



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
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, November 15, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of:
 - October 6, 2023
 - Joint Administration & Personnel and Finance Committees on October 10, 2023
 - October 18, 2023
 - October 23, 2023
 - October 24, 2023
 - October 31, 2023
4. Public Comment
5. Request for Credit Card Approval(s) – Discussion/Action
 - a. Human Services
 - b. Treasurer
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Health Department - WIC
 - b. Solid Waste(2)
7. Request for Line Item Transfer(s) – Discussion/Action
 - a. Treasurer
 - b. Finance
8. Fiscal Note Approval on Resolution(s) – Discussion/Action
 - a. Resolution Amending Monroe County Ordinance, Chapter 23, Parks and Recreation, Article II – Outdoor Recreation, Sec. 23-22 – Camping Regulations
 - b. Resolution Authorizing Monroe County Emergency Management to Enter into Agreement with Wisconsin Emergency Management for the Purposes of Obtaining Funds for the State-Local Building Resilient Infrastructure and Communities (BRIC) Grant to Make Updates to the Monroe County Multi-Hazards Mitigation Plan
9. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Treasurer Updates
 - d. Growing Stars Revolving Loan Fund Payoff – Discussion/Action

**FINANCE MEETING
November 15, 2023 Agenda**

10. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
11. 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
12. Next Month's Agenda Items
13. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: November 8, 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
October 6, 2023

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad, James Kuhn
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Mindy Hemmersbach,

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

- 2024 Budget Presentation – Tina Osterberg, Monroe County Administrator presented the 2024 budget to committee members. Tina provided an overview of revenues, expenditures, levy, mill rate and debt service. The proposed 2023 levy increase is .96% with a 2023 mill rate decrease of -8.75%. Tina highlighted several areas in the budget. Discussion.
- 2024 Budget Publication – Motion by Wallace Habegger second by Toni Wissestad to approve the 2024 budget publication as presented. Discussion. Carried 5-0.
- Department Head Budget Schedule – October 23rd, beginning at 8:30 a.m.; October 24th beginning at 8:30 a.m.
- Motion by James Kuhn second by David Pierce to adjourn the meeting at 10:17 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Joint Administration & Personnel and Finance Committees
October 10, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, Cedric Schnitzler, David Pierce

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Adrian Lockington, Lisa Aldinger Hamblin, Wes Revels

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

- Next Month's Meeting Date/Time – The next meeting is November 14, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the September 12, 2023 Administrative & Personnel minutes and also the September 12, 2023 Joint Administrative & Personnel and Finance Committee minutes. Todd Sparks noted the adjournment time should be updated for the regular Administrative & Personnel Committee, it currently reads 11:39m a.m. and should read 11:39 a.m. The minutes and amended carried 5-0.
- Budgetary Adjustments
 - a. Information Technology – Motion by James Kuhn second by Jason Jandt to approve budget adjustment. Rick Folkedahl, IT Director explained the 2023 budget adjustment in the amount of \$10,000.00 for wireless upgrade project. Discussion. Todd Sparks noted that the budget adjustment date should be updated to October 10, 2023. Carried 5-0.
 - b. Personnel – Motion by Toni Wissestad second by Todd Sparks to approve budget adjustment. Ed Smudde, Personnel Director explained 2023 budget adjustment in the amount of \$12,723.53 for legal counsel. Todd Sparks noted that the budget adjustment date should be updated to October 10, 2023. Discussion. Carried 5-0.
- Request for Line Item Transfer
 - a. Personnel – Motion by Jason Jandt second by James Kuhn to approve line item transfer. Ed Smudde, Personnel Director explained 2023 line item transfer in the amount of \$2,000.00 for labor relation costs. Discussion. Todd Sparks noted that the line item transfer date should be updated to October 10, 2023. Carried 5-0.
- Resolutions
 - a. Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126 – Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained update to mileage reimbursement language. Discussion. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. PTO Survey Update – Ed Smudde, Personnel Director provided members of the committee comments from the PTO survey. It appears that a majority of employees are not in favor in combining vacation and sick leave pay. At this time, Ed recommended to look at where we can enhance the Personnel Policy. The PTO policy can always be revisited. The committee recommended to hold off on the PTO policy at this time.
 - b. Exit Interview Policy – Ed provided members with the exit interview policy. The exit interview process was explained. Discussion.
 - c. Personnel Policy Manual Review – Ed explained that he is working on the revision of the Personnel Policy. The policy will be brought forward to the November Administrative meeting for review.
 - d. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report
- Next Month's Agenda Items: Strategic Planning Sub-Committee Appointment Discussion; Administrator Succession; Personnel Policy Manual Review.
- Motion by Toni Wissestad second by Jason Jandt to adjourn at 9:42 a.m.

The joint meeting of the Administration & Personnel and Finance Committee was called to order at 9:57 a.m. by Chair Wallace Habegger.

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, David Pierce, Cedric Schnitzler

Others: Ed Smudde, Tina Osterberg, Wes Revels

- Motion by James Kuhn second by Jason Jandt to move into closed session. Habegger, Sparks, Kuhn, Jandt, Wissestad, Schnitzler and Pierce all voted yes.
- Closed Session per WI Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- Motion by James Kuhn second by Jason Jandt to return to open session and adjourn at 10:15 a.m. with Habegger, Sparks, Kuhn, Jandt, Wissestad, Schnitzler and Pierce all voting yes.

Shelley Bohl, Monroe County Clerk
Recorder

Finance Committee
October 18, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Justin Derhammer, Adrian Lockington, Tracy Thorsen, David Ohnstad, Ed Smudde, Lisa Aldinger Hamblin, Wes Revels, Rick Folkedahl, David Hesel, Chad Ziegler

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, November 15, 2023 in the Monroe County Assembly Room at 9:00 a.m.
Upcoming Future Dates: *October 23, 2023 at 8:30 a.m.
*October 24, 2023 at 8:30 a.m.
*November 1, 2023 Annual Board meeting at 6:00 p.m.
- Minutes Approval - Motion by Wallace Habegger second by David Pierce to approve the 09/12/2023, 09/20/2023 and 09/27/2023 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Human Services Request for Credit Card Approval - Motion by David Pierce second by Toni Wissestad to approve two credit cards. Tracy Thorsen, Human Services Director explained two credit card requests for the ADRC Social Worker and Behavioral Health Social Worker in the amount of \$1,000.00 each. Carried 5-0.
- Highway Re-Purpose of Funds - Motion by David Pierce second by Toni Wissestad to approve two re-purpose of funds. David Ohnstad, Highway Commissioner explained the 2023 re-purpose of funds in the amount of \$350,000.00 and \$250,000.00 for Sparta storage building. Carried 5-0.
- Budget Adjustments:
 - a. Solid Waste – Motion by David Pierce second by James Kuhn to approve two budget adjustments. David Hesel, Solid Waste Director explained the 2023 adjustment in the amount of \$12,534.80 for increased cost of recycling and \$35,639.03 for contracted services. Discussion. Carried 5-0.
 - b. Information Technologies – Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Rick Folkedahl, IT Director explained the 2023 adjustment in the amount of \$10,000.00 for wireless upgrade project. Discussion. Carried 5-0.
 - c. Personnel – Motion by James Kuhn second by David Pierce to approve budget adjustment. Ed Smudde, Personnel Director explained the 2023 adjustment in the amount of \$12,723.53 for legal counsel. Carried 5-0.
- Fiscal Note Approval on Resolution –
 - a. Resolution Approving the Monroe County Forest Annual Work Plan – 2024. Motion by David Pierce second by Toni Wissestad to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained annual County Forest Grant from the Wisconsin Department of Natural Resources. Discussion. Carried 5-0.
 - b. Resolution Approving the Monroe County Species and Habitat Conservation Agreement. Motion by David Pierce second by Wallace Habegger to approve fiscal note. Chad Ziegler, Forest & Parks Administrator explained timber sale setup and administrative costs may increase slightly. Discussion. Motion by David Pierce second by Wallace Habegger to amend the fiscal note by adding following The impact to forestry revenue will most likely be minimal “if this resolution passes. If it does not, Forestry Revenue will most likely decrease significantly.” Discussion. The amendment carried 5-0. The fiscal note as amended carried 5-0.
- Treasurer –
 - a. Justin Derhammer, Interim Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review

- c. Tax Delinquent Parcels/Timeline, Outstanding Years 2019 & 2020 – Justin Derhammer, Interim Treasurer explained that title work will begin in January for the 2019 & 2020 parcels. The tax delinquent parcels from 2014 -2018 are currently going through the in-rem process.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad second by James Kuhn to approve notice of donations/user fees received budget adjustments. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by Wallace Habegger second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Treasurer-Banking Interest Rates; Lisa Aldinger Hamblin-In Rem Process.
- Open Session to review the applicants from the Office of the Monroe County Treasurer. Ed Smudde, Personnel Director explained that the Monroe County Treasurer Advertisement was opened to the general public for three weeks. There are a total of three candidates. Two candidates are internal, the other external. The candidates are as follows:
 - Justin Derhammer
 - Melinda Hemmersbach
 - Tracy Kingsley
- Motion by Toni Wissestad second by James Kuhn to move into closed session with Schnitzler, Habegger, Kuhn, Pierce and Wissestad all voting yes.
- Closed Session under WI. Stat. 19.85(1) (c). Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body had jurisdiction or exercises responsibility – For Monroe County Employee Applicant(s).
- Motion by Toni Wissestad second by James Kuhn to return to open session with Schnitzler, Habegger, Kuhn, Pierce and Wissestad all voting yes.
- Open Session to set the Applicants that will be interviewed for the Office of the Monroe County Treasurer. Committee members reviewed the external candidate application. Discussion. Motion by Wallace Habegger second by James Kuhn to interview the two internal candidates only. Discussion. The motion failed 2 yes (Habegger/Pierce), 3 no (Schnitzler, Kuhn, Wissestad). Motion by Toni Wissestad second by James Kuhn to interview all of the three candidates. Discussion. The motion carried 3 yes (Schnitzler, Kuhn, Wissestad), 2 no (Habegger, Pierce).

Interviews will be conducted on October 31, 2023 from 9:00 a.m. to noon.
- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 10:53 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
October 23, 2023

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad, James Kuhn
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Mindy Hemmersbach, Doug Rogalla, Rick Folkedahl, Bill Pieper, Brooke Adams, Lisa Aldinger Hamblin, Pamela Pipkin, Eric Weihe, Alison Elliott, Chad Ziegler, Jeremiah Erickson, Michelle Tryggestad; Ed Smudde, Bob Micheel, Derek Pierce, Linda Smith, Chelsea Karacson

The meeting was called to order at the Monroe County Board Assembly Room at 8:30 a.m. by Chair Cedric Schnitzler.

- 2023 County Budgets –

Information Technology – Rick Folkedahl was available to present the Information Technology budget and answer questions. Budget lines discussed but not limited to: equipment service contract adjustment that will need to be made in the amount of \$648.00; building rent; GCS Software; equipment for squads; Sanitation/Zoning software; firewall upgrade.

Highway – Bill Pieper and Brooke Adams were available to present the Highway budget and answer questions. Tina Osterberg, County Administrator discussed budget lines but not limited to: bond payments; projects; capital; fund balance applied/bond funding.

Corporation Counsel – Lisa Aldinger Hamblin was available to present the Corporation Counsel budget and answer questions. Budget lines discussed but not limited to: office supplies; temporary help; legal fees; the vacant Assistant Corporation Counsel Position was removed from budget due to the position being vacant for a year.

Child Support – Pamela Pipkin was available to present the Child Support budget and answer questions. Budget lines discussed but not limited to: salaries/fringes; education/training; guardian ad litem fees.

A recess was taken at 9:44 a.m., the meeting reconvened at 10:04 a.m.

Justice Programs – Eric Weihe was available to present the Justice Programs budget and answer questions. Budget lines discussed but not limited to: revenue; salaries/benefits; conference; opioid funding is not included; TAD Grant; Drug Court Grant.

Sanitation/Zoning – Alison Elliott was available to present the Sanitation/Zoning budget and answer questions. Budget lines discussed but not limited to:

Sanitation – office supplies; septic system aide; salaries; rent.

Dog Control – office supplies; mileage; confiscated animals.

Zoning – printing; phone; postage; rent; attorney fees.

Forestry/Parks – Chad Ziegler was available to present the Forestry/Parks budget and answer questions. Budget lines discussed but not limited to:

Parks – salaries.

Forestry – forestry grant; forest revenue.

Snowmobile – DNR funding.

Land Records – Jeremiah Erickson was available to present the Land Information budget and answer questions. Budget lines discussed but not limited to: ariel project; recordings; software.

Personnel – Ed Smudde was available to present the Personnel budget and answer questions. Budget lines discussed but not limited to: labor relations; ID badges; health insurance; employee recognition.

UW Extension – Tina Osterberg, County Administrator was available to present the UW Extension budget and answer questions. Budget lines discussed but not limited to: salaries.

Land Conservation – Bob Micheel was available to present the Land Conservation budget and answer questions. Budget lines discussed but not limited to: state staffing grant; tree sales; salaries.

A lunch was taken at 11:55 a.m.; the meeting reconvened at 1:00 p.m.

Maintenance – Derek Pierce was available to present the Maintenance budget and answer questions. Budget lines discussed but not limited to: gas; electricity; contracted services; capital; north complex building; historical grants.

Rolling Hills – Linda Smith and Chelsea Karacson were available to present the Rolling Hills budget and answer questions. Budget lines discussed but not limited to: state rate; salaries; gas; electricity.

Veterans Services – Charles Weaver was available to present the Veterans Service budget and answer questions. Budget lines discussed but not limited to: cell phone; veteran's graves; conferences.

- Motion by James Kuhn second by Toni Wissestad to adjourn the meeting at 2:00 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
October 24, 2023

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad; James Kuhn
Others: Tina Osterberg, Diane Erickson, Adrian Lockington, Mindy Hemmersbach, Doug Rogalla, David Hesel, Wes Revels, Stan Hendrickson, Jared Tessman; Kevin Croninger, Lynn Kloety, Laura Endres, Kelly Leis, Justin Derhammer, Bob Smith, Jarrod Roll, Deb Brandt, Tracy Thorsen, Chelsea Stenulson, Tiffany Giesler

The meeting was called to order at the Monroe County Board Assembly Room at 8:30 a.m. by Chair Cedric Schnitzler.

- 2023 County Budgets –

Solid Waste – David Hesel was available to present the Solid Waste budget and answer questions. Budget lines discussed but not limited to: tonnage increase; engineering fees; DNR Fees; Leachate; cell expansion; clay capping; bonding; sand creek.

Sheriff – Wes Revels, Stan Hendrickson and Jared Tessman were available to present the Sheriff budget and answer questions. Budget lines discussed but not limited to:
Sheriff - revenue; grant funding; K9.
Jail - sanction holds; medical; nurse.
Emergency Management - EPCRA salaries; revenues; EMPG and EPCRA estimate awards.
Dispatch – capital project/upgrades.

Sheriff Wes Revels had one concern regarding the budget. Request to add K9 funding to the budget. His suggestion was to move \$20,000.00 from capital for transport vans to the K9 account.

District Attorney – Kevin Croninger and Lynn Kloety were available to present the District Attorney budget and answer questions. Budget lines discussed but not limited to: staffing; state funding; cell phones for attorneys.

Kevin Croninger had one concern and asked that cell phone's be added to budget. The committee discussed two phones at approximately \$520.00 per telephone.

Clerk of Courts – Laura Endres was available to present the Clerk of Courts budget and answer questions. Budget lines discussed but not limited to: budget remained relatively the same.

A recess was taken at 10:01 a.m., the meeting reconvened at 10:12 a.m.

Circuit Court – Kelly Leis was available to present the Circuit Court budget and answer questions. Budget lines discussed but not limited to: attorney fees.

Treasurer – Justin Derhammer was available to present the Treasurer budget and answer questions. Budget lines discussed but not limited to: health insurance; cell phone; on call salaries; refunded taxes.

Medical Examiner – Bob Smith was available to present the Medical Examiner budget and answer questions. Budget lines discussed but not limited to: cremation/death certificate revenues; cell phone; equipment service; transport.

Local History Room – Jarrod Roll was available to present the Local History Room budget and answer questions. Budget lines discussed but not limited to: salaries; endowment interest; grotto.

Register of Deeds – Deb Brandt was available to present the Register of Deeds budget and answer questions. Budget lines discussed but not limited to: revenues; scanning project; health insurance.

Finance – Diane Erickson was available to present the Finance budget and answer questions. Budget lines discussed but not limited to: education/training; audits; debt service fund; capital project funds.

County Clerk/Board – Shelley Bohl was available to present the County Clerk/Board budget and answer questions. Budget lines discussed but not limited to:

County Clerk: office supplies; elections, marriage license revenues.

County Board: IT pool, mileage, salaries, printing, conference/seminars.

A lunch was taken at 12:00 p.m., the meeting reconvened at 1:00 p.m.

Human Services – Tracy Thorsen and Chelsea Stenulson were available to present the Human Services budget and answer questions. Budget lines discussed but not limited to: summary of revenues/expenses for Children & Family Services; Behavioral Health; Economic Support Services; Aging & Disability Resource Center and Agency Management; Support & Operations.

Health – Tiffany Giesler was available to present the Health budget and answer questions. Budget lines discussed but not limited to: grants; insurance; IT, WIC.

Administrator/Economic Development Tourism – Tina Osterberg was available to present the Administrator and Economic Development Tourism budget and answer questions. Budget lines discussed but not limited to:

Administrator = mileage.

Economic Development = marketing.

Other budget areas discussed -

Workman's Compensation

Jail Assessment

Libraries

Self-Insurance

Mississippi Regional Planning Commission

SMRT Bus Program

Addendum Approvals:

Sheriff:

Motion by James Kuhn second by David Pierce to move \$20,000.00 from capital to K9. Carried 5-0.

DA

Motion by Toni Wissestad second by David Pierce to add two cell phones at approximately \$520.00 per line. Carried 5-0.

Emergency Management

Motion by Toni Wissestad second by David Pierce to leave grant adjustments in the amount of \$11,779.00 in the budget as is. Discussion. Carried 5-0.

Highway

Motion by David Pierce second by Toni Wissestad for Highway Bridge Aid Adjustment in the amount of \$785.00. Carried 5-0.

IT

Motion by James Kuhn second by Wallace Habegger to approve phone emails in the amount of \$240.00 and Equipment Service Contracts in the amount of \$648.00 out of the Contingency Fund. Carried 5-0.

- Resolution Adopting the 2023 Budget and Authorizing Property Tax Levies – Motion by Wallace Habegger second by David Pierce to approve resolution. Carried 5-0.

Addendum changes to the budget will be recommended at the Annual Board meeting on 11/01/23.

- Motion by Wallace Habegger second by Toni Wissestad to adjourn the meeting at 2:46 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
October 31, 2023

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad, James Kuhn
Others: Tina Osterberg, Ed Smudde, Kerry Sullivan Flock, Justin Derhammer, Melinda Hemmersbach

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

- Ed Smudde, Personnel Director explained that applicant Tracy Kingsley withdrew her application. An overview of the interview process was provided.
- Open Session to conduct applicant interviews for the Office of the Monroe County Treasurer – Justin Derhammer was interviewed by Committee Members.
- Motion by Wally Habegger second by Toni Wissestad to go into closed session. Habegger, Kuhn, Pierce, Wissestad and Schnitzler all voting yes.
- Closed Session under WI Statute 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – For Monroe County Employee Applicant(s).
- Motion by Wallace Habegger second by David Pierce to move into open session. Habegger, Kuhn, Pierce, Wissestad and Schnitzler all voting yes.
- Open Session to conduct applicant interviews for the Office of the Monroe County Treasurer – Melinda Hemmersbach was interviewed by Committee Members.
- Motion by Toni Wissestad second by James Kuhn to go into closed session. Habegger, Kuhn, Pierce, Wissestad and Schnitzler all voting yes.
- Closed Session under WI Statute 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – For Monroe County Employee Applicant(s).
- Motion by James Kuhn second by David Pierce to move into open session. Habegger, Kuhn, Pierce, Wissestad and Schnitzler all voting yes.
- Open Session. Discussion. Motion by Wallace Habegger second by David Pierce to recommend Melinda Hemmersbach for the Office of the Monroe County Treasurer. Discussion. Carried 5-0. The resolution authorizing the appointment of the Monroe County Treasurer will be forwarded to the full board on 11/01/23.

Ed Smudde will contact both applicants.

- Motion by Toni Wissestad second by James Kuhn to adjourn the meeting at 11:42 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> |
|----------------------------|--|--------------------------|
| Amanda Wilkie | Behavioral Health Social Worker | \$ 1,000.00 |
| Amy Schmidt | CCS/CLTS Dual Enrollment Social Worker | \$ 5,000.00 |
| Sarah Koenen | CCS/CLTS Dual Enrollment Social Worker | \$ 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. |
| Request to increase Amy and Sarah's credit cards from \$1,000 to \$5,000. Pilot dual-enrollment cases require |
| CLTS purchases on staff credit cards. |

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

David A. Peice 11-7-23

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Treasurer

Committee: Finance

| <u>Name of Card Holder</u> | <u>Title of Position</u> | <u>Credit Card Limit</u> |
|----------------------------|--------------------------|--------------------------|
| Melinda Hemmersbach | Treasurer | \$2,500 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Justification for Credit Card(s):

| |
|--|
| Switch Credit Card from Finance Department to Treasurer Department |
| |
| |
| |
| |
| |
| |
| |

Department Head Approval: Melinda Hemmersbach

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

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

Date: July 18, 2023
 Department: WIC
 Amount: \$21,775.00
 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: _____

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

DHS has issued a One-Time increase funding allocation for Monroe County WIC Department.

Revenue Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|--------------|----------------|-------------------|---------------|
| 24120000 | 435500 | | WIC CARS | \$ 194,720.00 | \$ 21,775.00 | \$ 216,495.00 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total Adjustment | | | | | \$ 21,775.00 | |

Expenditure Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|-----------------------|----------------|-------------------|---------------|
| 24120000 | 511000 | | Salaries | \$ 180,817.00 | \$ 15,275.00 | \$ 196,092.00 |
| 24120000 | 515005 | | Retirement | \$ 12,836.00 | \$ 400.00 | \$ 13,236.00 |
| 24120000 | 515010 | | Social Security | \$ 11,326.00 | \$ 500.00 | \$ 11,826.00 |
| 24120000 | 515015 | | Medicare | \$ 2,465.00 | \$ 200.00 | \$ 2,665.00 |
| 24120000 | 515020 | | Health Ins | \$ 32,957.00 | \$ 2,800.00 | \$ 35,757.00 |
| 24120000 | 515025 | | Dental Ins | \$ 1,905.00 | \$ 400.00 | \$ 2,305.00 |
| 24120000 | 534150 | | Nutrition Ed Supplies | \$ 3,988.60 | \$ 2,200.00 | \$ 6,188.60 |
| Total Adjustment | | | | | \$ 21,775.00 | |

Department Head Approval: Tiffany E. Miesky
 Date Approved by Committee of Jurisd 11-7-23
Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____
Per WI Stats 65.90(5)(a) must be authorized by a vote of _____

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

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

Date: November 3, 2023
 Department: Solid Waste
 Amount: \$4,588.50
 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: _____

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

Budget adjustment for the increased cost of the filtration system due to increased demand at the residence. This home has more occupants than other filter installs we have done in the past. It requires a slightly larger filtration system, which has been sized by Culligan. The system cost is \$6,388.50 and we have already allocated \$1,800 for the filtration system. We need an additional \$4,588.580 for the install.

Revenue Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|---------------------------|----------------|-------------------|---------------|
| 10000001 | 481000 | | Interest on Investments | \$ 446,347.51 | \$ 4,588.50 | \$ 450,936.01 |
| 63300000 | 499999 | | Transfer in - Solid Waste | \$ 37,397.00 | \$ 4,588.50 | \$ 41,985.50 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total Adjustment | | | | | \$ 9,177.00 | |

Expenditure Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|-----------------------------|-----------------|-------------------|-----------------|
| 10000000 | 599999 | | Transfer out - General Fund | \$ 1,770,020.31 | \$ 4,588.50 | \$ 1,774,608.81 |
| 63690000 | 521000 | | Professional Services | \$ 86,322.00 | \$ 4,588.50 | \$ 90,910.50 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total Adjustment | | | | | \$ 9,177.00 | |

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: November 3, 2023
 Department: Solid Waste
 Amount: \$2,000.00
 Budget Year Amended: 2024

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

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

Yearly maintenance for the filtration system installed at the Williams residence will require \$2,000 of upkeep. This will cover quarterly softener as well as annual and semi annual replacement of two separate filters.

Revenue Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|---------------------------|----------------|-------------------|--------------|
| 63300000 | 499999 | | Transfer in - Solid Waste | \$ - | \$ 2,000.00 | \$ 2,000.00 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total Adjustment | | | | | \$ 2,000.00 | |

Expenditure Budget Lines Amended:

| Org | Object | Project | Account Name | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------|---------|---------------------------|----------------|-------------------|---------------|
| 10010000 | 539200 | | Contingency Fund | \$ 171,914.00 | \$ (2,000.00) | \$ 169,914.00 |
| 10000000 | 599999 | | Transfer Out-General Fund | \$ - | \$ 2,000.00 | \$ 2,000.00 |
| 63690000 | 521000 | | Professional Services | \$ - | \$ 2,000.00 | \$ 2,000.00 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Total Adjustment | | | | | \$ 2,000.00 | |

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: _____

REQUEST FOR LINE ITEM TRANSFER

Date: 11/7/2023
Department: Treasurer
Amount: \$ 507.00
Budget Year Amended: 2024

From Account

| Org | Object | Project | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------|---------|--------------|----------------|-----------------|------------------|------------|
| 11520000 | 522025 | | Telephone | \$ 531.00 | \$ 507.00 | \$ - | \$ 24.00 |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| Total Transfer | | | | | \$ 507.00 | | |

To Account

| Org | Object | Project | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------|---------|--------------|----------------|-----------------|------------------|---------------|
| 11520000 | 511000 | | Salaries | \$ 217,439.00 | \$ 507.00 | \$ - | \$ 217,946.00 |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| | | | | | | \$ - | \$ - |
| Total Transfer | | | | | \$ 507.00 | | |

Explanation for Transfer: The 2024 budget provided for a cell phone. We are asking to transfer those funds from the telephone line to the salary line for training on the In Rem process to be completed.

Department Head Approval: Melinda Henmersbach
Committee of Jurisdiction Approval: _____ _____
Date

Send to County Administrator's Office
COUNTY ADMINISTRATOR Approval: _____ _____
Date

REQUEST FOR LINE ITEM TRANSFER

Date: 11/15/2023
Department: Finance
Amount: \$ 700.00
Budget Year Amended: 2023

From Account

| Org | Object | Project | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------|---------|---------------------|----------------|------------------|------------------|-------------|
| 11510000 | 533010 | | Conference/Seminars | \$ 6,790.00 | \$ 400.00 | \$ 5,410.60 | \$ 6,390.00 |
| 11510000 | 533200 | | Mileage | \$ 750.00 | \$ 300.00 | \$ 68.13 | \$ 450.00 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Total Transfer | | | | | \$ 700.00 | | |

To Account

| Org | Object | Project | Account Name | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------|---------|-----------------|----------------|------------------|------------------|-------------|
| 11510000 | 531000 | | Office Supplies | \$ 1,600.00 | \$ 700.00 | \$ 742.10 | \$ 2,300.00 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| Total Transfer | | | | | \$ 700.00 | | |

Explanation for Transfer:
 Charge by vendor to change the signature on voucher checks - 2 times at \$500 each. The Finance Dept office supplies budget can cover \$300 of the cost with the Conference/seminars and Milage lines covering the remaining \$700.

Department Head Approval: *Diane Erickson*

Committee of Jurisdiction Approval: _____ Date _____

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ Date _____

RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 23, PARKS AND RECREATION, ARTICLE II – OUTDOOR RECREATION, SEC. 23-22 – CAMPING REGULATIONS

1 **WHEREAS**, the Monroe County Natural Resources and Extension Committee has reviewed
2 Chapter 23, Parks and Recreation, Article II – Outdoor Recreation in the Monroe County
3 Code of Ordinances; and

4
5 **WHEREAS**, it has been determined by this committee and the Forestry & Parks Department,
6 that Monroe County should make amendments to update the ordinance; and

7
8 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that
9 they do hereby amend Chapter 23, Parks and Recreation, Article II – Outdoor Recreation to
10 become effective upon passage and publication, as follows:

11
12 Chapter 23 of the Monroe County General Code of Ordinances shall be amended to read as
13 follows:

14
15 Section 23-22. – Camping Regulations.

16
17 DELETE (c) Reservations will not accepted for campsites in any county park.

18
19 ADD (c) Reservations for campsites may be accepted in any county park that has
20 designated campsites.

Dated this 25th of October 2023.

Offered by the NATURAL RESOURCES and EXTENSION COMMITTEE.

Fiscal Note: Revenue may increase through increased camping attendance and or reservation fees. There will be costs for using a reservation system.

Purpose: To allow the public to make camping reservations in Monroe County campgrounds.

Reviewed as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee of Jurisdiction Forwarded on: _____ 20 _____
____ Yes ____ No ____ Absent

Committee Chair: _____

Finance Vote (If required):
____ Yes ____ No ____ Absent

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 County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

-RESOLUTION No. _____

AUTHORIZING MONROE COUNTY EMERGENCY MANAGEMENT TO ENTER INTO AGREEMENT WITH WISCONSIN EMERGENCY MANAGEMENT FOR THE PURPOSES OF OBTAINING FUNDS FOR THE STATE-LOCAL BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT TO MAKE UPDATES TO THE MONROE COUNTY MULTI-HAZARDS MITIGATION PLAN

- 1 **WHEREAS**, Monroe County is interested in obtaining a cost-share grant from Wisconsin Emergency
- 2 Management for the purpose of completing updates to the Monroe County Multi-Hazards Mitigation Plan;
- 3 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**, Monroe County Emergency Management will address the required administrative reporting
- 11 for the project and will assign the following officials or employees to submit the following documents to the
- 12 Wisconsin Emergency Management (WEM) for financial assistance that may be available:

| Task | Title of Authorized Representative(s) | Email Address and Phone Number if alternative is used |
|--|--|--|
| Enter into a grant agreement with WEM | County Administrator | tina.osterberg@co.monroe.wi.us 608-269-8944 |
| Submit quarterly and/or final reports to the WEM to satisfy the grant agreement, as appropriate | Emergency Management Coordinator | jared.tessman@co.monroe.wi.us 608-269-8711 |
| Submit reimbursement request(s) to the WEM no later than the date specified in the grant agreement | Emergency Management Coordinator | jared.tessman@co.monroe.wi.us 608-269-8711 |
| Sign and submit other required documentation | Emergency Management Coordinator or County Administrator | jared.tessman@co.monroe.wi.us 608-269-8711 tina.osterberg@co.monroe.wi.us 608-269-8944 |

- 13 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors authorizes
- 14 Monroe County Emergency Management to enter into agreement with WEM for the Building Resilient
- 15 Infrastructure and Communities grant for the purposes of updating the Monroe County Multi-Hazards
- 16 Mitigation Plan; and
- 17
- 18 **BE IT FURTHER RESOLVED** that Monroe County will comply with all local, state, and federal rules,
- 19 regulations and ordinances relating to this project and the cost-share agreement.

Dated this 21stth day of November, 2023

Offered by the Public Safety and Justice 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 Wisconsin Emergency Management for the purpose of completing updates to the Monroe County Multi-Hazards Mitigation Plan

Drafted by: Jared Tessman, Monroe County Emergency Management Coordinator

| | |
|--|---|
| <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> |