



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 COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656
DATE: Monday, May 20th, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Election of Committee Vice-Chair – Discussion/Action
3. Establishment of Monthly Meetings Date/Time – Discussion/Action
4. Next Month's Meeting Date/Time
5. Minutes Approval of March 27, 2024, April 12, 2024 and April 24, 2024
6. Public Comment
7. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Highway
8. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Maintenance
 - b. Rolling Hills
 - c. Solid Waste
9. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing the Establishment of a Full-Time Assistant Corporation Counsel Position
 - b. Resolution Authorizing the Establishment of Levy Funding for the Land Information Officers/GIS Coordinator Position
 - c. Resolution Creating Non-lapsing Accounts for Highway Department Corrected
 - d. Resolution Establishing 2025 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments
10. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Town of Greenfield Tax – Discussion/Action
 - d. Pending Tax Appeals - Discussion
 - e. Treasurer Office Updates
 - f. In-Rem Discussion
 - g. Permit Tracking, Property Assessment, Tax Collection Software RFP Update – Discussion/Action

**FINANCE MEETING
May 20, 2024 Agenda**

11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
12. Department of the Interior/Bureau of Indian Affairs Decision to Place Lands in Trust – Town of Byron, Parcel #006-00476-0000 - Discussion
13. 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
14. Next Month's Agenda Items
15. Adjournment

Toni Wissestad, Committee Chair
Date notices mailed: May 14, 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 27, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, David Hesel, Mary Cook, Mindy Hemmersbach, David Kuderer, Remy Gomez, Rick Folkedahl, Doug Rogalla, Keith Giraud

The meeting was called to order at the Monroe County Board Assembly Room at 5:15 p.m. by Chair Cedric Schnitzler.

- Resolution Approving Loan to Solid Waste Department for Phase 5 New Cell Construction Project – Motion by James Kuhn second by Toni Wissestad to approve resolution. Tina Osterberg, County Administrator explained authorization to borrow funds at a rate of 4% for the Phase 5 New Construction project. Line #23 shall be updated to \$559,913.41. Discussion. Carried 5-0.
- Motion by James Kuhn second by David Pierce to adjourn meeting at 5:27 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
April 12, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Mindy Hemmersbach, Chris Weaver, Wes Revels, Eric Weihe, Derek Pierce, Tracy Thorsen, Chad Ziegler, David Ohnstad, Bob Micheel.

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

- Next Meeting Date – Wednesday, May 15, 2024 in the Monroe County Assembly Room at 9:00 a.m. April 24, 2024 Special Meeting at 5:00 p.m.
- Minutes Approval - Motion by James Kuhn second by David Pierce to approve the March 20, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Re-purpose of Funds – Motion by David Pierce second by Toni Wissestad to approve re-purpose of funds. Derek Pierce, Facilities & Property Manager explained the 2024 re-purpose of funds in the amount of \$50,000.00 for air conditioning unit on the Community Service Center Building. Discussion. Carried 5-0.
- Human Services Credit Card Approval – Motion by David Pierce second by Wallace Habegger to approve four credit cards. Tracy Thorsen, Human Services Director explained two ADRC Driver cards in the amount of \$1,000.00 each; ADRC Social worker in the amount of \$1,000.00 and Social Worker I – CCS/CLTS in the amount of \$5,000.00. Carried 5-0.
- Budget Adjustments:
 - a. Human Services – Motion by David Pierce second by James Kuhn to approve budget adjustment. Tracy Thorsen, Human Services Director explained the 2023 budget adjustment in the amount of \$3,270,423.54 for Children’s Long Term Support revenue and expenses. Carried 5-0.
 - b. Maintenance – Motion by Toni Wissestad second by James Kuhn to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2024 budget adjustment in the amount of \$1,800.00 for farm house electricity. Discussion. Carried 5-0.
 - c. Maintenance – Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2024 budget adjustment in the amount of \$18,500.00 for facilities condition assessment. Carried 5-0.
 - d. Jail – 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 \$10,900.00 for SCAPP Funds for Body Scanner Service Agreement. Carried 5-0.
- Fiscal Note on Resolution – Resolution Authorizing the Establishment of a Full-time Assistant Corporation Counsel Position – This resolution was pulled from the agenda. It was not forwarded from the Administration & Personnel Committee.
- Resolution for Reauthorization of Self-Insurance – Motion by Toni Wissestad second by David Pierce to approve resolution. Shelley Bohl, County Clerk explained the need to affirm the counties intent to remain self-insured for purposes of worker’s compensation insurance. Discussion. 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 James Kuhn second by Toni Wissestad to place the funding into the Forestry/Land Conservation Land Development Account. Discussion. Carried 3-2. A resolution will be drafted for the full board.

- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Pending Tax Appeals – Mindy provided members with a tax appeal for the Town of Greenfield.
 - d. Treasurer Office Updates – Mindy explained that the Deputy position is currently vacant.
 - e. In-Rem Update – Mindy explained that the Property & Maintenance Committee is working on in-rem parcels.
 - f. Growing Stars Update – Mindy explained that Growing Stars is current. All payments have been caught up.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Opioid Funding Update – Diane Erickson, Finance Director provided members with proposed OPIOID Settlement Payments. Eric Weihe, Justice Programs Director explained that a May 29th meeting will be held by the Opioid Taskforce for opioid funding suggestions. Could the board set a policy/process for opioid requests? This could be once per year for spending of the funds. Federal grant awards were also discussed.

Chair Schnitzler recommended that Finance Committee members attend the May 29th, taskforce meeting. Supervisor Toni Wissestad stated that she will be in attendance and Supervisor Habhegger may also be in attendance.

- Monroe County Grant Administration Policy – No Discussion.
- 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 James Kuhn second by David Pierce to approve disbursement journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers – Motion by Wallace Habhegger second by James Kuhn to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Minimum Finance Policy; Credit Card Approval Process-Discussion/Action; Monroe County Grant Administration Policy.
- Motion by Toni Wissestad second by James Kuhn to adjourn meeting at 11:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
April 24, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Eric Devine, Adam Balz, Rick Folkedahl, Ed Smudde, Mindy Hemmersbach, Lisa Aldinger Hamblin, Deb Brandt, Chad Ziegler, Chris Weaver, Press

The meeting was called to order at the Monroe County Board Assembly Room at 5:00 p.m. by Chair Cedric Schnitzler.

- Budget Adjustments:
 - a. Rolling Hills/Bus Garage – Pulled from the agenda.
 - b. Finance/Self Fund Health Insurance – Motion by David Pierce second by James Kuhn to approve budget adjustment. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$602,341.96 for health insurance claims. Discussion. Motion by James Kuhn second by David Pierce to update “transfer out” to \$602,341.96 with final budget of \$941,499.21. The amendment carried 5-0. The budget adjustment as amended carried 5-0.
- Resolution Approving Amendment to Monroe County Ordinance Chapter 5 Animals – Motion by James Kuhn second by Toni Wissestad to approve fiscal note. There are indirect costs of amending the county ordinance. Discussion. Carried 5-0.
- Review/Action Regarding the Decision of the Department of the Interior/Bureau of Indian Affairs Decision to Place Land into Trust – Motion by Toni Wissestad second by David Pierce to approve placing land into trust. Lisa Aldinger Hamblin, Corporation Counsel explained that the Department of Interior/Bureau of Indian Affairs has approved placing approximately 1 acre of land into the trust. The next step to notify the town and county. If the county objects, then we have to let them know within the 30 day time frame. Discussion. The motion carried 4-1.
- Resolution Allocating Additional American Transmission Company (ATC) Environmental Impact Fee Funds – Motion by James Kuhn second by Toni Wissestad to approve resolution. Funds to be allocated to the Forestry and Land Conservation Non-Lapsing Land Development/Management Account. Discussion. Carried 5-0.
- Motion by David Pierce second by Toni Wissestad to adjourn meeting at 5:36 p.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: 5/20/2024
Department: Highway
Amount: \$ 2,000.00
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: _____

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

The amount of interest earned on the bond funds will exceed the earnings allowed before rebating to the US Treasury. Arbitrage is necessary to determine the amount owed to the US Treasury. The amount requested is for the review of the first two years of the bond by The Arbitrage Group, Inc.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73330319	534005		Highway Supplemental Construct	projects listed on Schedule of Obligation	Arbitrage fees due to Bond	\$ 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: _____

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

Date: April 23, 2024
 Department: Maintenance
 Amount: \$50,000.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? Yes Explain: The use of general fund balance would directly lower future cash balances.

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

This budget adjustment would approve funding to hire an Architect in addition to Kraus-Anderson to complete a space planning exercise and a more accurate building cost estimate.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Fund Balance Applied	\$ 3,810,243.40	\$ 50,000.00	\$ 3,860,243.40
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 50,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11600000	521340		Contracted Services	\$ 18,500.00	\$ 50,000.00	\$ 68,500.00
						\$ -
Total Adjustment					\$ 50,000.00	

Department Head Approval: Derek Pinner 5/18/24

Committee of Jurisdiction Approval: [Signature]

5-8-24
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 22, 2024
 Department: Rolling Hills
 Amount: \$486,240.00
 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: This budget adjustment is using Rolling Hills fund balance only.

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

This budget adjustment is requesting the use of Rolling Hills fund balance to cover the cost of a new bus and storage garage located behind the new facility. The funds needed to cover the recommended bid is \$486,240. Rolling Hills has adequate Fund balance to cover recommended bid.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
64210560	493000		RH Fund Balance Applied	\$ 436,262.46	\$ 486,240.00	\$ 922,502.46
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 486,240.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
64210990	580500		RH Capital Outlay-Buildings	\$ -	\$ 486,240.00	\$ 486,240.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 486,240.00	

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: May 3, 2024
 Department: Sollid Waste
 Amount: \$6,050.85
 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: Sollid Waste is using funds not utilized in the 2023 Sand Creek Professional Fees budget. As an enterprise fund Solid Waste would retain the budgeted funds at year end.

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

Requesting to adjust the 2024 Sand Creek Professional Services account for the 2023 remaining Professional Service budget that dropped into the Solid Waste Fund Balance on 12/31/2023.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63630000	493000		Solid Waste Fund Balance	\$ -	\$ 6,050.85	\$ 6,050.85
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 6,050.85	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63690000	521000		Professional Services	\$ 55,156.25	\$ 6,050.85	\$ 61,207.10
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 6,050.85	

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: _____

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

1 **WHEREAS**, the Monroe County Corporation Counsel request the establishment of a full-time Assistant
2 Corporation Counsel position in the Corporation Counsel Office starting January 1, 2025; and
3

4 **WHEREAS**, there are increased demands upon the office to assist with legal guidance to multiple departments
5 within the county as well as to the leadership in the county; and
6

7 **WHEREAS**, the Monroe County Department of Human Services case numbers have increased which in turn
8 causes more demand for the office; and
9

10 **WHEREAS**, Corporation Counsel manages a number of cases on a daily basis and many of the cases managed
11 by Corporation Counsel have strict time limits; and
12

13 **WHEREAS**, there is an expansion of the areas of focus well beyond daily court operations which requires
14 additional research involved in this expansion; and
15

16 **WHEREAS**, there are also continual changes in state and federal regulations that require review and ongoing
17 education; and
18

19 **WHEREAS**, the ordinances for the county are being updated but not at the pace desired by administration. The
20 ordinances are important to increase the local response to address community, health, safety, and welfare.
21

22 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors, that they do hereby
23 authorize the establishment of a full-time Assistant Corporation Counsel, effective January 1, 2025.
24

25 Dated this 22nd day of May, 2024.

26 Offered by the Administrative & Personnel Committee.

27
28
29 Fiscal Note: The cost of salary and fringe benefits for a full-time Assistant Corporation Counsel position would be
30 \$127,223 annually. The equivalent cost of a full-time position would be covered by approximately 40% charged to
31 Child Support and 60% charged to Human Services. The resolution will require a simple majority vote of the
32 entire membership of the Monroe County Board of Supervisors for approval.
33

34 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: April 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 equivalent cost of a full-time position would be covered by approximately 40% charged to Child Support and 60% charged to Human Services.
 The Monroe County Child Support Agency receives a 66% reimbursement from 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: 4/29/2024	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

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

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

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

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



JOB DESCRIPTION

Title:	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 AUTHORIZING THE ESTABLISHMENT OF LEVY FUNDING FOR THE LAND INFORMATION OFFICER/GIS COORDINATOR POSITION

1 **WHEREAS**, the Land Information Officer/GIS Coordinator position was created with resolution 08-15-06 to be
2 funded annually by retained fees received through register of deeds recordings and grants; and
3

4 **WHEREAS**, the Land Information Officer/GIS Coordinator is responsible for administering the County's GIS
5 program and E911 addressing program. They are responsible for creating, analyzing and maintaining a wide
6 variety of land information and conveying that information in various formats to other departments, government
7 agencies, and the general public; and
8

9 **WHEREAS**, grant funding and retained fee mechanisms used to assist funding in land information office hasn't
10 changed since July 1st, 2013, despite a dollar today only purchasing about 75% of what it did then, per US Bureau
11 of Economic Analysis Data, Personal Consumption Expenditure Inflation is 27.49% since the start of 2013; and
12

13 **WHEREAS**, the mortgage interest rates have increased for a number of years and remain high and as a result
14 the amount of document recordings have decreased to 30 year lows, reducing the pool of extra money available
15 from the state to fund land information offices in the form of grants; and
16

17 **WHEREAS**, the retained fee balance and grant revenues are not sufficient to cover the Land Information
18 Officer/GIS Coordinator position in whole along with other required expenses off the county levy.
19

20 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby
21 authorize the full-time Land Information Officer/GIS Coordinator position to be maintained and partially funded
22 with county levy.

Dated this 22nd day of May, 2024

Offered by the Administration & Personnel Committee

Purpose: Approve maintaining the full-time Land Information Officer/GIS Coordinator position and allowing county
levy to fund a portion of the position effective January 1, 2025.

Fiscal Note: The current cost for salary and fringe benefits for the full-time Land Information Officer/GIS
Coordinator position is \$82,369 annually. This resolution would authorize the position to be funded partially with
county levy dollars through the 2026 annual budget. The resolution will require a simple majority vote of the
entire membership of the Monroe County Board of Supervisors for approval. Position will be reviewed by June 1,
2026.

Drafted by: County Administrator, Tina Osterberg

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

Committee of Jurisdiction Forwarded on: May 14, 2024
3 Yes, 0 No, 2 Absent
Committee Chair: _____

Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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.

RESOLUTION NO. 08-15-06

RESOLUTION AUTHORIZING ESTABLISHMENT OF A GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST POSITION IN THE MONROE COUNTY SANITATION & ZONING DEPARTMENT

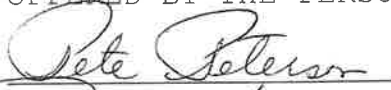

WHEREAS, the Monroe County Administrative/Executive and Personnel & Bargaining Committees request the establishment of a full-time GIS Specialist position in the Sanitation & Zoning Department; and

WHEREAS, the GIS Specialist is responsible for administering the County's GIS program and E911 addressing program, also for creating, analyzing and maintaining a wide variety of land information and conveying that information in various formats to other departments, government agencies, and the general public.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016.

Dated this 26th day of August 2015.

OFFERED BY THE PERSONNEL & BARGAINING COMMITTEE:







Administrative/Executive Committee review: June 16, 2015 4-0

Personnel & Bargaining Committee action: August 11, 2015 3-0

Finance Committee review: 5-0

Approved by County Administrator: 

Approved by Corporation Counsel: ACK

Fiscal note: Annual cost of \$69,672 in salary, benefits and equipment to be included in the 2016 budget. _____

PURPOSE: Approve a GIS Specialist position in the Sanitation & Zoning Department effective January 1, 2016. ↓

No tax levy dollars used in 2016. If funding is reduced or discontinued, this position will be reviewed.



JOB DESCRIPTION

Title:	Land Information Officer/GIS Coordinator	Date:	9/2023
Department:	Sanitation	Pay Grade:	O
Reports To:	Zoning and Sanitation Director	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible to administer the County's GIS program and E911 addressing program and serves as the County's Land Information Officer.

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. Designs, develops, implements, maintains, supports, tests, and trains staff for the County's Geographic Information Systems.
2. Creates, updates, and maintains geospatial data and ensures access and distribution to GIS users and the public.
3. Administers GIS Server, including GIS and Database Management System maintenance, granting and removing user permissions, authorizing and configuring software, and implementation of appropriate backup procedures.
4. Oversees development, improvement and is the contact for technical support for County online GIS mapping resources.
5. Establishes priorities and allocates resources for systems modifications and data development requests.
6. Ensures system integration with other related computer systems, coordinating with other departments providing GIS expertise.
7. Works directly with external vendors at a technical level to define system requirements, resolve application issues, and implement technical solutions.
8. Analyzes GIS requirements, prepares documentation reflecting procedures, and prepares program specifications conforming to established industry standards.
9. Develops and delivers user training on system functionality or system upgrade changes, as needed.
10. Works with all departments to meet their GIS and mapping needs and provides technical assistance and guidance to GIS users.
11. Responsible for geospatial integration with the County 911 dispatch system
12. Responsible for administration of the County addressing system.
13. Develops and coordinates custom geographic information system projects for departments and outside agencies, including program code modifications.
14. Coordinates use and development of GIS systems with other departments.
15. Coordinates and ensures data integration with outside agencies.
16. Documents GIS systems and applications.

17. Responsible for the acquisition, maintenance, and operation of large format plotter and other GIS-specific hardware.
18. Serves as the County Land Information Officer (LIO) with associated statutory functions and duties-Section 59.72(3).
19. Directs staff technical assistance to other municipalities within the County as needed.
20. Assists with the processing of real property information as provided from Register of Deeds and local and state sources when needed.
21. Oversees tax parcel mapping and GPS data collection to support accurate property assessment and collection of taxes.
22. Serves on the Land Information Council to develop long range and comprehensive land information program planning.
23. Assists other County departments, the County Board and tax payers with GIS information.
24. Assists County staff, local municipalities, and the general public in obtaining and using land Information.
25. Prepares specialized map products as directed by the County Board, and County committees, or department head.
26. Coordinates the maintenance of the land records web portal.
27. Educates and assists the public on using GIS website and land records web portal.
28. Provides government agencies with changes to municipal boundaries and wards and other jurisdictional boundaries.
29. Notifies WDNR of parcels enrolled in the Managed Forest law Program that have boundary problems.
30. Submits our GIS data to the DOA pursuant to a statutory directive to achieve a statewide digital parcel map.
31. Acquire coordinate data in the field with GPS equipment if necessary to complete mapping projects.
32. Serves as a member of the county Emergency Operations Center depending on the level of activation.
33. Understands, interprets and reacts to changes in statutory and administrative rules and regulations pertaining to land records, etc.
34. Prepares and monitors budget for the Land Information Department.
35. Completes the voucher process for processing of vendor payments as needed.
36. Manages grant application development and administration for land information department functions.
37. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in GIS, Geography, Planning, Environmental Science, Computer Science, or other related field and five (5) years' professional work experience in GIS.
- Experience with and working knowledge of ArcGIS Pro, ArcGIS Desktop, ArcGIS Enterprise, and ArcGIS Online.
- Experience with Microsoft SQL Server database management.
- Experience with web programming and design of internet-based applications.

PREFERRED QUALIFICATIONS

REQUIRED JOB COMPETENCIES

- Knowledge of Geography, Cartography, and Geographic Information Systems: theories, principals, and standard best practices.
- Knowledge of GIS/Database management, Asset management, and reporting software.
- Knowledge of the developments and trends in the field.
- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- 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 with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- 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.
- 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 interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- 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 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 performed may require ambulation to a significant degree on rough terrain.
- Work is primarily in an office setting, although field work may occur on occasion.
- Work may be in adverse weather conditions where variations and extremes in environmental factors such as temperature, odors, noise, wetness, and/or dust, may cause some discomfort and where there is a risk of minor injury.

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



New Position Analysis

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

Date: 04/12/2024	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

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):

If this position is not retained, people will need to be tasked with the following duties, issue rural addresses, maintain NG911 data for dispatch, maintenance of PLSS and any layers tied to it, including jurisdictional layers, tax parcels and more, administrate permissions for our ESRI software, coordinate general GIS activities for the county, generate mapping related information for other departments, complete state required LIO duties such as hold land information council meetings, update the County Land Information Plan every three years, apply for and manage annual WLIP grants, manage, fill out grant and retained fee reports annually, apply for NG911 GIS specific grants through WDMA, coordinate aerial imagery and lidar acquisitions, prepare the land records department budget, and finally respond to departmental, county board & committee, and public inquiries related to spatial data and more. There are areas of expertise that I have, which other employees are not trained on, and fall outside of their job descriptions. Numerous positions would be affected and my duties would take away from their core tasks and function, but someone will need to carry out the LIO tasks in order for Monroe County to remain eligible to retain fees and receive grant funds.

Suggested Title: Land Information Officer - GIS Coordinator			
Personnel Director's Recommended Classification:		Grade: O	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2025 - Levy 2025 Budget

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.
34.17	71,620	4,942	4,441	1,039	37	27,955	897	18

1. Where will the funds for this position come from?
The county levy, but an undetermined amount could be offset by grant funds or retained fees. The amount would vary annually. Grant funds and retained fees usually fund the office to approximately \$101,000, but this money also covers software and project expenses.
2. What equipment will need to be purchased for this position (desk, etc.)?
None. The LIO-GIS Coordinator already exists off the levy.
 - a. Is office space presently available? Yes Where? 777 S Black River Street
 - b. Estimated cost of needed equipment? Zero
 - 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? \$110,950, minus \$27955 for health insurance, currently does not take health insurance.
4. What is the annual cost of salary and fringes, thereafter? \$110,950, minus \$27955, subject to any merit pay or wage adjustments.

Supervisory Responsibility (if applicable):

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

Not Applicable

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

List the position titles that will report to this position:

3. What position title will this position report to? Zoning and Sanitation Director

County Administrator – Action:

Date: 4/30/2024	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: Administration & Personnel – Action:

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

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

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

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

RESOLUTION CREATING NON-LAPSING ACCOUNTS FOR HIGHWAY DEPARTMENT CORRECTED

1 **WHEREAS**, the Monroe County Highway Department has expenditure accounts for building & grounds,
 2 machinery & equipment, and county supplemental highway improvements; and
 3
 4 **WHEREAS**, the delivery of certain machinery & equipment purchases are subject to supply chain and other
 5 market forces causing payment to be deferred to future fiscal years; and
 6
 7 **WHEREAS**, the process to develop, design, bid and execute building and highway improvement projects can take
 8 several years to complete; and
 9
 10 **WHEREAS**, in order to take advantage of program funding opportunities, the Highway Department requires funds
 11 to be available for project development and design and local match requirements; and
 12
 13 **WHEREAS**, resolution 09-23-01 had conflicting account information in the body and fiscal note sections for
 14 buildings and building improvements.
 15
 16 **NOW, THEREFORE, BE IT RESOLVED**, the Monroe County Board of Supervisors hereby authorizes the
 17 Finance Department to carry forward any Highway Department surplus funds each year going forward from the
 18 following corrected accounts:
 19
 20 • 73310281 581000 Capital Equipment - Highway
 21 • 73310283 580500 Capital Buildings & Improvements - Highway
 22 • 73330319 534005 Capital Highway Improvements - Highway
 23
 24 **BE IT FURTHER RESOLVED**, the amount of surplus funds for each authorized account to be carried forward to
 25 be determined upon the close of the fiscal year accounting.

Dated this 22nd day of May, 2024.

Offered by Highway Committee.

Fiscal Note: The above recommendation will authorize the Finance Department to carry forward surplus Highway Department funds each year in accounts 73310281 581000, 73310283 580500, and 73330319 534005. Approval of this resolution will require a 2/3rds vote of the entire membership of the Monroe County Board of Supervisors for approval.

Statement of purpose: To correct the non-lapsing Highway Department accounts for Capital Equipment, Capital Buildings & Improvements, and Capital Highway Improvements.

Drafted by: County Administrator, Tina Osterberg

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

RESOLUTION NO. 05-24-03

ESTABLISHING 2025 ANNUAL BUDGETED ALLOCATION FOR COST OF LIVING AND PAY FOR PERFORMANCE ADJUSTMENTS

- 1 **WHEREAS**, Monroe County strives to provide maximum service to its residents while minimizing the financial
2 impact of County taxes on taxpayers, and
3
- 4 **WHEREAS**, the State imposed budgetary constraints while providing mandated services to be provided by the
5 County, and
6
- 7 **WHEREAS**, McGrath Human Resources Group recommended increasing Salary Schedules annually by the
8 Consumer Price Index – Urban (CPI-U) percentage; and
9
- 10 **WHEREAS**, the CPI-U is often employed as a cost-of-living adjustment (COLA), even though it is not a cost-of-
11 living-index; and
12
- 13 **WHEREAS**, Monroe County has a policy of compensating employees based on a competitive market salary rate,
14 the quality of their performance, and basing future non-union wage adjustments on the merits of employee
15 performance, and
16
- 17 **WHEREAS**, the County Administrator will be developing the 2025 Proposed Annual Budget for review and
18 adoption by the Monroe County Board in November 2024, and wage costs must be incorporated into the budget
19 as proposed and adopted.
20
- 21 **NOW THEREFORE BE IT RESOLVED**, by the Monroe County Board of Supervisors that each departmental
22 2025 budget may include an allocation COLA amount up to 2.0% for increases based on the Consumer Price
23 Index-Urban (CPI-U) for the previous 12 months as of July 1, 2024, and 2.0% of gross wages to be available for
24 increases based on the merits of employee performance as established during their individual annual
25 performance review; and
26
- 27 **BE IT FURTHER RESOLVED**, that any agreed upon increased allocation in accordance with the (CPI-U) will be
28 applied to the current Monroe County wage scale structure to increase the amounts of the wage ranges effective
29 with the second payroll of April 2025, to ensure it remains current and ensure the longevity of the structure; and
30
- 31 **BE IT FURTHER RESOLVED**, that any performance and COLA wage increases will be effective with the second
32 payroll of April 2025 and that the funds shall be awarded based strictly COLA and on the merits of the employees
33 performance; and
34
- 35 **BE IT FURTHER RESOLVED**, that effective January 1, 2025 any non-union, non-elected staff who have held
36 their current position for 5 years or more and have had satisfactory performance evaluations for the past two
37 years will be compensated at a minimum rate of 10% above minimum on the wage scale of their current pay
38 grade; and
39
- 40 **BE IT FURTHER RESOLVED**, that any departmental funds budgeted for these merit-based wage adjustments,
41 which remain after the annual performance review process has been completed, shall be applied by the Finance
42 Department to any department merit pay line shortages and then transferred to the Non-Lapsing
43 Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to
44 internal position postings, new position hires, retirements, and the like that are unknown variables that impact
45 budgeted salary/fringe benefits for the year; and
46
- 47 **BE IT FURTHER RESOLVED**, that the purpose statement and fiscal note are made a directive of the County
48 Board.

Dated this 22nd day of May, 2024

Offered By The Administration & Personnel Committee.

Fiscal note: For 2025 the levied general pay increase based on CPI-U and employee performance shall not exceed \$782,882. Budgeted funds not allocated as a CPI-U or merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur do to internal position postings, new position hires, retirements, and other unknown variables that impact budgeted salary/fringe benefits for the year. The 2025 proposed and adopted budget will incorporate pay increases. A simple majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Statement of purpose: To establish 2025 budget for CPI-U and merit-based pay adjustments along with adjusting the wage scale structure by the CPI-U and fund the Non-Lapsing Retirement/Fringe Pool.

Drafted by County Administrator, Tina Osterberg

<p>Finance Vote (If required): _____ Yes _____ No _____ Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: May 14, 2024 VOTE: 3 Yes, 0 No, 2 Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ _____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>