



MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, August 16, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of July 19, 2023
4. Public Comment
5. Request for Credit Card Approval
 - a. Human Services
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Sheriff
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Solid Waste
 - b. Maintenance
 - c. Jail
8. Fiscal Note Approval on Resolution – Discussion/Action
 - a. Resolution Authorizing the Establishment of Full-Time Women and Infant Children (WIC) Nutritionist by Reduction of the Program Assistant – WIC to Part-Time
 - b. Resolution Authorizing Part-Time Museum Services Associate Position in the Local History Room
 - c. Resolution Authorizing Ten Additional Hours Per Week for the Museum Services Associate Position in the Local History Room
 - d. Resolution Authorizing Contract Settlement for 2024-2025 Collective Bargaining Agreement Between Monroe County and the Monroe County Professional Police Association
 - e. Resolution Authorizing Monroe County Land Conservation Department to Submit Application to the Surface Water Grant Program and Enter a Grant Agreement to Complete an Open Space Shoreland Protection Project Along the Little La Crosse River
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Outstanding Years 2019 & 2020 – Discussion/Action
 - d. 2024 Budget Presentation
10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. 2024 Budget Presentation

**FINANCE MEETING
August 16, 2023 Agenda**

11. Opioid Settlement Funds – Discussion/Action
12. General Fund Minimum Reserve Cash Balance Application to Potential Building Construction or Solid Waste Construction Cost - Discussion
13. Future Building Purchase, Design, Construction Financing – Discussion
14. Solid Waste New Cell Construction Financing – Discussion
15. 2024 Budget Book Optional Changes - Discussion
16. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
17. Items for next month's agenda
18. Adjournment

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

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

Finance Committee
July 19, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Justin Derhammer, Rick Folkedahl, Tara Nichols, Eric Weihe, Wes Revels, Chris Weaver, Lisa Aldinger Hamblin, Tracy Thorsen, Derek Pierce, Adam Balz, Alison Elliott, Todd Ziegler, Michelle Tryggstad, Charissa Finn, Jesica Helgren, Kelly Lupton, Jill Bjornstad

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

- Next Meeting Date – Wednesday, August 16, 2023 in the Monroe County Assembly Room at 9:00 a.m.
Upcoming Future Dates: *October 06, 2023 at 9:00 a.m.
*October 23, 2023
*October 24, 2023
- Minutes Approval - Motion by James Kuhn second by David Pierce to approve the 06/13 & 06/21/23 minutes. Carried 5-0.
- Public Comment – None.
- Budget Adjustments:
 - a. Land Conservation – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Diane Erickson, Finance Director explained the 2023 adjustment in the amount of \$108,933.16 for Wildlife Abatement Program. Carried 5-0.
 - b. Zoning Board of Adjustment – Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the 2023 adjustment in the amount of \$10,000.00 for appeal case. Discussion. Carried 5-0.
 - c. Maintenance – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Derek Pierce, Facilities and Properties Director explained the 2023 adjustment in the amount of \$130,000.00 for fuel, electricity and utility costs. Carried 5-0.
 - d. Information Systems – Motion by David Pierce second by James Kuhn to approve budget adjustment. Rick Folkedahl explained the 2023 adjustment in the amount of \$120,180.00 for wireless upgrade. Carried 5-0.
 - e. Dispatch – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Chris Weaver, Chief Deputy explained 2023 adjustment in the amount of \$16,392.00 for voter and microwave upgrade. It was noted that the final budget in the capital equipment/dispatch should be \$279,583. Discussion. Carried 5-0.
 - f. Sheriff – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Chris Weaver, Chief Deputy explained 2023 adjustment in the amount of \$52,000.00 for Law Enforcement Assistance Grant. Carried 5-0.
- Opioid Settlement Funds – Chair Schnitzler provided members with information from Attorney Andy Phillips surrounding the allowable uses of opioid litigation settlement proceeds. A grant writer appears not to be a use for the opioid funding. At this time the county is waiting to proceed until final answer is received. The task force may need to take a relook at things and come up with alternate uses if a grant writer is not an allowable use of the funds.
- Treasurer –
 - a. Justin Derhammer, Chief Deputy provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
- Fiscal Note Approval on Resolution –
 - a. Municipal Resolution Department of Natural Resources Wisconsin Assessment Money (WAM) – Contractor Services Award – Motion by Wallace Habegger second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained application for grant funds for testing for Brownsfield properties. Discussion. Carried 5-0.

- Monroe County Library Presentation – A presentation from the Monroe County libraries was conducted by the following libraries: Cashton, Kendall, Norwalk, Sparta and Wilton. Our county libraries are asking for consideration of 100% reimbursement instead of the 80% reimbursement that the county is currently providing. Questions were answered.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Over/Under Payment Ordinance – Chair Schnitzler explained that overpayments to be collected for \$10.00 or less is a violation of the statues. The current \$2.00 over/under payment ordinance remains in effect.
- Grant Policy Discussion – Chair Schnitzler explained that Tina Osterberg, County Administrator, Lisa Aldinger Hamblin, Corporation Counsel and himself are looking into coming up with one consistent policy in regards to grants.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by James Kuhn to approve notice of donations/user fees received budget adjustments. Discussion. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by David Pierce second by Toni Wissestad to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by James Kuhn second by Adam Balz to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Opioid Settlement Funds-Discussion/Action; Treasurer-Tax Delinquent Parcels/Timeline Outstanding Years 2019 & 2020.
- Motion by David Pierce second by James Kuhn to adjourn the meeting at 10:55 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

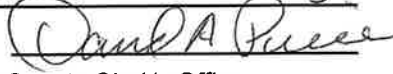
Committee: Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Grace Anderson	CSP Case Manager	\$ 1,000.00
Ashley Stark	transfer from BH to CLTS	\$ 5,000.00

Justification for Credit Card(s):

Credit card requests are for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.
Requesting to increase Ashley Stark's credit card due to CLTS program requiring more purchases for clients. All other CLTS staff have a limit of \$5,000.

Department Head Approval:  8-1-23

Date Approved by Committee of Jurisdiction:  8-1-23

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

Date Approved By Finance Committee: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/10/2023
 Department: SHERIFF
 Amount: \$ 33,488.00
 Budget Year Amended: 2023

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

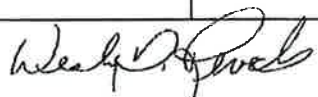
Yes or No? NO Explain: Funds used are from an insurance claim for a totaled squad car.

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

SHERIFF'S OFFICE REQUESTING APPROVAL TO PURCHASE SQUAD CAR FOR SHERIFF FROM INSURANCE CLAIM
MONEY RECEIVED FROM TOTALED SQUAD CAR. CAR PURCHASED FOR CAPTAIN BEING MOVED TO PATROL,
CAR PURCHASED FOR SHERIFF BEING MOVED TO CAPTAIN AND THIS CAR PURCHASED FOR SHERIFF.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581100		NON-LAPS SHERIFF VEHICLE		PURCHASE SHERIFF VEHICLE	\$ 33,488.00
Total Adjustment						\$ 33,488.00



Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

_____ Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

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

Date: August 9, 2023
 Department: Maintenance
 Amount: \$37,854.47
 Budget Year Amended: 2023

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: Use of the contingency funds will decrease any excess contingency allowed to roll forward into the 2024 contingency fund.

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

Budget Adjustment is to provide funding for the professional asbestos and hazardous materials survey services for north complex & out buildings, building B (old job center/ADRC), boiler house, and tunnel.

Revenue Budget Lines Amended:

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

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 70,578.00	\$ (37,854.47)	\$ 32,723.53
11670600	521340		N Complex Contracted Serv	\$ 37,500.00	\$ 37,854.47	\$ 75,354.47
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: Deah Price 8/9/23

Date Approved by Committee of Jurisdiction: [Signature] 8/9/23

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

Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

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

Date: August 10, 2023
 Department: Jail
 Amount: \$16,600.00
 Budget Year Amended: 2023

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: Jail Assesment Funds

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


Requesting an increase to the Jail Assessment medical expense line in the amount of \$16,600.00
due to the cost of hospitalizations and required specific medications for inmates.
Using prior years funds due to increase in medical expenses.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	493000		Fund Balance Applied	\$ 20,000.00	\$ 16,600.00	\$ 36,600.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 16,600.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	5211587		Medical expense	\$ 60,000.00	\$ 16,600.00	\$ 76,600.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 16,600.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____
Following this approval please forward to the County Clerk's Office. Date

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

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 30th 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 </p> <p>Drafted/Approved as to form: _____ _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 8</u>, 20<u>23</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> _____</p>
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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

Date: July 21, 2023	Department: Health
Department Head Name: 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, full-time 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 within the allocated funds. There are no dedicated county levy dollars that support these positions.

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

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 full-time 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"/>	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Committee of Jurisdiction: Health – Action:

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

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

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

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



JOB DESCRIPTION

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

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

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17

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

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

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

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

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

Dated this 30th 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, effective January 1, 2024.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent </p> <p>Drafted/Approved as to form: _____ _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 8, 2023</u> VOTE: <u>4 Yes, 0 No, 1 Absent</u> Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RESOLUTION AUTHORIZING TEN ADDITIONAL HOURS PER WEEK FOR THE MUSEUM SERVICES ASSOCIATE POSITION IN THE LOCAL HISTORY ROOM

1 **WHEREAS**, Resolution 02-18-01 authorized two additional hours per week for the Museum Services Associate position in the
 2 Local History Room with the funds to cover the additional salary and benefit costs for those additional two hours coming from
 3 the Local History Room Trust; and
 4
 5 **WHEREAS**, the Financial Adviser of the Monroe County Local History Room & Museum (MCLHR) Endowment determined
 6 that spending up to 2.5% percent of annual income (dividends) generated through the Endowment would not cause a
 7 significant, negative effect to the long-term goals of the MCLHR, nor result in the need to sell the core stock positions; and
 8
 9 **WHEREAS**, the Monroe County Natural Resources & Extension Committee and Administrative & Personnel Committee
 10 request the addition of ten hours per week to the Museum Services Associate position which would increase the hours of the
 11 part-time position from 30 to 40 per week with funding provided by income generated by the Local History Room Endowment;
 12 and
 13
 14 **WHEREAS**, due to the increasing demands for services provided to the public by the Local History Room and the need for
 15 fulfilling mission-related activities, the Local History Room Board of Trustees voted to increase the hours of the Museum
 16 Services Associate from 30 to 40 per week with the understanding that the Local History Room Trust would provide the funds
 17 to cover the additional salary and benefit costs for those additional ten hours in 2024 and subsequent years. If the Local
 18 History Room Board of Trustees elects to discontinue the additional funding of the position, Monroe County would not fund the
 19 position beyond the 28 hours per week established by Resolution 9-99-7.
 20
 21 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize the
 22 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 30th 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): _____ Yes _____ No _____ Absent Approved as to form: _____ _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 8, 2023</u> VOTE: <u>4 Yes, 0 No, 1 Absent</u> 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>

**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												
Grand Total												

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

Social Security 0.062
Medicare 0.0145

2023 Dental Insurance

87% CoShare
Single \$22.48
Family \$69.90

Life Insurance \$1.50

***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 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 30th 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.

Finance Vote (If required): ____ Yes ____ No ____ Absent ----- Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>August 8</u> , 2023 VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>[Signature]</u> <u>[Signature]</u>
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 <i>A raised seal certifies an official document.</i>

**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:

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

1/1/2025 – 12/31/2025 Rates:

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

Vacation Accrual		
Years of Continuous Service Completed	Bi-Weekly Accrual (Hours)	Annual Accrual (Hours)
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, 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.

2024 – 2025 LAW ENFORCEMENT CONTRACT

WITNESS OUR HANDS AND SEALS THIS 30th 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. _____

AUTHORIZING MONROE COUNTY LAND CONSERVATION DEPARTMENT TO SUBMIT APPLICATION TO THE SURFACE WATER GRANT PROGRAM AND ENTER A GRANT AGREEMENT TO COMPLETE AN OPEN SPACE SHORELAND PROTECTION PROJECT ALONG THE LITTLE LA CROSSE RIVER

1 **WHEREAS**, Monroe County is interested in obtaining a cost-share grant from the Wisconsin Department
2 of Natural Resources for the purpose of completing an open space shoreland protection project along the
3 Little La Crosse River to improve stream health and floodplain management; and
4

5 **WHEREAS**, Monroe County will ensure the statements and representations contained in the grant
6 application are accurate and complete; and
7

8 **WHEREAS**, a grant agreement must be completed to carry out the project; and
9

10 **WHEREAS**, the Monroe County Land Conservation Department will address the required administrative
11 reporting for the project and will assign the following officials or employees to submit the following
12 documents to the Wisconsin Department of Natural Resources (WIDNR) for financial assistance that may
13 be available:

Task	Title of Authorized Representative(s)	Email Address and Phone Number if alternative is used
Sign and submit grant application	Land Use Planner	Roxie.anderson@co.monroe.wi.us 608-855-5020
Enter into a grant agreement with the WIDNR	Land Conservation Department Director	Bmicheel@co.monroe.wi.us 608-269-8975
Submit quarterly and/or final reports to the WIDNR to satisfy the grant agreement, as appropriate	Land Use Planner	Roxie.anderson@co.monroe.wi.us 608-855-5020
Submit reimbursement request(s) to the WIDNR no later than the date specified in the grant agreement	Land Use Planner	Roxie.anderson@co.monroe.wi.us 608-855-5020
Sign and submit other required documentation	Land Use Planner or Land Conservation Department Director	Roxie.anderson@co.monroe.wi.us 608-855-5020 Bmicheel@co.monroe.wi.us 608-269-8975

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors authorizes the
15 Monroe County Land Conservation Department to make application for the surface water grant program
16 as set out above and to enter a grant agreement to complete an open space shoreland protection project
17 along the Little La Crosse River; and
18

19 **BE IT FURTHER RESOLVED** that Monroe County will comply with all local, state, and federal rules,
20 regulations and ordinances relating to this project and the cost-share agreement.

Dated this 30th day of August, 2023

Offered by the Natural Resource & Extension Committee.

Fiscal Note: Grant revenue and expenses will require budget adjustments if and when grant is awarded.

Purpose: To obtain a cost-share grant from the Wisconsin Department of Natural Resources to complete an open space shoreland protection project along the Little La Crosse River to improve stream health and floodplain management.

Drafted by: Roxie Anderson, Land Conservation Department and Dirk Lueck, GIS Intern

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:</p> <p>_____</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>

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
TREASURER			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11520000	461900	OTH TREAS	-2,997.59	-3,000.00	-3,000.00	-1,370.27	-3,000.00	-3,000.00	No change
11520000	511000	SALARIES	185,790.87	207,128.00	212,112.31	117,949.64	212,112.31		
11520000	511200	OVERTIME	.00	600.00	600.00	.00	600.00		
11520000	515005	RETIREMENT	11,769.57	14,059.00	14,317.60	7,913.89	14,317.60		
11520000	515010	SOC SEC	11,519.02	12,883.00	13,216.40	7,312.97	13,216.40		
11520000	515015	MEDICARE	2,693.98	3,016.00	3,095.15	1,710.23	3,095.15		
11520000	515020	HLTH INS	46,169.76	47,884.00	47,884.00	37,386.46	47,884.00		
11520000	515025	DENTAL INS	2,453.40	2,565.00	2,565.00	1,767.52	2,565.00		
11520000	515030	LIFE INS	63.00	72.00	72.00	42.00	72.00		
11520000	515040	WORK COMP	105.92	122.00	123.54	67.21	123.54		
11520000	521405	BANK SERV	6,892.48	7,800.00	7,800.00	2,156.12	7,800.00	7,800.00	No change
11520000	522025	TELEPHONE	701.25	531.00	531.00	37.20	531.00	531.00	No change
11520000	531000	OFFIC SUPL	1,575.59	2,500.00	2,500.00	473.97	2,500.00	2,500.00	No change
11520000	531020	OFFIC ASR	5,300.59	7,000.00	7,000.00	633.13	7,000.00	6,300.00	-\$ 700.00
11520000	531050	POSTAGE	5,454.89	6,000.00	6,000.00	1,980.14	6,000.00	6,000.00	No change
11520000	532000	BK/PUB/SUB	.00	1,000.00	1,000.00	.00	1,000.00	.00	
11520000	533010	CONF/SEM	320.00	2,418.00	2,025.06	180.00	2,025.06	2,433.00	+\$ 407.94
11520000	533200	MILEAGE	36.25	759.00	759.00	.00	759.00	863.53	+\$ 104.53
11520000	533210	MLG ASR	.00	500.00	500.00	.00	500.00	500.00	No change
11520000	553100	EQUIP SERV	6,080.86	5,618.00	6,010.94	2,095.20	6,010.94	6,010.94	No change
11520000	556000	REF TX CNT	.00	13,000.00	13,000.00	.00	13,000.00	13,000.00	No change
11520000	556100	UNCOLL TAX	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	No change
11520000	599000	IT POOL	304.00	964.00	964.00	964.00	964.00	964.00	No change
TOTAL TREASURER			284,233.84	334,419.00	340,076.00	181,299.41	340,076.00	44,902.47	-\$ 187.53 Total difference
TOTAL REVENUE			-2,997.59	-3,000.00	-3,000.00	-1,370.27	-3,000.00	-3,000.00	
TOTAL EXPENSE			287,231.43	337,419.00	343,076.00	182,669.68	343,076.00	47,902.47	
GRAND TOTAL			284,233.84	334,419.00	340,076.00	181,299.41	340,076.00	44,902.47	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER VENDOR QUANTITY UNIT COST 2024 DEPT

TOTAL COVID/ARPA .00

461900 OTHER REVENUE-GEN FND
 11520000 461900 - OTHER TREASURER FEES 1.00 3,000.00 -3,000.00 *

TOTAL OTHER REVENUE-GEN FND -3,000.00

521405 BANKING SERVICES
 11520000 521405 - BANKING SERVICES 1.00 7,800.00 7,800.00 *
 BANK FEES - W/ POSITIVE PAY 7,800.00

TOTAL BANKING SERVICES 7,800.00

522025 TELEPHONE
 11520000 522025 - TELEPHONE 12.00 2.00 531.00 *
 (5) PHONE LINES @ \$0.25 EACH = \$1.25 / MONTH(1) LINE CHARGE @ \$0.75 / MONTH 24.00
 (1) CELL PHONE \$42.25 / MONTH 12.00 42.25 507.00

TOTAL TELEPHONE 531.00

531000 OFFICE SUPPLIES
 11520000 531000 - OFFICE SUPPLIES 1.00 2,500.00 2,500.00 *
 MISC OFFICE SUPPLIES 2,500.00

TOTAL OFFICE SUPPLIES 2,500.00

531020 OFFICE SUPPLIES-ASSESSORS
 11520000 531020 - OFFICE SUPPLIES-ASSESSOR 1.00 900.00 6,300.00 *
 ASSESSMENT ROLL BINDERS & INDEXES 1.00 150.00 900.00 A
 LABELS FOR ASSESSORS 1.00 850.00 150.00 A
 APPRAISAL CARDS FOR THE ASSESSORS 1.00 1,500.00 850.00 A
 PRE-PRINTED AND PERFORATED TAX 1.00 1,500.00 1,500.00 A
 BILLS-REAL ESTATE
 PRINTING DOG LICENSE FORMS AND CHANGE OF ADDRESS FORMS FOR TAX TIME WHICH INCLUDES COLORED PAPER 1.00 1,400.00 1,400.00 A
 REAL ESTATE & PERSONAL PROPERTY TAX ENVELOPES 1.00 1,500.00 1,500.00 A

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER

TOTAL OFFICE SUPPLIES-ASSESSORS 6,300.00

531050 POSTAGE

VENDOR	QUANTITY	UNIT COST	2024 DEPT
11520000 531050 - POSTAGE			6,000.00 *
POSTAGE COST -DELINQUENT NOTICES AND NOTICE OF ISSUANCE OF TAX CERTIFICATE LETTERS, SECOND INSTALLMENT NOTICE POSTCARDS	1.00	6,000.00	6,000.00

TOTAL POSTAGE 6,000.00

533010 CONFERENCE/SEMINARS

VENDOR	QUANTITY	UNIT COST	2024 DEPT
11520000 533010 - CONFERENCE/SEMINARS			2,433.00 *
WRPL ANNUAL 2024 CONFERENCE IN WAUKESHA, WI ANNUAL DUES \$150.00 REGISTRATION \$150.00 HOTEL 3 NIGHTS x \$95.00 NIGHT = \$285.00 3 DINNERS x \$18.00 = \$54.00 REAL PROPERTY COORDINATOR WCTA CONFERENCE IN JUNE 2024 AT WALWORTH COUNTY ANNUAL DUES \$150.00 REGISTRATION \$150.00 HOTEL 3 NIGHTS x \$90.00 NIGHT = \$270.00 3 DINNERS x \$18.00 = \$54.00 COUNTY TREASURER WCTA CONFERENCE IN OCTOBER 2024 AT WISCONSIN DELLS REGISTRATION - \$150.00 HOTEL 3 NIGHTS x \$90.00 = \$270.00 3 DINNERS x \$18.00 = \$54.00 COUNTY TREASURER WCCO CONFERENCE IN MARCH 2023 AT MADISON, WI REGISTRATION \$150.00 HOTEL 3 NIGHTS x \$149.00 NIGHT = \$447.00.00 3 DINNERS x \$18.00 = \$54.00 3 NIGHTS PARKING x \$15.00 = \$45.00 COUNTY TREASURER	1.00	639.00	639.00 A
	1.00	624.00	624.00 A
	1.00	474.00	474.00 A
	1.00	696.00	696.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR: TREASURER

TOTAL CONFERENCE/SEMINARS 2,433.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
533200 MILEAGE			
11520000 533200 - MILEAGE			
EST 230 MILES X \$0.655 = \$150.65	1.00	150.65	863.53 *
WCCO CONFERENCE IN MADISON, WI			150.65
MARCH 2024COUNTY TREASURER			
EST 350 MILES X \$0.655 = \$ 229.25	1.00	229.25	229.25 A
WCTA CONFERENCE IN WALWORTH COUNTY			
JUNE 2023COUNTY TREASURER			
EST 134 MILES X \$0.655 = \$87.77	1.00	69.43	69.43 A
WCTA CONFERENCE IN WI DELLS, WI			
OCTOBER 2023COUNTY TREASURER			
EST 100 MILES @\$0.655 = \$65.50	1.00	288.20	288.20 A
SPRING DISTRICT MEETING			
REAL PROPERTY COORDINATOR			
EST 340 MILES @\$0.655 = \$222.70			
FALL CONFERENCE MEETING			
REAL PROPERTY COORDINATOR			
EST 100 MILES @\$0.655 = \$65.50	2.00	63.00	126.00 A
SPRING DISTRICT MEETING			
COUNTY TREASURER			
EST 100 MILES @\$0.655 = \$65.50			
FALL DISTRICT MEETING COUNTY TREASURER			

TOTAL MILEAGE 863.53

VENDOR	QUANTITY	UNIT COST	2024 DEPT
533210 MILEAGE-ASSESSORS			
11520000 533210 - MILEAGE-ASSESSORS			
ESTIMATE BASED ON # OF MONROE COUNTY	1.00	500.00	500.00 *
ASSESSORS THAT ATTEND THE ASSESSORS			500.00
TRAINING IN EAU CLAIRE OR MADISON.			

TOTAL MILEAGE-ASSESSORS 500.00

VENDOR	QUANTITY	UNIT COST	2024 DEPT
533100 EQUIPMENT SERVICE CONTRACTS			
11520000 533100 - EQUIPMENT SERVICE CONTRACT			
CANON EQUIPMENT LEASE	12.00	232.74	6,010.94 *
ANNUAL MAINTENANCE CHECK FOLDER/SEALER	1.00	1,500.00	2,792.88
ANNUAL MAINTENANCE CURRENCY COUNTER	1.00	400.00	1,500.00
LOFFLER PRINT MANAGEMENT	1.00	1,270.00	400.00
BISCOM E-FAX	1.00	48.06	1,270.00
			48.06

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR: TREASURER	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL EQUIPMENT SERVICE CONTRACTS				6,010.94
556000 PROPERTY TAX PAYMENTS				
11520000	556000 - REFUNDED TAXES-CNTY SHARE			13,000.00 *
	REFUNDED TAXES	1.00	13,000.00	13,000.00 A
TOTAL PROPERTY TAX PAYMENTS				13,000.00
556100 UNCOLLECTED PERSONAL PROP TAX				
11520000	556100 - UNCOLLECTED PERSONAL PROP TAX			1,000.00 *
	UNCOLLECTED PERSONAL PROPERTY BY MUNICIPALITIES	1.00	1,000.00	1,000.00
TOTAL UNCOLLECTED PERSONAL PROP TAX				1,000.00
599000 TECHNOLOGY POOL				
11520000	599000 - TECHNOLOGY POOL			964.00 *
	SEE IT POOL DETAIL BACK OF BOOK 1.	1.00	964.00	964.00
TOTAL TECHNOLOGY POOL				964.00
TOTAL TREASURER				44,902.47
TOTAL REVENUE				-3,000.00
TOTAL EXPENSE				47,902.47
GRAND TOTAL				44,902.47

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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	
FINANCE DEPARTMENT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11510000	461900	OTH FIN R	-105.00	-120.00	-120.00	-30.00	-120.00	-120.00	
11510000	474600	HS FEE	-392,231.46	-524,521.00	-524,521.00	-245,274.66	-524,521.00	-524,521.00	
11510000	474652	RH FEE	-248,027.72	-272,002.00	-272,002.00	-153,066.44	-272,002.00	-272,002.00	
11510000	511000	SALARIES	689,875.73	792,442.00	791,461.00	410,654.99	791,461.00	.00	
11510000	511200	OVERTIME	572.88	.00	.00	233.36	.00	.00	
11510000	515005	RETIREMENT	43,440.78	53,894.00	53,827.00	27,935.68	53,827.00	.00	
11510000	515010	SOC SEC	42,161.13	49,140.00	49,079.00	25,052.86	49,079.00	.00	
11510000	515015	MEDICARE	9,864.62	11,498.00	11,484.00	5,859.06	11,484.00	.00	
11510000	515020	HLTH INS	239,833.41	297,714.00	297,714.00	157,760.39	297,714.00	.00	
11510000	515025	DENTAL INS	8,872.09	10,535.00	10,535.00	5,584.62	10,535.00	.00	
11510000	515030	LIFE INS	216.75	261.00	261.00	137.25	261.00	.00	
11510000	515040	WORK COMP	393.58	459.00	459.00	234.17	459.00	.00	
11510000	515700	ED & TRAIN	106.56	690.00	690.00	179.00	690.00	750.00	
11510000	522025	TELEPHONE	43.94	72.00	72.00	16.81	72.00	72.00	
11510000	531000	OFFIC SUPL	1,467.02	1,600.00	1,600.00	18.99	1,600.00	1,600.00	
11510000	531050	POSTAGE	1.34	60.00	60.00	.00	60.00	66.00	
11510000	532000	BK/PUB/SUB	140.53	200.00	200.00	78.12	200.00	200.00	
11510000	532500	DUES	50.00	50.00	50.00	50.00	50.00	50.00	
11510000	533010	CONF/SEM	4,944.66	6,790.00	6,790.00	5,410.60	6,790.00	6,260.00	
11510000	533200	MILEAGE	788.95	750.00	750.00	61.25	750.00	665.00	
11510000	553100	EQUIP SERV	1,781.72	1,309.00	1,309.00	469.74	1,309.00	1,140.00	
11510000	599000	IT POOL	.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	
TOTAL FINANCE DEPARTMENT			404,191.51	432,601.00	431,478.00	243,145.79	431,478.00	-784,060.00	
11512000	521410	FINC AUDIT	34,780.00	49,550.00	51,500.00	24,550.00	51,500.00	52,475.00	
TOTAL FINANCIAL & AUDIT SERV			34,780.00	49,550.00	51,500.00	24,550.00	51,500.00	52,475.00	
11513000	521410	INDIR CST	5,450.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	
TOTAL INDIRECT COST ALLOCATI			5,450.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	
TOTAL REVENUE			-640,364.18	-796,643.00	-796,643.00	-398,371.10	-796,643.00	-796,643.00	
TOTAL EXPENSE			1,084,785.69	1,283,894.00	1,284,721.00	671,166.89	1,284,721.00	70,158.00	
GRAND TOTAL			444,421.51	487,251.00	488,078.00	272,795.79	488,078.00	-726,485.00	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPT	
FINANCE DEPARTMENT						
11510000	461900 - OTHER FINANCE REVENUES					-120.00 *
	GARNISHMENT FEES		8.00	15.00		-120.00
11510000	474600 - FINANCE REV HS FEES					-524,521.00 *
	FINANCE DEPT STAFF AT HUMAN SERVICES		1.00	524,521.00		-524,521.00
11510000	474652 - FINANCE REV RH FEES					-272,002.00 *
	FINANCE DEPT STAFF AT ROLLING HILLS		1.00	272,002.00		-272,002.00
11510000	515700 - EMP. EDUCATION & TRAINING					750.00 *
	ANNUAL GFOA UPDATE		1.00	200.00		200.00
	2024 WGFOA GOVERNMENTAL ACCOUNTING		1.00	400.00		400.00
	WORKSHOP					
	MISCELLANEOUS TRAINING		1.00	150.00		150.00
11510000	522025 - TELEPHONE					72.00 *
	(5) PHONES @ \$1.25 / MONTH		12.00	6.00		72.00
	ESTIMATED LONG DISTANCE = \$4.75 / MONTH					
11510000	531000 - OFFICE SUPPLIES					1,600.00 *
	CHECK STOCK, W2'S, 1099'S, PAPER,		1.00	1,600.00		1,600.00
	MISCELLANEOUS OFFICE SUPPLIES					
11510000	531050 - POSTAGE					66.00 *
	FOREVER STAMPS		1.00	66.00		66.00
11510000	532000 - BOOKS/PUBLICAT/SUBSCRIPT					200.00 *
	GFOA PROFESSIONAL PUBLICATIONS		1.00	200.00		200.00
11510000	532500 - DUES					50.00 *
	WGFOA		2.00	25.00		50.00
11510000	533010 - CONFERENCE/SEMINARS					6,260.00 *
	WGFOA CONFERENCE-WINTER 2024 IN		2.00	110.00		220.00
	MIDDLETON					
	MUNIS USER CONFERENCE REGISTRATION		2.00	1,200.00		2,400.00
	INDIANAPOLIS, IN MAY 19-22, 2024					
	WGFOA - HOTEL/MEALS/PARKING		2.00	320.00		640.00
	HOTEL/MEALS/TRANSPORTATION:		2.00	1,500.00		3,000.00
	MUNIS USER CONFERENCE					
	INDIANAPOLIS, IN MAY 19-22, 2024					

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:				
FINANCE DEPARTMENT	VENDOR	QUANTITY	UNIT COST	2024 DEPT
11510000 533200 - MILEAGE				665.00 *
MISC. MEETINGS & TRAINING		1.00	665.00	665.00
1000 MILES @ 66.5 CENTS PER MILE				
11510000 553100 - EQUIPMENT SERVICE CONTRACT				1,140.00 *
CANON EQUIPMENT LEASE SPLIT 3 WAYS		12.00	43.00	516.00
LOFFLER PRINT MANAGEMENT		1.00	600.00	600.00
BISCOM E-FAX SPLIT 3 WAYS		1.00	24.00	24.00
11510000 599000 - TECHNOLOGY POOL				1,780.00 *
SEE IT POOL DETAIL BACK OF BOOK 1.		1.00	1,780.00	1,780.00
TOTAL FINANCE DEPARTMENT			-784,060.00	
11512000 521410 - FINANCIAL & AUDITING SERVICES				52,475.00 *
ANNUAL AUDIT APPROVED PROPOSAL KERBER		1.00	47,775.00	47,775.00
ROSE		1.00	800.00	800.00
OTHER POST EMPLOYMENT BENEFITS				
ACTUARIAL STUDY - REQUIRED FOR AUDIT				
PURPOSES				
LEASE AND SIBTA REQUIREMENTS FOR AUDIT		1.00	3,900.00	3,900.00
TOTAL FINANCIAL & AUDIT SERVICES			52,475.00	
11513000 521410 - INDIRECT COST SHARING				5,100.00 *
ANNUAL INDIRECT COST AUDIT - DSN		1.00	5,100.00	5,100.00
TOTAL INDIRECT COST ALLOCATION PLAN				5,100.00
TOTAL REVENUE				-796,643.00
TOTAL EXPENSE				70,158.00
GRAND TOTAL				-726,485.00

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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	
DEBT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
38000000	411100	PROP TX	.00	-2,261,689.00	-2,261,689.00	-2,261,689.00	-2,261,689.00	-783,542.69	
38000000	462400	BRD OF INM	-110,645.96	-70,000.00	-70,000.00	-48,456.94	-70,000.00	-70,000.00	
38000000	481000	INT ON INV	-3,740.69	.00	.00	.00	.00	.00	
38000000	493000	FND BAL AP	.00	-141,682.00	-141,682.00	.00	-141,682.00	-1,619,623.31	
TOTAL DEBT			-114,386.65	-2,473,371.00	-2,473,371.00	-2,310,145.94	-2,473,371.00	-2,473,166.00	
38102100	561000	JC PRIN	6,465,000.00	2,005,000.00	3,539,623.31	2,005,000.00	2,005,000.00	2,050,000.00	
TOTAL JUSTICE CENTER BOND-PR			6,465,000.00	2,005,000.00	3,539,623.31	2,005,000.00	2,005,000.00	2,050,000.00	
38102600	561000	RADIO PRIN	185,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	
TOTAL RADIO SYSTEM BOND-PRIN			185,000.00	190,000.00	190,000.00	190,000.00	190,000.00	190,000.00	
38292100	562000	JC INT	346,320.00	266,033.00	266,033.00	143,078.75	266,033.00	225,327.00	
38292100	569250	JC CRG	1,308.33	1,335.00	1,335.00	.00	1,335.00	1,111.00	
TOTAL JUSTICE CENTER BOND-IN			347,628.33	267,368.00	267,368.00	143,078.75	267,368.00	226,438.00	
38292600	562000	RADIO INT	14,900.00	10,913.00	10,913.00	6,525.00	10,913.00	6,638.00	
38292600	569250	RADIO SERV	90.00	90.00	90.00	.00	90.00	90.00	
TOTAL RADIO SYSTEM BOND-INTE			14,990.00	11,003.00	11,003.00	6,525.00	11,003.00	6,728.00	
TOTAL REVENUE			-114,386.65	-2,473,371.00	-2,473,371.00	-2,310,145.94	-2,473,371.00	-2,473,166.00	
TOTAL EXPENSE			7,012,618.33	2,473,371.00	4,007,994.31	2,344,603.75	2,473,371.00	2,473,166.00	
GRAND TOTAL			6,898,231.68	.00	1,534,623.31	34,457.81	.00	.00	

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NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPT
DEBT					
38000000	411100 - GENERAL PROPERTY TAXES				-783,542.69 *
	PROPERTY TAX LEVY FOR BOND PAYMENTS		1.00	783,542.69	-783,542.69
38000000	462400 - BOARD OF STATE INMATES				-70,000.00 *
	CURRENT YEAR REVENUE FROM BOARDNG OF STATE INMATES		1.00	70,000.00	-70,000.00
38000000	493000 - FUND BALANCE APPLIED				-1,619,623.31 *
	COMMITTED DEBT SERVICE DUE TO ACHIEVING THE 2022 MINIMUM FUND BALANCE POLICY		1.00	1,534,623.31	-1,534,623.31
	APPLYING PRIOR YEAR FUNDS FROM BOARDING OF STATE INMATES		1.00	85,000.00	-85,000.00
TOTAL DEBT					-2,473,166.00
38102100	561000 - JUSTICE CENTER PRINCIPAL				2,050,000.00 *
	2013 BOND PAYMENT-REFINANCE		1.00	1,545,000.00	1,545,000.00
	2014 BOND PAYMENT		1.00	440,000.00	440,000.00
	2015 BOND PAYMENT		1.00	65,000.00	65,000.00
TOTAL JUSTICE CENTER BOND-PRINCIPAL					2,050,000.00
38102600	561000 - RADIO SYSTEM BOND-PRINCIPAL				190,000.00 *
	2015 BOND PAYMENT		1.00	190,000.00	190,000.00
TOTAL RADIO SYSTEM BOND-PRINCIPAL					190,000.00
38292100	562000 - JUSTICE CENTER INTEREST				225,327.00 *
	2013 BOND MARCH & SEPTEMBER INTEREST PAYMENTS ON REFINANCED BOND. SAVINGS OF \$22,675 FOR 2024 BY REFINANCING		1.00	43,250.00	43,250.00
	2014 BOND MARCH & SEPTEMBER INTEREST PAYMENTS		1.00	12,000.00	12,000.00
	2015 BOND MARCH & SEPTEMBER INTEREST PAYMENTS		1.00	170,077.00	170,077.00
38292100	569250 - JUSTICE CENTER SERV CHARGE				1,111.00 *
	2013 BOND ANNUAL SERVICE CHARGE-REFINANCE		1.00	251.00	251.00
	2014 BOND ANNUAL SERVICE CHARGE		1.00	475.00	475.00
	2015 JUSTICE CENTER BOND PORTION OF ANNUAL SERVICE CHARGE		1.00	385.00	385.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20241 2024 ANNUAL BUDGET				
ACCOUNTS FOR:				
JUSTICE CENTER BOND-INTEREST	VENDOR	QUANTITY	UNIT COST	2024 DEPT
TOTAL JUSTICE CENTER BOND-INTEREST			226,438.00	
38292600 562000 - RADIO SYSTEM BOND-INTEREST				6,638.00 *
2015 BOND INTEREST		1.00	6,638.00	6,638.00
38292600 569250 - RADIO SYSTEM SERV CHARGE				90.00 *
2015 BOND SERVICE CHARGE		1.00	90.00	90.00
TOTAL RADIO SYSTEM BOND-INTEREST				6,728.00
TOTAL REVENUE				-2,473,166.00
TOTAL EXPENSE				2,473,166.00
GRAND TOTAL				.00

** END OF REPORT - Generated by DIANE ERICKSON **