



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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www.co.monroe.wi.us

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656
DATE: Friday, April 12, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of March 20, 2024
4. Public Comment
5. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Maintenance
6. Request for Credit Card Approval – Discussion/Action
 - a. Human Services
7. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Human Services
 - b. Maintenance (2)
 - c. Jail
8. Fiscal Note on Resolution – Discussion/Action
 - a. Resolution Authorizing the Establishment of a Full-Time Assistant Corporation Counsel Position
9. Resolution for Reauthorization of Self-Insurance - Discussion/Action
10. ATC Proposals – Discussion/Action
 - a. Highway
 - b. Forestry & Parks
 - c. Land Conservation
11. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Pending Tax Appeals - Discussion
 - d. Treasurer Office Updates
 - e. In-rem Discussion
 - f. Growing Stars Update
12. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
13. Opioid Funding Update - Discussion

**FINANCE MEETING
April 12, 2024 Agenda**

14. Monroe County Grant Administration Policy – Discussion
15. 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
16. Next Month's Agenda Items
17. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: April 5, 2024

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
March 20, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Chris Weaver, Wes Revels, David Hesel, Derek Pierce, Tiffany Giesler, Chad Ziegler, Bob Micheel, David Ohnstad, Jason Jandt

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 – Friday, April 12, 2024 in the Monroe County Assembly Room at 9:00 a.m.
 - Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the February 21, 2024 minutes. Carried 5-0.
 - Public Comment – No individuals spoke to the Finance Committee.
 - Sheriff Card Approval – Motion by Wallace Habegger second by David Pierce to approve two credit cards. Chris Weaver, Chief Deputy explained two credit card requests in the amount of \$1,000.00 each for two Bailiff Positions. Carried 5-0.
 - Budget Adjustments:
 - a. Sheriff/Dispatch – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$10,000.00 for PulsePoint Program. Discussion. Carried 5-0.
 - b. Sheriff – Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$2,084.66 for two Automated External Defibrillators, AED machines. Carried 5-0.
 - c. Solid Waste – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$50,000.00 for Sand Creek professional service expenditures. Discussion. Carried 4-1.
 - d. Rolling Hills – Motion by Toni Wissestad second by Wallace Habegger to approve budget adjustment. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$27,500.00 for professional fees. Carried 5-0.
 - Solid Waste Landfill New Cell Construction Funding through Letter of Credit for Long Term Closure – Tina Osterberg, County Administrator provided members with two funding options. The summary provided a short term and 15 year outlook and contained a county loan at 4% versus a letter of credit option at 1%. Committee members discussed both options.
 - Resolution Approving Loan to Solid Waste Department for Phase 5 New Cell Construction Project – Motion by Wallace Habegger second by David Pierce to place discussion on the floor. Carried 5-0. Motion by James Kuhn second by Cedric Schnitzler to approve letter of credit option. Discussion. The motion failed 2-3. Discussion. Motion by Wallace Habegger second by Toni Wissestad to approve county loan option at 4%. Carried 5-0.
 - ATC Proposals –
 - a. Highway – David Ohnstad, Highway Commissioner explained proposal for County Highway ET/West Veterans Street Reconstruction Project.
 - b. Forestry & Parks – Chad Ziegler, Forestry & Parks Director explained proposal for the Forestry/Land Conservation Land Development and Management Account to be used for projects such as the Byron Park, Rolling Hills Green Space and Tri-Creek Recreation Development.
 - c. Land Conservation – Bob Micheel, Land Conservation Director explained proposal for Land Development & Management and Conservation Programs.
- Motion by Wally Habegger second by David Pierce to postpone until the April 12, 2024 meeting. Carried 5-0.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. In-Rem Update – Mindy Hemmersbach, Treasurer provided members with an updated in-rem parcel listing.
 - d. Mindy Hemmersbach provided Treasurer Office updates.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- ARPA Fund Accrued Interest Use – The committee recommended to have departments send in requests for ARPA Fund requests to the Finance Department. Those proposals will be brought to the Finance Committee for review and approval.
- NACO LATCF Contribution – Motion by Wallace Habegger second by James Kuhn to deny payment for the NACO LATCF Contribution. Carried 5-0.
- Credit Card Approval Process – Chair Cedric Schnitzler opened the floor for discussion on the Credit Card approval process. Could the approval process be the Committee of Jurisdiction versus the Finance Committee? It was suggested that the card amounts could be based on positions as approved by the Finance Committee. A summary report of cards issued then could be provided to the Finance Committee. Discussion. Any increase in position amounts could come back to the committee. This item will be revisited.
- Monroe County Grant Administration Policy – The committee recommended to have Department feedback placed into the policy. Next month changes will be summarized. The committee will take a look at all of the updates and work on final approval.
- FICA Payroll Tax Error – Tina Osterberg, County Administrator explained a FICA payroll error. A correction was recommended for the 2021-2023 years. FICA was being taxed for medical, dental and Allstate in error. Discussion.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by David Pierce second by Toni Wissestad to approve notice of donations/user fees received budget adjustments. Carried 5-0.
 - b. Monthly Disbursement Journal – Motion by Wallace Habegger second by James Kuhn to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by Toni Wissestad second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – ATC Proposals Discussion/Action; ARPA Fund Accrued Interest Use-Discussion/Action; Opioid Funding; Grant Policy.

May agenda items: Minimum Finance Policy; Credit Card Approval Process-Discussion/Action.

- Motion by James Kuhn second by Toni Wissestad to adjourn meeting at 11:30 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 4/10/2024
 Department: Maintenance
 Amount: \$ 50,000.00
 Budget Year Amended: 2024

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

Yes or No? No. Explain: Plan to use the current non-lapsing HVAC funds accumulated for these types of repairs.

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

Replacement of the air conditioning unit is required on the Community Service Center Building for adequate building temperature during the warmer months.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581050		HVAC - Fixed Equipment	Non-lapsing Accrued Funds	Replacement of air conditioning unit	\$ 50,000.00
Total Adjustment						\$ 50,000.00

Department Head Approval: *Debra Price* 4/3/24

Committee of Jurisdiction Approval: _____ Date _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

Request for Credit Card Approval

Department: Human Services


Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Tim Ackerman	ADRC Driver	\$ 1,000.00
Scott Tourdot	ADRC Driver	\$ 1,000.00
Kory Lueck	ADRC Social Worker	\$ 1,000.00
Alexis Goodwin	Social Worker I - CCS/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.

Department Head Approval:  4-2-2024

Date Approved by Committee of Jurisdiction:  4-2-24

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: April 2, 2024
 Department: Human Services
 Amount: \$3,270,423.54
 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: State Funds no Levy

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

Additional revenue and expense for the CLTS (Children's Long Term Support) program due to the State initiative to eliminate wait lists and higher cost needs of consumers enrolled in the program. These are services that pass through the Third Party Administrator (TPA) and this adjustment is to record the revenues and expenses on the county books as recommended by the Auditors (Kerber Rose). We are also requesting a budget adjustment for actual expenses and revenue received for 2023 where we initially under-budgeted.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24900500	435603		State Social Services Revenue	\$ 3,903,470.00	\$ 2,270,423.54	
24900500	435603		State Social Services Revenue	\$ 3,903,470.00	\$ 1,000,000.00	\$ 7,173,893.54
						\$ -
						\$ -
Total Adjustment					\$ 3,270,423.54	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24910510	527105	HS220	Children's Waiver Costs	\$ 1,000,000.00	\$ 2,270,423.54	\$ 3,270,423.54
24950580	525005	HS629	Next Steps for Change	\$ 100,000.00	\$ 210,000.00	\$ 310,000.00
24950590	525005	HS717	Group Home Placement	\$ 148,618.00	\$ 100,000.00	\$ 248,618.00
24950580	525005	HS690	WRIC CCS Regional	\$ 2,280,000.00	\$ 490,000.00	\$ 2,770,000.00
24910520	525005	HS340	Northwest Passage	\$ 345,000.00	\$ 197,500.00	\$ 542,500.00
24900500	533100		Equipment Service Contract	\$ 12,132.00	\$ 2,500.00	\$ 14,632.00
Total Adjustment					\$ 3,270,423.54	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 

4-2-24
Date

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

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

Date: April 10, 2024
 Department: Maintenance
 Amount: \$1,800.00
 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: No county impact

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

Per resolution 08-22-01 Authorizing Lease of Rolling Hills Building C, Farm House 14307 County Highway B, Sparta, WI, the lessee shall reimburse the County for electricity for the Premises. This budget adjustment is to adjust the 2024 Maintenance revenue and expenditure budgets for the anticipated electricity usage by the lessee in 2024.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11670600	489910		Hwy B North Complex Rev.	\$ -	\$ 1,800.00	\$ 1,800.00
						\$ -
Total Adjustment					\$ 1,800.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11670600	522010		Hwy B North Complex Electric	\$ 2,935.92	\$ 1,800.00	\$ 4,735.92
						\$ -
Total Adjustment					\$ 1,800.00	

Department Head Approval: Derek Pinner 4/2/24

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: _____

Rev 6/23

Budget Adjustment

Purpose

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

Date: April 10, 2024
 Department: Maintenance
 Amount: \$18,500.00
 Budget Year Amended: 2024

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

Yes or No? Yes & No Explain: These fund were previously approved for the facility condition assesment to be completed in 2023. Had the project been completed in 2023, the cash balance would have been lower on 12/31/2023. The project was not completed until 2024 allowing the cash balance to be higher on 12/31/2023 and requiring the funds to be rolled forward to 2024.

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

This budget adjustment is to roll forward the approved funding for the Facilities Condition Assessment for the Community Services Center, Admin Center, UW-Extension Office, Executive Buildings, and Courthouse to the 2024 budget.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Fund Balance Applied	\$ 3,626,731.40	\$ 18,500.00	\$ 3,645,231.40
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 18,500.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11600000	521340		Contracted Services	\$ -	\$ 18,500.00	\$ 18,500.00
						\$ -
Total Adjustment					\$ 18,500.00	

Department Head Approval: Debt Pine 4/9/24

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: April 2, 2024
 Department: Monroe County Jail
 Amount: \$10,900.00
 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: State funds

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

SCAPP funds already received to cover TEK84 Body Scanner Servcie Agreement

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		FUND BALANCE APPLIED	\$ 3,626,731.40	\$ 10,900.00	\$ 3,637,631.40
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 10,900.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	553100		EQUIPMENT SERVICE	\$ 17,242.00	\$ 10,900.00	\$ 28,142.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 10,900.00	

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 AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME ASSISTANT CORPORATION COUNSEL POSITION

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WHEREAS, the Monroe County Corporation Counsel request the establishment of a full-time Assistant Corporation Counsel position in the Corporation Counsel Office starting January 1, 2025; and

WHEREAS, there are increased demands upon the office to assist with legal guidance to multiple departments within the county as well as to the leadership in the county; and

WHEREAS, the Monroe County Department of Human Services case numbers have increased which in turn causes more demand for the office; and

WHEREAS, Corporation Counsel manages a number of cases on a daily basis and many of the cases managed by Corporation Counsel have strict time limits; and

WHEREAS, there is an expansion of the areas of focus well beyond daily court operations which requires additional research involved in this expansion; and

WHEREAS, there are also continual changes in state and federal regulations that require review and ongoing education; and

WHEREAS, the ordinances for the county are being updated but not at the pace desired by administration. The ordinances are important to increase the local response to address community, health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors, that they do hereby authorize the establishment of a full-time Assistant Corporation Counsel, effective January 1, 2025.

Dated this 16th day of April, 2024.

Offered by the Administrative & Personnel Committee.

Fiscal Note: The cost for salary and fringe benefits for a full-time Assistant Corporation Counsel position would be \$127,223 annually. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Purpose: To create a full-time Assistant Corporation Counsel effective January 1, 2025.

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

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

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____

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

New Position Analysis



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

Date: March 25, 2024	Department: Corporation Counsel
Department Head Name: Lisa Aldinger Hamblin	

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):

There are increased demands upon the office to assist with legal guidance to multiple departments within the county as well as to the leadership in the county. As the Monroe County Department of Human Services grows and case numbers increase, there are more demands. Corporation Counsel manages a number of cases on a daily basis and many of the cases managed have strict time limits. There is also an expansion of the areas of focus well beyond daily court operations which require additional research to be done involving this expansion. There are also continual changes in state and federal regulations that require review and ongoing education. The ordinances for the county are being updated but not at the pace desired by administration and the ordinances are important to increase the local response to address community, health, safety, and welfare.

Suggested Title: Assistant Corporation Counsel			
Personnel Director's Recommended Classification:		Grade: T	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2025

* 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.
41.26	85,821	5,922	5,321	1,245	44	27,955	897	18

1. Where will the funds for this position come from?
 The majority of the funds will come from county levy dollars. Services provided to the child support agency are subject to reimbursement by the state.
2. What equipment will need to be purchased for this position (desk, etc.)?
 computer
 - a. Is office space presently available? yes Where? Corporation Counsel
 - b. Estimated cost of needed equipment? \$900
 - c. Is the cost of needed equipment in the department budget? No
3. What is the grand total cost of all items this fiscal year? \$128,123
4. What is the annual cost of salary and fringes, thereafter? \$127,223

Supervisory Responsibility (if applicable):

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

Corporation Counsel has contact with multiple departments in the county. Legal guidance and direction is provided to employees within the county. There is no direct supervisory role with this position.

2. Number of employees Directly supervised: 0 Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? Corporation Counsel

County Administrator – Action:

Date: _____ Position Approved: Position Denied:

Committee of Jurisdiction: _____ – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Administration & Personnel Committee – Action:

Date: _____ Position Approved: Position Denied: by a vote of: _____

Finance Committee – Action on Fiscal Note:

Date: _____ Funds Approved: Funds Denied: by a vote of: _____

County Board – Action:

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



JOB DESCRIPTION

Title:	Assistant Corporation Counsel	Date:	9/2023
Department:	Corporation Counsel	Pay Grade:	T
Reports To:	Corporation Counsel	FLSA Status:	Exempt

POSITION SUMMARY

This position provides legal representation for the County, its County Board, agents, boards, committees, and departments as described under Wisconsin State Statute as directed by the Corporation Counsel. Under the direction of the Corporation Counsel, this position represents and advises County leadership in civil matters, and responds to legal inquiries, rendering legal assistance and opinions, litigating cases, and drafting policies, procedures, ordinances, contracts and legal documents.

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. Commences or defends lawsuits and other legal actions or proceedings involving the County.
2. Advises all departments, agencies, committees, boards and commissions on the Wisconsin Open Meetings Law and Public Records Law and provides legal guidance and assistance to records custodians responding to public records requests. Responds to open records requests and advises other departments on open records requests.
3. Provides legal representation of the County or State regarding any civil litigation defense of behalf of Monroe County and acts as liaison between the county and any outside counsel in any litigation defense; and Wis Stat. Chapters 51, 54, 55, 48, 938, and 767.
4. Serves as parliamentarian to the County Board advising the Chair and the County Board on Robert's Rule of Order; provides guidance on procedure, practices, policies and resolutions to Board members and committees and attends meetings as requested.
5. Drafts petitions, orders, motions, affidavits, letters, subpoenas, discovery demands, stipulations, memoranda, briefs, and other supporting documents.
6. Conducts depositions and examines witnesses.
7. Provides case management for the County by drafting petitions, citations, complaints, orders, resolutions, briefs, opinion letters, ordinances, contracts, deeds, judgments, easements and other legal documents as required.
8. Advises the Child Support Agency and provides statutory and contractual legal representation for child support and paternity cases by attending agency meetings, drafting, reviewing and approving documents and appearing at hearings.
9. Works with Department of Human Services (DHS) social workers with intake and ongoing case management questions.
10. Advises the DHS in Child in Need of Protection and Services (CHIPS) and Juvenile in Need of Protection of Services (JIPS) cases which may include detention hearings, draft petitions and other documents, initial appearances, pretrial negotiations, motions, jury trials and trial preparation.
11. Prosecutes County ordinances which are not based on criminal state statutes, generally involving zoning, sanitation, and animal control.

12. Engages with committees, members of the public, the County Board, the judiciary, the District Attorney's office, the Public Defender's office, and the various County departments regarding the formulation of policies, ordinances; local court rules, and reform efforts, as assigned.
13. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Juris Doctorate degree and licensed to practice law in the State of Wisconsin.
- Two (2) years legal experience in a government or municipal legal setting or law firm.
- Must successfully pass criminal background check.

PREFERRED QUALIFICATIONS

- Legal experience prosecuting cases under ch. 48, 51, 54, 55, 767, 938 of the Wisconsin Statutes.

REQUIRED JOB COMPETENCIES

- Knowledge of County ordinances and of general municipal State, Federal statutes, common law and administrative rules and regulations; and of constitutional laws affecting County government in Wisconsin Knowledge of County ordinances particularly as relating to authority, functions, operations and programs within County departments.
- Knowledge of principles, materials and practices necessary to conduct legal research.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of legal terminology, legal format, and processes.
- Knowledge of Wisconsin Statutes and ongoing statutory changes, procedural changes, and form changes.
- Knowledge of parliamentary procedure.
- Ability and skill to draft legal pleadings, briefs, opinions, and memoranda in a timely and accurate manner.
- Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
- 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 legal information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues. Ability to research and analyze complex legal information and make appropriate recommendations.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to cross-train, provide support and back up for co-workers.
- 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. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- 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 legal research databases, word processing, spreadsheet and database applications 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.
- 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; maintain professionalism at all times and effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding confidential and sensitive files, reports, materials and conversations in compliance with applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position.

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 is generally in a moderately noisy office setting.
- May require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

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 FOR REAUTHORIZATION OF SELF-INSURANCE

WHEREAS, Monroe County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Finance Committee at its April 12, 2024 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3); and

NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Board of Supervisors does ordain as follows:

- (1) Monroe County shall continue with the self-insured worker's compensation program that is currently in effect.
- (2) The County Clerk shall forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Dated this 16th day of April, 2024.

Offered by the Finance Committee.

Fiscal note: None

Statement of Purpose: To authorize Monroe County to continue as a self-insured entity for purposes of worker's compensation insurance.

Finance Vote (If required): _____ Yes _____ No _____ Absent Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: _____ Yes _____ No _____ Absent Committee Chair: _____ _____ _____
<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>

Monroe County Park Department

ATC Environmental Impact Fee Proposal Summary

PROPOSAL: Deposit the \$173,000 into the Forestry/Land Conservation Land Development and Management Account.

PURPOSE: This will allow the money to be used for acquisition and development of multiple recreation areas within Monroe County:

Tri-Creek Property: Recreation Trails, Parking Areas, Restroom Facility	\$110,000
Rolling Hills Green Space: Recreation Trails, Picnic Pavilion, Restroom Facility	\$50,000
Town of Byron Public Access: Parking, Boat Launch, Picnic Pavilion, Beach	\$90,000
Town of Byron Recreation Destination: Land Acquisition, Recreation Trails, Camping	<u>\$760,000</u>
	>\$1,000,000

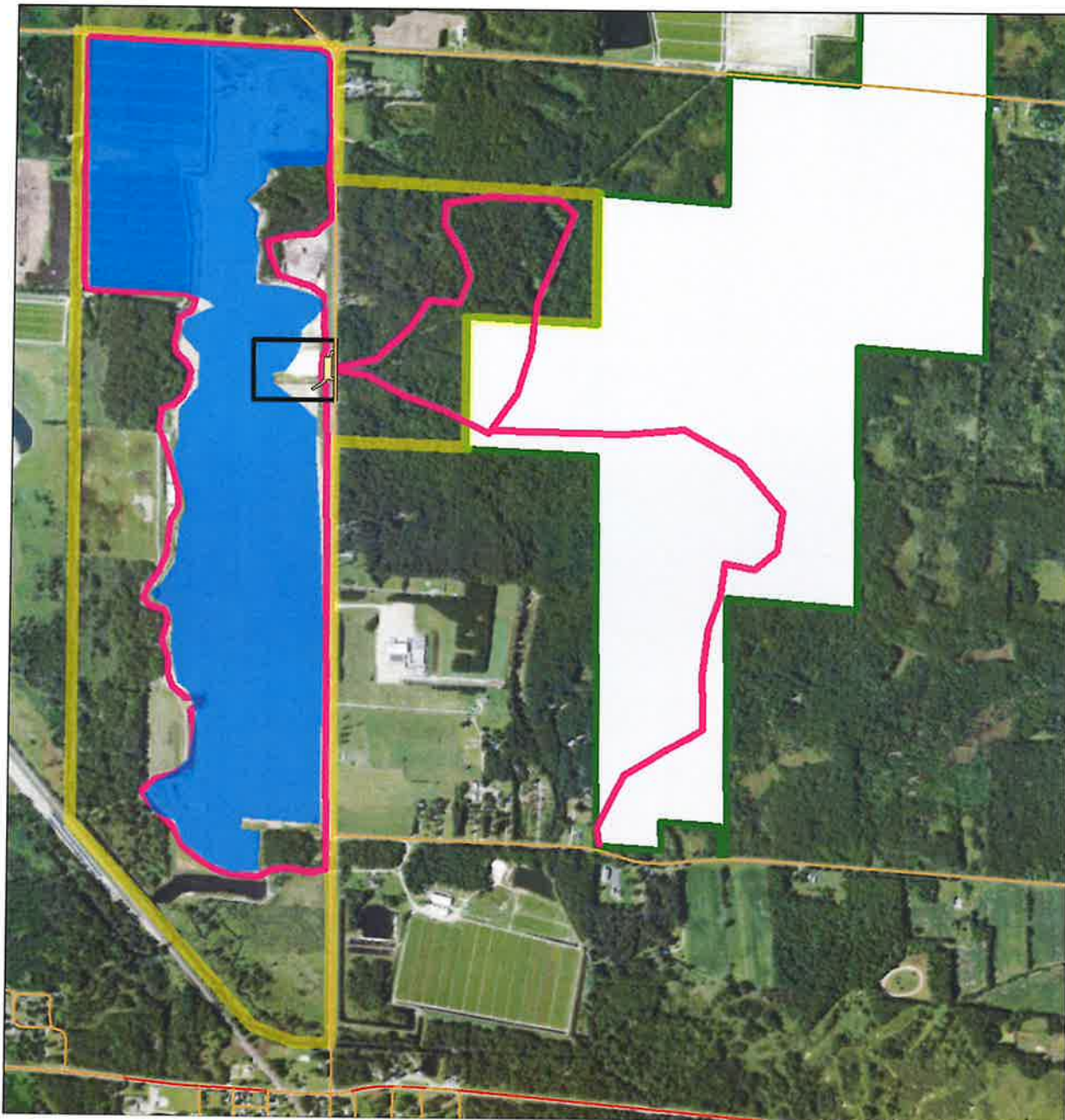
These recreation investments will provide and improve multiple outdoor recreation opportunities throughout the county: hiking, fishing, hunting, camping, wildlife viewing, etc. Preliminary discussions are occurring with non-profit agencies to form a partnership for acquiring land and providing public recreation opportunities.

INVESTING IN TOURISM

In 2022 the economic impact of tourism in Wisconsin was \$23.7 billion. Investing in recreation will provide a perpetual revenue stream to Monroe County in the form of:

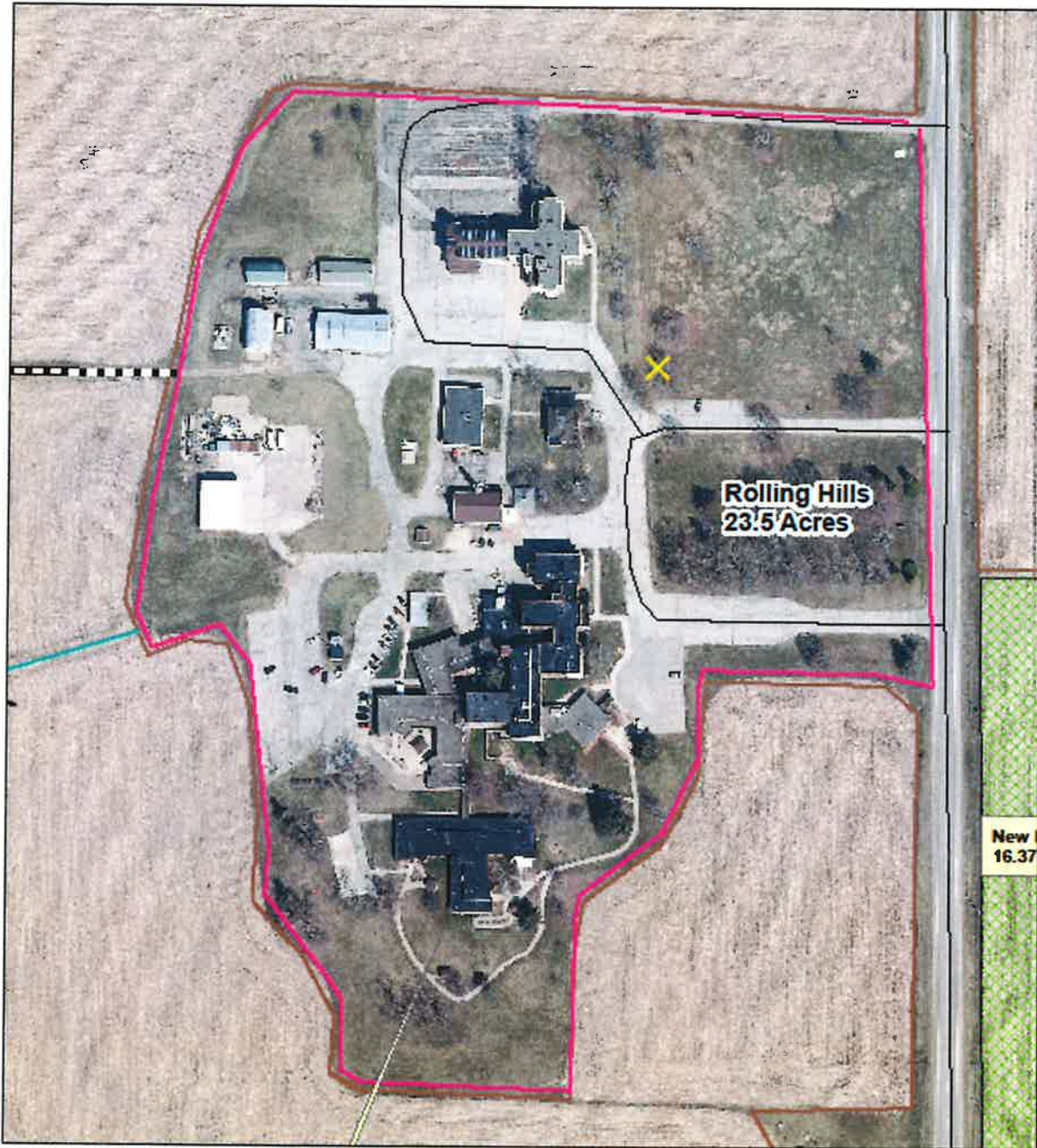
County Park Revenue	\$200,000+ annually
Population	Recreation Increases quality of life, which attracts people = WORK FORCE for employers
Jobs	1 in 21 jobs are sustained by tourism (WI Dept of Tourism)
State & Local Sales Tax	\$1.5 billion generated from tourism in WI in 2022 (WI Dept of Tourism)
Federal Taxes	\$1.3 billion generated from tourism in WI in 2022 (WI Dept of Tourism)

continued



continued

Rolling Hills



Legend

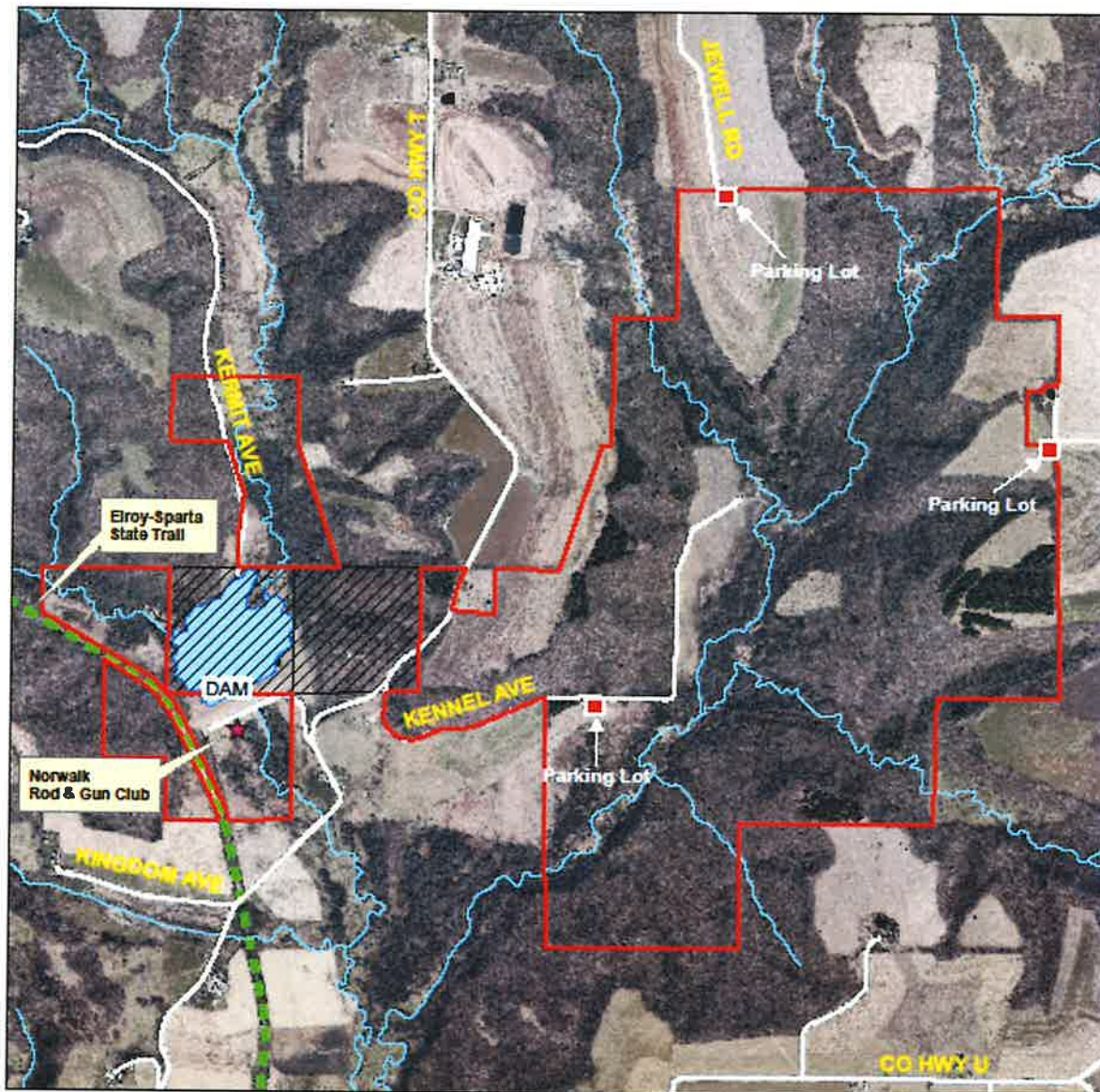
- Streams & Rivers
- Access Roads
- Grass Waterways

- X Hanson Park
- County Property Outline
- Rolling Hills Site
- New Nursing Home Site

- Cemetary
- Gas Line Access
- Cropland Areas Outline
- CREP Areas

continued

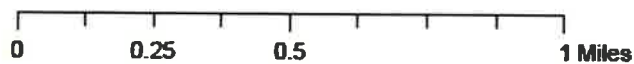
Tri-Creek Property Map



Agency: Monroe County LCD
Date: 3/18/2024

Legend

- Tri-Creek Boundry
- Roads
- Tri_Creek Easement
- Streams & Rivers
- Bike Trail



Total County Acres: 888





Bell, Derek P - DOR <Derek.Bell@wisconsin.gov>

Mindy Hemmersbach

Pending TAC Cases

You forwarded this message on 4/4/2024 10:37 AM.

CAUTION: This email originated from outside of the Monroe County. Do not click links or open attachments unless you recognize the sender.

Here is what we currently have pending:

Municipality	DBAName	SitusStreet	CaseId	Stage	Appeal Period	TotalAssess	W
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29462 COUNTY CA HWY	316411136	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	20,090,500.00	
OAKDALE - TOWN	SMART SAND INC	29462 COUNTY CA HWY	2110000384	WI Tax Appeals Comm Mfg. Personal Property	12/31/2023	9,353,500.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29600 COUNTY HIGHWAY	2015235328	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	20,135,000.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29600 COUNTY HIGHWAY	1544948992	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	270,800.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29600 COUNTY HIGHWAY	941493504	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	356,200.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29462 CO CA HWY	358610176	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	348,400.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29462 CO CA HWY	1700787456	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	356,200.00	
OAKDALE - TOWN	FAIRVIEW CRANBERRY CC	29462 COUNTY CA HWY	69078272	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	716,500.00	
GREENFIELD - TOWN	COVIA HOLDINGS LLC	19981 FLAG AVE	695799040	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	1,186,400.00	
GREENFIELD - TOWN	COVIA HOLDINGS LLC	11650 FLAMINGO RD	807275776	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	28,453,300.00	
GREENFIELD - TOWN	COVIA HOLDINGS LLC	20319 STATE HWY 21 HWY	528878848	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	2,892,800.00	
GREENFIELD - TOWN	COVIA HOLDINGS LLC	20003 FLAG AVE	1203899648	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	1,668,200.00	
GREENFIELD - TOWN	COVIA HOLDINGS LLC	11902 FLAMINGO RD	1755712768	WI Tax Appeals Comm Mfg. Real Estate	12/31/2023	2,098,300.00	
SPARTA - CITY	FOREMOST FARMS USA CI	427 E MAIN ST	1828195584	WI Tax Appeals Comm Mfg. Personal Property	12/31/2023	1,637,400.00	

Derek Bell
Property Assessment Specialist
Wisconsin Dept of Revenue
610 Gibson St.
Eau Claire, WI 54701
715-836-2881

Opioid Funds held at River Bank
as of April 3, 2024

4/1/2024 CVS 1	\$ 25,548.80
4/1/2024 Allergan 1	\$ 19,639.47
4/1/2024 TEVA Payment 1	\$ 17,749.25
4/1/2024 Walgreens 1	\$ 29,745.79
4/1/2024 Walgreens 2	\$ 19,634.21
4/1/2024 WalMart	\$ 172,968.06
3/15/2024 National Opioids Settlement Fund-Distributor 7	\$ 29,596.03
11/13/2023 National Opioids Settlement Fund-Distributor	\$ 14,510.89
8/2/2023 National Opioids Settlement Fund-Distributor	\$ 53,722.37
7/28/2023 Natl Opioid Abatement Trust II	\$ 12,334.25
11/30/2022 National Opioids Settlement Fund-Janssen(J&J)	\$ 204,647.45
11/10/2022 National Opioids Settlement Fund-Distributor	\$ 53,722.37
8/8/2022 Wilmington Trust-Distributor	\$ 51,117.85

Settlement Funds Received: \$ 704,936.79

Current Interest Rate: 4.11%

2024	Interest Received to date in 2024	\$ 4,151.97
2023	Interest Received in 2023	\$ 13,857.91
2022	Interest Received in 2022	\$ 1,521.45
	Interest earned to date:	<u>\$ 19,531.33</u>

Total Funds: **\$ 724,468.12**

3/31/2024 Bank Statement Balance	<u>\$ 439,182.54</u>
Outstanding Deposit	285,285.58
	\$ 724,468.12

Proposed OPIOID Settlement Payments

Cardinal, McKesson,
Cencora

YEAR:	Janssen	Distributor	Distributor 7	NOAT II	Walmart	Walgreens	CVS	Allergan	TEVA	Total Per Year	Cummulative Total	
	2022	204,647.45	104,840.22								309,487.67	309,487.67
2023		53,722.37		26,845.14						80,567.51	390,055.18	
2024		67,241.15	29,596.03		65,727.86	29,745.79	25,548.80	19,639.47	17,749.25	255,248.35	645,303.53	Received 4.1.24
2025		67,241.15			107,240.20	19,634.21				194,115.56	839,419.09	
2026	10,321.79	67,241.15								77,562.94	916,982.03	
2027	10,321.79	67,241.15								77,562.94	994,544.97	
2028	10,321.79	79,083.70								89,405.49	1,083,950.46	
2029	13,141.44	79,083.70								92,225.14	1,176,175.60	
2030	13,141.44	79,083.70								92,225.14	1,268,400.74	
2031	13,141.44	66,477.83								79,619.27	1,348,020.01	
2032		66,477.83								66,477.83	1,414,497.84	
2033		66,477.83								66,477.83	1,480,975.67	
2034		66,477.83								66,477.83	1,547,453.50	
2035		66,477.83								66,477.83	1,613,931.33	
2036		66,477.83								66,477.83	1,680,409.16	
2037		66,477.83								66,477.83	1,746,886.99	
2038		66,477.83								66,477.83	1,813,364.82	
Total:	275,037.14	1,196,600.93	29,596.03	26,845.14	172,968.06	49,380.00	25,548.80	19,639.47	17,749.25	\$ 1,813,364.82		