520.00	206,860.00 *
AXON CAR CAMERAS YEAR 1-5: 47,708.00	1.00	47,708.00	47,708.00
UPGRADED CAMERAS AND SQUAD EQUIPEMENT	1.00	40,000.00	40,000.00
CML JUSTICE CENTER CAMERAS	1.00	38,341.00	38,341.00
CEC VIDEO CONFERENCE	1.00	78,291.00	78,291.00
ZUERCHER PUBLIC SAFETY SOFTWARE MAINTENANCE AND SUBSCRIPTION FEES	1.00	78,291.00	78,291.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024	DEPT
71475000	521415 - I9270 COMPUTER OPS - JAIL					10,400.00 *
	ID NETWORKS FINGER PRINT MAINT.		1.00	3,850.00		3,850.00
	CHARTER INTERNET FOR JAIL TECHNOLOGY SYSTEMS		1.00	6,550.00		6,550.00
71475000	521415 - I9293 COMPUTER OPS - DISPATCH					52,720.00 *
	E-911 WIRELESS ROUTER MAINT		1.00	26,000.00		26,000.00
	NICE VOICE SYSTEM PHONE RECORDING		1.00	7,800.00		7,800.00
	ZUERCHER NEXT GEN E-911		1.00	17,670.00		17,670.00
	ESRI ANNUAL MAINTENANCE		1.00	1,250.00		1,250.00
71475000	521415 - I9295 COMPUTER OPS - JUSTICE					10,107.00 *
	MYEVLV CASE MANAGEMENT SOFTWARE		1.00	10,107.00		10,107.00
71475000	521415 - I9470 COMPUTER OPS - VETERAN SERVICE					850.00 *
	TYLER TECH ENTELLITRAK VETERANS BENEFITS		1.00	850.00		850.00
71475000	521415 - I9710 COMPUTER OPS - PUBLIC HEALTH					17,442.00 *
	NIGHTINGALE NOTES ANNUAL MAINT		1.00	17,442.00		17,442.00
	ANNUAL SUBSCRIPTION FEE 17,442.00					
71475000	521415 - I9790 COMPUTER OPS - HUMAN SERVICES					54,775.00 *
	ANNUAL SUPPORT/MAINTENANCE MYEVLV		1.00	54,775.00		54,775.00
71475000	521415 - I9821 COMPUTER OPS - ROLLING HILLS					9,336.00 *
	AMERICAN DATA ECS MIGRATION TO AMERICAN DATA HOSTEDANNUAL HOSTING FEE \$9336		1.00	9,336.00		9,336.00
71475000	521415 - I9914 COMPUTER OPS - INFORMATION TEC					456,451.00 *
	SERGEANT LABORATORIES INC.		1.00	9,750.00		9,750.00
	ARISTOTLE INSIGHT					
	SOPHOS SOFTWARE MAINT.		1.00	7,800.00		7,800.00
	GRANICUS WEB SOFTWARE IMPLEMENTATION		1.00	4,978.00		4,978.00
	YEAR 1 \$15200 (2020)					
	YEAR 2 \$4300					
	YEAR 3 \$4515					
	YEAR 4 \$4740.75YEAR 5 \$4977.79					
	REMOTE D/R SERVICES		1.00	4,081.00		4,081.00
	SERVER MAINTENANCE AND LICENSING		1.00	22,250.00		22,250.00
	SPYWARE IDS/IPS SOFTWARE MAINTENANCE		1.00	5,700.00		5,700.00
	SQL UPGRADES		1.00	7,800.00		7,800.00
	KRONOS SOFTWARE		1.00	5,000.00		5,000.00
	MISC EQUIP/SERVICE MAINT		1.00	17,500.00		17,500.00
	CISCO SMARTNET FOR SWITCHES, ASA, WIRELESS CONTROLLER, INTERNET ROUTER		1.00	34,000.00		34,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024	DEPT
INFO TECHNOLOGY MAINT & LIC					
MULTIFACTOR AUTHENTICATION 400 USERS LICENSES FOR 12 MONTHS \$18036 PER YEAR \$10000 for 100 MFA TOKENS 3YEAR TOKENS		1.00	28,036.00		28,036.00
INTRADYN COUNTY EMAIL AND SOCIAL MEDIA ARCHIVER MAINTENANCE		1.00	8,000.00		8,000.00
ENCRYPTION CERTIFICATES		1.00	5,500.00		5,500.00
HARDWARE/SOFTWARE UPDATE SERVICES		1.00	20,000.00		20,000.00
LYNNX INTERNET/METRO ETHERNET		1.00	59,196.00		59,196.00
PRI CIRCUITS		1.00	19,200.00		19,200.00
MS OFFICE UPGRADE TO OFFICE 365 - THREE YEAR CONTRACT		1.00	70,000.00		70,000.00
WEBEX MONTHLY SUBSCRIPTION		12.00	55.00		660.00
SOLARWINDS EVENT MANAGER		1.00	12,000.00		12,000.00
CJIS COMPLIANT EVENT LOG MANAGER					
SECURITY OPERATION CENTER SUPPORT		1.00	60,000.00		60,000.00
FIREWALL UPGRADE		1.00	55,000.00		55,000.00
DEVICE, IMPLEMENTATION AND PROFESSIONAL SERVICES					
71475000 521415 - I9933 COMPUTER OPS - HIGHWAY AWS SOFTWARE MAINTENANCE		1.00	3,500.00		3,500.00 *
<b>TOTAL INFO TECHNOLOGY MAINT &amp; LIC</b>					<b>1,094,607.55</b>
<b>TOTAL REVENUE</b>					<b>-1,418,154.00</b>
<b>TOTAL EXPENSE</b>					<b>1,109,207.55</b>
<b>GRAND TOTAL</b>					<b>-308,946.45</b>

\*\* END OF REPORT - Generated by RICHARD FOLKEDAHL \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
COUNTY BOARD		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
<b>CB100</b>	<b>SALARIES &amp; FRINGE BENEFITS</b>							
11100000	511000 SALARIES	68,206.42	75,000.00	75,000.00	36,778.80	75,000.00		.00
11100000	515010 SOC SEC	4,259.42	4,651.00	4,651.00	2,302.00	4,651.00		.00
11100000	515015 MEDICARE	996.70	1,088.00	1,088.00	538.69	1,088.00		.00
11100000	515040 WORK COMP	39.47	43.00	43.00	21.30	43.00		.00
	<b>TOTAL SALARIES &amp; FRINGE BENE</b>	<b>73,502.01</b>	<b>80,782.00</b>	<b>80,782.00</b>	<b>39,640.79</b>	<b>80,782.00</b>		<b>.00</b>
<b>CB200</b>	<b>OFFICE ADMINISTRATIVE COSTS</b>							
11100000	531000 OFFIC SUPL	554.63	700.00	700.00	302.72	700.00	700.00	
11100000	531050 POSTAGE	600.00	700.00	700.00	700.00	700.00	700.00	
11100000	531060 PRINTING	6,429.08	6,000.00	6,000.00	3,090.58	6,000.00	4,000.00	
11100000	532000 BK/PUB/SUB	3,344.92	3,000.00	3,000.00	50.93	3,000.00	3,000.00	
11100000	532500 DUES	9,605.00	9,612.00	9,612.00	8,712.00	9,612.00	9,612.00	
11100000	539005 OP/ACHIEV	128.00	200.00	200.00	.00	200.00	200.00	
11100000	539060 BENEVOLENT	.00	300.00	300.00	136.00	300.00	300.00	
	<b>TOTAL OFFICE ADMINISTRATIVE</b>	<b>20,661.63</b>	<b>20,512.00</b>	<b>20,512.00</b>	<b>12,992.23</b>	<b>20,512.00</b>	<b>18,512.00</b>	
<b>CB300</b>	<b>TECHNOLOGY &amp; EQUIPMENT</b>							
11100000	522025 TELEPHONE	.00	50.00	50.00	.00	50.00	50.00	
	<b>TOTAL TECHNOLOGY &amp; EQUIPMENT</b>	<b>.00</b>	<b>50.00</b>	<b>50.00</b>	<b>.00</b>	<b>50.00</b>	<b>50.00</b>	
<b>CB350</b>	<b>IT POOL</b>							
11100000	599000 IT POOL	1,460.00	1,461.00	1,461.00	1,461.00	1,461.00	1,461.00	
	<b>TOTAL IT POOL</b>	<b>1,460.00</b>	<b>1,461.00</b>	<b>1,461.00</b>	<b>1,461.00</b>	<b>1,461.00</b>	<b>1,461.00</b>	
<b>CB400</b>	<b>CONF / EDUCATION &amp; TRAVEL</b>							
11100000	533010 CONF/SEM	4,976.32	4,400.00	4,400.00	5,475.65	4,400.00	2,500.00	
11100000	533200 MILEAGE	14,584.76	16,250.00	16,250.00	10,162.66	16,250.00	18,340.00	
	<b>TOTAL CONF / EDUCATION &amp; TRA</b>	<b>19,561.08</b>	<b>20,650.00</b>	<b>20,650.00</b>	<b>15,638.31</b>	<b>20,650.00</b>	<b>20,840.00</b>	
<b>CB618</b>	<b>RENT</b>							
11100000	553050 BLDG RENT	.00	100.00	100.00	.00	100.00	100.00	
	<b>TOTAL RENT</b>	<b>.00</b>	<b>100.00</b>	<b>100.00</b>	<b>.00</b>	<b>100.00</b>	<b>100.00</b>	
	<b>TOTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
	<b>TOTAL EXPENSE</b>	<b>115,184.72</b>	<b>123,555.00</b>	<b>123,555.00</b>	<b>69,732.33</b>	<b>123,555.00</b>	<b>40,963.00</b>	
	<b>GRAND TOTAL</b>	<b>115,184.72</b>	<b>123,555.00</b>	<b>123,555.00</b>	<b>69,732.33</b>	<b>123,555.00</b>	<b>40,963.00</b>	

\*\* END OF REPORT - Generated by SHELLEY BOHL \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL UNDEFINED ROLLUP CODE				.00
CB200 OFFICE ADMINISTRATIVE COSTS				
11100000 531000 - OFFICE SUPPLIES				700.00 *
MISC OFFICE SUPPLIES		1.00	700.00	700.00
11100000 531050 - POSTAGE				700.00 *
ANNUAL POSTAGE COSTS		1.00	700.00	700.00
11100000 531060 - PRINTING				4,000.00 *
PRINTING/PUBLICATION COSTS		1.00	4,000.00	4,000.00
11100000 532000 - BOOKS/PUBLICAT/SUBSCRIPTIONS				3,000.00 *
PUBLIC NOTICE PUBLICATIONS		1.00	3,000.00	3,000.00
11100000 532500 - DUES				9,612.00 *
WISCONSIN COUNTIES ASSOCIATION		1.00	8,712.00	8,712.00
NATIONAL ASSOCIATION OF COUNTIES		1.00	900.00	900.00
11100000 539005 - OPERATION & ACHIEVEMENT				200.00 *
ACHIEVEMENT/RECOGNITIONS		1.00	200.00	200.00
11100000 539060 - BENEVOLENT FUND				300.00 *
MEMORIAL FUNDS FOR FAMILIES OF COUNTY		4.00	75.00	300.00
EMPLOYEES OR OFFICIALS WHO PASS AWAY -				
NOT TO EXCEED \$75.00 EACH.				
TOTAL OFFICE ADMINISTRATIVE COSTS				18,512.00
CB300 TECHNOLOGY & EQUIPMENT				
11100000 522025 - TELEPHONE				50.00 *
MITEL PHONE \$.25/MONTH		1.00	3.00	3.00
LONG DISTANCE CALLS		1.00	47.00	47.00
TOTAL TECHNOLOGY & EQUIPMENT				50.00
CB350 IT POOL				
11100000 599000 - TECHNOLOGY POOL				1,461.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	1,461.00	1,461.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
COUNTY BOARD

	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL IT POOL				1,461.00
CB400	CONF / EDUCATION & TRAVEL			
11100000	533010	- CONFERENCE/SEMINARS		2,500.00 *
		MISC. CONFERENCES & SEMINARS	1.00	2,500.00
		\$185 WCA Annual Meeting x 10		
		Supervisors		
		Misc Conferences to include hotels		
11100000	533200	- MILEAGE		18,340.00 *
		EST. 28,000 MILES @ \$.655 / MILE =	1.00	18,340.00
		\$18,340		
TOTAL CONF / EDUCATION & TRAVEL				20,840.00
CB618	RENT			
11100000	553050	- BUILDING RENT		100.00 *
		COUNTY BOARD MEETING RENT - AMERICAN	2.00	100.00
		LEGION		
TOTAL RENT				100.00
TOTAL REVENUE				.00
TOTAL EXPENSE				40,963.00
GRAND TOTAL				40,963.00

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
COUNTY CLERK			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11420000	442000	MARR LIC	-8,965.00	-7,955.00	-7,955.00	-3,870.00	-7,955.00	-7,875.00	_____
11420000	461900	OTH CLRK R	-29.00	-50.00	-50.00	-29.75	-50.00	-50.00	_____
TOTAL UNDEFINED ROLLUP CODE			-8,994.00	-8,005.00	-8,005.00	-3,899.75	-8,005.00	-7,925.00	_____
<b>CC100</b>	<b>SALARIES &amp; FRINGE BENEFITS</b>								
11420000	511000	SALARIES	134,146.81	142,667.00	142,720.00	79,616.28	142,720.00	.00	_____
11420000	511200	OVERTIME	1,483.63	2,000.00	2,000.00	.00	2,000.00	.00	_____
11420000	515005	RETIREMENT	8,824.24	9,840.00	9,843.00	5,413.83	9,843.00	.00	_____
11420000	515010	SOC SEC	8,409.29	8,972.00	8,975.00	4,936.20	8,975.00	.00	_____
11420000	515015	MEDICARE	1,966.69	2,100.00	2,101.00	1,154.41	2,101.00	.00	_____
11420000	515020	HLTH INS	47,581.64	53,089.00	53,089.00	31,091.51	53,089.00	.00	_____
11420000	515025	DENTAL INS	1,700.81	1,848.00	1,848.00	1,060.36	1,848.00	.00	_____
11420000	515030	LIFE INS	43.72	45.00	45.00	22.82	45.00	.00	_____
11420000	515040	WORK COMP	77.48	86.00	84.00	45.35	84.00	.00	_____
TOTAL SALARIES & FRINGE BENE			204,234.31	220,647.00	220,705.00	123,340.76	220,705.00	.00	_____
<b>CC200</b>	<b>OFFICE ADMINISTRATIVE COSTS</b>								
11420000	531000	OFFIC SUPL	2,095.64	800.00	800.00	248.57	800.00	1,200.00	_____
11420000	531050	POSTAGE	4,577.56	5,000.00	5,000.00	4,439.67	5,000.00	5,000.00	_____
11420000	532000	BK/PUB/SUB	91.00	150.00	150.00	37.00	150.00	150.00	_____
11420000	532500	DUES	125.00	190.00	190.00	125.00	190.00	190.00	_____
TOTAL OFFICE ADMINISTRATIVE			6,889.20	6,140.00	6,140.00	4,850.24	6,140.00	6,540.00	_____
<b>CC300</b>	<b>TECHNOLOGY &amp; EQUIPMENT</b>								
11420000	522025	TELEPHONE	269.76	180.00	180.00	.00	180.00	180.00	_____
11420000	553100	EQUIP SERV	3,161.73	2,413.00	2,413.00	1,189.75	2,413.00	2,364.00	_____
TOTAL TECHNOLOGY & EQUIPMENT			3,431.49	2,593.00	2,593.00	1,189.75	2,593.00	2,544.00	_____
<b>CC350</b>	<b>IT POOL</b>								
11420000	599000	IT POOL	648.00	1,252.00	1,252.00	1,252.00	1,252.00	1,252.00	_____
TOTAL IT POOL			648.00	1,252.00	1,252.00	1,252.00	1,252.00	1,252.00	_____
<b>CC400</b>	<b>CONF / EDUCATION &amp; TRAVEL</b>								
11420000	533200	MILEAGE	115.75	157.00	157.00	.00	157.00	163.75	_____
TOTAL CONF / EDUCATION & TRA			115.75	157.00	157.00	.00	157.00	163.75	_____
TOTAL REVENUE			-8,994.00	-8,005.00	-8,005.00	-3,899.75	-8,005.00	-7,925.00	_____
TOTAL EXPENSE			215,318.75	230,789.00	230,847.00	130,632.75	230,847.00	10,499.75	_____
GRAND TOTAL			206,324.75	222,784.00	222,842.00	126,733.00	222,842.00	2,574.75	_____

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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:  
COUNTY CLERK

**11420000 COUNTY CLERK**

VENDOR	QUANTITY	UNIT COST	2024 DEPT
11420000 442000 - MARRIAGE LICENSE FEES			-7,875.00 *
MARRIAGE LICENSE FEES - 3 YEAR ANNUAL AVERAGE	250.00	30.00	-7,500.00
MARRIAGE LICENSE WAIVERS	15.00	25.00	-375.00
11420000 461900 - OTHER COUNTY CLERK REV			-50.00 *
DIRECTORIES	10.00	3.00	-30.00
COPIES	20.00	1.00	-20.00

TOTAL UNDEFINED ROLLUP CODE -7,925.00

**CC200 OFFICE ADMINISTRATIVE COSTS**

11420000 531000 - OFFICE SUPPLIES			1,200.00 *
DIRECTORIES	1.00	850.00	850.00
OFFICE SUPPLIES	1.00	350.00	350.00
11420000 531050 - POSTAGE			5,000.00 *
COUNTYWIDE REMITTANCE MAILINGS	1.00	3,480.00	3,480.00
COUNTYWIDE PITNEY BOWES FEE	4.00	380.00	1,520.00
11420000 532000 - BOOKS/PUBLICAT/SUBSCRIPT			150.00 *
CASHTON RECORD	1.00	37.00	37.00
MONROE COUNTY HERALD	1.00	54.00	54.00
TOMAH JOURNAL	1.00	59.00	59.00
11420000 532500 - DUES			190.00 *
WI COUNTY CLERK'S ASSOC.	1.00	125.00	125.00
WI MUNICIPAL CLERK'S ASSOC.	1.00	65.00	65.00

TOTAL OFFICE ADMINISTRATIVE COSTS 6,540.00

**CC300 TECHNOLOGY & EQUIPMENT**

11420000 522025 - TELEPHONE			180.00 *
(3) PHONES @ \$0.25 EACH / MONTH ESTIMATED LONG DISTANCE CHARGES	12.00	15.00	180.00

**NEXT YEAR BUDGET DETAIL REPORT**

**PROJECTION: 20241 2024 ANNUAL BUDGET**

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2024 DEPT	
COUNTY CLERK					
11420000 553100 - EQUIPMENT SERVICE CONTRACT					2,364.00 *
CANON EQUIPMENT LEASE		12.00	122.00		1,464.00
LOFFLER PRINT MANAGEMENT		60.00	12.00		720.00
BISCOM E-FAX		12.00	15.00		180.00
<b>TOTAL TECHNOLOGY &amp; EQUIPMENT</b>					<b>2,544.00</b>
CC350 IT POOL					
11420000 599000 - TECHNOLOGY POOL					1,252.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	1,252.00		1,252.00
<b>TOTAL IT POOL</b>					<b>1,252.00</b>
CC400 CONF / EDUCATION & TRAVEL					
11420000 533200 - MILEAGE					163.75 *
QUARTERLY CO. CLERK DISTRICT MEETINGS		1.00	131.00		131.00
200 MI @ \$.655/MI					
WCA ANNUAL CLERK CONFERENCE		1.00	32.75		32.75
50 MI @ \$.655/MI					
<b>TOTAL CONF / EDUCATION &amp; TRAVEL</b>					<b>163.75</b>
<b>TOTAL REVENUE</b>					<b>-7,925.00</b>
<b>TOTAL EXPENSE</b>					<b>10,499.75</b>
<b>GRAND TOTAL</b>					<b>2,574.75</b>

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
COUNTY CLERK			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11421000	473100	ELECT REV	-23,190.23	-15,000.00	-15,000.00	-18,845.76	-15,000.00	-15,000.00	_____
11421000	473300	LOC CHRGS	-1,160.00	.00	.00	.00	.00	-7,750.00	_____
TOTAL UNDEFINED ROLLUP CODE			-24,350.23	-15,000.00	-15,000.00	-18,845.76	-15,000.00	-22,750.00	_____
<b>EL600</b>	<b>PROGRAM COSTS</b>								
11421000	521420	PROGRAM	67,843.85	40,000.00	40,000.00	36,004.90	40,000.00	80,000.00	_____
11421000	531000	OFFIC SUPL	2,719.32	3,000.00	3,000.00	1,349.21	3,000.00	3,500.00	_____
11421000	531060	PRINTING	46,676.37	27,500.00	27,500.00	25,014.69	27,500.00	57,000.00	_____
11421000	533200	MILEAGE	.00	126.00	126.00	.00	126.00	262.00	_____
11421000	539500	EQUIPMNT	.00	.00	.00	.00	.00	7,750.00	_____
TOTAL PROGRAM COSTS			117,239.54	70,626.00	70,626.00	62,368.80	70,626.00	148,512.00	_____
<b>EL950</b>	<b>GRANTS &amp; CONTRIBUTIONS</b>								
11421000	579100	WEDCS GRT	673.03	.00	.00	.00	.00	.00	_____
TOTAL GRANTS & CONTRIBUTIONS			673.03	.00	.00	.00	.00	.00	_____
TOTAL REVENUE			-24,350.23	-15,000.00	-15,000.00	-18,845.76	-15,000.00	-22,750.00	_____
TOTAL EXPENSE			117,912.57	70,626.00	70,626.00	62,368.80	70,626.00	148,512.00	_____
GRAND TOTAL			93,562.34	55,626.00	55,626.00	43,523.04	55,626.00	125,762.00	_____

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**NEXT YEAR BUDGET DETAIL REPORT**

**PROJECTION: 20241 2024 ANNUAL BUDGET**

**ACCOUNTS FOR: COUNTY CLERK**

	VENDOR	QUANTITY	UNIT COST	2024	DEPT
<b>11421000 ELECTIONS</b>					
11421000 473100 - ELECTION REIMBURSEMENT REV				-15,000.00	*
STATE VOTER REGISTRATION RELIER FEES -		1.00	11,000.00	-11,000.00	
26 MUNICIPALITIES					
MUNICIPALITY CODING AND BALLOT FEES		1.00	4,000.00	-4,000.00	
11421000 473300 - ELECTIONS-TOWN CITIES, VILLAGE				-7,750.00	*
Election Equipment Firmware License		1.00	7,750.00	-7,750.00	
<b>TOTAL UNDEFINED ROLLUP CODE</b>				<b>-22,750.00</b>	
<b>EL600 PROGRAM COSTS</b>					
11421000 521420 - PROGRAMMING				80,000.00	*
SPRING PRIMARY PROGRAMMING		1.00	20,000.00	20,000.00	
SPRING ELECTION PROGRAMMING		1.00	20,000.00	20,000.00	
FALL PRIMARY PROGRAMMING		1.00	20,000.00	20,000.00	
GENERAL ELECTION PROGRAMMING		1.00	20,000.00	20,000.00	
11421000 531000 - OFFICE SUPPLIES				3,500.00	*
ENVELOPES/SECURITY SEALS/BAGS		1.00	1,600.00	1,600.00	
PAPER		1.00	500.00	500.00	
POSTAGE		1.00	1,000.00	1,000.00	
BOARD OF CANVASSERS;		8.00	50.00	400.00	
2 CANVASSERS @ 4 ELECTIONS					
11421000 531060 - PRINTING				57,000.00	*
SPRING & SPRING PRIMARY		1.00	1,500.00	1,500.00	
PUBLICATION COSTS					
BALLOTS - SPRING & SPRING PRIMARY		1.00	24,000.00	24,000.00	
FALL & FALL PRIMARY PUBLICATION COSTS		1.00	1,500.00	1,500.00	
BALLOTS - FALL & FALL PRIMARY		1.00	30,000.00	30,000.00	
11421000 533200 - MILEAGE				262.00	*
BALLOT/ELECTION MATERIAL DELIVERY		1.00	262.00	262.00	
4 TRIPS @ 100 MILES EACH @.655					

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET						
ACCOUNTS FOR:						
COUNTY CLERK	VENDOR	QUANTITY	UNIT COST	2024	DEPT	
11421000 539500 - ELECTIONS EQUIP & LICENSES						7,750.00 *
ELECTION EQUIPMENT FIRMWARE LICENSE		1.00	7,750.00			7,750.00
TOTAL PROGRAM COSTS						148,512.00
TOTAL REVENUE						-22,750.00
TOTAL EXPENSE						148,512.00
GRAND TOTAL						125,762.00

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
ADMINISTRATOR			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11410000	522025	TELEPHONE	1,301.37	1,090.00	1,090.00	-139.13	1,090.00	1,062.00	_____
11410000	531000	OFFIC SUPL	1,312.04	650.00	650.00	19.64	650.00	650.00	_____
11410000	531050	POSTAGE	28.30	70.00	70.00	.00	70.00	70.00	_____
11410000	531060	BDGT SUPPL	915.28	600.00	600.00	.00	600.00	700.00	_____
11410000	532000	BK/PUB/SUB	607.91	650.00	650.00	.00	650.00	700.00	_____
11410000	532500	DUES	1,430.45	1,510.00	1,510.00	1,313.39	1,510.00	1,368.00	_____
11410000	533010	CONF/SEM	1,187.70	2,725.00	2,725.00	2,320.06	2,725.00	2,730.00	_____
11410000	533200	MILEAGE	272.45	910.00	910.00	220.50	910.00	785.00	_____
11410000	553100	EQUIP SERV	520.45	1,309.00	1,309.00	280.42	1,309.00	1,449.00	_____
11410000	599000	IT POOL	326.00	506.00	506.00	506.00	506.00	506.00	_____
TOTAL ADMINISTRATOR			7,901.95	10,020.00	10,020.00	4,520.88	10,020.00	10,020.00	_____
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE			7,901.95	10,020.00	10,020.00	4,520.88	10,020.00	10,020.00	_____
GRAND TOTAL			7,901.95	10,020.00	10,020.00	4,520.88	10,020.00	10,020.00	_____

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: ADMINISTRATOR VENDOR QUANTITY UNIT COST 2024 DEPT

TOTAL COVID/ARPA .00

522025 TELEPHONE  
 11410000 522025 - (2) PHONES @ \$.25 EACH / MONTH 2.00 3.00 1,062.00 \*  
 ESTIMATED ANNUAL LONG DISTANCE 1.00 60.00 6.00  
 CELL PHONES 12.00 83.00 996.00

TOTAL TELEPHONE 1,062.00

531000 OFFICE SUPPLIES  
 11410000 531000 - MISC OFFICE SUPPLIES 1.00 650.00 650.00 \*

TOTAL OFFICE SUPPLIES 650.00

531050 POSTAGE  
 11410000 531050 - MISCELLANEOUS MAILINGS 1.00 70.00 70.00 \*  
 70.00

TOTAL POSTAGE 70.00

531060 PRINTING  
 11410000 531060 - BUDGET PRINTING AND SUPPLIES 1.00 700.00 700.00 \*  
 700.00

TOTAL PRINTING 700.00

532000 BOOKS/PUBLICAT/SUBSCRIPTIONS  
 11410000 532000 - PROFESSIONAL PUBLICATIONS/SUBSCRIPTIONS 1.00 700.00 700.00 \*  
 700.00

TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS 700.00

532500 DUES OR SUBSCRIPTIONS  
 11410000 532500 - GOVERNMENT FINANCIAL OFFICERS 1.00 305.00 1,368.00 \*  
 ASSOCIATION (GFOA) 305.00  
 INTERNATIONAL CITY/COUNTY MANAGEMENT 1.00 863.00 863.00  
 ASSOCIATION (ICMA)  
 WISCONSIN CITY/COUNTY MANAGEMENT 1.00 200.00 200.00  
 ASSOCIATION (WCMA)



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: ADMINISTRATOR VENDOR QUANTITY UNIT COST 2024 DEPT

TOTAL DUES OR SUBSCRIPTIONS 1,368.00  
 533010 CONFERENCE/SEMINARS

11410000 533010 -				2,730.00 *
	WCA ANNUAL CONFERENCE - LA CROSSE, WI	2.00	185.00	370.00
	WCA LEGISLATIVE EXCHANGE - MADISON, WI	2.00	150.00	300.00
	ADMINISTRATOR CONFERENCE/TRAINING	1.00	475.00	475.00
	WCMA/ICMA			
	EXECUTIVE ASSISTANT - LEADERSHIP	1.00	600.00	600.00
	PROGRAMMING			
	VARIOUS HOTEL/PARKING/MEALS	1.00	985.00	985.00

TOTAL CONFERENCE/SEMINARS 2,730.00

533200 MILEAGE

11410000 533200 -				785.00 *
	MEETINGS/CONFERENCES TRAVEL EST. 1,197	785.00	1.00	785.00
	MILES x .655			

TOTAL MILEAGE 785.00

553100 EQUIPMENT SERVICE CONTRACTS

11410000 553100 -				1,449.00 *
	CANON EQUIPMENT LEASE SPLIT 3 WAYS	12.00	44.50	534.00
	LOFFLER PRINT MANAGEMENT	1.00	900.00	900.00
	BISCOM E-FAX	1.00	15.00	15.00

TOTAL EQUIPMENT SERVICE CONTRACTS 1,449.00

599000 TECHNOLOGY POOL

11410000 599000 -				506.00 *
	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	506.00	506.00

TOTAL TECHNOLOGY POOL 506.00  
 TOTAL ADMINISTRATOR 10,020.00

TOTAL REVENUE .00  
 TOTAL EXPENSE 10,020.00

GRAND TOTAL 10,020.00

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

RESOLUTION AUTHORIZING CONTRACT SETTLEMENT FOR 2024-2025 COLLECTIVE BARGAINING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY PROFESSIONAL POLICE ASSOCIATION

1 **WHEREAS**, the Bargaining Committee of the Monroe County Board of Supervisors met with representatives of  
2 the Monroe County Professional Police Association during the past few months to negotiate a 2024-2025  
3 collective bargaining agreement; and  
4

5 **WHEREAS**, the parties were able to resolve their differences and reached a voluntary settlement for 2024-2025  
6 on July 17, 2023; and  
7

8 **WHEREAS**, the parties agreed to a change in the pay structure from two steps to four with one and one-half  
9 percent increase from the 2023 rates for first year Patrol and Bailiff's step one, the following three steps were  
10 calculated off of the second step in 2023 at four percent increase for step two, six and one-half percent for step  
11 three, and nine percent for step four, based on years of service for 2024, and a four percent increase across all  
12 steps created for 2025. The parties also agreed to incorporation of hiring exception language, updating the title of  
13 Patrol Officer to Patrol Deputy, language regarding seniority, holidays, uniform allowance, and sick leave to  
14 remain more consistent with the full personnel policy manual.  
15

16 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that the Bargaining  
17 Committee is authorized and empowered to enter into the attached two-year agreement with the Monroe County  
18 Professional Police Association for 2024-2025 on behalf of the County of Monroe, state of Wisconsin.

Dated this 30<sup>th</sup> day of August 2023.

Offered By: The Administration & Personnel Committee:

Fiscal note: \$129,645 in additional wages and wage-related benefits will be included in the 2024 budget, and similar 2025 costs will be included in the 2024 and 2025 budgets.

Statement of purpose: Ratify a successor two-year agreement with the Monroe County Professional Police Association.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ..... 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>

**AGREEMENT BETWEEN  
THE COUNTY OF MONROE  
and  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION/  
LAW ENFORCEMENT EMPLOYEE RELATIONS  
DIVISION**

**For and Behalf of  
MONROE COUNTY PROFESSIONAL POLICE  
ASSOCIATION**

**1/1/2024 – 12/31/2025**

## **AGREEMENT**

This Agreement, made and entered into by and between the County of Monroe, as a municipal employer, hereinafter called the County, and the Wisconsin Professional Police Association/Law Enforcement Employee Relations Division, for and on behalf of Monroe County Professional Police Association, hereinafter called the Association, is set forth as follows:

## **PREAMBLE**

Both parties to this Agreement are desirous of reaching an amicable understanding with respect to the employee-employer relationship that is to exist between them, and enter into an Agreement covering rates of pay, hours of work and conditions of employment, as well as procedures for reducing potential conflict.

## **ARTICLE 1. RECOGNITION AND DUES AGREEMENT**

**Section 1.** The County recognizes the Association as the sole and exclusive bargaining agent for all regular full-time law enforcement personnel having the powers of arrest in the employ of the Sheriff's Department of Monroe County, including employees classified as Patrol Deputy, Bailiff, Sergeants, and Investigators, but expressly excluding the Sheriff, Chief Deputy, Captains, Lieutenants, clerical personnel, and other managerial, supervisory, confidential, and executive employees for the purpose of collective bargaining on matters of wages, hours, and conditions of employment.

**Section 2. Membership Not Required:** Membership in any employee organization is not compulsory. Employees have the right to join, not join, maintain, or drop their membership in an employee organization as they see fit. No employee will be denied membership because of age, race, sex, creed, ancestry, disability, arrest and conviction records, marital status, sexual preference or national origin. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article wherever the Commission finds that the Association has denied an employee membership because of age, race, sex, creed, ancestry, handicap, arrest and conviction records, marital status, sexual preference or national origin.

**Section 3. Dues Deduction:** The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER. In addition, the Local Association may authorize local dues which shall be deducted in conjunction with the WPPA/LEER dues. The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month. Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed color or sex.

**Section 4. Hold Harmless Clause:** It is expressly understood and agreed that the Association will refund to the County or to the employee involved any dues erroneously collected by the County and paid to the Association. The Association agrees to save and hold the County harmless from any claims or demands arising out of the County's compliance with the provisions of this Article.

**ARTICLE 2. MANAGEMENT RIGHTS**

**Section 1.** The County possesses the sole right to operate County government and all management rights repose in it, subject only to the provisions of this Agreement and applicable law.

These rights include, but are not limited to the following:

- A.** To direct all operations of the County;
- B.** To establish reasonable work rules and schedules of work;
- C.** To hire, train, promote, transfer, schedule, and assign employees to positions within the County;
- D.** To suspend, demote, discharge, and take other disciplinary action against employees for just cause;
- E.** To relieve employees from their duties because of lack of work or any other legitimate reason;
- F.** To maintain efficiency of County government operations;
- G.** To take whatever action is necessary to comply with state or federal law;
- H.** To introduce new or improved methods or facilities;
- I.** To change existing methods or facilities;
- J.** To determine the kind and amount of services to be performed as pertains to County government operation; and the number and kinds of classifications to perform each service;
- K.** To contract out for goods and services;
- L.** To determine the methods, means, and personnel by which County operations are to be conducted;
- M.** To take whatever action is necessary to carry out the functions of the County in situations of emergency;
- N.** No Article or Section of this Agreement shall be interpreted to abridge the duties or powers of the Sheriff as outlined in appropriate State Statutes relative to the operation of the jail, the service of papers, or any other statutory duties or powers of the Sheriff's Office.

**Section 2.** The County has the right to hire an external candidate to a full-time position as defined in ARTICLE 4. WAGES (Patrol Sergeant, Investigator, Patrol Deputy, or Bailiff) at a rate of pay for those who have completed more than one year of employment with Monroe County if they have the following qualifications:

- a. Currently employed as a full-time law enforcement officer and have a minimum of three (3) years of continuous service as a full-time law enforcement officer excluding academy time.
- b. Employment must be with an agency of similar or greater jurisdictional responsibility or agency size, unless an exception is made at the discretion of the Sheriff.
- c. Currently certified as a Wisconsin Police Officer.
- d. Seniority will be based off of date of hire with Monroe County consistent with Article 14.

In addition to the conditions mentioned above for hiring a candidate at the higher rate of pay per union contract Monroe County would reserve the right to hire a staff member at a higher rate of vacation accrual based on the policy as outlined in ARTICLE 13. VACATIONS if the candidate would have the following qualifications:

- a. Currently employed as a full-time law enforcement officer and have a minimum of three (3) years of continuous service as a full-time law enforcement officer excluding academy time to mirror the requirements of Monroe County's staff as outlined in Article 13.
- b. Employment must be with an agency of similar or greater jurisdictional responsibility or agency size, unless an exception is made at the discretion of the Sheriff.

c. Currently certified as a Wisconsin Police Officer.

All qualifications would have to be approved by the Monroe County Sheriff.

The County's exercise of the foregoing functions shall be limited only by the express provisions of this Agreement. If the County exceeds this limitation, the matter shall be processed under the grievance procedure. The Association in recognizing the above listed Management Rights does not waive any of its rights to negotiate on subjects which are held out to be mandatory subjects of bargaining.

### **ARTICLE 3. GRIEVANCE AND ARBITRATION PROCEDURE**

**A. Definition of Grievance:** A grievance shall mean a dispute concerning the interpretation or application of this Agreement.

**B. Subject Matter:** Only one (1) subject matter shall be covered in any one (1) grievance. A written grievance shall contain the name and position of the grievant, a clear and concise statement of the grievance, the issue involved, the relief sought, the date the incident or violation took place, the specific Section of the Agreement alleged to have been violated and the signature of the grievant and the date.

**C. Time Limitations:** If it is impossible to comply with the time limitations specified in the procedure because of work schedules, illness, vacations, etc., these limits may be extended by mutual consent in writing.

**D. Settlement of Grievance:** Any grievance shall be considered settled at the completion of any step in the procedure, if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

#### **E. Steps in the procedure:**

**Step 1:** The employee, alone or with the Association representative, shall orally explain the grievance to the Department Head no later than ten (10) calendar days after they knew or should have known of the cause of such grievance. In the event of a grievance, the employee shall perform the assigned work task and grieve the complaint later. The Department Head shall, within ten (10) calendar days, orally inform the employee and the representative, where applicable, of the decision.

**Step 2:** If the grievance is not settled at the first step, the employee and/or the Association representative shall reduce the grievance to writing on a County grievance form and shall submit the written grievance, within ten (10) calendar days of the oral decision, to the Department Head. The employee shall continue to perform assigned tasks as in step one (1) and as in future steps. The Department Head shall consider the written grievance and shall respond in writing within ten (10) calendar days.

**Step 3:** If the grievance is not settled at the second step, the employee and/or the Association representative may appeal the grievance in writing to the Monroe County Administrator within ten (10) calendar days after receipt of the written decision of the Department Head. The Monroe County Administrator shall respond within ten (10) calendar days in writing.

**F. Arbitration:**

**1) Time Limit:** If a satisfactory settlement is not reached in Step 3, the Association must notify the Monroe County Administrator in writing within ten (10) calendar days that they intend to process the grievance to arbitration.

**2) Arbitrator:** Any grievance which cannot be settled through the above procedure may be processed through arbitration. The Association and the County shall have the option to agree on an impartial private arbitrator to hear the grievance. If, after a good faith effort to agree on a private arbitrator within a period of ten (10) calendar days unless mutually agreed to extend the time, the parties fail to agree, the parties jointly or separately may petition the Wisconsin Employment Relations Commission for a staff arbitrator.

**3) Arbitration Hearing:** The arbitrator shall meet with the parties at a mutually agreeable date to review the evidence and hear testimony relating to the grievance. Upon the completion of this review and hearing, the arbitrator shall render a written decision to both the County and the Association which shall be binding upon both parties.

**4) Costs:** Both parties shall share equally the costs and expenses of the arbitration proceedings, including transcript fees and fees of the arbitrator, if any. Each party, however, shall bear its own costs for their witnesses and all other out-of-pocket expenses including possible attorney fees. Testimony or participation of employees shall not be paid by the County, except, an employee shall be paid their regular salary if ordered by the County to spend time in the preparation or attendance at such hearing during the regularly scheduled work shift. The arbitration hearing shall be conducted in the Monroe County Justice Center in Sparta, Wisconsin.

**5) Transcript:** No transcript shall be prepared for an arbitration hearing unless mutually agreed to do so. This shall not preclude either side from paying for their own transcript if they so choose. Should one side choose to pay for a transcript, said transcript shall not be available to the other side unless a payment is agreed upon.

**6) Decision of the Arbitrator:** The decision of the arbitrator shall be limited to the subject matter of the grievance and shall be restrained solely to interpretation of the Agreement in the area where the alleged breach occurred. The arbitrator shall not modify, add to, or delete from the express terms of this Agreement.

**7) Notice:** The Association shall provide a ten (10) calendar day notice of the names of bargaining unit witnesses needed for arbitration hearings directly to the Sheriff or their designee, provided sufficient time is allowed by the Arbitrator. However, a technical non-compliance with this provision shall not prevent the Association from calling any witness it deems appropriate.

**G. Past Grievances:** Past grievances may not be filed under the provisions of the procedure and all grievances filed which bear a filing date which precedes or is the same as the expiration date of this Agreement must be processed to conclusion under the terms of this procedure.

**ARTICLE 4. WAGES**

**Section 1.** The annual wages, based upon actual hours worked, a pay period being two (2) calendar weeks, shall be as follows:

**1/1/2024 – 12/31/2024 Rates:**

<b>Position</b>	<b>Step 1 (0-1 yrs.)</b>	<b>Step 2 (1-3 yrs.)</b>	<b>Step 3 (4-7 yrs.)</b>	<b>Step 4 (8+ yrs.)</b>
<b>Patrol Sergeant</b>		\$32.96	\$33.75	\$34.54
<b>Investigators</b>		32.03	32.80	33.57
<b>Patrol Deputy</b>		30.86	31.60	32.34
<b>Bailiff</b>		29.93	30.65	31.37
<b>First Year Patrol Deputy &amp; Bailiff</b>	\$27.29			

**1/1/2025 – 12/31/2025 Rates:**

<b>Position</b>	<b>Step 1 (0-1 yrs.)</b>	<b>Step 2 (1-3 yrs.)</b>	<b>Step 3 (4-7 yrs.)</b>	<b>Step 4 (8+ yrs.)</b>
<b>Patrol Sergeant</b>		\$34.28	35.10	35.92
<b>Investigators</b>		33.31	34.11	34.91
<b>Patrol Deputy</b>		32.09	32.86	33.63
<b>Bailiff</b>		31.13	31.88	32.63
<b>First Year Patrol Deputy &amp; Bailiff</b>	\$28.39			

- A. The above hourly wages would calculate to an annual wage based upon 2080 and 2184 hours per year, depending upon the work cycle being worked.
- B. All employees who have been employed for more than one year shall be paid at the “Step” that reflects with their seniority as the first day of January each year. Progression through the steps will be based on years of service within the positions outlined above within this contract, unless hired at a higher rate of pay based on criteria outlined in Article 2. Section 2 of this agreement.
- C. Any employee who is hired as a Patrol Deputy or Bailiff will receive the first year rate of pay until completing one full year in that position. After completing one full year of employment, the employee will be paid the Patrol Deputy or Bailiff wages respectfully.
- D. Part-time employees covered by this Agreement shall work 2080 hours prior to qualifying for the rate paid to full-time employees who complete one (1) full year of employment.



The county has the right to place new hires within the pay step system listed above, based on criteria outlined in Article 2. Section 2 of this agreement. Any placement at a higher step would not affect any other seniority based benefit.

**Section 2.** A fifty cent (\$.50) per hour shift differential shall be paid to each employee for all hours worked between 6:00 P.M. and 6:00 A.M., both times inclusive.

**Section 3.** When members of this Association are assigned by the Department Head to fill a position in a higher rank classification, in an acting capacity or temporary assignment, they shall be entitled to the salary pertaining thereto provided the following conditions are met:

- A. The employee shall perform a minimum of two (2) hours in the higher graded position.
- B. A Patrol Deputy acting as a Sergeant OIC shall be paid at the Sergeant rate.
- C. OIC pay is authorized for the senior deputy working the patrol shift. OIC pay is not authorized for special assignments, training sessions, targeted patrol activities or other work assignments.

**Section 4.** Additional compensation for assignment to Field Training Officer (FTO) duties:

- A. Bargaining unit employees who are assigned by management to function as Field Training Officers (FTO) shall be compensated an additional fifty cents (\$.50) per hour for those hours assigned to FTO duties.
- B. This provision is specific to the initial FTO training plan and any extension approved by management, and does not extend to other training programs.
- C. The additional compensation becomes effective when the signed agreement is effective (1/1/24).
- D. The parties agree that this action is non-precedential and may not be used as a status quo condition in any arbitration proceeding.

**Section 5.** Employees working as instructors (examples not limited to: Firearms, Daat, EVOC, etc...) shall be paid an additional fifty (\$.50) cents per hour while actively instructing, as designated by department head.

## **Section 6. K-9 Handler Patrol Deputy**

Compensation for Days Worked: The regular scheduled work day of the K-9 Handler shall be a 12 hour shift, with 30 minutes per day off being dedicated to the K-9 care (either beginning or ending of shift) as staffing allows. If a handler must work an entire shift they would be paid 30 minutes of overtime.

Compensation for Days Off: K-9 Handler shall receive 30 minutes of either overtime pay or compensatory time for each day not on-duty as the Deputy chooses.

Equipment/Supplies: The County shall provide the following:

- A. Complete veterinary care for the dog assigned to the Deputy.
- B. Necessary grooming supplies.
- C. Appropriate food supplies.
- D. Kenneling of dog while handler is out of town on vacation or other time off, not to exceed twenty-five (25) days per year. The Sheriff or designee may authorize additional days.
- E. Necessary training equipment.
- F. A kennel at the handler's residence.

Home Damage: Home damage situations and liability for same will be handled on a case by case basis. Proper handling, training and care of the animal which are the responsibility of the handler may be factors in some situations where some damage may occur for reasons beyond the control of the handler.

Training: K-9 Handler receive 16 hours per month for K-9 specific training. This is not to be included as part of the Deputies 24 hours of required annual training.

Monroe County is responsible for all costs of the canine for departmental purposes as long as the K-9 program exists. It is also understood by both parties, that Monroe County retains the right to discontinue the K-9 operations at any time for any reason. All other provisions of the collective bargaining agreement apply to the K-9 position.

## **ARTICLE 5. HOURS**

**Section 1.** The normal working hours for full-time employees shall be between eight (8) and twelve (12) hours per day, and between eighty (80) and eighty-four (84) hours per pay period, depending upon the work cycle being worked. Work schedules are drawn by the Department Head. The normal work day for regular part-time employees shall be the same as that worked by full-time employee in the same work classification. Efforts will be made to find shift coverage to reduce extended shifts beyond 12 hrs. Assignments may be outside of regular hours in periods of emergency, to protect County property for health or safety reasons or other unusual circumstances.

A. Patrol Deputies covered by the collective bargaining agreement shall work a twelve (12) hour shift schedule. Sheriff would reserve the authority to schedule special assignments outside the established 12 hr. shift rotation. These special assignments could still be ordered to cover other shifts.

B. For the term of this agreement the work schedule for Patrol Deputy shall be as follows, (2 days on/2 days off/ 3 days on/ 2 days off/ 2 days on/ 3 days off) with the rotation as follows: Monday, Tuesday work/ Wednesday, Thursday off/ Friday, Saturday, Sunday work/ Monday, Tuesday off/ Wednesday, Thursday work/ Friday, Saturday, Sunday off.

C. The normal pay period for detectives shall consist of eight 9-hour days and one 8 hour day. This will allow for a day off during the week for every two week pay period. Friday's will be the agreed upon day off, alternated every other week, unless a different day is submitted and approved or assigned by the Sheriff, Chief Deputy, or Administrative Captain for that pay period. Any hours worked outside the normal shift hours or weekends will still be considered overtime. If holiday falls on a scheduled day off, staff will receive 8 hrs. of holiday pay per Article 7. HOLIDAYS, Section 2.

D. The normal pay period for a bailiff shall consist of ten 8-hour days. The scheduled work days shall be Monday through Friday. Any hours worked outside the normal shift hours or weekends will be considered overtime.

**Section 2. Shift Selection:** The employees shall have the opportunity to select shifts within their classification by seniority within the WPPA contract with Monroe County on an annual basis, on or before December 1st of each year. Seniority for a staff that is promoted to Patrol Sergeant will be contingent upon the date of promotion, and not prior years of service within the WPPA with Monroe County. For example, a 20 year Patrol Deputy, who is promoted to Patrol Sergeant, would not be able to use seniority over another Patrol Sergeant, who has been in the Sergeant role for 5 years, and only in the WPPA with Monroe County for 10 years. The selection shall become effective in the first pay period in January of the following year.

## **ARTICLE 6. OVERTIME AND COMPENSATORY TIME**

**Section 1.** Overtime will not be expected except in emergencies, and other overtime will not be approved for pay except when approved by the Department Head or designee. The Department Head has the right to set overtime schedules in the manner most advantageous to the County and consistent with the requirements of municipal employment and the public interest.

**Section 2.** All hours worked outside the standard work day and/or the regularly scheduled work periods shall be paid at one and one-half (1½) times the employee's regular hourly rate of pay.

**Section 3.** A minimum of two (2) hours payable at one and one-half (1½) times shall be granted to any employee who is requested to report outside the regular schedule of hours. The two (2) hour minimum shall apply when scheduled court appearances are cancelled with less than forty-eight (48) hours' notice.

**Section 4.** Compensatory time may be accrued at the employee's option provided certain conditions are met. Employees shall be permitted to accumulate compensatory time in the same manner as overtime, at the rate of time and one-half (1½) times the employee's regular hours, provided that the employee's compensatory time accumulation shall not exceed forty-eight (48) hours at any one time. If an employee uses a portion of their accumulation, they may regenerate the same. Once compensatory time is accumulated, the employee may request as to when they will use the same, subject to the approval of the Department Head or their designee. The use of compensatory time shall not conflict with the needs of the department.

**A.** The limit for compensatory time used per calendar year to be no more than ninety-six (96) hours of compensatory time per calendar year provided that there is a volunteer to fill the shift, no officer has to be ordered to fill the compensatory time shift, and compensatory time does not prevent an officer from going to training events. Compensatory time off will not be approved on training days.

**B.** Bailiffs may take unlimited comp time off provided there is no backfill required.

**Section 5.** Any employee who is entitled to compensatory time at the time of terminating services with the County shall be paid for compensatory time with the employee's final paycheck.

**Section 6.** Overtime time shall not be payable in increments less than fifteen (15) minutes.

**Section 7.** Compensatory time must be used in increments of thirty (30) minutes or more.

## **ARTICLE 7. HOLIDAYS**

**Section 1.** The holidays will be: New Year's Day, Friday before Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. There shall be, in addition to the eight (8) holidays above, twenty (20) hours of floating holidays to be taken at the employee's discretion with prior supervisory approval. The use of floating holiday must not conflict with the needs of the department.

**Section 2.** All employees shall receive one and one-half (1½) times their regular hourly rate of pay for all work performed on holidays in addition to the regular eight (8) hour holiday which each employee shall receive for holiday whether worked or not. Holiday overtime shall continue beyond the eight hour holiday period as long as the employee remains on duty. Any employee whose regular day off shall fall on a holiday shall be entitled to one eight (8) hour holiday pay at straight time. An employee shall be deemed to have worked on a holiday only if their shift of duty commences during that holiday.

**Section 3.** Those employees classified as Investigators or Bailiffs with a Monday-Friday schedule will be scheduled off on any holidays declared in Section 1. Prior supervisor approval will be required for any work scheduled to be performed on holidays. Upon supervisor approval, compensation shall be paid as indicated in Article 7, Section 2.

## **ARTICLE 8. SICK LEAVE**

**Section 1.** All full-time employees are entitled to eight (8) hours of sick leave per month, accumulative to one thousand forty (1040) hours. Accumulative sick leave is not payable or granted upon termination of employment. Employees shall be paid while on such sick leave at the regular rate of pay for the same number of hours they would normally have worked. To qualify for such sick leave, an employee must report that they are sick at least one (1) hour prior to the scheduled starting time whenever possible. Each sick employee shall be subject to check to verify the alleged sickness by a County representative. Sick leave shall be used in one-half (1/2) hour increments. A doctor's certificate may be required when a sick leave absence exceeds (25) consecutive work hours. Any employee who is found to have violated any sick leave regulation shall be subject to discipline or discharge.

Effective January 1, 2019 and payable after, there shall be a 50% payout of up to forty (40) hours of sick leave not utilized annually. Staff that use more than 40 hrs. of sick leave within a calendar year will not be eligible for this sick leave payout. Also, employees who use no sick leave for an entire calendar year and also comply with any other approved time off policies, shall have one additional floating holiday provided for use in the succeeding calendar year.

**Section 2.** Upon the retirement, total disability or death of an employee off duty, the employee or their beneficiary (in case of death) shall be paid twenty-five percent (25%) of accumulated sick leave credits up to one hundred and thirty (130) days as severance pay. Accumulated sick shall be paid out at one-hundred percent (100%) for any death of an employee that occurs within the line of duty.

**Section 3.** Sick leave will be granted when an employee is required to give care and attendance to a member of their immediate family (spouse, child, or other relative who is a member of the employee's immediate household) up to a maximum of forty (40) hours per year. The hours, if needed, shall be taken from the annual accrual of sick leave of the employee. These hours can't be used in place of childcare, due to school, daycare, or other childcare provider closure.

## **ARTICLE 9. REQUIRED TRAINING SESSIONS**

**Section 1.** Whenever any employee is required or scheduled to attend law enforcement training sessions, workshops, or law enforcement conference, time so spent by the employee shall be considered part of the normal work schedule, except that a maximum of twelve (12) hours straight time may be paid for any twenty-four (24) hour period. The employee shall be compensated for the actual hours worked. Hours will be predetermined by the direct supervisor's approval for any training sessions attended.

**Section 2.** Any employee directed and required by the employer to use a personal vehicle for such employment or in the line of duty, shall be paid at the current authorized mileage rate for Monroe County.

**Section 3.** If required attendance at sessions requires an employee to be away from Monroe County between the hours of 12:00 o'clock noon and 1:00 o'clock P.M. or between 6:00 o'clock and 7:00 o'clock P.M., employee shall be reimbursed for the cost of the meal pursuant to County policy, but not less than \$8, \$10 and \$15 for breakfast, lunch and dinner respectively. If meal is provided as part of the training that portion of the per diem would not be included in the reimbursement.

**Section 4.** All travel or overnight stay shall adhere to the same guidelines as the Financial Policy and Procedure Manual.

## **ARTICLE 10. LEAVE OF ABSENCE**

**Section 1.** Application for leave of absence shall be made to the County, with a copy of the same transmitted to the Association for informational purposes only, in writing, and shall be presented to the Department Head by the employee; the granting of such leaves and the length of time for such leaves shall be contingent upon the reasons for the requests. The Department Head may grant leaves of absence of fourteen (14) calendar days or less without further authorization of the County Administrator.

Leaves of absence for more than fourteen (14) calendar days shall be discussed with the Department Head by the employee. The Department Head shall present such requests to the County Administrator with a recommendation. The employee shall be notified by the Department Head of the date of the presentation of the recommendation to the County Administrator. All leaves of absence under this Agreement shall be without pay. A leave of absence may not be granted for taking of other employment. However, the term "other employment" shall not include selection to federal, state, county or municipal offices or Association duties.

**Section 2.** A period of up to but not more than one (1) year shall be granted as leave of absence due to personal illness, or for disability due to accident, whether work related or non-work related, provided a physician's certificate is furnished from time to time to substantiate the need for continuing the leave. Additional time may be extended in such cases by mutual consent of the employee and the County Administrator.

**Section 3.** Seniority shall continue to accrue during leaves of absence for personal illness and/or disability due to accident, whether work related or non-work related, for a period of up to one (1) year.

**Section 4.** Any employee elected to public office may be granted a leave of absence as necessary to fulfill the duties of such office. The period of time for such leave shall be subject to negotiations between the employee and the Department Head and the County Administrator.

**Section 5.** Seniority shall not accrue during leaves of absence for personal reasons; except that seniority shall accrue for leaves of fourteen (14) calendar days or less.

**Section 6.** Personal leaves of absence for pregnancy may be applied for as set forth in Section 2 above. Whenever an employee becomes pregnant, they shall furnish the employer with a certificate from their physician, stating the approximate date of delivery, the nature of work they may do, and the length of time they may continue to work during such pregnancy. Thereafter, upon request of the employer, she will furnish an additional certificate containing like information every thirty (30) days to forty-five (45) days.

The period of maternity leave will be up to twelve (12) weeks. The period extending beyond twelve (12) weeks will be resolved on an individual basis and accompanied by appropriate medical certification and submitted to the County Administrator. The employee may return to work sooner.

Should the employee desire to return to work sooner than six (6) weeks following delivery, the employee must have permission of their doctor. Disability due to pregnancy or childbirth shall be paid under the sick leave policy the same as any other temporary disability, consistent with Federal and State Statutes, provided a physician's statement is provided certifying that the employee is physically unable to work. In the absence of certification of physical incapacity, the employee may not use accumulated sick leave.

#### **ARTICLE 11. LUNCH PERIODS**

Each employee shall be entitled to one-half (½) hour lunch period during the shifts that cross the normal eating time for the noon and evening meals. The lunch period shall be scheduled at the discretion of the employer, and during such lunch period, employees shall be subject to call, if in the judgment of the employer, conditions make it necessary or desirable.

#### **ARTICLE 12. BREAKS**

Two (2) 15-minute or one (1) 30-minute break shall be allowed to each employee during each shift. The breaks shall be scheduled at the discretion of the Department Head or designee, and during such breaks, employees shall be subject to call, if in the judgment of the employer, conditions make it necessary or desirable. Breaks not taken for whatever reason do not accumulate for use at other times.

**ARTICLE 13. VACATIONS**

**Section 1.** After one year of continuous employment, a regular full-time employee shall have eighty (80) hours of paid vacation accrued. Employees will have access to use vacation accruals as accrued upon date of hire. No prorated credit is due any employee who leaves County employment with less than one full year of county service.

- (a) After one (1) year, but less than six (6) years of continuous employment, a regular full-time employee shall have eighty (80) hours of paid vacation for use each year.
- (b) After six (6) years, but less than 14 years of continuous employment, a regular full-time employee shall have one-hundred twenty (120) hours of paid vacation for use each year.
- (c) After fourteen (14) years, but less than twenty-two (22) years of continuous employment, a regular full-time employee shall receive one-hundred sixty (160) hours of paid vacation for use each year.
- (d) More than twenty-two (22) years of continuous employment, a regular full-time employee shall receive one-hundred eighty-four (184) hours of paid vacation for use each year.

<b>Vacation Accrual</b>		
<b>Years of Continuous Service Completed</b>	<b>Bi-Weekly Accrual (Hours)</b>	<b>Annual Accrual (Hours)</b>
0-5	3.08	80
Greater than 5-13	4.616	120
Greater than 13-21	6.16	160
22+	7.08	184

Vacation may be taken in as little as one-half (½) hour increments.

**Section 2.** Each full-time employee must take vacation in the year following completion of the year of employment or lose vacation rights for the year unless vacation time has been denied by management. Requests for vacation are to be submitted to the Department Head on prescribed forms by the 15th of the month prior to the month the vacation is desired. This notification may be waived in the case of an emergency, and vacations shall be granted so as not to diminish the efficiency of the departments. In the event an employee wants a partial week vacation such as one-half (½) day or one (1) day vacation, permission must be obtained the previous day.

**Section 3.** All employees shall give a three (3) weeks’ notice in writing of their intention to voluntarily sever their employment with the County and upon failure to do so, any accumulation of pay except for time actually worked or as required by law shall be forfeited. Similarly, the County shall give the employees three (3) weeks’ notice in writing of any layoff.

**Section 4.** Seniority shall prevail in granting vacations when more than the usual number of employees desire their vacations at the same time.

**Section 5.** Any employee who is entitled to a vacation at the time of terminating services with the County shall receive accumulated vacation pay with the final paycheck.

**Section 6.** Employees may donate up to forty (40) hours of accumulated vacation time to a Monroe County employee who has a serious health condition as defined by the Family and Medical Leave Act. The 40 hour maximum is per donating employee per calendar year.

#### **ARTICLE 14. SENIORITY**

**Section 1.** The principle of seniority shall be taken into account in cases of layoff and recall, where vacation time requests conflict, promotion, transfer, reclassification and job posting. In the event that there shall be a layoff of employees, the employee with the least seniority shall be the employee laid off provided that the remaining employees shall have the capabilities to perform the employer's work. Recall from layoff shall be by seniority provided the employee recalled is capable of performing the available work.

**Section 2.** Seniority shall accrue from the first day of employment for a position covered under this agreement. An employee's seniority shall be terminated for any of the following reasons:

**A.** An employee quits or retires.

**B.** An employee is discharged for just cause.

**C.** An employee is laid off for a period of more than one (1) year without being recalled by the County.

**D.** An employee who has been laid off fails to report to work within seven (7) days after being notified to do so, unless such failure to report is beyond the employee's control.

**E.** If an employee is absent from employment for three (3) consecutive working days without notice to the employer, unless such failure to give notice is beyond the employee's control, provided, however, that this Section shall not affect disciplinary action against an employee for unexcused absence.

**Section 3.** In the absence of a Sergeant on any particular shift, the Patrol Deputy with the most seniority will assume the role of "Officer in Charge" (OIC) per Article 4, Section 4, B.

#### **ARTICLE 15. CLASSIFICATION**

Any reclassification on specific individual work assignments, other than as the result of disciplinary action or at the request of an employee or reclassification resulting from a reduction in the work force, shall not result in reduction of the individual employee's wages.

Wages, hours, and working conditions of any newly created work classification which are an appropriate part of the bargaining unit shall be subject to negotiations between Association and employer.

#### **ARTICLE 16. JOB POSTING**

**Section 1.** Whenever a vacancy occurs, or a new position is created, said vacancy or new position shall be posted for five (5) days in overlapping weeks on the bulletin board provided by the County for Association use. The posting shall set forth the job requirements, qualifications required and rate of pay. Interested bargaining unit employees shall sign the posting indicating such interest. Bargaining unit employees shall be



given first opportunity to fill such position openings provided they meet at least the minimum entry level qualifications for the position.

Probationary employees (employees who are on their initial hire twelve (12) month probation), are limited to the employer's outside hiring process; these employees may not utilize the posting process as do other bargaining unit employees. The employer must first comply with the job posting provisions for non-probationary employees before considering the outside hiring process.

Outside applicants may not be considered for an opening unless there exists no interested bargaining unit employee possessing at least the minimum entry level qualifications. Where qualifications of interested bargaining unit employees are substantially equal, seniority shall be the determining factor in deciding who shall be awarded the job. It will be the policy to fill positions with the best qualified candidate available with the attempt to provide County employees with career advancement opportunities.

**Section 2.** Employees on lay off shall be given first opportunity to fill any vacancy equivalent to or below the classifications they held prior to lay off, if qualified.

**Section 3.** Any employee who has completed the probationary twelve (12) months satisfactorily and is assigned to a new job classification, thereafter, shall serve an additional six (6) month probationary period in such new job classification, during which period the Department Head and/or Public Safety and Justice Coordinating Committee may terminate such employment in the new job classification and revert the employee back to the previous job classification for just cause. An employee who is reverted under this Section shall have the right to appeal such action directly to the Public Safety and Justice Coordinating Committee.

The successful applicant, if moving into a higher or lower pay rate, shall be paid the higher or lower rate on their first day in said position. Any employee may at any time during their initial sixty (60) day probationary period, elect to revert back to their previous job classification.

## **ARTICLE 17. PROBATION**

**Section 1.** Whenever additional full-time employees are hired in the Sheriff's Department, they shall work in such position subject to a probationary period of twelve (12) months, during which period the Sheriff, after consultation with the Personnel Director, may terminate such employment for any reason. It is understood that the removal of a probationary employee does not require the same kind of charges and/or reasons that might be expected in the removal of an employee who had completed their term of probation.

## **ARTICLE 18. INSURANCE**

**Section 1.** All members covered by this agreement shall be placed in the same health insurance plan as non-protective county employees. The County shall also offer single and family dental insurance to all employees who work at least 20 hours per week. Employees shall pay the same percentage contribution as non-protective county employees up to a maximum of fifteen percent (15%). The County may, during the term of this agreement, commence a self-funded insurance program or seek bids for different carriers.

Early retirees, who are eligible and draw a monthly annuity from the Wisconsin Retirement Fund through age 65, may remain in the health insurance group provided the retiree pays the full premium for the applicable coverage. After age 65, the retiree is eligible for an additional 18 months group coverage provided the retiree pays the full premium for the applicable coverage.

**Section 2.** Worker's Compensation Insurance shall continue to be provided by Monroe County. Fringe benefits will continue in full for the first fourteen (14) days of the period for which a worker may be receiving Worker's Compensation benefits beyond the initial fourteen (14) days, certain fringe benefits do not continue to accrue.

Examples of benefits which do not continue to accrue are retirement benefits, holiday pay, and vacation accrual. Sick leave shall continue to accrue for a maximum of one year (1) and then additional accrual shall cease if the employee is still under Worker's Compensation. The County's portion of health insurance will be continued for a maximum period of one (1) year, for employees eligible for Worker's Compensation due to work related injuries or illness. Additional extensions may be requested as per the provisions of Article 10, Section 2.

**A.** It is the intent of the parties that matters relating to temporary full or temporary partial disability be carefully and prudently assessed. The employee's as well as the employer's best interests will be considered when attempting to place the employee back on active duty. Medical opinion(s) as well as any other conditions that would affect job performance will be considered on a case-by-case basis. Should any of the above factors potentially affect the wages, hours or working conditions, outside of the current Collective Bargaining Agreement, of the employee affected, the County will meet with the Union in an attempt to resolve the issues.

**B.** Whenever an affected employee requests a light duty assignment, because of a condition necessitating such light duty, the employer shall, to the extent possible, accommodate the employee.

**Section 3.** The County shall provide false arrest insurance.

**Section 4.** The County shall provide each regular full-time employee covered by this Agreement with a \$10,000 term life insurance policy with AD&D effective at the same time the health insurance becomes effective for new employees. This coverage will be provided to regular part-time employees who may qualify under the guidelines as established by the insurance carrier.

## **ARTICLE 19. FUNERAL LEAVE**

**Section 1.** Employees shall receive a three (3) day funeral leave with full pay for the death of a spouse, daughter, son, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepchild, stepparent, grandparent, grandchild or other relative who is a member of the employee's immediate household. Funeral leave shall be taken within a five (5) work day period (excluding scheduled days off), consisting of the two (2) work days immediately preceding and the two (2) work days immediately following the funeral. If there is a need to use funeral leave on a scheduled holiday, the holiday (excluding floating holiday) shall be taken as an extra day after the funeral leave, with approval of the employee's supervisor. An additional two (2) days of funeral leave in the case of the death of an immediate family member may be taken from an accumulated sick leave balance. These days shall be taken immediately preceding or following use of funeral leave.

**Section 2.** Employees shall receive one (1) day funeral leave with full pay for the death of a grandparent-in-law, aunt, uncle, niece or nephew of the first degree, if actually attending the funeral on a scheduled work day or holiday.

**Section 3.** Definitions for this article shall be as follows:

- A.** Immediate family member - spouse, child, or other relative who is a member of the employee's immediate household;
- B.** Nephew - son of employee's brother or sister or brother-in-law or sister-in-law;
- C.** Niece - daughter of employee's brother or sister or brother-in-law or sister-in-law;
- D.** Aunt - sister or brother's wife of employee's mother or father;
- E.** Uncle - brother or sister's husband of employee's mother or father.

Divorce severs in-law relationship.

**Section 4.** Employees shall receive a one-half (½) day funeral leave with full pay when attending a funeral as a pallbearer, and also shall receive a one-half (1) day funeral leave with full pay when attending a military funeral as a participant. Such attendance shall be limited to three (3) times per calendar year.

**ARTICLE 20. RETIREMENT**

**Section 1.** The County shall contribute to the Wisconsin Retirement Fund as stipulated by Wisconsin Law.

**Section 2.** Effective January 1, 2016 employees hired prior to July 1, 2011, shall contribute the full employee portion of the Wisconsin Retirement Fund contribution.

**ARTICLE 21. MILITARY LEAVE**

**Section 1.** Employees who are members of a military service shall be granted a leave of absence for their annual tour of two (2) weeks. Employees called to active duty shall be granted a military leave of absence.

**Section 2.** Employees receiving leave for annual two (2) week tours shall be paid the difference between their military pay and the pay they would have normally earned had they worked for the County.

**Section 3.** Employees drafted or ordered into military service shall be entitled to return to their former job at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from mandatory service. Seniority shall accrue while in the service on active duty.

**ARTICLE 22. UNIFORM ALLOWANCE**

**Section 1.** The County shall pay to full-time employees in the position of Patrol Deputy, Patrol Sergeant, Bailiff, Investigator, and Civil Process Deputy, a uniform allowance of six hundred dollars (\$600.00) per year; such uniform allowance to be payable on the second payroll in January for the year ensuing January for which said allowance is paid. All full-time employees who work part-time as a Patrol Deputy shall not receive any additional uniform allowance.

**ARTICLE 23. ASSOCIATION ACTIVITY.**

**Section 1. Bulletin Boards:** The County agrees to provide bulletin board space for the Association's use. The bulletin boards are to be used by the Association for notices only of the following: Association meeting, Association elections, Association appointments, Association recreational and social events, unemployment compensation information, and other materials of nonpolitical, noncontroversial nature.

Upon written demand from the County, the Association shall promptly remove from such bulletin boards any material which is libelous, scurrilous, or in any way detrimental to the labor management relationship. The County will retain ownership of the bulletin boards. In the event the Association fails to remove materials in violation of this Section, the County reserves the right to remove said material or the bulletin board upon which said material is posted.

**Section 2. Association Business:** Except as otherwise herein expressly permitted or agreed to by the County, Association business shall be transacted outside of the normal working hours. Grievances may be processed by an employee during working hours on County property provided they have the consent of the Department Head. In processing grievances, permission must be received from the Department Head before an employee shall leave a work area to conduct Association business, or before an Association representative may enter County property to conduct County business. The County reserves the right to exclude such meetings from any and all work areas of County property. Such meetings shall not interfere with the orderly and efficient operation of County business. Association membership meetings shall not be conducted on County property.

**Section 3. Association Officials:** The Association agrees to provide written notification to the County within seven (7) days following election or selection of Association representatives, stewards or other Association officials to enforce the Agreement.

**Section 4. Use of County Facilities:** The Association may have reasonable access to County facilities for purposes of holding bargaining planning sessions prior to scheduled negotiations with the County, for planning for mediation/arbitration sessions, or grievance hearings, provided the meeting consists of off-duty employees and their representative only and that it is held away from the law enforcement work site.

#### **ARTICLE 24. NO STRIKE AGREEMENT**

**Section 1. Strike Prohibited:** Neither the Association nor any of its officers, agents, or County employees will instigate promote, encourage, sponsor, engage in, or condone any strike, picketing, slow-down, concerted work stoppage, or any other intentional interruption of work during the term of this Agreement.

**Section 2. Association Action:** Upon notification by the County to the Association that certain of its members are engaged in a violation of this provision, the Association shall immediately in writing order such members to return to work, provide the County with a copy of such an order, and a responsible official of the Association shall publicly order them to return to work. In the event that a strike or other violation not authorized by the Association occurs, the Association agrees to take all reasonable, effective and affirmative action to secure the members return to work as promptly as possible. Failure of the Association to issue the orders and take the action required herein shall be considered in determining whether or not the Association caused or authorized the strike.

**Section 3. Penalties:** Any or all of the employees who violated any of the provisions of this Section may be discharged or disciplined by the County, including loss of compensation, vacation benefits, and holiday pay. In any arbitration proceeding involving breach of this provision, the sole question for the arbitration to determine is whether the employee engaged in the prohibited activity.

In addition to penalties provided herein, the County may enforce any other legal rights and remedies to which by law it is entitled.

**ARTICLE 25. NONDISCRIMINATION**

County and Association shall comply with the Federal and Wisconsin Law as to nondiscriminatory employment. Monroe County and the Monroe County Professional Police Association are committed to the principles of equal employment opportunities and practices for all persons regardless of age, race, sex, creed, ancestry, disability, arrest and conviction records, marital status, sexual preference or national origin, except where these factors constitute a bona fide occupational qualification.

Monroe County and said Association will act in a nondiscriminatory manner in all matters regarding personnel, which shall include, but is not limited to, the following: hiring, promotion, demotion, dismissal, disciplining, wage and fringe benefit policies, training, working conditions, and all other benefits of employment.

**ARTICLE 26. JURY DUTY**

An employee required to serve as a juror shall be paid their regular wages while serving as a juror, if it falls during the employee's normal work shift and the compensation paid to such employee for serving as a juror, excluding mileage, will be turned over to the employer. If the employee is required to serve as a juror during regularly scheduled off time, such employee shall be entitled to retain their jury fees.

**ARTICLE 27. DAMAGE TO PERSONAL ITEMS**

Employees who have eyeglasses, watches or other personal property broken or destroyed, provided said employee is acting within the proper scope of their duties when on active duty, shall have the damaged item restored to its pre-damaged condition prior to the incident. The employee shall fully cooperate with the Department Head and County in pursuing, by all means necessary, restitution from the assailant.

**ARTICLE 28. ENTIRE MEMORANDUM OF AGREEMENT**

**Section 1.** This Agreement constitutes the entire Agreement between the parties and no verbal statements shall supersede any of its provisions.

Any amendment supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto. The parties further acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and the opportunity are set forth in this Agreement.

Therefore, the County and the Union, for the life of this agreement, each voluntarily and unqualifiedly waive the right and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, except for mandatory subjects of bargaining within the meaning of Wisconsin Statutes 111.70, even though such subject may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Waiver of any breach of this Agreement by either party shall not constitute a waiver of any future breach of this Agreement.

**Section 2.** If any Article of this Agreement or any additions thereto should be held invalid by operation of law or by any executive, legislative, administrative or judicial action, or if compliance with or enforcement of any Article or section should be enjoined or restrained by such operation of law or executive, legislative, administrative or judicial action, the remainder of this Agreement and amendments thereto shall not be affected thereby, and the parties hereto shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

**ARTICLE 29. DURATION OF AGREEMENT**

This Agreement shall become effective January 1, 2024, and shall remain in full force and effect through December 31, 2025. Contract negotiations for 2026, shall begin, as is practical. Additionally, this Agreement shall further continue in full force and effect thereafter, from year to year, unless written notice is given by either party of an intent to bargain, at least one hundred twenty (120) days prior to the last day of each year.

WITNESS OUR HANDS AND SEALS THIS 30<sup>th</sup> day of August, 2023, in the City of Sparta, County of Monroe, State of Wisconsin.

MONROE COUNTY BARGAINING  
COMMITTEE:

MONROE COUNTY PROFESSIONAL  
POLICE ASSOCIATION

\_\_\_\_\_  
Wallace Habegger

\_\_\_\_\_  
Marcus Badger, Interim Union President

\_\_\_\_\_  
Toni Wissestad

\_\_\_\_\_  
Michael Backus, Business Agent  
WPPA/LEER

\_\_\_\_\_  
James Kuhn

\_\_\_\_\_  
Ed Smudde  
Personnel Director

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

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FULL-TIME WOMEN AND INFANT CHILDREN (WIC) NUTRITIONIST BY REDUCTION OF THE PROGRAM ASSISTANT – WIC TO PART-TIME**

1 **WHEREAS**, the Health & Human Services Committee and Administrative & Personnel Committee request the  
2 establishment of a full-time WIC Nutritionist position within the Health Department by reducing the hours of the  
3 current full-time Program Assistant – WIC position to part-time effective August 30, 2023; and  
4

5 **WHEREAS**, the need for the WIC Nutritionist position has grown and the funding has limited the number of hours  
6 that this position would be allowed to work due to budget restrictions; and  
7

8 **WHEREAS**, using grant funding and the state allocated WIC dollars, the reduction of the hours to the full-time  
9 Program Assistant – WIC, which provides clerical support to the WIC programs, would allow for sustained full-time  
10 services of the WIC Nutritionist to members of the community at no additional cost to the Health Department  
11 budget or county levy; and  
12

13 **WHEREAS**, the funding fluctuates each year with the WIC department for all three positions that are currently  
14 approved and hours are adjusted to stay off of the county levy on any given budget cycle; and  
15

16 **WHEREAS**, should additional funds be available through grants, donations or other means, the Health Director  
17 would be able to request an increase in the hours of the Program Assistant – WIC to the County Administrator for  
18 approval and they would make the determination to allow grant funding to apply; and  
19

20 **WHEREAS**, this would allow the Health Department to address the fluctuations of the grant and state funding  
21 without disrupting the established budget each year.  
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby  
24 authorize the full-time Program Assistant – WIC position be reduced to a part-time position effective August 30,  
25 2023.  
26

27 **FURTHER BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize to  
28 increase the part-time WIC Nutritionist position within the Health Department to a full-time position effective  
29 August 30, 2023.

Dated this 30<sup>th</sup> day of August 2023.

Offered By The Administration & Personnel Committee.

Fiscal note: The total cost of the increase in the hours of the WIC Nutritionist would be offset by the Program Assistant's – WIC's reduction in hours causing no additional costs annually and would remain off the county levy. Should the grants or state funding mechanisms cease at any point, the County Board would then evaluate the continuation of said positions.

Statement of purpose: Reallocate hours and funding from a full-time Program Assistant - WIC position inside the WIC unit of the Monroe County Health Department and increase the part-time WIC Nutritionist to full-time.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          *****          Drafted/Approved as to form: _____          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____          VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          Committee Chair: _____          _____          _____</p>
--	--



ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

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

*A raised seal certifies an official document.*



# New Position Analysis

- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> July 21, 2023	<b>Department:</b> Health
<b>Department Head Name:</b> Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The Health Department is requesting an increase in the WIC Nutritionist position from 32 hours to 40 hours. The increase in hours is needed to assure department coverage and adequate delivery of client service as the result of the resignation of the WIC program Assistant and an increasing client caseload. Previous staffing levels were for a full-time program assistant, fulltime director and up to a .8 WIC Nutritionist. With an increase in salaries from the recent wage study and the growing caseload, the need is greater to have the WIC Nutritionist position be full-time. These positions and associated hours are based on State/Federal funds provided and hours are adjusted to keep staffing levels with the allocated funds. There are no dedicated county levy dollars that support these positions.

<b>Suggested Title:</b> WIC Nutritionist			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b>	<b>FLSA Class:</b>
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b>

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$30	\$62,640	\$4,620	\$3,884	\$909	\$36	\$23,941	\$839	\$18

1. Where will the funds for this position come from?  
 State and Federal funds/grants  


---
2. What equipment will need to be purchased for this position (desk, etc.)?  
 none  


---

  - a. Is office space presently available? Yes      Where? Health Department-Community Services Building
  - b. Estimated cost of needed equipment? 0
  - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? Increasing to fulltime would be an additional \$6,394 for 2023
4. What is the annual cost of salary and fringes, thereafter? \$96,537 ( based on 2023 rates)

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

N/A
-----

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List the position titles that will report to this position:


3. What position title will this position report to? \_\_\_\_\_

**County Administrator – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
-------	---	---

**Committee of Jurisdiction: Health – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Administration & Personnel Committee – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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**Finance Committee – Action on Fiscal Note:**

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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**County Board – Action:**

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention



## JOB DESCRIPTION

Title:	<b>WIC Nutritionist</b>	Date:	
Department:	Health	Pay Grade:	P
Reports To:	WIC & Nutritionist Manager	FLSA Status:	Exempt

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### POSITION SUMMARY

This position provides nutrition assessment, education, and counseling for individuals and groups participating in the WIC program and other nutrition programs and services.

### ESSENTIAL FUNCTIONS

*The following duties are typical for this position. However, these are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Assesses clients for nutritional counseling needs and provides nutrition counseling. Determines and prescribes WIC food package and breast pumps based upon assessed needs. Documents assessment and services provided.
2. Completes nutrition assessments and provides nutrition counseling as needed for participants of departmental programs. Documents care provided. Communicates nutrition care provided to clients' care coordinators within confidentiality policies.
3. Refers clients according to assessment to other public health programs or community resources within confidentiality policies. Prepares related documents.
4. ~~Issues May assist issuing~~ WIC benefits, weighing and measuring infants/children, performing finger or heel stick blood draws, scheduling, determining client income, etc., as required.
5. Conducts nutrition high risk counseling.
6. Develops and implements tracking systems for high-risk participants.
7. ~~Reviews computer generated reports, monitors results and information to do needs assessment for program planning.~~
- 8-7. Develops nutrition education materials needed for departmental programs and services.
- 9-8. ~~May Serves~~ as Breastfeeding Peer Counselor ~~Coordinator, WIC Vendor and /or Farmer contact and Fit Families Coordinator~~ and effectively implements ~~the Breastfeeding Peer Counseling corresponding program requirements program.~~
- 10-9. ~~Assists~~ in maintaining inventory of nutrition education and breastfeeding-related materials and supplies.
- 11-10. ~~Develops, provides, and evaluates group nutrition presentations and/or nutrition education displays.~~
- 12-11. ~~Develops, plans, conducts or delegates, and evaluates secondary education services.~~
- 13-12. ~~Develops, implements, and evaluates annual objectives.~~
- 14-13. ~~Advises WIC and Nutritionist Manager of budget needs, particularly during grant application/renewal time.~~
15. ~~Reviews reports and progress on objectives quarterly.~~
- 16-14. ~~Ensures that food packages are issued based on needs and preferences.~~
- 17-15. ~~Provides in-services to agency staff.~~
- 18-16. ~~Other duties as assigned.~~

## MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Nutritional Sciences or Dietetics and one (1) year of professional work experience in public health, community nutrition/maternal-child health, lactation, or nutrition.
- Wisconsin Certified Dietitian, Registered Dietitian with the National Commission on Dietetic Registration (CDR).
- Must have or obtain Lactation Counselor, Lactation Specialist, or Lactation Educator certification at time of hire.
- Must successfully pass caregiver and criminal background check.

## PREFERRED QUALIFICATIONS

Previous WIC program Experience

## REQUIRED JOB COMPETENCIES

- Knowledge of the principles of normal and therapeutic nutrition.
- Knowledge of nutrition and dietary assessment techniques including anthropometric, biochemical, clinical, and dietary.
- Knowledge of the interrelationships between health and social service programs and appropriate community resources.
- Knowledge of human behavior and techniques for effecting change.
- Ability to interpret nutritional and dietary data.
- Skill in preparing reports, health, and medical histories.
- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources, and alternative care resources.
- Knowledge of applicable State statutes.
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups, and ability to consult with other staff regarding these.
- Ability and skill to relate to clients in stressful or crisis situations.
- General knowledge of interviewing and supportive counseling techniques.
- General knowledge of social casework techniques.
- Knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Knowledge of human service needs assessment methodologies.
- Knowledge of legal requirements including privacy, resident rights, confidentiality, and non-discrimination.
- Knowledge of goals, principles and practices of human service programs, program administration, and program goals and their intended impacts.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.

- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software ~~including~~ consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as otherwise required by law. Employees needing reasonable accommodation should discuss the request with Human Resources.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general

surroundings and activities.

- Work frequently requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.
- Work is performed in an office setting as well as offsite clinic work sites.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGEMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name



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

RESOLUTION AUTHORIZING PART-TIME MUSEUM SERVICES ASSOCIATE POSITION IN THE LOCAL HISTORY ROOM

1 WHEREAS, in the 47 years the Monroe County Local History Room has been in operation, it has only had one  
2 full time employee; and  
3

4 WHEREAS, a 28-hour part time position was added in 1999, bringing total staff to 1.75 (although the part time  
5 position was only staffed 16 hours per week until 2017); and  
6

7 WHEREAS, the "audience served" number for 1999 was an audience of 2,303 people. That number in 2022 was  
8 7,451 people, which is a 224% increase over 1999. The History Room saw an audience of 12,322 people in 2019  
9 (pre-Covid), and each year they are building back to that number, yet staff levels do not increase; and  
10

11 WHEREAS, the History Room as a department of Monroe County is actually three distinct sites with three  
12 separate audiences, services, and demands: the History Museum, Research Library, and the Wegner Grotto  
13 County Park.  
14

15 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby  
16 authorize the addition of a part-time Museum Services Associate, totaling 20 hours per week effective January 1,  
17 2024.

Dated this 30<sup>th</sup> day of August, 2023.

Offered by the Administrative & Personnel Committee

Fiscal Note: No additional cost to Monroe County, the additional cost of \$26,335.00, will come from income generated by the Local History Room Endowment in 2024 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the funding for the position, Monroe County would reevaluate the need for the position. This resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors for approval.

Purpose: Approve an additional part-time Museum Services Associate position to a total of 20 hours per week, thus making the position full-time, effective January 1, 2024.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          *****          Drafted/Approved as to form: _____          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__          VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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__  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 AUTHORIZING TEN ADDITIONAL HOURS PER WEEK FOR THE MUSEUM SERVICES ASSOCIATE POSITION IN THE LOCAL HISTORY ROOM

1  
2  
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21  
22

WHEREAS, Resolution 02-18-01 authorized two additional hours per week for the Museum Services Associate position in the Local History Room with the funds to cover the additional salary and benefit costs for those additional two hours coming from the Local History Room Trust; and

WHEREAS, the Financial Adviser of the Monroe County Local History Room & Museum (MCLHR) Endowment determined that spending up to 2.5% percent of annual income (dividends) generated through the Endowment would not cause a significant, negative effect to the long-term goals of the MCLHR, nor result in the need to sell the core stock positions; and

WHEREAS, the Monroe County Natural Resources & Extension Committee and Administrative & Personnel Committee request the addition of ten hours per week to the Museum Services Associate position which would increase the hours of the part-time position from 30 to 40 per week with funding provided by income generated by the Local History Room Endowment; and

WHEREAS, due to the increasing demands for services provided to the public by the Local History Room and the need for fulfilling mission-related activities, the Local History Room Board of Trustees voted to increase the hours of the Museum Services Associate from 30 to 40 per week with the understanding that the Local History Room Trust would provide the funds to cover the additional salary and benefit costs for those additional ten hours in 2024 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding of the position, Monroe County would not fund the position beyond the 28 hours per week established by Resolution 9-99-7.

NOW, THERE FORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the addition of ten hours per week for the Museum Services Associate to a total of 40 hours per week effective January 1, 2024.

Dated this 30<sup>th</sup> day of August, 2023.

Offered by the Administrative & Personnel Committee.

Fiscal Note: No additional costs to Monroe County, the additional cost of \$21,863.00 (the total of 12 additional hours) will come from income generated by the Local History Room Endowment in 2024 and subsequent years. If the Local History Room Board of Trustees elects to discontinue the additional funding of the position, Monroe County would not fund the position beyond the 28 hours per week established by Resolution 9-99-7. This resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors for approval.

Purpose: Approve an additional ten hours per week for the part-time Museum Services Associate position to a total of 40 hours per week, thus making the position full-time, effective January 1, 2024.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>*****</p> <p>Approved as to form: _____          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>Committee Chair: _____          _____          _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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  <i>A raised seal certifies an official document.</i></p>

**MONROE COUNTY  
PERSONNEL COSTS  
2023 BUDGET**

DEPARTMENT: History Room

\*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
New 1/2 Time Position	18.68	\$ 19,427		\$ -	\$ 1,205	\$ 282	\$ 5,265	\$ 135	\$ 9	\$ 6,896	\$ 12	\$ 26,335
		\$ -										
Hannah Scholze -Currently paid 2 hrs/wk by History	\$19.67& 4% raise to \$20.45	\$ 2,412		\$ 165	\$ 150	\$ 35	\$ 2,633	\$ 67	\$ -	\$ 3,050	\$ 2	\$ 5,464
		\$ -										
Hannah if at 40 hrs/week - 12 hrs/wk paid by history room	\$19.67& 4% raise to \$20.45	\$ 14,473		\$ 985	\$ 898	\$ 210	\$ 5,144	\$ 135	\$ 9	\$ 7,381	\$ 9	\$ 21,863
		\$ -		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
*****Both Positions calculated using SINGLE Health & Dental												
<b>Grand Total</b>												

Wisconsin Retirement

General Employee - 0.0680  
Protective Employee - 0.1322

2023 Workers Compensation Rate

Street Const. 0.0166  
Protective 0.0087  
Municipal Oper. 0.0115  
Office/Clerical 0.0006

2023 Health Insurance

**86% CoShare**  
Single \$867.44  
Family \$1,995.10

2023 Dental Insurance

**87% CoShare**  
Single \$22.48  
Family \$69.90

Life Insurance \$1.50

Social Security 0.062  
Medicare 0.0145

**\*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

County Portion		1/2 time	3/4 time
Health	Single	438.76	658.14
Dental	Single	11.24	16.86

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

RESOLUTION TO AMEND MONROE COUNTY ORDINANCE CHAPTER 14, FINANCE AND TAXATION,  
ARTICLE IV, SEC. 14-126.

1 **WHEREAS**, Monroe County Code of Ordinances Article IV, Sec. 14-126. - Proof of vehicle insurance coverage  
2 required provides that:  
3

4 (a) All persons receiving mileage reimbursement from the county shall file with the finance  
5 department a copy of their current vehicle insurance coverage declaration page setting forth  
6 the amounts and kinds of coverage, in addition to the period of coverage, such coverage to be  
7 a minimum liability coverage of \$100,000.00 per person/\$300,000.00 per accident/\$50,000.00  
8 property, and \$1,000.00 medical coverage if passengers are transported.  
9

10 (b) Any person submitting a claim for mileage shall be denied reimbursement until such time as  
11 proof of vehicle insurance coverage, as stated in subsection (a) of this section, is filed with  
12 the finance department.  
13

14 **WHEREAS**, the Monroe County Policy Manual provides:  
15

16 4.54 TRAVEL.

17 (1) Employees shall receive the current mileage rate in effect in the County when required to use  
18 personal cars while conducting County business. If the travel begins or ends at the employee's  
19 home, travel time and mileage shall be calculated from the work site or home, whichever is less.  
20

21 (2) Employees who use their own car during the normal work day while conducting County  
22 business are responsible for showing proof of automobile liability insurance coverage consistent  
23 with the coverage outlined by Wisconsin Statutes. Appropriate forms are available from the  
24 Finance Department and shall be filed with that office upon completion.  
25

26 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors ordains amendment of  
27 Chapter 14, Article IIV, Sec. 14-126 of the Monroe County Code to read as follows:  
28

29 Sec. 14-126. - Proof of vehicle insurance coverage required for reimbursement.

30 (a) All persons receiving mileage reimbursement from the county shall file with the finance department a  
31 copy of their current vehicle insurance coverage declaration page setting forth the amounts and kinds of  
32 coverage, in addition to the period of coverage, such coverage to be a minimum liability coverage of  
33 \$100,000.00 per person/\$300,000.00 per

34 (b) Any person submitting a claim for mileage shall be denied reimbursement until such time as proof of  
35 vehicle insurance coverage, as stated in subsection (a) of this section, is filed with the finance  
36 department.

37 (c) The following rules shall apply in determining mileage reimbursement by the county:

38 Any mileage not related to county business shall be considered personal mileage and, therefore,  
39 non-reimbursable by the county. Mileage incurred from the office to home, or home to office,  
40 shall be considered personal mileage except if traveling to a location for county business, mileage  
41 shall be calculated either from the employee's home or from the employee's county office using  
42 whichever location is closer to the destination.

Dated this \_\_\_\_\_ day of August, 2023.

Offered By The Administration & Personnel Committee:

Fiscal note: The indirect costs of amending county ordinances. This would include publication and ordinance  
update costs.

Statement of purpose: To update the mileage reimbursement language and to incorporate the personnel policy into the Monroe County Code.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:</p> <p>_____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____</p> <p>_____</p> <p>_____</p>
<p><input type="checkbox"/> ADOPTED   <input type="checkbox"/> FAILED   <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ 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 <i>A raised seal certifies an official document.</i></p>

**RESOLUTION \_\_\_\_\_**

**REPEALING MONROE COUNTY ORDINANCE SEC. 2-573 DESTRUCTION AND  
AUTHORIZING MONROE COUNTY ORDINANCE SEC. 2-2-573 ADOPTING RECORDS RETENTION**

1 **WHEREAS**, Monroe County currently does have a section in the General Code of Ordinances which addresses  
2 records, specifically Chapter 2, ADMINISTRATION, ARTICLE VII, PUBLIC RECORDS; and  
3  
4 **WHEREAS**, Monroe County does not have a section in the General Code of Ordinances addressing a  
5 comprehensive records retention schedule for Monroe County; and  
6  
7 **WHEREAS**, the State of Wisconsin, Department of Administration has established a comprehensive general  
8 records schedule for use by all units of Wisconsin Government at the Municipal level which includes the retention  
9 requirements for government records; and  
10  
11 **WHEREAS**, such a records retention schedule which also addresses the destruction of records would be in the  
12 best interests of Monroe County and would assist all records custodians for Monroe County in the appropriate  
13 management of all records held and maintained by Monroe County; and  
14  
15 **WHEREAS**, the State of Wisconsin, Department of Administration has established such a schedule which  
16 includes not only the records schedule but also additional instructions regarding the adoption and implementation  
17 of the records schedule to be adopted by municipalities by official County Board action, establishing an ordinance  
18 with notification to the State of Wisconsin.  
19  
20 **NOW THEREFORE BE IT RESOLVED**, that the Monroe County Board of Supervisors does hereby adopt the  
21 General Records Schedule, Wisconsin Municipal and Related Records approved and adopted by the State of  
22 Wisconsin Department of Administration, effective August 27, 2018 expiration August 27, 2028. (See attached).  
23  
24 **BE IT FUTHER RESOLVED** that the Monroe County Code of Ordinances shall hereby be amended to include the  
25 General Records Schedule, Wisconsin Municipal and Related Records established by the State of Wisconsin as  
26 referenced above and the Monroe County Board of Supervisors does hereby adopt by reference said records  
27 schedule and any and all future modifications and extensions of said records schedule.  
28  
29 **BE IT FURTHER RESOLVED** that Sec. 2-573 entitled DESTRUCTION of the Monroe County Code of  
30 Ordinances shall hereby be repealed as the destruction of records is addressed in the General Records  
31 Schedule, Wisconsin Municipal and Related Records authorized by passage of this resolution and ordinance  
32 revision.  
33  
34 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby instruct the necessary  
35 Monroe County officials to complete the NOTIFICATION OF GENERAL SCHEDULES ADOPTION (PRB-002)  
36 FORM and submit it to the State Archivist/Wisconsin Historical Society.  
37  
38 **THE MONROE COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:**  
39  
40 **AMENDMENT OF MONROE COUNTY ORDINANCE CODE CHAPTER 2, ARTICLE VII TO INCLUDE THE**  
41 **FOLLOWING:**  
42  
43 **SECTION 2-573, DESTRUCTION, is hereby repealed and replaced with:**  
44  
45 **SECTION 2-573 RECORDS RETENTION,**  
46 **Monroe County does hereby adopt by reference the General Records Schedule, Wisconsin Municipal and**  
47 **Related Records adopted and approved by the State of Wisconsin.**  
48  
49 **This ordinance shall include and does adopt any future modifications and extensions of this records schedule.**  
50 **This ordinance does supersede any previously approved ordinance which is in conflict with this section.**

Dated this \_\_\_ day of \_\_\_\_\_, 2023.

Offered By: The Administration and Personnel Committee:

Fiscal note: The indirect costs of amending county ordinances. This would include publication and ordinance update costs.

Statement of purpose: To establish a comprehensive general records schedule for Monroe County.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** 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>

# General Records Schedule

## *Wisconsin Municipal and Related Records*

Approved by the Public Records Board:

***August 27, 2018***



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level



# Wisconsin Municipal Records Schedule

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## Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

### I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

## III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

### To adopt the Schedule:

- Submit the Notification of General Schedules Adoption (PRB-002) form to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

### Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

**IV. Using the Schedule:**

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Subsection</b>				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
  - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
  - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
  - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
  - **N/A:** indicates that the retention is permanent.

#### **Final Disposition:**

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
  - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
  - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

## V. Confidential Records and Personally Identifiable Information (PII)

### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual's life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government's website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

**VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in [“Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.”](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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## Administrative Records

### Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.



Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Common Council/Village Board/Town Board</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Emergency Planning<sup>1</sup></b>				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>2</sup>	No	Waive
<b>Human Resources/Personnel</b>				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes <sup>3</sup>	Waive

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

<sup>2</sup> Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No <sup>4</sup>	Waive
<b>Legal</b>				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No <sup>5</sup>	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>	Event+7 years; Event=Close of case	No <sup>7</sup>	Notify on historically significant cases only <sup>8</sup>

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.



Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Licenses and Permits</b>				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
<b>Payroll<sup>9</sup></b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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## Cemetery Records

### Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.</p> <p>Authority provided by Wis. Stat. § 135.06(1)(a)(1).</p>	Permanent	No	N/A

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## Community Development/Public Services

### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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## Election Records

### Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election <sup>10</sup>	No	Waived

<sup>10</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived

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<sup>11</sup> Materials must be retained in event a petition for recount has been filed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election <sup>12</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election <sup>13</sup>	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

<sup>12</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<sup>13</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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## Finance Records

### Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

**Note:** Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Budget</b>				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Payments and Receipts</b>				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
<b>Purchasing</b>				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>14</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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<sup>14</sup> Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

## Public Works

### Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b.  Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>15</sup>	Event+4 years; Event=Construction completed	No	Waived

<sup>15</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>16</sup>	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

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<sup>16</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>17</sup>	Event+30 years; Event=Completion of the project	Yes <sup>18</sup>	Waived

<sup>17</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>18</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>19</sup>	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

<sup>19</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>20</sup>	Event+120 days <sup>21</sup> Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) <sup>22</sup>	No	Waive

<sup>20</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>21</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>22</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>23</sup>	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.  This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

<sup>23</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Utilities</b> <sup>24</sup>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

<sup>24</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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## Revenue Records

### Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the County General Schedule for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Assessment</b>				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>25</sup>	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

<sup>25</sup> Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
<b>Board of Review</b>				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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

RESOLUTION TO APPROVE THE STRATEGIC PLAN FOR MONROE COUNTY

1 WHEREAS, the Monroe County Board of Supervisors previously established a Strategic Planning Committee;  
 2 and  
 3  
 4 WHEREAS, that Strategic Planning Committee has completed a Strategic Plan for Monroe County; and  
 5  
 6 WHEREAS, it is the determination of the Monroe County Board of Supervisors that the findings and  
 7 recommendations of the Strategic Planning Committee contained in the attached Strategic Plan are in the best  
 8 interests of Monroe County; and  
 9  
 10 WHEREAS, the Administration/Personnel Committee be designated the committee of jurisdiction effective  
 11 January 1, 2024.  
 12  
 13 NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby adopt the  
 14 attached Strategic Plan for Monroe County as developed by the Monroe County Strategic Planning Committee.  
 15  
 16 FURTHER BE IT RESOLVED Administration/Personnel is the designated Committee of jurisdiction.

Dated this 23<sup>rd</sup> day of August, 2023.

Offered By the Administrative & Personnel Committee.

Fiscal note: None

Statement of purpose: To approve the Strategic Plan developed by the Monroe County Strategic Planning Committee.

Finance Vote (If required):  
 \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

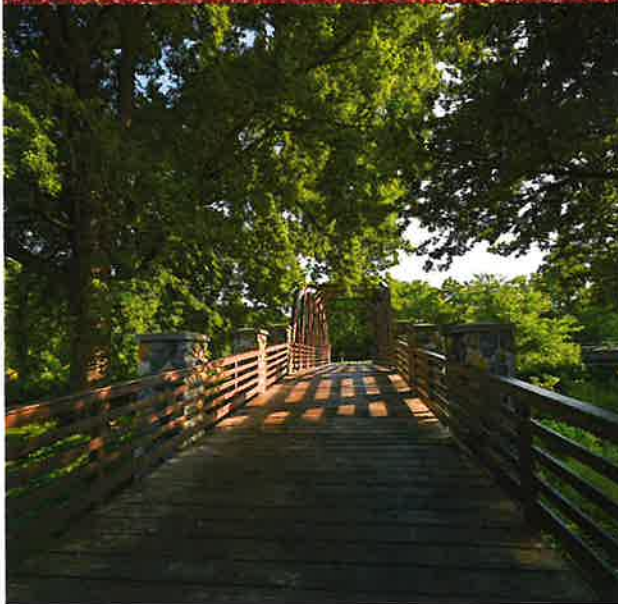
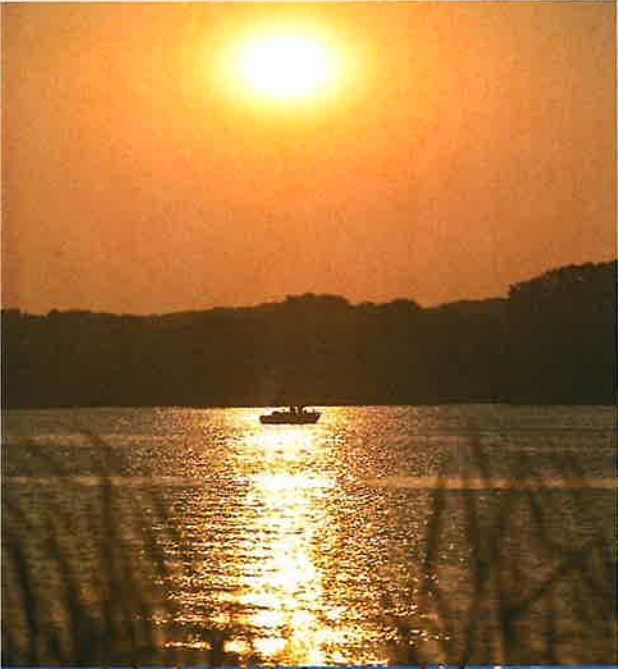
Approved as to form on \_\_\_\_\_  
 \_\_\_\_\_  
 Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent  
 Committee Chair: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
 County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
 \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

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  
*A raised seal certifies an official document.*





Monroe County  
Strategic Plan  
July 2023

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Economic Development and Growth

Quality Services

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# Monroe County

## STRATEGIC PLANNING COMMITTEE

Toni Wissestad  
Chair



Zach Zebell  
Vice Chair



Cedric Schnitzler  
County Board Chair



Adam Balz  
District 11



Todd Sparks  
District 9



Jason Jandt  
District 4



## Strategic Planning Team and Facilitators

Tina Osterberg  
County Administrator



Adrian Lockington  
Executive Assistant



Shelley Bohl  
County Clerk



Information about the Strategic Plan is available online at [www.co.monroe.wi.us/StrategicPlan](http://www.co.monroe.wi.us/StrategicPlan).

You also may contact the Monroe County Administration Department at 608-269-8006 from 8:00 a.m. to 4:30 p.m.  
Monday – Friday, or visit the office at 124 N Court St. Sparta, WI 54656.

# Message from the County Administrator

## TINA OSTERBERG

A strategic plan is a roadmap for how Monroe County directs resources to achieve a defined vision for the future. Monroe County's Strategic Plan identifies 5 specific pillars, clarifying which 21 broad objectives are most important over the next 5 years.

The development of the 2023-2028 strategic plan was a collaboration of county board supervisors, staff, municipal leaders, and community members. In January 2023, 6 county board supervisors were appointed to the newly developed strategic planning committee. They set guidelines and initiatives to set the road map for the development of the plan.

With common themes presenting themselves during the department head and board of supervisor strengths, weaknesses, opportunities and threats (SWOT) analysis meetings, a mission and vision statement evolved. Working within the guidance of the newly developed countywide mission and vision statements, the Strategic Plan started to take shape.

The Board of Supervisors adopted the following elements of the Countywide Strategic Plan on August 30, 2023: The Five Pillars, Fiscal Responsibility, Health and Safety, Tourism and Economic Development Growth, Quality Services, and Strong Infrastructure. The Board also adopted a set of objectives, as well as proposed strategies to accomplish the overarching pillars. The County Administrator will work with departments in establishing measurable progress over time on each of the strategies. The Strategic Plan will continue to evolve over the coming months and years as a living document. It is anticipated as objectives are met, new objectives will rise to the forefront bringing forward a continuous process to guide the future of our county, to ensure that all community members, partners, and employees are working together towards the same vision.

As we work towards our overreaching mission and vision, we need to empower the staff to carry out the objectives of the strategic plan. We recognize that one of our greatest strengths is our team of highly skilled, educated, dedicated, and passionate staff. We must create an environment where staff skills are enhanced and innovation is encouraged to carry out our mission.

We look forward to working with all staff to grow a better tomorrow for Monroe County through fiscal responsibility, health and safety initiatives, tourism and economic development growth, providing quality services, and implementing strong infrastructure.

## MISSION STATEMENT

*The mission of Monroe County is to promote Health, Safety, and Quality of life for our residents. We are committed to providing sustainable, efficient, professional services while seeking opportunities through reliable infrastructure, innovative growth, and fiscal responsibility.*

## VISION STATEMENT

*Monroe County, Growing a Better Tomorrow*



# ORGANIZATIONAL CULTURE

As we work toward our goal of being the healthiest, safest and most prosperous county, we recognize that one of our greatest assets is our team of county government employees. We know that to succeed, we need to create an environment that has skill, talent development and empowers employees to improve our existing services and develop new and innovative solutions to better serve our residents and the public.

## CORE VALUES

The following core values are principles for which we stand and provide direction on how people are to conduct themselves as representatives of Monroe County.

### SERVICE

- Responsively delivering on our commitments to all our of internal and external customers.

### DIVERSITY

- Actively welcoming and valuing people with different perspectives and experiences.

### INTEGRITY

- Honest, openness, and demonstrating mutal respect and trust in others.

### SHARED PURPOSE

- Function as a team to attain our organizational goals and work collaborativley with our policy makers, deparments, employees and customers.

### STEWARDSHIP OF OUR RESOURCES

- Conserving the human, natural, cultural and financial resources for current and future generations.



# History of Strategic Planning in MONROE COUNTY

The concept of the Strategic Plan was conceived from County Supervisors agreeing to set long term goals for our County. Gathering ideas from the Community, Employee's and County Supervisors evolved into five pillars of planning. The plan will identify specific projects for each core strategy and will be identified for administration implementation.





## DEPARTMENT HEAD & STAFF

To start the planning process Monroe County Department Heads were provided questions to discuss with their staff in late February. With internal department discussions, feedback was brought forward to a strategic planning session in early March. During this strategic planning session, department heads were broke out in groups to discuss Monroe County's strengths, weakness, opportunities, and threats (SWOT).



## COUNTY BOARD

A staff facilitated strategic planning session follow for the supervisors, who broke out in groups to complete a separate SWOT analysis. They were given XX questions to discuss in their groups and write down on sticky notes to be added to the list.



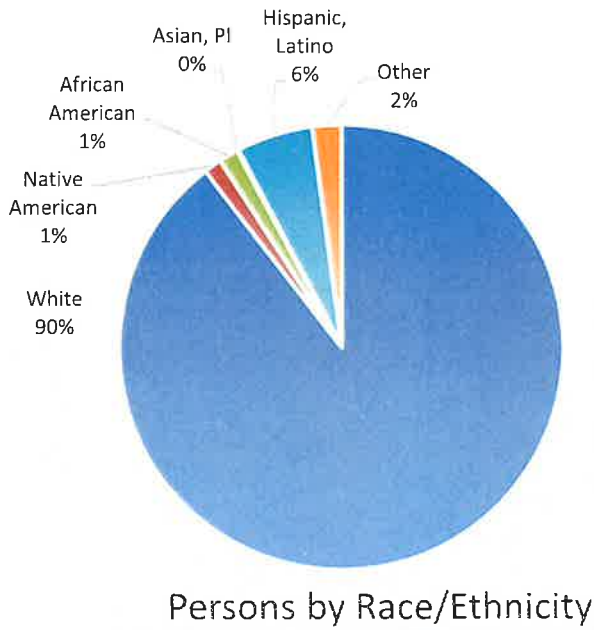
## COMMUNITY

The strategic planning process included outreach to the communities in which committee members presented draft strategic plans and acquired advice on items that could be added or improved in the plan. Each of these community events provided the committee with relevant information to consider as the plan was being finalized.

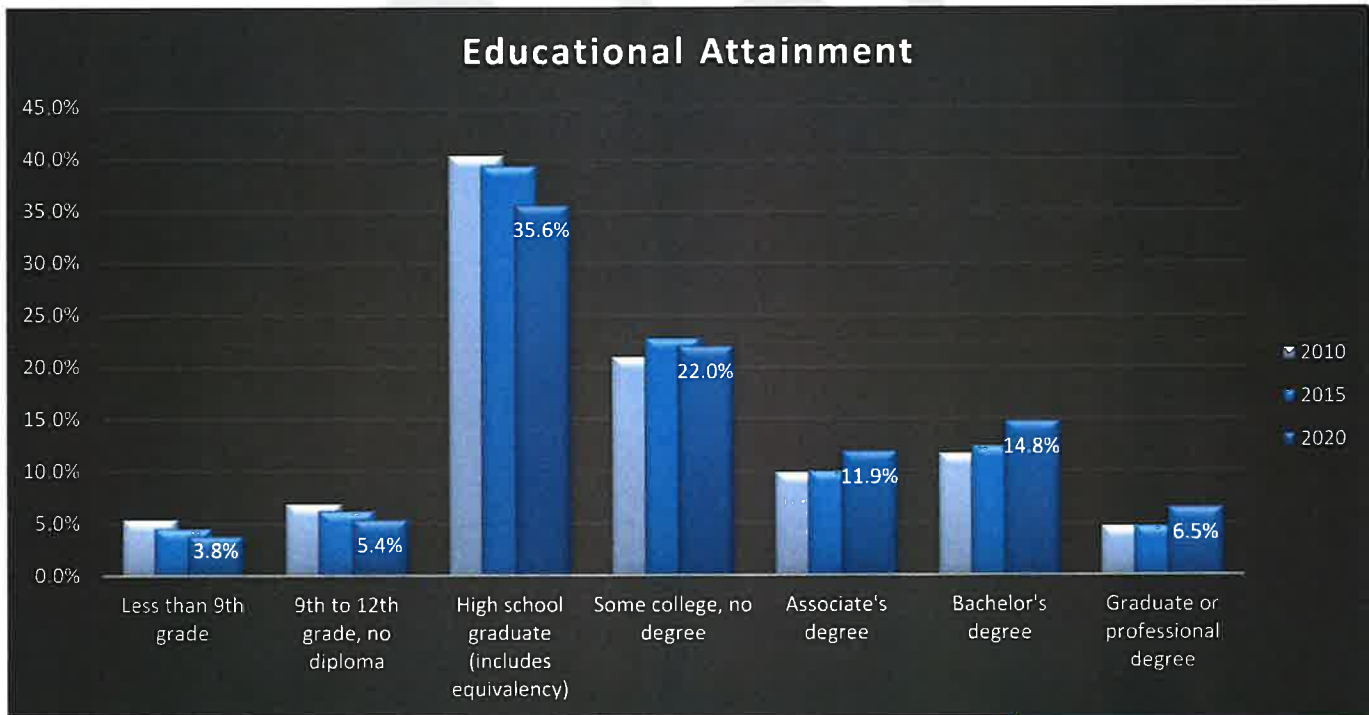


# Monroe County

## COMMUNITY PROFILE



<b>1100</b> Private Business Establishments (2021)
<b>2.7%</b> Unemployment Rate (2022)
<b>\$62,742</b> Median Household income (2021)
<b>\$876</b> Average monthly rent for a two bedroom apartment (2021)

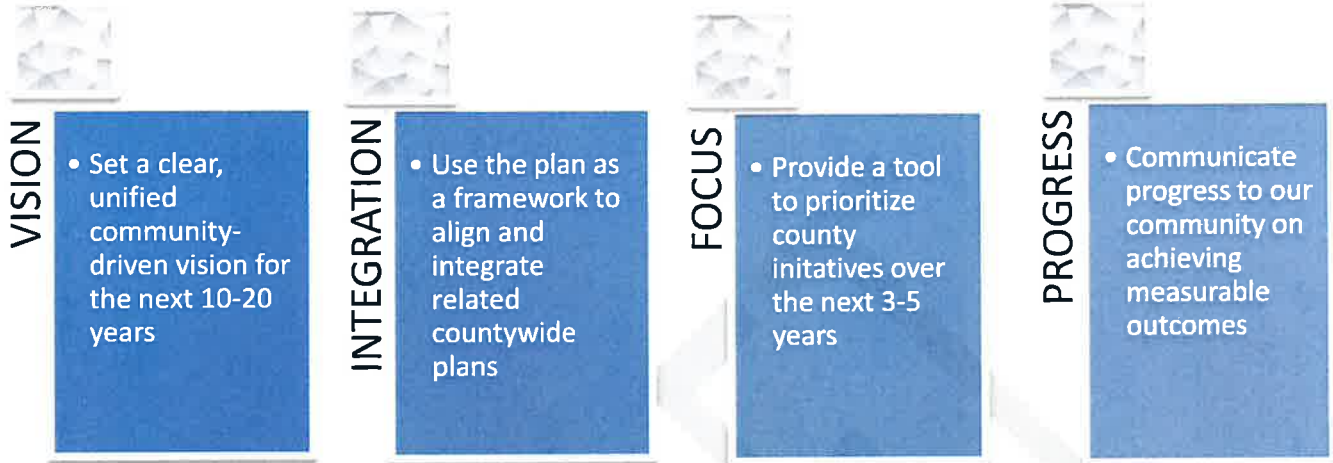


<b>% in Poverty</b>	<b>2018</b>	<b>9.2%</b>	<b> </b>	<b>2021</b>	<b>8.30%</b>
<b>Under Age 18 % in Poverty</b>	<b>2018</b>	<b>12.6%</b>	<b> </b>	<b>2021</b>	<b>11.0%</b>

**POPULATION**  
 2020 | 46,274  
 2010 | 44,673

# GOALS AND DRIVERS

The following goals and drivers guided the development of the Countywide Strategic Plan and will continue to shape our future work as a county and as a community:



## KEY THEMES



The proposed strategies were developed based on the extensive background work completed by the Strategic Planning Committee and Team. A process will be implemented to ensure measurable outcomes. This process will be highly flexible and will adapt to respond to community conditions as they evolve over time.

# FISCAL RESPONSIBILITY



# Fiscal Responsibility

Maintaining fiscal responsibility while providing sustainable services to the citizens we serve is critical. We must be mindful of the tax burden incurred by those we serve and those looking to make Monroe County home for their family or business. In an environment where the County's revenue increases are limited by the State imposed levy cap, it is imperative that we look to operational efficiencies through consolidation of buildings, departments, programs, services, and staff sharing.

Through risk management practices we can seek to mitigate potential fiscal impacts resulting from adverse incidents. These can be practiced through regular policy and claims review, education, and staff training.

As we plan for the future, regular review of policies, service fees, staff wages and benefits, along with long-term capital planning is imperative to the future health of the county finances and services.

## PROPOSED STRATEGIES

### Annual Review of Finance Policies

- Finance Committee Review of General Cash Fund Balance Policy
  - Future debt service payments - 2028 Justice Center/Tower bond payments complete
- Finance Committee Review of Financial Policy and Procedure Manual

### Formalize a Long-Term Capital Plan

- Analyze feasibility & development of unified capital expenditure fund
- Create and update annually each year after, a 10 year Long-term County-wide capital plan
- Continue to develop the highway capital improvements program and report an updated five year capital plan annually at a county board meeting
- Highway Capital Improvements
  - Department report & updated 5 year capital plan presentation at annual county board meeting
  - Funding Options – Issue Bonding

### Risk Management

- Liability insurance
  - Annually review liability insurance plan and claims by finance committee
  - Continue discussions for consolidation and/or updated buildings
- Self-funded health plan
  - Annually review self-funded health plan by administrative and personnel committee
  - Increase Board knowledge of health insurance plan through annual update from Insurance Center

- Seek out additional annual Insurance Center trainings for staff education
- To get 50% of staff participation in wellness plan by August 2024 – reduced premiums to staff based on wellness results – reduced claims
- Workers’ compensation self-funding account review
  - Annually review with insurance carrier of claims by finance committee
  - Annually review workers’ compensation rates and plan by finance committee
  - Continue enhancing safety awareness through safety committee initiatives
  - Conduct annual policy review by safety committee
  - Provide opportunities for staff education
    - Hire Risk/Safety Manager position – funded partially by reduction of Willis risk compliance contract

### **Sustainable Fiscal Health**

- Inform Supervisors, Staff, and Public on County Revenues and Expenses
- Develop Annual Balanced Budgets
  - Annual review of service fees
    - Self-sustaining fees – create policy/rate setting and review – May 31<sup>st</sup> of each year
  - Ensure ARPA funded wage increases are funded
  - Future wage and benefit increases
  - Utility cost increases
  - Capital needs
  - Secure state and federal funding
    - Inform area managers on how to secure funding – dos and don’t

### **Consolidation Efficiency**

- Comprehensive Facilities Assessment of Building Foot Print
- Conduct comparison of maintaining current county buildings
- Programs
  - Mandated
  - Non-mandated
- Explore contracting out services
- Review possibility of consolidation of departments
- Review Department Head positions through attrition upon retirement/resignation
- Staff
  - Cross training of staff
  - Time study
- Enhance automation throughout departments to better serve public

# HEALTH AND SAFETY



# Health and Safety Introduction

To meet the needs of all Monroe County residents, we must ensure a diverse approach to the Health and Safety of the community. Health and Safety requires investing in all aspects to include; mental health, financial stability, and resilience capability in the place where residents live and thrive.

## PROPOSED STRATEGIES

### Support a Healthy Community

- Seek ways to continue to expand and fund mental health services
- Create a pathway for building and enhancing access to facilities to house residents seeking mental health services
- Promote child and teen mental health by partnering with schools to set policies encouraging the use of county services

### Expand Access to Safe and Affordable Housing

- Collaborate with local landlords to better understand the needs of residents seeking safe and affordable housing
- Pursue grant opportunities to support safe and affordable housing
- Address the increasing homeless population

### Improve Community Resilience Through Enhanced Prevention and Preparedness

- Develop and implement risk-reduction programs to mitigate loss of life, property and resources associated with emergencies and other county-wide disasters
- Enhance rural and community school safety and assess the need for school resource officers
- Improve communication systems throughout the county for enhanced emergency response
- Expand a second 911 communication center on the east side of Monroe County
- Partner with and implement the Climate Change Task Force (CCTF) strategies

### Enhance Access to Substance Abuse and Mental Health Services

- Create educational pathways via technology and face-to-face interaction to improve harm reduction
- Partner with school districts to provide education and surveillance to improve student outcomes
- Construct a technology center that will allow residents seeking assistance the opportunity
- Recruit and retain professionals to assist in providing substance abuse services
- Establish partnerships in the community to address the increased use of substance abuse materials

### Provide Access to Clean Water

- Work with local municipalities experiencing clean water concerns
- Continue to provide education on programs Monroe County offers to ensure safe drinking water

# ECONOMIC GROWTH AND TOURISM





# Economic Growth and Tourism

A county is only as strong as its economy, and a strong economy depends on people. This means people who own or want to own—their own businesses, as well as their employees and customers. A strong economy also depends on people who come to Monroe County as visitors, and those who decide to move here and call Monroe County "home." Over the next five years, we can grow Monroe County's economy by strengthening our existing businesses while also attracting new businesses, expanding opportunities for tourism and recreation, and developing the infrastructure needed to encourage more people to move to here.

## PROPOSED STRATEGIES

### Enhance Recreational Opportunities

- Update recreational maps on an annual basis
- Continue development of county parks, including the Town of Byron/Hi-Crush property, and identify sources of funding
- Implement Land Use Plan recommendations for the development of the Tri-Creek Property, and identify sources of funding
- Identify county-owned properties that can be developed into primitive or backpack campsites, as well as areas in which current camping opportunities can be expanded
- Explore alternate recreational opportunities (mountain biking, ATV/UTVs, hunting, fishing, etc.)
- Encourage development of recreational opportunities in municipalities, including town/village parks, swimming centers, skate parks, etc.
- Work with neighboring counties to connect recreational trails (ATV/UTV, snowmobile, etc.)
- Collaborate with school districts to build more recreational opportunities into curriculum, expand co-curricular activities, and partner with new or existing clubs

### Maximize Economic Development

- Develop a strategy to advertise existing businesses across multiple platforms
- Broaden current partnerships with regional planning organizations and establish new partnerships to strengthen communication and collaboration
- Establish stronger partnerships with local chambers of commerce
- Conduct a survey of county businesses to assess their needs and successes, as well as the roadblocks they face when it comes to growth
- Pursue funding opportunities for high-speed broadband

### Boost Tourism

- Explore feasibility of contracting for tourism
- Expand social media and digital presence to increase tourism
- Utilize advertising along the interstate, with a focus on billboards, to encourage more travelers to visit

- Assist municipalities in promoting events to increase tourism, with a focus on rural communities who don't have the resources to promote themselves
- Diversify tourism messages to appeal to a wider range of audiences
- Develop a plan to make county-owned museums, parks, and public spaces more accessible
- Brainstorm and execute new marketing strategies, including slogans and merchandise, which differentiate Monroe County from surrounding counties and "destinations"

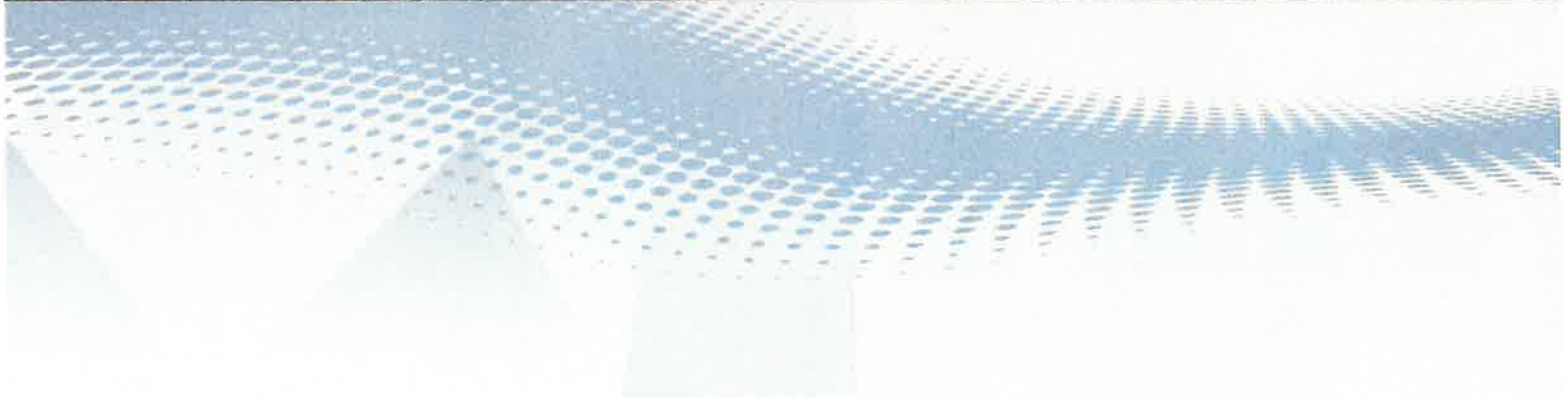
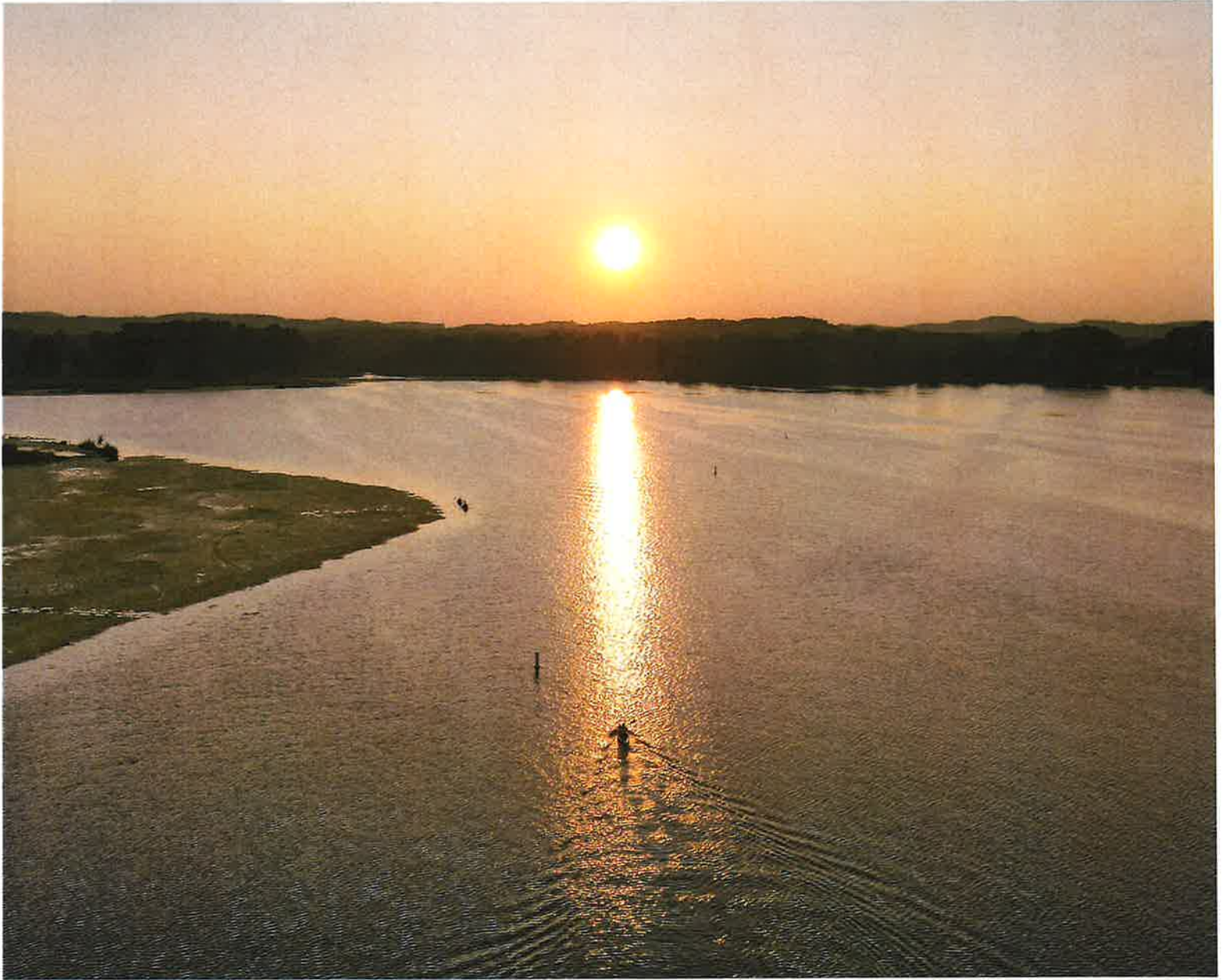
### **Expand Access to Affordable Childcare**

- Invite stakeholders to a forum with county officials to discuss needs, trends, barriers to childcare, and solutions (with actionable items)
- Explore possible public-private partnerships between local childcare providers, local businesses, county departments, and other interested parties
- Research possible incentives for local businesses to provide employees with childcare vouchers
- Review possible subsidies for families receiving Wisconsin Shares child care subsidy copayments
- Survey possible on-site childcare options for county employees
- Study the financial feasibility of grants for home-based providers

### **Provide Housing Opportunities for Monroe County Residents**

- Invite stakeholders to a forum with county officials to discuss needs, trends, barriers to housing, and solutions (with actionable items)
- Explore development opportunities for the old Rolling Hills property
- Evaluate current zoning ordinances that may restrict or prohibit housing development, and develop new ordinances to promote housing development

# QUALITY SERVICES



# Quality Services

Monroe County seeks new ways to improve, becoming increasingly more proactive, reactive to change and responsive to all the residents we serve in providing quality services. To be effective and efficient the county needs well-functioning facilities, secure technology that meets the needs of employees and residents, and an outstanding workforce. To succeed into the future, Monroe County must constantly reinforce a culture that supports employees to become more data-driven, service oriented, collaborative, and adaptable to change. Leadership and staff at all levels must effectively communicate, continuously build on lessons learned, benchmark for best practices and seek new and improved ways to serve the community.

## PROPOSED STRATEGIES

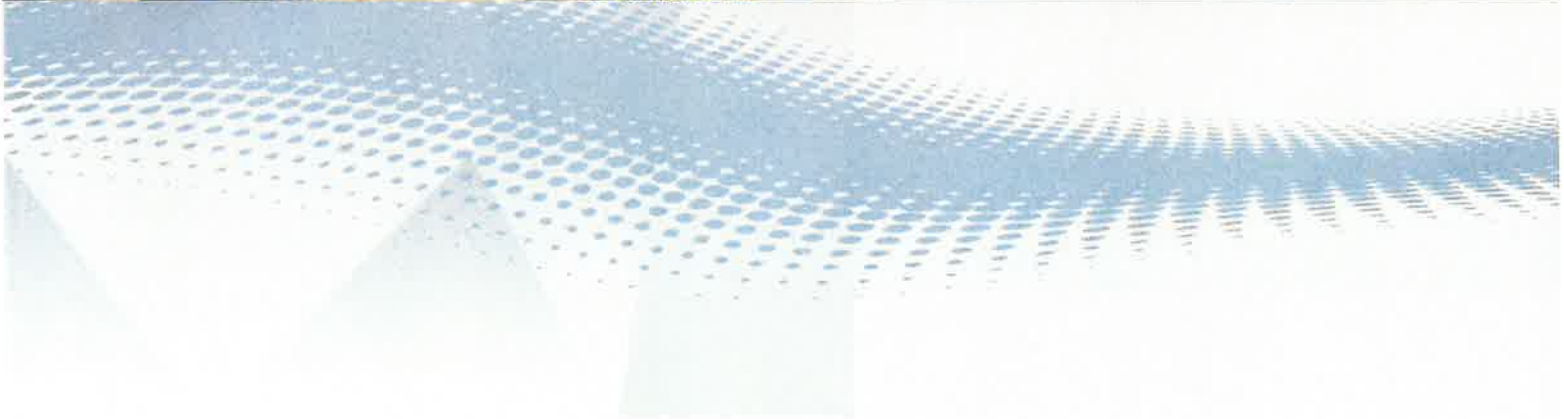
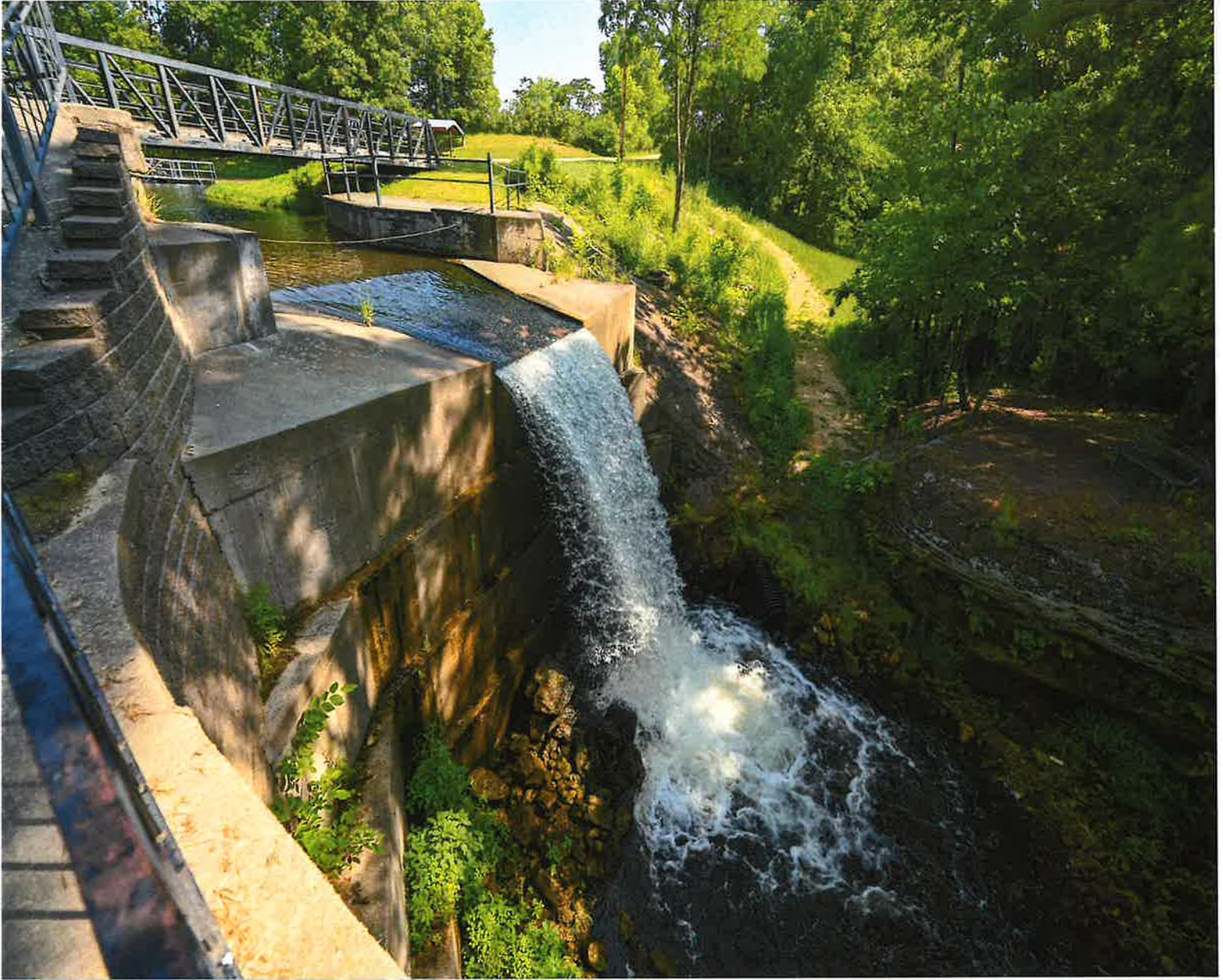
### **Provide Quality Services**

- Provide educational opportunities for employees to enhance customer service skills
- Utilize a customer satisfaction survey to capture residents comments and report quarterly
- Partner with organizations to build collaborative relations to benefit all
- Enhance communication efficiencies by addressing languages barriers

### **Create a Workplace that attracts the Best Employees**

- Implement a competitive wage and benefit package to attract and retain the best employees
- Complete a wage study every three years to stay competitive in the industry
- Provide opportunities to enhance employee relations (appreciation program)
- Explore opportunities to improve employee wellness
- Create and implement strong succession planning strategies
- Enhance education opportunities to improve employee wellness

# STRONG INFRASTRUCTURE



# Strong Infrastructure

Infrastructure is the backbone for continued Economic Growth and Development in Monroe County. Expanding and improving access to transportation, improved roads and bridges, communication technologies, and clean water is essential to the success of a community. Strong infrastructure allows for communities to attract new businesses which will directly impact and promote economic growth through the creation of jobs.

## PROPOSED STRATEGIES

### **Consolidate county offices into one centralized building**

- Complete a space and resource needs assessment

### **Expand Broadband across the county and update the service map semi-annually**

- Facilitate improving broadband access
- Continue to explore funding opportunities and public private partnerships
- Provide continual updates to community and seek input on service needs

### **Update the county department's webpages annually**

- Keep the residents informed on department services to improve communication

### **Review, revise, and distribute the Highway Departments 10-year strategic plan annually**

- Provide access to plan and allow community engagement

### **Improve, enhance and continuously invest in safe, reliable, accessible and well-maintained transportation infrastructure**

- Safety strategies that include design, measure and tracking goals and objectives
- Assess and mitigate impacts on environment and climate change

### **Support a transportation network that is future focused to meet the ongoing needs of the communities**

- Identify the needs for the future and how to use data informed decision making plans

### **Support convenient, reliable, safe and economical public transit options that are accessible**

- Explore innovative initiatives for our future transportation infrastructure

# STRATEGIC PLAN PILLARS



# MONROE COUNTY BOARD OF SUPERVISORS

2022 - 2024



Back Row: Jason Jandt, Zach Zebell, James Kuhn, Adam Balz, Eric Devine, David Kuderer, Remy Gomez, Cedric Schnitzler  
Center Row: Todd Sparks, David Pierce, Wally Habhegger, Doug Rogalla  
Front Row: Joey Esterline, Mary Cook, Nodji VanWychen, Toni Wiessstad





# Growing a Better Tomorrow.

A publication of Monroe County, Wisconsin.

July 2023

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

RESOLUTION APPROVING METHOD FOR IMPLEMENTATION AND MONITORING OF THE STRATEGIC PLAN

1 WHEREAS, The Monroe County Board of Supervisors has approved the strategic plan as developed by the
2 Monroe County Strategic Planning Committee; and
3
4 WHEREAS, the Monroe County Board of Supervisors must determine how the strategic plan will be implemented
5 and how the goals of the strategic plan will be achieved; and
6
7 WHEREAS, the implementation of this plan will involve standing County Board Committees and decisions as to
8 how and when those committees will meet to implement this plan.
9
10 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby determine that the
11 Strategic Planning Committee shall hereby be dissolved effective January 1, 2024.
12
13 BE IT FURTHER RESOLVED that effective that same date, the committee of jurisdiction for the implementation of the
14 strategic plan shall be the Administrative & Personnel Committee. The chairperson of the Administrative & Personnel
15 Committee may appoint and convene a subcommittee of the County Board for purposes of executing the strategic
16 plan. This subcommittee shall meet a minimum of 2 times per calendar year with at least one public comment session
17 in alternating locations throughout the county.
18
19 BE IT FUTHER RESOLVED that the above referenced subcommittee, in conjunction with the Administrative &
20 Personnel Committee, shall report to the full Monroe County Board of Supervisors on at least an annual basis
21 regarding the strategic plan.
22
23 BE IT FURTHER RESOLVED that each standing County Board Committee related to a pillar of the strategic plan
24 shall place on the committee agenda an item to review the strategic plan and the goals of the related pillar at least 1
25 time per year.

Dated this 30th day of August, 2023.
Offered by the Administration/Personnel Committee.

Fiscal note: None

Statement of purpose: To approve the method for implementation and monitoring of the Monroe County Strategic plan.

Finance Vote (If required): Yes No Absent
Approved as to form on Lisa Aldinger Hamblin, Corporation Counsel
ADOPTED FAILED AMENDED OTHER
County Board Vote on: 20 Yes No Absent
Committee of Jurisdiction Forwarded on: Yes No Absent
Committee Chair:
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 A raised seal certifies an official document.