



# MONROE COUNTY BOARD OF SUPERVISORS

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## 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:** Wednesday, July 17<sup>th</sup>, 2024

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of June 19, 2024
4. Public Comment
5. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Jail
  - b. Health Department (2)
6. Resolution(s) – Discussion/Action
  - a. Resolution to Increase the Non-Resident Reimbursement Rates for Monroe County Libraries
  - b. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal
  - c. Resolution Authorizing Monroe County to Enter into the Settlement Agreement with the Kroger Co. and Agree to the Terms of Addendum Two to the MOU Allocating Settlement Proceeds
  - d. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
  - e. Resolution Creating Monroe County Grant Administration Policy
7. Fiscal Note on Resolution(s) – Discussion/Action
  - a. Resolution Approving and Establishing Monroe County Ordinance Article IV, Public Health Standards for Lodging, Recreation and Food Establishments
  - b. Resolution to Approving the Monroe County Open Space Management Plan 2024-2029
  - c. Resolution Authorizing the Completion of Space Planning for a Consolidated Government Building
8. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
  - c. Pending Tax Appeals - Discussion
  - d. In-Rem Discussion
9. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. Monroe County Accounting & Financial Policies Procedures Manual Update – Employee, Department Head and Board of Supervisors Business Travel – Discussion/Action
  - d. Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Discussion/Action

**FINANCE MEETING  
July 17, 2024 Agenda**

10. New Bank Account for Suicide Prevention Task Force – Discussion/Action
11. Procedure for Opioid Settlement Funding Request – Discussion/Action
12. Federal/State Funding Position Tracking
13. New Position Fiscal Note Review - Discussion
14. 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
15. Next Month's Agenda Items
16. Adjournment

Toni Wissestad, Committee Chair  
Date notices mailed: July 11, 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  
June 19, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habegger, Doug Rogalla, David Pierce  
Others: Tina Osterberg, Mindy Hemmersbach, Ellen Georgson, Diane Erickson, Chris Weaver, Wes Revels, David Hesel, Alison Elliott, Tracy Thorsen, Tiffany Giesler, Eric Weihe, Laura Jirik, Kevin Croninger, Lynn Kloety, Adam Balz, David Ohnstad, Judge Todd Ziegler, Kerry Sullivan Flock.

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

- Next Meeting Date – Wednesday, July 17, 2024 in the Monroe County Assembly Room at 9:00 a.m.  
Budget Meeting Dates: October 10, October 21, October 23.
- Minutes Approval - Motion by David Pierce second by Doug Rogalla to amend and approve the May 20, 2024 minutes to reflect the Highway Department Re-Purpose of funds, arbitrage is necessary to determine the amount owed to the US Treasury. Minutes as amended carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Credit Cards:
  - a. Human Services – Motion by David Pierce second by Cedric Schnitzler to approve credit card request. Tracy Thorsen, Human Services Director explained need for Social Worker I - CCS/CLTS card in the amount of \$5,000.00. Discussion. Carried 5-0.
  - b. Treasurer – Motion by David Pierce second by Cedric Schnitzler to approve credit card request. Mindy Hemmersbach, Treasurer explained need for Real Property Lister card in the amount of \$1,000.00. Discussion. Carried 5-0.
- Highway Re-purpose of Funds – Motion by David Pierce second by Cedric Schnitzler to approve re-purpose of funds. David Ohnstad, Highway Commissioner explained re-purpose of funds in the amount of \$2,000.00 for bond fund interest exceed earning allowed before rebating to the US Treasury, arbitrage is necessary to determine the amount owed to the US Treasury. Discussion. Carried 5-0.
- Budget Adjustments:
  - a. Solid Waste – Motion by Doug Rogalla second by Cedric Schnitzler to approve budget adjustment pending committee of jurisdiction approval. Tina Osterberg, County Administrator explained the 2024 budget adjustment in the amount of \$75,000.00 for future professional service expenditures for sand creek. Discussion. Carried 4-1.
  - b. Solid Waste – Motion by Doug Rogalla second by David Pierce to approve budget adjustment pending committee of jurisdiction approval. David Hesel, Solid Waste Director explained the 2024 budget adjustment in the amount of \$3,500.00 for hazardous waste clean-up event. Discussion. Carried 5-0.
  - c. Sheriff/Dispatch – Motion by David Pierce second by Douglas Rogalla to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$24,165.20 radio system projects. Discussion. Carried 5-0.
- Resolutions
  - a. Resolution Authorizing Monroe County Payment to Town of Greenfield for Covia Tax Appeal – Motion by Wallace Habegger second by David Pierce. Tina Osterberg, County Administrator explained. Discussion. Motion to table resolution until next month by Doug Rogalla second by Wallace Habegger. Carried 5-0

Fiscal note on resolution

- a. Resolution Amending Dog License and Shelter Fees – Motion by David Pierce second by Wally Habegger to approve fiscal note. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Department Director explained increase in annual revenue to offset the cost of the Animal Control Administrative Assistant increase in hours from ½ time to full time. Discussion. Carried 5-0.

- b. Resolution Authorizing the Increase in Hours from Half Time to Full Time for the Sanitation & Zoning Administrative Assistant Position – Motion by David Pierce second by Cedric Schnitzler to approve fiscal note. Alison Elliott, Sanitation, Zoning & Planning and Dog Control Department Director explained position increase to be covered by proposed annual increase in dog license fees. Discussion. Carried 5-0.
- c. Resolution Authorizing the Increase in Hours from ¾ time to Full Time for the Monroe County District Attorney's Office Administrative Assistant Position – Motion by Douglas Rogalla second by David Pierce to approve fiscal note. Kevin Croninger, District Attorney explained increase to the 2025 budget for wages in benefits. Discussion. Carried 5-0.
- d. Resolution Authorizing a Part-Time ADRC Administrative Assistant in the Monroe County Human Services Department – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tracy Thorsen, Human Services Director explained cost covered by the state ADRC Base General Purpose Revenue Contract as well as the Medicaid Reimbursement claimed through the ADRC staff time tracking with no increase to the county levy. Discussion. Carried 4-1.
- e. Resolution Authorizing Six Service Coordinator Positions (CLTS/CCS) in the Monroe County Human Services Department – Motion by Wallace Habhegger second by David Pierce to approve fiscal note. Tracy Thorsen, Human Services Director explained cost covered by Medicaid billing & waiver revenues and Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy. Discussion. Carried. 3-2.
- f. Resolution Creating Non-Lapsing Account for use of Monroe County Economic Development and Tourism Conference Funds – Motion by Douglas Rogalla second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained creation of non-lapsing fund for future use of Economic Development and Tourism Conferences. Discussion. Carried 5-0.

- Procedure for Opioid Settlement Funding Request – Chair Toni Wissestad opened the floor for input from committee members on the opioid settlement procedure. Diane Erickson, Finance Director provided members with sample request forms from the past ARPA process.

Input received:

- No deadline dates
- Potential to collaborate with outside agencies
- Funding, not a savings plan
- Set aside trust funds for the future
- Use a similar funding mechanism like the ARPA request

Discussion. It was a recommendation of the committee to use a similar funding mechanism as used for the ARPA request. This item will be revisited.

- Monroe County Draft Grant Administration Policy Review – Chair Toni Wissestad opened the floor for input from committee members on the grant policy. Discussion. Kerry Sullivan Flock, Assistant Corporation Counsel has some suggested updates. The policy will be updated and brought back to the committee next month for review.
- County Board Rules/Budget Adjustment Policy Review – Chair Toni Wissestad explained that this item will be forwarded to the Administration & Personnel Committee for review.
- Treasurer –
  - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. Pending Tax Appeals – Mindy explained that she has no new information.
  - d. In-Rem Discussion – Tina Osterberg, County Administrator explained that the sand mine properties are being reviewed as to whether or not those properties shall be taken.
- Finance –
  - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
  - b. Finance Department Monthly Report Review.
  - c. Health Insurance Update – The Administrative & Personnel Committee will be recommending to remain self-insured with adjustment to the tiers of the plan.

- d. Credit Card Approval Process – Diane provided the members with the draft credit card approval process. The policy includes position rather than employee. Discussion. Diane is also adding one position to the policy, Real Property Lister. Motion by Doug Rogalla second by David Pierce to approve the credit card approval process. Carried 5-0.
- e. Monroe County Accounting & Financial Policies Procedures Manual Update – Credit Cards/Purchasing Cards – Diane explained that the Accounting & Financial Policies Manual will need to be updated to reflect the amendment to the credit card approval process. It was noted that the policy should reflect that the cardholder "shall" contact the vendor regarding sales tax error. Discussion. Motion by Doug Rogalla second by David Pierce to approve update to the Monroe County Accounting & Financial Policies Procedures Manual update. Carried 5-0.
- Workman's Compensation 2025 Rates – Diane Erickson provided a summary of workman's compensation rates to members. Discussion. Motion by Wallace Habegger second by Doug Rogalla to remain at a 30% workman compensation rate for 2025. Carried 5-0.
- Monthly Approvals –
  - a. Notice of Donations/User Fees Received Budget Adjustment - Motion by Wallace Habegger second by Doug Rogalla to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 5-0.
  - b. County Disbursement Journal - Motion by Wallace Habegger second by Doug Rogalla to approve the monthly disbursement journal. Carried 5-0.
  - c. County Board Monthly Per Diem and Voucher – Motion by David Pierce second by Cedric Schnitzler to approve the monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – Resolution Authorizing Monroe County Payment to Town of Greenfield for COVIA Tax appeal-Discussion/Action; Federal/State Funding Position Tracking; Procedure for Opioid Settlement Funding Request; Monroe County Draft Grant Administration Policy Review.
- Motion by Cedric Schnitzler second by Doug Rogalla to adjourn meeting at 11:37 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

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

Date: July 11, 2024  
 Department: Monroe County Jail  
 Amount: \$7,490.00  
 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 finger print system that failed.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Fund Balance Applied	\$ 4,955,730.89	\$ 7,490.00	\$ 4,963,220.89
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 7,490.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12700000	553100		Equipment Service	\$ 28,142.00	\$ 7,490.00	\$ 35,632.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 7,490.00	

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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 18, 2024  
 Department: Health  
 Amount: \$24,590.79  
 Budget Year Amended: 2024

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

Yes or No? NO Explain: \_\_\_\_\_

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

Awarded competitive grant from the Department of Health Services, Division of Public Health. The WI Routine Immunizations Through Community Engagement grant runs from 7/1/2024 to June 30, 2025. The total allocation of this grant is \$38,348.78. We anticipate expending \$24,590.79 in 2024, with the remainder incorporated into the 2025 budget. Funds will be utilized for staff time, travel, training and supplies. The immunization focus for this grant will be school-aged children and we are partnering with schools.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
2411000	435530	F7215	R.I.C.E.	\$ -	\$ 24,590.79	\$ 24,590.79
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 24,590.79	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
241000	511000		Salaries	\$ 757,100.24	\$ 7,749.60	\$ 764,849.84
241000	534050		Block Grant -supplies	\$ 73,479.00	\$ 16,841.00	\$ 90,320.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 24,590.60	

Department Head Approval: *Tiffany E. Litch*  
 Date Approved by Committee of Jurisdiction: *[Signature]*

07-02-2024  
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: June 18, 2024  
 Department: Health  
 Amount: \$898.00  
 Budget Year Amended: 2024

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

Yes or No? No Explain: \_\_\_\_\_

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



La Crosse County received a federal grant to support outreach, education, and training for individuals that are interested in being a part of a Medical Reserve Corp (MRC) in our region. WI Emergency Assistance and Volunteer Registry (WEAVR) allows for the pre-identification of individuals interested in assisting our community or state during a disaster or health event. WEAVR and MRCs allow for the ability to facilitate health and medical response through identification, credentialing and deployment of volunteers.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
241000	465900		Misc.	\$ -	\$ 898.00	\$ 898.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 898.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
241000	511000		Salaries	\$ 757,100.24	\$ 898.00	\$ 757,998.24
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 898.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction:  07-02-2024  
 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 TO INCREASE THE NON-RESIDENT REIMBURSEMENT RATES FOR  
MONROE COUNTY LIBRARIES**

1 **WHEREAS** public libraries are an invaluable resource for our communities; and

2  
3 **WHEREAS** the public libraries of Monroe County have seen an increase in the number of patrons who use their  
4 services over the previous five years; and

5  
6 **WHEREAS** the public libraries of Monroe County provide important services for county residents while operating  
7 on limited budgets; and

8  
9 **WHEREAS** Monroe County libraries derive their funding from a wide variety of sources, one of which is  
10 reimbursements for non-resident users; and

11  
12 **WHEREAS** Monroe County libraries receive thousands of visits from non-residents every year, for which they  
13 cannot adequately budget; and

14  
15 **WHEREAS** state statute §43.12 requires that counties provide a reimbursement in their annual budgets to  
16 account for usage by non-resident patrons; and

17  
18 **WHEREAS** state statute §43.12 sets the minimum non-resident reimbursement rate at 70%, to be paid by the  
19 county; and

20  
21 **WHEREAS** state statute §43.12 allows county boards to raise this rate; and

22  
23 **WHEREAS** the non-resident reimbursement rate for Monroe County was increased to 80% in 2017 and has not  
24 been raised since; and

25  
26 **WHEREAS** an increase in this rate would allow libraries to expand services, make much-needed building repairs,  
27 and purchase more circulating materials; and

28  
29 **WHEREAS** other counties in the Winding River Library System have already increased their non-resident  
30 reimbursement rates to 100%, or are in the process of doing so.

31  
32 **THEREFORE BE IT RESOLVED** that the Monroe County Board of Supervisors make the following adjustments  
33 to the non-resident reimbursement rate for Monroe County libraries:

- 34  
35           Increase to 85% in the 2025 budget  
36           Increase to 90% in the 2026 budget  
37           Increase to 95% in the 2027 budget  
38           Increase to 100% in the 2028 budget

39  
40 **BE IT FURTHER RESOLVED** that these rate increases will only apply to libraries within Monroe County, and that  
41 the reimbursement rates for libraries outside Monroe County will remain at 70%.

Dated this 23<sup>rd</sup> day of July, 2024.

Offered by the Finance Committee.

Fiscal Note: No fiscal impact for 2024. Increases to be budgeted and approved as part of the 2025-2028 annual budget process. A simple majority is required at this time and during the annual budget approvals per Stats. 65.90 Wis.

Statement of Purpose: to increase non-resident reimbursement rates for Monroe County Libraries.

Drafted by: Supervisor Adam Balz

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

**RESOLUTION AUTHORIZING MONROE COUNTY PAYMENT TO TOWN OF GREENFIELD FOR COVIA TAX APPEAL**

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**WHEREAS**, Monroe County has been made aware that Covia, located in the Town of Greenfield has been awarded a Wisconsin Tax Appeal Settlement for the years of 2021 and 2022 from the Wisconsin Department of Revenue; and

**WHEREAS**, the new equated values have been calculated using the mill rate for the years 2021 and 2022 to determine the amended amount of tax for each parcel; and

**WHEREAS**, the Town of Greenfield is to make payment to Covia by October 1, 2024 for years 2021 and 2022 in the amounts of \$149,215.68 and \$303,819.88; and

**WHEREAS**, Monroe County owes the Town of Greenfield reimbursement by February 15, 2024 for our portion for the years 2021 and 2022 in the amounts of \$54,581.84 and \$123,148.66; and

**WHEREAS**, the Town of Greenfield does not have the funds to make the full reimbursement payment by October 1, 2024 without payment by other taxing districts prior; and

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize funds from the General Fund to send a payment in the amount of \$177,730.50 to the Town of Greenfield to be paid no later than September 20, 2024.

**BE IT FURTHER RESOLVED**, the funds for the payment to the Town of Greenfield will be disbursed from the Refunded Taxes – County Share Account 11520000 556000. The following accounts budgets will be adjusted as provided below.

Increase	General Fund Balance Applied	10000001 493000	\$177,730.50
Increase	Refunded Taxes – County Share	11520000 556000	\$177,730.50

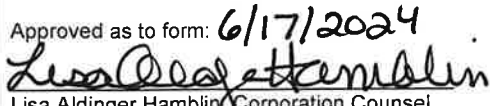
Dated this 26<sup>th</sup> day of June, 2024.

Offered By The Finance Committee.

Fiscal note: Approval of this resolution will authorize an Increased budget to accounts 10000001 493000 General Fund Balance Applied and 11520000 556000 Refunded Taxes – County Share in an amount of \$177,730.50. In addition, will authorize payment of \$177,730.50 to the Town of Greenfield no later than September 20, 2024. The funds for this payment will come from the General Fund. Per Wis. Stats. §65.90(5)(a) authorization will require a vote of two-thirds of the entire membership of the governing body.

Statement of purpose: To authorize the payment to the Town of Greenfield for Monroe County's share of the Covia tax appeals in the amount of \$177,730.50, no later than September 20, 2024.

Drafted by: Tina Osterberg, Monroe County Administrator

Finance Vote (If required): ____ Yes ____ No ____ Absent  Approved as to form: <u>6/17/2024</u>  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>

**AUTHORIZING MONROE COUNTY TO ENTER INTO THE SETTLEMENT AGREEMENT WITH THE KROGER CO. AND AGREE TO THE TERMS OF ADDENDUM TWO TO THE MOU ALLOCATING SETTLEMENT PROCEEDS**

1           **WHEREAS**, the Monroe County Board of Supervisors previously authorized the County to enter into an  
2 engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC  
3 (the "Law Firms") to pursue litigation against certain manufacturers, distributors, and retailers of opioid  
4 pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants financially responsible for the  
5 County's expenditure of vast money and resources to combat the opioid epidemic; and

6  
7           **WHEREAS**, on behalf of the County, the Law Firms filed a lawsuit against the Opioid Defendants; and

8  
9           **WHEREAS**, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin counties and all Wisconsin  
10 cases were coordinated with thousands of other lawsuits filed against the same or substantially similar parties as  
11 the Opioid Defendants in the Northern District of Ohio, captioned *In re: Opioid Litigation*, MDL 2804 (the "Litigation");  
12 and

13  
14           **WHEREAS**, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and Walworth) hired  
15 separate counsel and joined the Litigation; and

16  
17           **WHEREAS**, since the inception of the Litigation, the Law Firms have coordinated with counsel from around  
18 the country (including counsel for Milwaukee, Dane, Waukesha, and Walworth Counties) to prepare the County's  
19 case for trial and engage in extensive settlement discussions with the Opioid Defendants; and

20  
21           **WHEREAS**, the settlement discussions with The Kroger Co. (the "Settling Defendant") resulted in a  
22 tentative agreement as to settlement terms pending agreement from the County and other plaintiffs involved in the  
23 Litigation; and

24  
25           **WHEREAS**, copies of the settlement agreement relating to the Settling Defendant ("Settlement  
26 Agreement") representing the terms of the tentative settlement agreement with the Settling Defendant has been  
27 made available at [https://nationalopioidsettlement.com/wp-content/uploads/2024/05/Kroger-Multistate-Settlement-](https://nationalopioidsettlement.com/wp-content/uploads/2024/05/Kroger-Multistate-Settlement-Agreement-Circulated-to-States-March-25-2024.pdf)  
28 [Agreement-Circulated-to-States-March-25-2024.pdf](https://nationalopioidsettlement.com/wp-content/uploads/2024/05/Kroger-Multistate-Settlement-Agreement-Circulated-to-States-March-25-2024.pdf); and

29  
30           **WHEREAS**, the Settlement Agreement provides, among other things, for the payment of certain sums to  
31 Participating Subdivisions (as defined in the Settlement Agreement) upon the occurrence of certain events detailed  
32 in the Settlement Agreement; and

33  
34           **WHEREAS**, the County is a Participating Subdivision in the Settlement Agreement and has the opportunity  
35 to participate in the benefits associated with the Settlement Agreement provided the County (a) approves the  
36 Settlement Agreement; (b) approves the Addendum Two to the Memorandum of Understanding allocating proceeds  
37 from the Settlement Agreement ("MOU") among the various Wisconsin Participating Subdivisions, a copy of which  
38 is attached to this Resolution ("Addendum Two"); and (c) the Legislature's Joint Committee on Finance approves  
39 the terms of the Settlement Agreement; and

40  
41           **WHEREAS**, pursuant to Section 12 of the State-Local MOU entered into between the Wisconsin  
42 Participating Subdivisions and the Attorney General of the State of Wisconsin ("State-Local MOU"), the Attorney  
43 General has provided notice that the terms of the State-Local MOU shall apply to the Settlement Agreement and  
44 all proceeds of such Settlement Agreement; and

45  
46           **WHEREAS**, 2021 Wisconsin Act 57 created Section 165.12 of the Wisconsin Statutes relating to the  
47 settlement of all or part of the Litigation; and

48  
49           **WHEREAS**, pursuant to Wis. Stat. § 165.12(2), the Legislature's Joint Committee on Finance is required  
50 to approve the Settlement Agreement; and

51  
52           **WHEREAS**, pursuant to Wis. Stat. § 165.12(2), the proceeds from any settlement of all or part of the  
53 Litigation are distributed 70% to local governments in Wisconsin that are parties to the Litigation and 30% to the  
54 State; and

55  
56           **WHEREAS**, Wis. Stat. § 165.12(4)(b)2. provides the proceeds from the Settlement Agreement must be  
57 deposited in a segregated account (the "Opioid Abatement Account") and may be expended only for approved uses  
58 for opioid abatement as provided in the Settlement Agreement; and

60           **WHEREAS**, Wis. Stat. § 165.12(7) bars claims from any Wisconsin local government against the Opioid  
61 Defendants filed after June 1, 2021; and

62  
63           **WHEREAS**, the definition of Participating Subdivisions in the Settlement Agreement recognizes a statutory  
64 bar on claims such as that set forth in Wis. Stat. § 165.12(7) and, as a result, the only Participating Subdivisions in  
65 Wisconsin are those counties and municipalities that were parties to the Litigation (or otherwise actively litigating a  
66 claim against one, some, or all of the Opioid Defendants) as of June 1, 2021; and

67  
68           **WHEREAS**, the Legislature's Joint Committee on Finance is not statutorily authorized or required to  
69 approve the allocation of proceeds of the Settlement Agreement among Wisconsin Participating Subdivisions; and

70  
71           **WHEREAS**, the Wisconsin Participating Subdivisions previously negotiated and approved the allocation of  
72 proceeds among themselves, which allocation is reflected in Exhibit A to the MOU, which is an agreement between  
73 all of the entities identified in the Allocation MOU as to how the proceeds payable to those entities under the  
74 Settlement Agreements will be allocated; and

75  
76           **WHEREAS**, the County and all other Wisconsin Participating Subdivisions agreed to and entered into that  
77 certain Addendum to the MOU ("Addendum One") that provided for allocation of settlement proceeds from previous  
78 settlements with certain pharmacies and manufacturers according to the same percentages as that provided in the  
79 MOU; and

80  
81           **WHEREAS**, the County has been informed as to the deadlines related to the effective dates of the  
82 Settlement Agreement, the ramifications associated with the County's refusal to enter into the Settlement  
83 Agreement, the form of Addendum Two and an overview of the process for finalizing the Settlement Agreements  
84 and such information, together with additional resources related to the settlement can be found at  
85 <https://nationalopioidsettlement.com/kroger-co-settlement/>; and

86  
87           **WHEREAS**, the County, by this Resolution, shall deposit the proceeds of the Settlement Agreement  
88 consistent with the terms of this Resolution and Wis. Stat. § 165.12(4)(b); and

89  
90           **WHEREAS**, pursuant to the County's engagement agreement with the Law Firms, the County shall pay up  
91 to an amount equal to 25% of the proceeds from successful resolution of all or part of the Litigation, whether through  
92 settlement or otherwise, plus the Law Firms' costs and disbursements, to the Law Firms as compensation for the  
93 Law Firms' efforts in the Litigation and any settlement; and

94  
95           **WHEREAS**, the Law Firms anticipate making application to the national fee fund established in the  
96 Settlement Agreement seeking payment, in whole or part, of the fees, costs, and disbursements owed the Law  
97 Firms pursuant to the engagement agreement with the County; and

98  
99           **WHEREAS**, it is anticipated the amount of any award from the fee fund established in the Settlement  
100 Agreements will be insufficient to satisfy the County's obligations under the engagement agreement with the Law  
101 Firms; and

102  
103           **WHEREAS**, the County, by this Resolution, and pursuant to the authority granted the County in the  
104 applicable Order emanating from the Litigation in relation to the Settlement Agreement and payment of attorney  
105 fees, shall authorize and direct the escrow agent responsible for the receipt and distribution of the proceeds from  
106 the Settlement Agreement to establish an account for the purpose of segregating funds to pay the fees, costs, and  
107 disbursements of the Law Firms owed by the County (the "Attorney Fees Account") in order to fund a local  
108 "backstop" for payment of the fees, costs, and disbursements of the Law Firms; and

109  
110           **WHEREAS**, in no event shall payments to the Law Firms out of the Attorney Fees Account and the fee fund  
111 established in the Settlement Agreement exceed an amount equal to 25% of the amounts allocated to the County  
112 by virtue of the Addendum Two (Exhibit A to the MOU); and

113  
114           **WHEREAS**, the intent of this Resolution is to authorize the County to enter into the Settlement Agreement,  
115 the Addendum Two, establish the County's Opioid Abatement Account, and establish the Attorney Fees Account;  
116 and

117  
118           **WHEREAS**, the County, by this Resolution, shall authorize the County's corporation counsel to finalize and  
119 execute any other document or agreement necessary to effectuate the Settlement Agreement and the other  
120 agreements referenced herein.

121  
122           **NOW, THEREFORE, BE IT RESOLVED:** that the Monroe County Board of Supervisors hereby approves:  
123

- 124 1. The execution of the Settlement Agreement and any and all documents ancillary thereto and  
 125 authorizes the Monroe County Administrator or Monroe County Board Chair to execute same.  
 126  
 127 2. The final negotiation and execution of Addendum Two in form substantially similar to that presented  
 128 with this Resolution and any and all documents ancillary thereto and authorizes the Monroe County  
 129 Administrator or the Monroe County Board Chair to execute same upon finalization provided the  
 130 percentage share identified as allocated to the County is substantially similar to that identified in  
 131 the Addendum Two provided to the Board with this Resolution.  
 132  
 133 3. The execution by the Monroe County Board Administrator or Monroe County Board Chair of any  
 134 additional documents or agreements for the receipt and disbursement of the proceeds of the  
 135 Settlement Agreement.  
 136

137 **BE IT FURTHER RESOLVED:** all proceeds from the Settlement Agreement not otherwise directed to the  
 138 Attorney Fees Account shall be deposited in the County's Opioid Abatement Account. The Opioid Abatement  
 139 Account shall be administered consistent with the terms of this Resolution, Wis. Stat. § 165.12(4), and the  
 140 Settlement Agreement.  
 141

142 **BE IT FURTHER RESOLVED:** the Monroe County Board of Supervisors hereby authorizes the  
 143 establishment of an account separate and distinct from any account containing funds allocated or allocable to the  
 144 County which shall be referred to by the County as the "Attorney Fees Account." An escrow agent shall deposit a  
 145 sum equal to up to, but in no event exceeding, an amount equal to 20% of the County's proceeds from the  
 146 Settlement Agreement into the Attorney Fees Account. If the payments to the County are not enough to fully fund  
 147 the Attorney Fees Account as provided herein because such payments are made over time, the Attorney Fees  
 148 Account shall be funded by placing up to, but in no event exceeding, an amount equal to 20% of the proceeds from  
 149 the Settlement Agreement attributable to Local Governments (as that term is defined in the MOU) into the Attorney  
 150 Fees Account for each payment. Funds in the Attorney Fees Account shall be utilized to pay the fees, costs, and  
 151 disbursements owed to the Law Firms pursuant to the engagement agreement between the County and the Law  
 152 Firms provided, however, the Law Firms shall receive no more than that to which they are entitled under their fee  
 153 contract when considering the amounts paid the Law Firms from the fee fund established in the Settlement  
 154 Agreement and allocable to the County. The Law Firms may make application for payment from the Attorney Fees  
 155 Account at any time and the County shall cooperate with the Law Firms in executing any documents necessary for  
 156 the escrow agent to make payments out of the Attorney Fees Account.  
 157

158 **BE IT FURTHER RESOLVED** that all actions heretofore taken by the Board of Supervisors and other  
 159 appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution  
 160 are hereby ratified, confirmed and approved.

Adopted by the Monroe County Board of Supervisors this 23<sup>rd</sup> day of July, 2024.

Offered By The Finance Committee.

**Fiscal note:** No impact to the county budget. Impact to the budget would be upon distribution of a settlement.

**Statement of purpose:** To designate signors and to approve a tentative agreement as to settlement involving Kroger and to approve terms pending agreement from the County and other plaintiffs involved in the litigation

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>

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

RESOLUTION APPROVING AMENDMENT TO MONROE COUNTY CODE OF ORDINANCES,  
CHAPTER 14, FINANCE AND TAXATION, SECTION 14-72, PURCHASING

1 WHEREAS, Monroe County does currently have an ordinance that requires a competitive bid process for  
 2 certain public works, in conformity with Wisconsin Statutes; and  
 3  
 4 WHEREAS, Monroe County Ordinance Chapter 14, entitled Finance and Taxation, does outline financial  
 5 procedures for Monroe County including the competitive bid process; and  
 6  
 7 WHEREAS, Monroe County does have a process in place where specific RFP's (Request for Proposals) are  
 8 compiled with guidance set in the Monroe County Finance Policies as a part of any competitive bid process; and  
 9  
 10 WHEREAS, after review of this process, it has been determined that it would be appropriate for Monroe  
 11 County to revise its finance ordinance to include specific requirements for responsible bidders and to  
 12 incorporate the current finance policy and new RFP policy into the ordinance for Monroe County  
 13 projects.  
 14  
 15 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the  
 16 attached amendment that will replace Chapter 14, Section 14-72 of the Monroe County Code of  
 17 Ordinances which allows for consistency between Ordinance Chapter 14 Finance and Taxation, the  
 18 updated Accounting and Financial Policies & Procedures Manual finance policy and new RFP policy for  
 19 bidders of Monroe County projects.

Dated this 24<sup>th</sup> day of July, 2024.

Offered by the Finance Committee.

Fiscal note: No known fiscal impact except the expense of updating the ordinances with this language.

Statement of purpose: Approve amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing.

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

# COUNTY OF MONROE, WISCONSIN

## REQUEST FOR PROPOSAL (RFP) POLICY

### OVERVIEW

The Request for Proposal (RFP) Policy shall comply with The Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72 Purchasing Policy and Procedures and Accounting and Financial Policies and Procedures Manual.

Monroe County shall comply with the following purchasing thresholds for all public works and professional services projects.

### PURCHASING THRESHOLDS

The following method shall determine the method of solicitations and process to implement.

1. **Purchases less than \$5,000.** Made or authorized by department head. Purchases wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.
2. **Purchases made \$5,000-\$19,999.** Three documented price quotes are required. As part of the review process the staff member/project manager requesting the quotes shall document and report all quotes to County Administration.
3. **Purchases over \$20,000-Sealed Bids.** Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Department Head/Project Manager shall obtain approval from committee of jurisdiction to enter into a sealed bid process. See Administration Oversight Section for continued processes and requirements. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the staff member requesting the bid shall state his/her recommendation to the oversight committee for which bid to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a final decision in regards to the recommendation. The following steps may be part of the sealed bid process:
  - a) **Responsible Bidder Criteria:** In order to be a responsible bidder for purposes of being awarded a public works contract or a professional services contract in excess of \$500,000, the contractor/vendor must complete the County of Monroe, Wisconsin Bidder's Statement of Qualifications form. Monroe County has the right to determine and identify if such requirement is needed for projects less than \$500,000 and shall be identified within the RFP at their discretion. To be an approved responsible bidder a formal written decision shall be provided by Monroe County.
  - b) **Exceptions:** County Authorization and Capital Outlay Purchases are exempt if approved by County Board resolution or ordinance, or State Statute or bid is covered by state contract pricing.
  - c) All Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.
  - d) When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.



### **NON COMPETITIVE PURCHASES (SOLE SOURCE) EMERGENCIES:**

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

### **EXEMPTION**

Departments that have State required contract process obligations such as Human Services, Highway, Health, etc. shall be exempt from the Monroe County RFP Policy process on those specific products or services only. The purchases for the required State Obligatory contract services shall be identified as such and kept on record. All other funding sources must adhere to all of the Monroe County ordinances and policies.

### **GRANT RFP POLICY**

Grant awards that are contracting services or purchasing item(s) shall follow the Monroe County Accounting & Financial Policies and Procedures Manual and RFP Policy.

### **ADMINISTRATION OVERSITE**

1. Monroe County shall have two RFP Templates used for solicitations:
  - a. Public Works
  - b. Professional Services
2. Administration coordinates the entire RFP process with the department head or project manager. This includes the compilation of the RFP and or project timeline, advertisement publishing, deadlines, addenda, questions, bid opening, award notifications, publication invoices, etc.
3. Any RFP that is required for compilation of next years proposed budget must notify administration with details no later than March 31.
4. Departments should be discussing next year's budgeted RFP's during the budget process for proposed scheduling and timeline completion. To engage in the RFP process, Department Head/Project Manager shall obtain approval from the committee of jurisdiction.
5. Upon adoption of next year's budget, Departments shall provide all details for the RFP to Administration in a timely manner based on the proposed schedule. Department/Project Manager shall be responsible to submit any requested document (s), adhere to any necessary deadline or attend any RFP meeting as requested by Administration. It is the department head/project manager responsibility to assist as needed in the compilation of said RFP.
6. Department Head/project manager will be required to review and approve final RFP draft prior to County Administrator and Corporation Counsel Review.
7. County Administrator and Corporation Counsel shall review and approve the final RFP draft prior to publication.
8. All vendor/contractor questions in relation to the RFP must be submitted in writing. Questions received less than

seven (7) days prior to bid opening may not be answered. Interpretations or clarifications considered necessary by owner in response to such questions will be issued by addenda posted to the Monroe County Website. Addenda may be issued to clarify, correct, or change the bidding documents as deemed advisable by owner. All information relayed between vendor and Department Head/project manager must be submitted to Administration for proper postings and notifications.

9. Upon the deadline of the sealed bids the department head/project manager shall open the sealed bids with at least one other Monroe County Administration staff member present. A bid tabulation form shall be drafted by Administration and returned to the Department Head/Project Manager to supply to the committee of jurisdiction. Signed recommendation and award bid tabulation shall be returned to Administration.
10. Administration shall complete the awarding of the vendor/contractor. After the award is acknowledged, Administration shall work with the department head/project manager and vendor/contractor to produce the contract in relation to the RFP. Contract shall be reviewed and approved with the County Administrator and Corporation Counsel prior to the execution of documents.
11. Administration documents time allocated on each RFP Project.
12. Note: RFP/Contract process averages 4 - 6 months from start to finish.

### **RFP RELATED DOCUMENTS**

Request for proposals shall have some or all of the following documents attached within:

1. County of Monroe, Wisconsin Advertisement For Bid
2. County of Monroe, Wisconsin Request For Proposal
3. County of Monroe, Wisconsin Bidder's Qualification Statement
4. County of Monroe, Wisconsin Tabulation of Subcontractors
5. County of Monroe, Wisconsin Conditions of Access Waiver
6. County of Monroe, Wisconsin Equipment and Labor Rates
7. County of Monroe, Wisconsin RFP Statement
8. County of Monroe, Wisconsin Standard Terms and Conditions

**RESOLUTION CREATING MONROE COUNTY GRANT ADMINISTRATION POLICY**

1 **WHEREAS**, the Monroe County Finance Committee recommends approval of the attached Monroe County Grant  
 2 Administration Policy as proposed by the Finance Director; and  
 3  
 4 **WHEREAS**, the policy establishes uniform policies and procedures to be used when applying for, accepting and  
 5 administering grant funds; and  
 6  
 7 **WHEREAS**, the policy also identifies roles and responsibilities of those involved in grant management.  
 8  
 9 **NOW, THEREFORE, BE IT RESOLVED**, the Monroe County Board of Supervisors hereby approves effective this  
 10 date the proposed Monroe County Grant Administration Policy.

Dated this 23<sup>rd</sup> day of July, 2024.

Offered by the Finance Committee.

Fiscal Note: No direct costs, any grant funds receive will be included in the annual budget or accepted by the Resolution or Budget Adjustment process.

Statement of purpose: To approve the Monroe County Grant Administration Policy to go into effect immediately.

Drafted by: Diane Erickson, Finance Director

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

# Monroe County Grant Administration Policy

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## INTRODUCTION

Monroe County's Grant Administration Policy (MCGAP) establishes uniform policies and procedures to be standard throughout the "County" and to be used when applying for, accepting and administering federal, state, county, private foundation and corporate grants. For the purpose of this document a grant is defined as any contribution, award or gift of federal or state dollars or other federal or state assets, distributed directly from the Federal Government or through an intermediary agency such as the County, the State, a corporation or a private foundation that has to be applied for and may or may not be received. A funding allocation that is received routinely is not considered a grant for the purpose of this Policy. Grant agreements usually specify the maximum amount of funding, the scope of the work to be done, and the grant period (e.g. single or multi-year) as well as any special conditions applicable to the program.

This document describes the grant administration process and identifies the roles and responsibilities of those involved in grant management: Grant Project Manager, Department Heads, Committee of Jurisdictions, Corporation Counsel, County Board, Finance and other departments.

MCGAP identifies specific departments and employees that are routinely involved in the administration of grants. However, this policy applies to all personnel who are programmatically or fiscally responsible for developing, implementing, administering and/or reporting grant activity. It is essential for all County departments and personnel to adhere to all applicable federal, state and local laws, regulations, contract/grant agreements, as well as the grant policies and procedures outlined in the MCGAP, while administering grant-funded programs.

Non-compliance may result in the county being sanctioned and being liable. Incorrect or irreconcilable financial activity and account balances recorded in the County's financial management system may adversely affect the integrity of County financial reports and financial information reported to the grantor agency and the public. Lastly, it is necessary to help ensure the County is receiving the greatest possible economic benefit from the programs it administers. Adherence to policy and procedures will promote efficiency, better transparency, greater accountability and a more strategic approach to funding opportunities which will place the County in a more assured position for securing grant funds.

Monroe County Grant Administration Policy is divided into three sections: Section I has general information and purpose; Section II highlights the roles and responsibilities for each individual involved in administering grants and fiscal and statutory requirements; Section III outlines the County's fiduciary and administrative responsibilities including matching funds.

Due to the complexity of grants, other documents should be used in tandem with MCGAP. In most instances, the grantor will provide detailed guidance; some occasions will require consulting with County Administrator, Corporation Counsel and/or the Finance Department to research specific information.

## **SECTION I: GENERAL INFORMATION & PURPOSE**

The County's purpose for the use of grants is to maximize external financial resources while protecting the integrity of the County's operational budget and long-term financial conditions. Grant writing and grant management take considerable investment of time and resources. When considering whether to apply for a particular grant, the initiating department deemed responsible must consider the following:

## Draft

- Whether the grant shall help the County attain an objective and/or secure infrastructure investments that fit within the County's and responsible department's priorities.
- Grant can obtain sufficient budget appropriations and if matching funds are required, are available from responsible department's operating budget.
- Benefits derived from the grant have been determined sufficient to justify the cost involved in administering the grant and/or other funding sources will leverage or foster more creative public private partnership arrangements.
- A proposed budget identifies in sufficient detail the direct/indirect costs of salaries, benefits, supplies and materials, equipment, travel, computers, consultants and allocated administrative & internal costs.

County employees will only apply for grants that further Monroe County's goals and objectives and support programs which are consistent with the mission and priorities of the County and its departments.

All grants applied for under Monroe County's name shall be compiled and administered by Monroe County personnel. Under no circumstance shall another individual or entity complete or administer a Monroe County grant.

Grants must follow the grant procedures, even if the grant award has no Federal/State dollars and/or assets, in order to present uniform and consistent policies and procedures.

Grants contracting services or purchasing item(s) shall follow the Monroe County procurement and RFP bid processes.

Staff must immediately report all grant activity to Department Head or manager. This shall include all grants being considered for a program/project, even if the grant is not ultimately pursued.

## **SECTION II: ROLES AND RESPONSIBILITIES**

In an effort to ensure all grants are administered in a consistent manner, the following roles and responsibilities have been developed for each staff member involved with grant projects. All departments and their staff whom occupy positions of responsibility, with respect to grant activity, have specific roles and responsibilities that shall be performed and upheld both ethically and in the best interests of Monroe County.

### **2.1 Responsible Department**

The "Responsible Department" is the County department in which the grant originates. The responsible department shall maintain all hard and electronic copies of the grant activities and shall maintain grant information for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract (whichever is longer). It is the responsibility of the department to meet all grant requirements and any applicable federal, state, or local laws.

### **2.2 Grant Project Manager**

The person pursuing the grant automatically becomes the Grant Project Manager (GPM)—unless the Department Head delegates another County employee.

The department is responsible for the appropriate training level of the GPM to ensure understanding of writing and monitoring grants. And to fully understand a Request for Proposal (RFP) for the grant submission process.

The GPM shall discuss any grant opportunities with their manager and department head to get verbal approval before pursuing.

Grants, including those from private grantors and organizations, must follow the grant procedures.

**Full approval process of Budget Adjustment or Resolution approval of County Board of Supervisors must be completed before any grant award shall be accepted.**

#### AFTER AWARD

When grant funds are received by grant project manager check needs to be deposited with the Treasurer's office on the same day or safely locked up to be delivered on the next business day.

Grant fund check(s) or electronic funds transfer shall be entered in the Enterprise Resource Planning (ERP) System (Tyler Technologies) by the responsible department when received for deposit.

#### Cost Considerations & Requirements

It is the responsibility of the GPM to be familiar with the grant's programmatic and administrative requirements in order to comply with cost principles and administrative guidelines. Many grantor agencies will provide this information in the application packet instructions and/or the award documents.

The GPM is responsible for identifying and reporting allowable costs as defined by the granting authority, costs are budgeted, line item expenses must be approved by the budget adjustment or resolution process.

#### Financial Standards—Payments & Reporting

The GPM is responsible for program implementation, management, evaluation, documentation and ensuring compliance with all reporting requirements—financial and programmatic.

- Documentation and records must be properly maintained and should contain original signatures by authorized designee.
- Purchases with grant funding need to be in accordance with the County's procurement procedures and meet the requirements of the grant agreement. Questions regarding purchasing should be directed to Finance Department for clarification. GPM is responsible for ensuring in-kind match is documented and retained.
- Financial and progress reports are required to be submitted by the deadlines outlined in the Grant notice of award paperwork.
- Financial reports will be reviewed by GPM and any discrepancies noted and brought to the attention of the accounting staff in order for correction/adjustments to be made prior to submission.

## Termination of Grant

It is the responsibility of the GPM to ensure all funds are expended by the grant termination date. The project's beginning and ending dates, which determine the funding period, are identified on the Notice of Award. Expenditures encumbered before award date or after grant termination date may be ineligible for reimbursement. An extension of the grant may be requested in the event the programmatic goals of the grant have not been met or funding remains.

- Closeout of grant includes ensuring timely submission of all required reports and making adjustments for amounts due. Closeout of grant does not automatically cancel any requirements for property accountability, record retention or financial accountability.
- Project closeout cannot be done until all obligations are met. Closeout activities shall include completion of the final programmatic and financial reports, determination of obligated and unobligated cash balances and completion of necessary accounting entries. Documentation shall be combined and retained by GPM. GPM shall work closely with Finance and/or responsible department's accounting team when closing out grants.
- GPM shall inventory any equipment purchased over \$20,000 and submit inventory records to the County Clerk for insurance purposes and Finance Department for capital inventorying.

## Record Retention

Financial and programmatic records, supporting documents, statistical records and any other records that are required by the terms and conditions of the grant must be retained for the time period specified in the current County and/or State approved record retention schedules or as indicated within the grant contract, whichever is longer.

GPM is expected to ensure that records of different fiscal periods are separately identified and maintained so that information may be readily located and accessed.

## **2.3 Department Head**

Department Heads review grant ideas with consideration to County Department goals and objectives and available resources before giving verbal approval.

Department Heads are responsible for assigning staff members to serve as Grant Project Manager (GPM). If a GPM leaves employment with the County, then the duty of GPM will be reassigned. Department Heads will work with the Finance Department and the Finance Committee if issues arise with the GPM's inability to successfully implement grant activities.

## **2.4 Committee of Jurisdiction**

Department Head shall inform the Committee of Jurisdiction of interest/intent to write for a grant. If the grant is awarded, the Budget Adjustment or Resolution process, which results in acceptance or denial of the grant begins with the Committee of Jurisdiction.

## **2.5 Corporation Counsel**

Corporation Counsel is a resource for any legal questions pertaining to any documents or proceedings.



## **2.6 County Board**

After approval from committee of Jurisdiction and the Finance Committee, the County Board Chair places budget adjustment or resolution on the County Board agenda for approval/acceptance of grant award.

## **2.7 County Administrator**

The County Administrator shall be consulted for any grant applications which involve and/or require requests for bids or RFP's, new positions, equipment, ongoing expenses or inquiries in determination of conflicts of interest.

## **2.8 Information Technology**

The Information Technology Director shall be consulted for any grant application questions involving and/or requiring new software implementation. Compatibility with existing software, availability of server space and/or any new computer or technology equipment is a consideration.

## **2.9 Finance Department**

The Finance Department shall be consulted for any grant application questions or concerns regarding budgeting and general ledger account set up.

The Finance Director shall have primary inventory oversight responsibility for County capital assets, with assistance from responsible departments.

## **AFTER AWARD**

When grant award letter/notification has been received, GPM shall send a copy of the completed grant packet and grant award letter to Finance Department for audit tracking purposes.

The Finance Department shall establish separate general ledger account codes as needed.

## **2.10 Other Affected Departments**

The Treasurer's Office will establish bank accounts as needed.

Other departments shall make themselves available with appropriate notice to consult with the department seeking grant funding. This consultation will be coordinated by the GPM when necessary.

## **SECTION III: COUNTY FIDUCIARY RESPONSIBILITIES**

### **3.1 Internal Controls**

When the GPM applies for or accepts a grant, County management assumes the responsibility for administering the grant and the financial assistance in accordance with the provisions of all applicable laws, regulations, contracts and grant agreements. In determining compliance, employees working with grants shall look to any Federal or State mandated requirements and the County's control policy along with any grant specific requirements. The County's Accounting & Financial Policies and Procedures Manual was designed to ensure the County fulfills its fiduciary and administrative responsibilities, establishing policy to provide reasonable assurances regarding the achievement of County-wide and program-level objectives in the following categories:

## Draft

- Effectiveness and efficiency of operations
- Reliability of financial and programmatic reporting
- County compliance with applicable laws, regulations contracts, grant agreements and other compliance requirements
- Transactions are properly accounted for and recorded transactions are executed in compliance with all laws, regulations and provisions of contracts and grant agreements that could have a material effect on federal and other programs
- Funds, property and other assets are safeguarded against loss from unauthorized use or disposition

### Conflict of Interest

Grant audit findings due to conflict of interest can damage the reputation and credibility of Monroe County. Further, the appearance of a conflict of interest can be just as damaging to the County as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by any official or employee of the County.

No employee or officer shall have direct or indirect interest (financial, personal or otherwise) in any activities relating to the selection, award or administration of a contract/grant supported by a Federal/State award if he or she has a real or apparent conflict of interest.

No employee or officer may solicit nor accept gratuities or anything of monetary value from contractors or parties to subcontracts. Refer to CODE OF CONDUCT IN PURCHASING section of the Monroe County Accounting & Financial Policies and Procedures Manual.

### Reimbursement

To enhance cash management practices, it is the County's preference to receive funding on a cost reimbursement basis, unless specifically prohibited by the grantor. This basis minimizes the County's responsibility with respect to monitoring and administering interest earnings from grants.

The County's preferred method of reimbursement is electronic funds transfers ("EFT"). However if EFT is not available, reimbursement checks shall be made payable to the County of Monroe and mailed to:

**Monroe County Treasurer  
C/O "Department Name"  
202 South K St., Rm 3  
Sparta, WI 54656**

In order to minimize foregone interest and to improve the County's cash flow, the Department Head shall drawdown grant funding timely as allowed by the Grant.

### **3.2 Administrative Responsibilities**

Grant funding should be considered primarily for one-time or time-limited projects that do not have a significant long-term effect on the ongoing operating budget. Grants can be used as the primary financing mechanism to create new ongoing programs or services or to add unbudgeted positions when specifically approved by the County Board.

Any grant application that requires the guaranteed continuation of grant-funded positions or graduated match resulting in full financial responsibility subsequent to termination of the grant, or that directly increases the County's ongoing operating cost, must be approved by the Finance Committee and the County Board.

### **3.3 Procurement**

See Monroe County Accounting & Financial Policies and Procedures Manual for policies regarding purchasing.

### **3.4 Matching Funds**

Match is the contribution of the County toward the eligible grant cost or cost sharing. County matching funds are typically from General Fund money (cash) or in-kind contributions of goods or services.

In-kind contributions are things that could exist (or could happen) without the grant. Contributions may consist of, but are not limited to, personnel time given to a project, use of existing equipment or facilities, office space or performance of services at a reduced cost.

To qualify as an in-kind contribution certain conditions may apply:

- Must be necessary and reasonable to accomplish the projects objectives;
- Does not come from a Federal source;
- Cannot be program income;
- Unable be used to match another Federal grant;
- Incurred and contributed within the grant period;
- Must apply to the cost sharing requirement of the grant.

In-kind contributions must be documented and verifiable. Records will be maintained to support how the value of the in-kind contribution was determined. Costs must also be authorized and legal—not prohibited under state or local laws or regulations.

If the department requires a supplemental request for cash matching funds, the department should notify the County Administrator and Finance Department for assistance.

### **3.5 Authority and Sources of Guidance**

This policy supplements Federal Government requirements, any applicable State of Wisconsin requirements and the Monroe County Accounting & Financial Policies and Procedures Manual and serve as the general framework for departments to follow when applying for grants, negotiating the terms and conditions of grant agreements and administering grants. The policy is intended to provide consistent guidelines for grant administration to ensure optimum financial and administrative outcomes for the County.

## APPENDIX A

### Acknowledgement of Review of Grant Management Policies and Statutes

**NOTE:** All employees / personnel of Monroe County participating in any grant related activities shall read and sign this statement acknowledging their completion of the reading of the Grant Management Policy, the statutes and procedures in regards to grant activities.

I have received and read through the policy and procedures regarding grant management at Monroe County. I acknowledge I understand the information presented and feel competent to complete grant activities in the best interest of Monroe County.

---

Employee Signature

---

Employee Job Title

---

Date

---

Print Employee Name

**RESOLUTION APPROVING AND ESTABLISHING MONROE COUNTY ORDINANCE ARTICLE IV, PUBLIC HEALTH STANDARDS FOR LODGING, RECREATION AND FOOD ESTABLISHMENTS.**

1 **WHEREAS**, The Monroe County Health and Human Services Committee has reviewed and considered the  
2 enactment of a county ordinance to regulate local retail food and recreational licensing, permitting and  
3 investigation; and

4  
5 **WHEREAS**, The Monroe County Board of Supervisors approved resolution 08-23-06 authorizing the Monroe  
6 County Health Department to explore the process of becoming a designated agent for environmental health  
7 through the State of Wisconsin Department of Agriculture, Trade & Consumer Protection; and

8  
9 **WHEREAS**, it is recognized that individuals and establishments in Monroe County are currently reliant on  
10 Madison-based Wisconsin Department of Agriculture, Trade and Consumer Protection for retail food and  
11 recreational licensing, permitting and investigation; and

12  
13 **WHEREAS**, it is believed that the provision of locally available services is beneficial to Monroe County; and

14  
15 **WHEREAS**, the Monroe County Health and Human Services Committee has determined that the Monroe County  
16 Health Department is capable of becoming a retail food and recreational safety agent to the Wisconsin  
17 Department of Agriculture, Trade and Consumer Protection.

18  
19 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors does hereby approve the  
20 Monroe County Health Department becoming a retail food and recreational safety agent to the Wisconsin  
21 Department of Agriculture, Trade and Consumer Protection.

22  
23 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby establish Monroe  
24 County Ordinance Article IV of Chapter 15 of the Monroe County Code of Ordinances containing the rules and  
25 regulations governing the public health standards for lodging, recreation, and food establishments in Monroe  
26 County as well as permitting, licensing and investigation for these establishments and does hereby ordain as  
27 follows:

28  
29 (See attached ordinance).....

Dated this 23<sup>rd</sup> day of July, 2024.

Offered By: The Health and Human Services Committee

Fiscal note: Approval of this resolution will approve the Health Department to collect licensing and permitting fees to cover the cost of performing the duties of the Agent of the State locally. These revenues and expenditures will be budgeted in the 2025 and future budgets. The resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

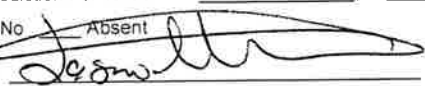
**Statement of purpose:** Passage of this resolution and approval of this ordinance will establish the Monroe County Health Department as the retail food and recreational safety agent to the Wisconsin Department of Agriculture, trade and Consumer Protection and will also establish the rules and regulations for these establishments in Monroe County and will allow these regulations to be enforced locally.

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

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

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

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

Committee Chair:   
\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document*

## **MONROE COUNTY RULES AND LICENSE REQUIREMENTS RELATING TO ENVIRONMENTAL HEALTH**

### **License and Inspection Fees Relating to Environmental Health**

The Monroe County Rules and License Requirements Relating to Environmental Health Ordinance is hereby created as follows:

#### **ARTICLE IV. - PUBLIC HEALTH STANDARDS FOR LODGING, RECREATION, AND FOOD ESTABLISHMENTS**

##### **Sec. 15-216. – Authority**

- (a) This chapter is adopted pursuant to that authority granted by Ch. 97 Stats., Wisconsin Administrative Code Chapters 72, 73, 74, 75 and Appendix (Wisconsin Food Code), 76, 78, and 79, and any such other provisions adopted in conformity therewith to protect and improve the health of the public.
- (b) Section 97.41(1m), Wis. Stats., authorizes the Monroe County Health Department to become the designated agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) for the purpose of establishing license fees, issuing licenses and making investigations or inspections of hotels, motels, tourist rooming houses, retail food establishments, bed-and-breakfast establishments, campgrounds, camping resorts, recreational and educational camps, public swimming pools and water attractions, and in making investigations and inspections of food vending machines.
- (c) A local health department that is an agent of DATCP may enact local regulations governing these establishments which may be stricter than state law. No such regulation may conflict with Ch. 97, Stats; or rules promulgated by DATCP.
- (d) Each section, paragraph, sentence, clause, word, and provision of this ordinance is severable, and if any provisions shall be held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.

##### **Sec. 15-217. – Purpose and Intent**

- (a) This article shall be applied to promote its underlying purpose and intent of protecting the public health, safety, and general welfare of the Monroe County community and to maintain and protect the environment for the people and communities of Monroe County.

##### **Sec. 15-218. – Applicability**

- (a) The provisions of this section shall apply to any operation falling under jurisdiction of the Monroe County Health Department either directly or pursuant to Monroe County's acting as an agent of the State of Wisconsin pursuant to Wis. Stats., §97.41, Wis. Admin. Code, Chapter ATCP 74 and any other applicable statutes, codes or agreements between the state and Monroe County.
- (b) Such operations include, but may not be limited to, any retail food establishment, hotel, motel, tourist rooming house, bed and breakfast establishment, campground, and camping resort, recreational and educational camp, public swimming pool, water attraction, or vending machines in all areas of Monroe County.

**Sec. 15-217. – Definitions**

All definitions set forth in Chs. ATCP 72, 73, 74, 75, 76, 78, 79, Wis. Admin. Code, and SPS 381-386 and 390-391 are incorporated in this section by reference and they shall be construed, read and interpreted as fully set forth herein until amended and then shall apply as amended.

As used in this chapter, the following terms shall have the meanings indicated:

*Annual License Fee* shall mean a fee for issuing an annual license for investigations and yearly inspections, limited to two, to determine that establishments identified in this chapter are compliant with the statutes and administrative codes that govern their operation.

*Agent* shall mean Monroe County Health Department, as defined in Wis. Stat. §250.01 (4), has entered a MOA with DATCP and is authorized under terms of the MOA to administer a retail food establishment, lodging, and recreational business establishment facility safety regulatory program, pursuant to Wis. Stat. §97.41 and 97.615 (2), in the jurisdiction of the Monroe County Health Department.

*Board of Health* shall mean The Monroe County Board of Health and its designated representatives.

*Complaint* shall mean an allegation, presented to an Agent, or DATCP, of a possible public health hazard or violation of any provision of the Wis. Stats. and Administrative Code indicated in the MOA with DATCP or this ordinance.

*DATCP* shall mean The Wisconsin Department of Agriculture, Trade, and Consumer Protection.

*Duplicate License Fee* shall mean a fee for the replacement of an original permit.

*Fee Schedule* means the schedule of all fees associated with this article, amended as needed by the Board of Health.

*Follow-up Inspection* shall mean a non-mandatory inspection by the Agent to ensure non-critical violations cited in an inspection have been corrected by a licensee.

*Health Department* shall mean the Monroe County Health Department and its designated representatives.

*Health Officer* shall mean the Health Officer of Monroe County, or the Health Officer's designated representative, who oversees the administration of environmental health programs, as outlined in the Agent agreement (ATCP 74.04) with Wisconsin DATCP.

*Inspection Fee* is the fee charged by Monroe County Health Department, the amount of which is reasonable related to the cost of performing an assessment of an establishment's compliance with the statutes and rules, under which a license is granted.

- i. An inspection in an establishment not under DATCP's regulatory authority.
- ii. An inspection in Monroe County's jurisdiction of a DATCP licensed mobile or transient retail food establishment.

*Licensee* shall mean the person or entity licensed to operate an establishment.



*MOA* shall mean the signed, written agreement between a local health department and DATCP setting forth the obligations of each party in the operation of an Agent program

*Operating without a License Fee* shall mean operator(s) found to be operating without a valid license shall be subject to an operating without a license fee and all other applicable fees.

*Operator* shall mean the owner, operator or person responsible to the owner for the operations of the establishments outlined there forth in this ordinance.

*Plan review fees* shall mean plan review fees shall be assessed to cover part or all of the cost of reviewing plans for new or remodeling of establishments.

*Pre-Inspection Fee* shall mean the fee associated with the required inspection necessary to determine compliance at the time of a change-in-operator or new business.

*Re-Inspection Fee* shall mean a fee structure for the subsequent inspections needed to address compliance issues with the statutes and administrative codes that govern a respective establishment. The fee for a re-inspection will be a set fee, determined by the Board of Health.

#### **Sec. 15-218. – Inspection Frequency**

(a) Inspections shall be conducted as required by DATCP under the Agent contract and no greater than 12 months from the last inspection unless received in writing approval from DATCP.

(b) Inspections shall be mostly unannounced visits.

(c) An authorized employee or agent of the department (DATCP), upon presenting the proper identification, shall be permitted to enter, at any reasonable hours, (Ch. 97, Wis. Stats.) any premises for which a permit is required to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographs or other evidence needed to enforce the requirements.

(d) Inspections and their reports shall reflect the original purpose of the inspection and should not be combined with other activities or different types of inspections.

(e) All inspections shall assess the qualifications of any particular licensure and include verification and notation of changes (such as payment, the operator and status, complexity category, number of sleeping rooms, expansions, modifications, etc.) in order to update the permit.

(f) Several types of inspections can be conducted at an establishment:

- (1) Pre-inspection: a pre-arranged inspection, for an initial or new permit, to check if a facility is capable of meeting the code requirements.
- (2) Routine Inspection: Can be pre-arranged or unannounced inspection. A routine inspection is done to determine if a facility is operating according to code.
- (3) Complaint Investigation: Can be pre-arranged or unannounced. A complaint investigation is done to investigate the conditions alleged in a complaint.
- (4) Food Borne Illness Investigation: Can be pre-arranged or unannounced. An investigation to help identify the cause of food borne illness outbreak and prevents its continuation.

- (5) Follow-up Inspection: An inspection conducted at the inspector's discretion to check on the status of an outstanding order on a facility. If the routine inspection called for a re-inspection, a follow-up inspection is not an option.
- (6) Re-inspection: All re-inspections are pre-arranged. A re-inspection is an inspection to verify that priority/critical violations and repeat violations have been corrected.
- (7) Special Condition Inspection: An inspection or consultation activity that is not directly related to the department or its Agents licensing responsibility.

**Sec. 15-219. – Complaints**

- (a) The Health Department shall follow up on all complaints received.
- (b) Complaints of illness and reported food and water borne illness are investigated to ensure compliance.
- (c) The Health Department will notify DATCP for complaints that are under DATCP's jurisdiction as well as notification for the investigation and follow up of foodborne illness. DATCP Emergency response the complaints mailbox be utilized for reporting. Notification will also be made to DHS Communicable Disease Section for investigation and follow up of foodborne illness.

**Sec. 15-220. – Enforcement**

- (a) The provisions of this ordinance shall be enforced by employees of the Health Department, the designees of this department, or other persons authorized by the Board of Supervisors. Non-compliance with the ordinance or with a temporary order from the Health Officer or designee shall be cause for enforcement action under this section of this ordinance.
- (b) The provisions of this section shall be administered by or under the direction of the Health Officer of the Health Department, who in person or by duly authorized representatives shall have the right to enter, at reasonable hours, upon premises affected by this regulation to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographic or other evidence needed to enforce this section and issue citations or seek a summon and complaint through a referral to the District Attorney.
- (c) If violations are found, an order to correct shall be given to the owner or operator, in writing, noting specific changes that must be made in order to bring the facility into compliance. The order shall set forth the time period by which corrections must take place. Failure to correct violations may result in re-inspection fees, suspension of the establishments license to operate, and may invoke the penalty provisions of this ordinance.

**Sec. 15-221. – License**

- (a) Unless exempted by rule, no person shall operate a retail food establishment, bed and breakfast establishment, hotel, motel, tourist rooming house, campground and camping resort, recreational and educational camp, public swimming establishments, Department as defined in ATCP 72, 73, 75, 76, 78 and 79, without first obtaining a license from the Health Department.

- (b) Only a person who complies with the requirements of this article and applicable regulations of other governmental entities shall be eligible to receive or retain a license.
- (c) Licenses shall be issued on an annual basis. The license shall expire on June 30 of each year following their issuance except that license initially issued during the period beginning on April 1 and ending June 30 shall expire June 30 of the following year. Department of Agriculture, Trade, and Consumer Protection licenses shall expire on June 30 of each year following their issuance. If the annual renewal fee has not been paid on or before June 30 of each year, an additional late payment fee shall be assessed, as specified in this ordinance under each license category. Establishments or individuals operating on August 15 without a proper license shall be ordered closed by the Health Officer.
- (d) The issuance of a license may be conditioned upon the operator correcting a violation of this section within a specified period of time. If the condition is not met within the specified period of time, the permit shall be voided.
- (e) The license shall not be transferable from operator to another except as provided pursuant to ATCP 72, 73, 75, 76, 78 and 79.
- (f) With the exception of those establishments defined herein as “transient retail” or “micro market”, no license shall be granted to any person under this section until a pre-inspection by the Health Department of the premises is verified for compliance.
- (g) No license shall be issued until a complete application and all applicable fees have been received by the Health Department.

**Sec. 15-223. – Display of License**

- (a) All licensees shall immediately post their license upon some conspicuous public part of the room in which the business is carried on, and the license shall remain posted during the entirety of the licensing period.

**Sec. 15-223. – Application**

- (a) Application and fees for licenses shall be made in writing or electronically to the Health Department on forms or electronic forms developed and provided by the Health Department and shall be accompanied by the appropriate license fee and pre-inspection fee. Application shall state the name and address of the proposed applicant and operator, and the address and location of the proposed establishment, and any other information as may be required. In addition, the signature of all applicants and their agents to confirm that all information on the application is correct and acknowledge that any change in the information on the application shall be reported to the Health Officer within 14 days of the change.
- (b) The Health Department shall either approve or deny the application within 30 days of receipt of a complete application. Once a pre-licensing inspection is performed, notice will be given to the applicant of action taken if an application for license is granted by the Health Department that license approval shall constitute a license to do business in Monroe County in conformity with this ordinance.

**Sec. 15-223. – Fees**

- (a) License fees shall be established by the Board of Health to cover the cost of issuing license, making investigations, sampling, testing, providing education, training, enforcement actions,

and technical assistance to the establishments, plus the cost required to be paid to DATCP for each license issued. Fees shall be those established and provided through the fee schedule and annually approved by the Board of Health.

- (b) If a mobile or transient unit with a current license from the State of Wisconsin or another Agent is operating in Monroe County, an inspection for food safety practices will be conducted once per licensing year and an inspection fee may be charged per section 66.0628, Wis. Stats.

#### **Sec. 15-224. – Temporary Orders**

- (a) Whenever, as a result of an examination, the Health Officer or designee has reasonable cause to believe that an immediate danger to health exists on a premise covered by this section, the Health Officer or designee, may issue a temporary order in accordance with section 66.0417(2), Wis. Stats. or section 97.12, Wis. Stats., to issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, require the premise to cease any other operation or method of operation which creates an immediate danger to public health.

#### **Sec. 15-225. – Denial, Suspension, or Revocation of License**

- (a) The Health Officer, or designee, may deny any license application or suspend or revoke any license issued under this chapter for noncompliance with this code and regulations, rules and laws adopted by reference. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this chapter:
  - (1) A decision by the Health Officer or designee, to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's or designee's decision and shall state any applicable statutes, ordinances, rules, regulations or order which may have been violated. The Health Officer or designee shall send to the licensee a copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.
  - (2) Any licensee or applicant aggrieved by a decision of the Health Officer or designee, to deny, suspend or revoke a license may have the decision reviewed and reconsidered by a written request mailed or delivered to the Health Officer's or designee's decision. The written request for review and reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
  - (3) Within 15 working days of receipt of the request for review and reconsideration, the Health Officer or designee shall review its initial determination. The Health Officer or designee may affirm, reverse or modify the initial determination. The Health Officer or designee shall mail or deliver to the licensee or applicant a copy of the decision on review and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to an administrative appeal, the time within which appeal shall be taken and the office or person with whom the appeal shall be filed.
  - (4) A licensee or applicant who wishes to appeal a decision made by the Health Officer or designee on review must file a notice of appeal within 30 days of notice of the Health Officer or designee's decision on review. The Administrative appeal shall be filed or

mailed to the Health Officer. The Health Officer shall immediately file said notice of appeal with the Monroe County Board of Health.

- (5) A licensee or applicant shall be provided a hearing on appeal within 15 days of receipt of the request for an Administrative appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least 10 days before the hearing.
- (6) The hearing shall be conducted before the Board of Health and shall be conducted in accordance with the procedures outlined in §68.11 (2) and (3), Wis. Stats.
- (7) Within 20 days of the hearing, the Board of Health shall mail or deliver to the appellant its written determination stating the reasons.
- (8) A decision by the Health Officer upon a request for review and reconsideration which is not appealed to the Board of Health, or a decision by the Board of Health on an appeal of a decision by the Health Officer or a request for review and reconsideration shall be a final determination under §68.12(2), Wis. Stats.
- (9) Any party to a proceeding resulting in a final determination may seek review thereof by certiorari within 30 days of receipt of the final determination per §68.13, Wis. Stats.

#### **Sec. 15-223. – Penalty**

- (a) Any person who violates or refuses to comply with any provisions of this chapter shall be subject to a citation and respective forfeiture of not less than \$100 and not more than \$1,000 for each offense and/or revocation or amendment of the owner's applicable license.
- (b) Each day a violation exists or continues shall be considered a separate offense.
- (c) The Health Officer, or designee, may issue citations using the standard citation form used in Monroe County. Citations may be served in person or may be sent by mail.
- (d) Except as otherwise provided, any person found in violation of any provision of this chapter or any order, rule or regulation made hereunder shall, upon conviction thereof, be subject to a penalty as provided in this chapter and code of ordinances.

#### **Sec. 15-223. – Construction or Alteration of Establishments**

- (a) No person shall construct a new retail food or recreational business establishment, extensively remodel a retail food establishment, or modify a recreational camp by adding or moving structures without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Health Department approval of submitted plans. Such plans shall include floor plan, equipment plan and specifications, wall, floor and ceiling finishes and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the Health Officer.
- (b) Any plans approved by the Health Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes

**RESOLUTION No. \_\_\_\_\_**

**RESOLUTION APPROVING THE  
MONROE COUNTY OPEN SPACE MANAGEMENT PLAN 2024 - 2029**

- 1 **WHEREAS**, Monroe County has acquired open space properties through voluntary buy-out grant  
2 programs funded by the Federal Emergency Management Agency (FEMA), Wisconsin Emergency  
3 Management (WEM), Wisconsin Department of Natural Resources (DNR), and Couleecap Inc; and  
4  
5 **WHEREAS**, the terms of the grant program statutory authorities, Federal program requirements  
6 consistent with 44 C.F.R. Part 80, grant agreements, and State-local agreements require that the Grantee  
7 agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and  
8 preserve natural floodplain functions; and  
9  
10 **WHEREAS**, the plan document reflects the conditions and restrictions described in the FEMA and DNR  
11 Deed Restrictions that were recorded with the properties; and  
12  
13 **WHEREAS**, the plan document outlines goals, objectives, and management considerations for the open  
14 space properties while also considering compatible uses, such as flood mitigation, passive outdoor  
15 recreation, and environmental education activities; and  
16  
17 **WHEREAS**, the plan is a dynamic document and will be reviewed and updated periodically to address  
18 changing community needs or environmental conditions and to ensure consistency with County planning,  
19 policies and regulation; and  
20  
21 **WHEREAS**, the Monroe County Land Conservation Department will be responsible for the general  
22 administration, updates, and amendments to this plan; and  
23  
24 **WHEREAS**, this plan has been reviewed and approved by the Monroe County Natural Resource and  
25 Extension Committee and the Sanitation and Zoning Committee and is being submitted for approval of  
26 the Monroe County Board of Supervisors.  
27  
28 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors that they do  
29 hereby approve the Monroe County Open Space Management Plan 2024 – 2029.

Dated this 23rd day of July, 2024.

Offered by the Natural Resource & Extension Committee and Sanitation & Zoning Committee

Purpose: To approve the Monroe County Open Space Management Plan for 2024-2029.

Fiscal Note: No direct impact on the budget.

Drafted by Roxie Anderson, Land Use Planner, Monroe County Land Conservation Department.

Finance Vote (If required):

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

\*\*\*\*\*

Approved as to form:

\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

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

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

Natural Resource & Extension Committee Forwarded on:

\_\_\_\_\_, 20\_\_

VOTE: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sanitation & Zoning Committee Forwarded on:

\_\_\_\_\_, 20\_\_

VOTE: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE

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

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

**RESOLUTION AUTHORIZING THE COMPLETION OF SPACE PLANNING FOR A CONSOLIDATED GOVERNMENT BUILDING**

1       **WHEREAS**, The Property and Maintenance Committee requested a listing of Monroe County buildings,  
2 square footage, estimated department square footage needs, repair needs, maintenance building expenditures  
3 and utility estimates from the Facilities and Property Director in April 2023; and  
4

5       **WHEREAS**, The Property and Maintenance Committee recommended to the full board: Consolidation of  
6 offices into a new building at either the old Rolling Hills site, dog pound site or the Administrative Center block and  
7 to allow the Property & Maintenance Committee to explore the costs at their June 14<sup>th</sup> meeting; and  
8

9       **WHEREAS**, The Monroe County Board of Supervisors convened a special county board meeting on  
10 Thursday, June 22<sup>nd</sup> to discuss said recommendation; and  
11

12       **WHEREAS**, The Monroe County Board of Supervisors voted 15-0 at the special June 22<sup>nd</sup> county board  
13 meeting to recommend consolidation of offices with a new building located at the Administration Center block  
14 downtown by proceeding to explore costs; and  
15

16       **WHEREAS**, the Monroe County Board of Supervisors approved resolution 08-23-10 15-0 affirming and  
17 adopting the recommendation to move forward with a consolidated Monroe County Government Building at the  
18 administrative center block site in the City of Sparta; and  
19

20       **WHEREAS**, The Monroe County Board of Supervisors at their August 30<sup>th</sup> meeting reviewed and  
21 discussed 4 preliminary design and cost estimate options for the Administrative Center Block Site in the City of  
22 Sparta. A motion to recommend a RFP for a feasibility study to explore all of the options at the downtown location  
23 was approved by the board; and  
24

25       **WHEREAS**, The Monroe County Board of Supervisors convened a special county board meeting on  
26 Wednesday, November 29<sup>th</sup> to discuss a Monroe County Government Building Located at the Administrative  
27 Center Block Site in the City of Sparta and the possibility of a facility condition assessment; and  
28

29       **WHEREAS**, The Monroe County Board of Supervisors approved a budget adjustment in the amount of  
30 \$18,500 to proceed with a facilities condition assessment of the Community Services Center, Administrative  
31 Center, UW-Extension Office, Executive Center, and Courthouse with all 13 supervisors present voting in favor of  
32 said adjustment; and  
33

34       **WHEREAS**, Kraus-Anderson facilitated a facilities condition assessment by coming on site in late 2023 to  
35 review, document and photograph key external and internal areas of the buildings. They presented a  
36 comprehensive facilities condition assessment at the Monroe County March 27<sup>th</sup> Board meeting; and  
37

38       **WHEREAS**, the Monroe County taxpayers paid for a facilities condition assessment to gain insight into  
39 the future needs of 5 of our downtown facilities and two leased buildings within the City of Sparta; and  
40

41       **WHEREAS**, the Monroe County Board of Supervisors have not discussed the facilities condition  
42 assessment presentation, the recommendation for space planning, or the future of the consolidated government  
43 building at the administrative center block site in the City of Sparta since the March 27<sup>th</sup> meeting; and  
44

45       **WHEREAS**, the Monroe County Property and Maintenance Committee recommends taking the next step  
46 to do their due diligence and approve funding for space planning; and  
47

48       **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do  
49 hereby authorize County Administration and Maintenance to prepare and post an RFP to hire an Architect to  
50 complete space planning.  
51

52       **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisors that they do hereby authorize  
53 the Property and Maintenance Committee to award a contract within budget to the Architect firm with a bid that is  
54 most advantageous to Monroe County to complete said space planning.  
55

56       **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisor that they do hereby authorize  
57 the County Administrator or the County Board Chair to sign contract agreements with the approved firm.



58 **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisor that they do hereby authorize  
 59 the County Administrator or the County Board Chair to sign agreements with a firm to complete updated cost  
 60 estimates based on space planning documents.

61  
 62 **BE IT FURTHER RESOLVED**, the following Monroe County accounts budget will be adjusted as provided  
 63 below.

Org	Object	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000	General Fund Balance Applied	\$3,810,243.40	\$50,000	\$3,860,243.40
11600000	521340	Maintenance Contracted Services	\$18,500.00	\$50,000	\$68,500.00

Dated this 23<sup>th</sup> day of July, 2024.

Offered By The Property and Maintenance Committee.

Fiscal note: Authorize funding from the General Fund in the amount of \$50,000 to conduct space planning and updated building project cost estimates. Increase budget by \$50,000 for the General Fund Balance Applied revenue and Maintenance Contracted Services expense accounts. Per Wis. Stats. §65.90(5)(a) authorization will require a vote of two-thirds of the entire membership of the governing body.

Statement of purpose: To authorize the Property and Maintenance Committee and county staff to proceed with a bid process and hiring an architect to complete space planning in tandem with a firm to calculate a more accurate building project cost estimate.

Drafted by: Tina Osterberg, Monroe County Administrator

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>

**TREASURER'S REPORT**  
**For the period of June 1, 2024 to June 30, 2024**  
**Mindy Hemmersbach, County Treasurer**

<b>RECEIPTS &amp; DISBURSEMENTS</b>	
<b>Receipts for Current Month:</b>	<b>\$ 8,207,517.54</b>
<b>Wires &amp; Disbursements for Current Month:</b>	<b>\$ 8,654,100.65</b>

<b>INVESTMENTS - GENERAL FUND</b>				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 4,163,380.55	none	5.58%
State Investment Pool		\$ 6,507,349.16	none	5.42%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 262,202.25	none	4.99%
Citizens First Bank MM		\$ 3,143,943.90	none	
River Bank MM		\$ 3,022,363.66	none	4.11%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,012,221.31	2/8/2025	5.05%
River Bank - CD		\$ 506,110.66	8/8/2024	5.05%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 500,000.00	2/13/2025	5.05%
State Bank - CDARs		\$ 500,000.00	8/15/2024	5.05%
<b>TOTAL GENERAL FUND INVESTMENTS</b>		<b>\$ 24,696,501.61</b>		

<b>GENERAL FUND BALANCES</b>	
Month End Balance	\$ (1,039,772.13)
Outstanding Checks	\$ (808,341.80)
Outstanding Deposits	\$ 242,388.77
General Fund Investments	\$ 24,696,501.61
<b>Totals</b>	<b>\$ 23,090,776.45</b>

<b>TOTAL GENERAL FUND AS OF JUNE 2023</b>	<b>\$ 22,191,697.77</b>
<b>General fund is up from a year ago:</b>	<b>\$ 899,078.68</b>

<b>DELINQUENT TAXES</b>	
Delinquent Taxes in June 2024 were:	\$ 756,540.69
Delinquent Taxes in June 2023 were:	\$ 686,167.88
Delinquent Taxes are up from one year ago:	\$ 70,372.81

<b>SALES &amp; USE TAX</b>	
<b>Sales tax received June 2024</b>	<b>\$ 2,426,617.19</b>
Sales tax is for the months of Nov thru April 2024	
<b>Sales tax received June 2023</b>	<b>\$ 2,163,235.65</b>
Sales tax is for the months of Nov thru April 2023	
<b>SALES TAX IS UP FROM ONE YEAR AGO:</b>	<b>\$ 263,381.54</b>

**TREASURER'S REPORT**  
For the period of May 1, 2024 to May 31, 2024  
Mindy Hemmersbach, County Treasurer

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 9,615,723.09
Wires & Disbursements for Current Month:	\$ 10,556,549.94

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 4,462,429.64	none	5.58%
State Investment Pool		\$ 6,478,549.56	none	5.38%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 261,224.34	none	5.00%
Citizens First Bank MM		\$ 3,132,984.29	none	
River Bank MM		\$ 3,012,363.60	none	4.11%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,012,221.31	2/8/2025	5.05%
River Bank - CD		\$ 506,110.66	8/8/2024	5.05%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 500,000.00	2/13/2025	5.05%
State Bank - CDARs		\$ 500,000.00	8/15/2024	5.05%
<b>TOTAL GENERAL FUND INVESTMENTS</b>		<b>\$ 24,944,813.52</b>		

GENERAL FUND BALANCES	
Month End Balance	\$ (664,597.75)
Outstanding Checks	\$ (580,237.79)
Outstanding Deposits	\$ 85,693.49
General Fund Investments	\$ 24,944,813.52
<b>Totals</b>	<b>\$ 23,785,671.47</b>

<b>TOTAL GENERAL FUND AS OF MAY 2023</b>	<b>\$ 24,219,687.27</b>
General fund is down from a year ago:	<b>\$ (434,015.80)</b>

DELINQUENT TAXES	
Delinquent Taxes in May 2024 were:	\$ 784,016.22
Delinquent Taxes in May 2023 were:	\$ 809,824.00
Delinquent Taxes are down from one year ago:	\$ (25,807.78)

SALES & USE TAX	
Sales tax received May 2024	\$ 2,062,633.63
Sales tax is for the months of Nov thru March 2024	
Sales tax received May 2023	\$ 1,914,064.24
Sales tax is for the months of Nov thru March 2023	
<b>SALES TAX IS UP FROM ONE YEAR AGO:</b>	<b>\$ 148,569.39</b>

**TREASURER'S REPORT**  
**For the period of June 1, 2024 to June 30, 2024**  
**Mindy Hemmersbach, County Treasurer**

<b>INVESTMENTS</b>				
<b>BANK</b>	<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>DUE DATES</b>	<b>INTEREST RATE</b>
<b>History Room</b>				
State Bank-History Room MMI		\$ 80,302.17	None	5.58%
State Bank-History Room MMII		\$ 17,115.71	None	5.58%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,165,248.66	None	
State Bank-Wegner Grotto Trust		\$ 414,452.97	None	5.58%
Wegner Grotto Endowment-Raymond James		\$ 449,813.70	None	
<b>Haney Fund</b>				
State Bank of Sparta MM		\$ 1,028.34	None	5.58%
<b>Transportation - ADRC</b>				
State Bank-ADRC Transportation		\$ 56,082.78	None	5.58%
<b>Jail Assessment</b>				
Bank First MM		\$ 236,817.09	None	4.99%
<b>Monroe County Land Information Board</b>				
Bank First MM		\$ 90,594.18	None	4.99%
<b>Solid Waste Management</b>				
State Bank - Ridgeview II-Closure Escrow		\$ 222,469.67	7/25/2024	4.25830%
		\$ 221,793.40	11/29/2024	4.40196%
		\$ 224,245.25	11/29/2024	4.40196%
		\$ 226,452.86	11/29/2024	4.40196%
		\$ 237,559.16	11/29/2024	4.40196%
		\$ 860,359.28	8/1/2024	4.35411%
State Bank - Facility Reserve-MM		\$ 3,736.52	None	5.58%
State Bank - ICS		\$ 543,768.44	None	5.312%
<b>Section 125 Plan</b>				
State Bank of Sparta		\$ 43,107.67	None	5.58%
<b>Worker's Comp</b>				
State Bank of Sparta		\$ 2,296,763.22	None	5.58%
<b>Self Funded - Employee Insurance</b>				
State Bank of Sparta		\$ 1,248,656.54	None	5.58%
<b>American Rescue Plan</b>				
State Bank of Sparta		\$ 2,673,968.41	None	5.58%
<b>Opioid Funds</b>				
River Bank MM		\$ 731,787.79	None	4.11%
<b>TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:</b>		<b>\$ 13,046,123.81</b>		

**TREASURER'S REPORT**  
**For the period of May 1, 2024 to May 31, 2024**  
**Mindy Hemmersbach, County Treasurer**

<b>INVESTMENTS</b>				
<b>BANK</b>	<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>DUE DATES</b>	<b>INTEREST RATE</b>
<b>History Room</b>				
State Bank-History Room MMI		\$ 75,314.35	None	5.58%
State Bank-History Room MMII		\$ 17,037.78	None	5.58%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,163,619.74	None	
State Bank-Wegner Grotto Trust		\$ 412,565.99	None	5.58%
Wegner Grotto Endowment-Raymond James		\$ 452,042.58	None	
<b>Haney Fund</b>				
State Bank of Sparta MM		\$ 1,023.66	None	5.58%
<b>Transportation - ADRC</b>				
State Bank-ADRC Transportation		\$ 55,827.44	None	5.58%
<b>Jail Assessment</b>				
Bank First MM		\$ 247,693.57	None	5.00%
<b>Monroe County Land Information Board</b>				
Bank First MM		\$ 85,842.65	None	5.00%
<b>Solid Waste Management</b>				
State Bank - Ridgeview II-Closure Escrow		\$ 221,692.44	7/25/2024	4.25830%
		\$ 220,992.43	11/29/2024	4.40196%
		\$ 223,435.43	11/29/2024	4.40196%
		\$ 225,635.07	11/29/2024	4.40196%
		\$ 236,701.26	11/29/2024	4.40196%
		\$ 264,672.15	6/20/2024	4.16241%
		\$ 857,285.98	8/1/2024	4.35411%
		\$ 266,711.00	6/27/2024	4.16241%
State Bank - Facility Reserve-MM		\$ 3,719.51	None	5.58%
<b>Section 125 Plan</b>				
State Bank of Sparta		\$ 42,188.98	None	5.58%
<b>Worker's Comp</b>				
State Bank of Sparta		\$ 2,278,108.46	None	5.58%
<b>Self Funded - Employee Insurance</b>				
State Bank of Sparta		\$ 1,177,555.36	None	5.58%
<b>American Rescue Plan</b>				
State Bank of Sparta		\$ 2,661,793.98	None	5.58%
<b>Opioid Funds</b>				
River Bank MM		\$ 729,366.53	None	4.11%
<b>TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:</b>		<b>\$ 12,920,826.34</b>		

## 2024 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 25,110,489.98	\$ 327,920.04 Sales Tax for Nov. 2023	\$ 933,604.16 *
February	\$ 27,301,002.01	\$ 587,822.64 Sales for Tax Dec. 2023	\$ 874,878.27 *
March	\$ 27,607,069.98	\$ 349,372.10 Sales for Tax Jan. 2024	\$ 854,416.17 *
April	\$ 24,639,564.55	\$ 308,396.30 Sales Tax for Feb. 2024	\$ 821,747.15 *
May	\$ 24,944,813.52	\$ 489,122.55 Sales Tax for Mar. 2024	\$ 784,016.22 *
June	\$ 24,696,501.61	\$ 363,983.56 Sales Tax for April 2024	\$ 756,540.69 *
July		Sales Tax for May 2024	*
August		Sales Tax for June 2024	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2024	
October		Sales Tax for Aug. 2024	
November		Sales Tax for Sept. 2024	
December		Sales Tax for Oct. 2024	

<b>\$ 2,426,617.19 ← Sales Tax Received in 2024</b>
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\*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2023

## 2023 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
<b>January</b>	\$ 27,266,157.04	\$ 355,008.26 Sales Tax for Nov. 2022	\$ 958,148.96 *
<b>February</b>	\$ 26,745,781.52	\$ 503,856.13 Sales for Tax Dec. 2022	\$ 940,526.64 *
<b>March</b>	\$ 25,961,795.68	\$ 328,012.80 Sales for Tax Jan. 2023	\$ 885,826.83 *
<b>April</b>	\$ 25,636,061.54	\$ 326,541.72 Sales Tax for Feb. 2023	\$ 845,203.66 *
<b>May</b>	\$ 24,219,687.27	\$ 400,645.33 Sales Tax for Mar. 2023	\$ 809,824.00 *
<b>June</b>	\$ 22,191,697.77	\$ 433,520.06 Sales Tax for April 2023	\$ 785,030.16 *
<b>July</b>	\$ 32,243,622.79	\$ 384,407.91 Sales Tax for May 2023	\$ 757,288.18 *
<b>August</b>	\$ 24,127,458.26	\$ 547,411.67 Sales Tax for June 2023	\$ 1,582,059.69
<b>September</b>	\$ 23,131,887.42	\$ 469,720.50 Sales Tax for July 2023	\$ 1,383,011.50
<b>October</b>	\$ 22,744,070.48	\$ 421,204.60 Sales Tax for Aug. 2023	\$ 1,199,265.16
<b>November</b>	\$ 22,494,628.96	\$ 516,174.90 Sales Tax for Sept. 2023	\$ 1,126,173.40
<b>December</b>	\$ 20,303,415.11	\$ 392,573.06 Sales Tax for Oct. 2023	\$ 1,000,477.21

NOW INCLUDES  
ALL YEARS  
DELINQUENT  
TAXES

**\$ 5,079,076.94 ← Sales Tax Received in 2023**

\*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2022





FINANCE

FOR 2024 06				JOURNAL DETAIL 2024 6 TO 2024 6				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMNTS	BUDGET	ACTUAL		BUDGET	USE/COL	
11520000 515025 DENTAL INS	3,592	0	3,592	1,570.59	.00	2,021.41	43.7%	
2024/06/000407 06/14/2024 PRJ	299.16 REF 240614				WARRANT=240614	RUN=1 BI-WEEKL		
11520000 515030 LIFE INS	72	0	72	31.50	.00	40.50	43.8%	
2024/06/000407 06/14/2024 PRJ	6.00 REF 240614				WARRANT=240614	RUN=1 BI-WEEKL		
11520000 515040 WORK COMP	115	0	115	49.02	.00	65.98	42.6%	
2024/06/000407 06/14/2024 PRJ	4.22 REF 240614				WARRANT=240614	RUN=1 BI-WEEKL		
2024/06/000767 06/28/2024 PRJ	4.22 REF 240628				WARRANT=240628	RUN=1 BI-WEEKL		
TOTAL SALARIES & FRINGE BENEFITS	361,640	-602	361,038	157,533.70	.00	203,504.30	43.6%	
<b>TR200 OFFICE ADMINISTRATIVE COSTS</b>								
11520000 521405 BANK SERV	7,200	0	7,200	3,349.14	.00	3,850.86	46.5%	
2024/06/000266 06/07/2024 API	562.42 VND 010677 IN S. CHARGE MAY 2024			STATE BANK FINANCIAL MAY 2024	ACCOUNT A	1074758		
11520000 531000 OFFIC SUPL	2,500	0	2,500	504.93	.00	1,995.07	20.2%	
2024/06/000801 06/28/2024 API	279.98 VND 015514 IN 1VWJ-3DQ6-GQ1K			AMAZON	OFFICE SUPPLIES	1075026		
11520000 531050 POSTAGE	6,000	0	6,000	1,653.15	.00	4,346.85	27.6%	
2024/06/000623 06/21/2024 API	1,653.15 VND 008094 IN TREASURER 240613			US POSTAL SERVICE	POSTAGE PAID SELF	1074996		
TOTAL OFFICE ADMINISTRATIVE COSTS	15,700	0	15,700	5,507.22	.00	10,192.78	35.1%	
<b>TR300 TECHNOLOGY &amp; EQUIPMENT</b>								
11520000 522025 TELEPHONE	531	-507	24	53.53	.00	-29.53	223.0%*	
2024/06/000267 06/07/2024 API	5.97 VND 016567 IN 714300 MAY 2024			LVT CORP	ACCT #8100 6/1/24	1074731		
11520000 553100 EQUIP SERV	6,434	0	6,434	1,725.89	.00	4,708.11	26.8%	
2024/06/000623 06/21/2024 API	242.83 VND 002162 IN 33052620			CANON FINANCIAL SERV CONTRACT NUMBER 14		12299		

FINANCE

FOR 2024 06		JOURNAL DETAIL 2024 6 TO 2024 6						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
TOTAL TECHNOLOGY & EQUIPMENT	6,965	-507	6,458	1,779.42	.00	4,678.58	27.6%	
<b>TR350 IT POOL</b>								
11520000 599000 IT POOL	439	0	439	439.00	.00	.00	100.0%	
TOTAL IT POOL	439	0	439	439.00	.00	.00	100.0%	
<b>TR400 CONF / EDUCATION &amp; TRAVEL</b>								
11520000 533010 CONF/SEM	2,433	0	2,433	759.40	.00	1,673.60	31.2%	
2024/06/000407 06/14/2024 PRJ	21.09 REF 240614					WARRANT=240614 RUN=1 BI-WEEKL		
11520000 533200 MILEAGE	884	0	884	425.75	.00	458.25	48.2%	
2024/06/000407 06/14/2024 PRJ	237.11 REF 240614					WARRANT=240614 RUN=1 BI-WEEKL		
TOTAL CONF / EDUCATION & TRAVEL	3,317	0	3,317	1,185.15	.00	2,131.85	35.7%	
<b>TR600 PROGRAM COSTS</b>								
11520000 531020 OFFIC ASR	5,300	0	5,300	.00	.00	5,300.00	.0%	
11520000 533210 MLG ASR	250	0	250	.00	.00	250.00	.0%	
11520000 556000 REF TX CNT	13,000	0	13,000	12,064.00	.00	936.00	92.8%	
11520000 556100 UNCOLL TAX	1,000	0	1,000	.00	.00	1,000.00	.0%	

FINANCE

FOR 2024 06		JOURNAL DETAIL 2024 6 TO 2024 6						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
TOTAL PROGRAM COSTS	19,550	0	19,550	12,064.00	.00	7,486.00	61.7%	
TOTAL TREASURER	404,611	-1,109	403,502	176,038.07	.00	227,463.93	43.6%	
TOTAL TREASURER	404,611	-1,109	403,502	176,038.07	.00	227,463.93	43.6%	
TOTAL REVENUES	-3,000	0	-3,000	-2,470.42	.00	-529.58		
TOTAL EXPENSES	407,611	-1,109	406,502	178,508.49	.00	227,993.51		

FINANCE

FOR 2024 06		JOURNAL DETAIL 2024 6 TO 2024 6						
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
11521 TAX DEEDS								
<b>11521000 TAX DEEDS</b>								
11521000 418900 TX DEED R	-2,500	0	-2,500	.00	.00	-2,500.00	.0%*	
TOTAL UNDEFINED ROLLUP CODE	-2,500	0	-2,500	.00	.00	-2,500.00	.0%	
<b>TX600 PROGRAM COSTS</b>								
11521000 539200 TX DEED EX	15,000	0	15,000	30.00	.00	14,970.00	.2%	
TOTAL PROGRAM COSTS	15,000	0	15,000	30.00	.00	14,970.00	.2%	
TOTAL TAX DEEDS	12,500	0	12,500	30.00	.00	12,470.00	.2%	
TOTAL TAX DEEDS	12,500	0	12,500	30.00	.00	12,470.00	.2%	
TOTAL REVENUES	-2,500	0	-2,500	.00	.00	-2,500.00		
TOTAL EXPENSES	15,000	0	15,000	30.00	.00	14,970.00		

# SELF FUNDED HEALTH INSURANCE SUMMARY

## 2023 DATES OF SERVICES

For Month	Month Paid															TOTAL CLAIMS	Neighborhood	Professional	Total	YTD
Of 2023:	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	BY DOS	Family Clinic	Fees	for Month	Total
Prior Year				42,714	3,092	10,757	3,254	2,042		543	(2,633)	3,684				63,453			63,453	63,453
January	58,744	66,210	44,078	193,193	6,897	313	-	401		165		30	783			370,814	8,902	78,868	458,584	522,037
February		52,774	82,244	153,027	18,311	5,268	-	347	1,980		(107)	89	-	(321)		313,612	6,646	81,987	402,245	924,282
March			78,240	143,823	97,389	16,050	3,497	950	1,912	540	479	3,186	394	-	2,455	348,915	6,090	81,407	436,412	1,360,694
April				57,990	178,844	181,402	1,961	18,349	3,381	669	515	5,511	-	-	84	448,706	8,176	83,928	540,810	1,901,504
May					96,418	263,863	62,338	52,813	5,170	1,793	1,097	177	-	540		484,209	7,425	84,268	575,902	2,477,406
June						82,950	222,423	385,473	20,421	137,671	56	3,866	33	-		852,893	8,702	83,047	944,642	3,422,048
July							57,816	259,066	252,181	64,147	36,222	4,314	461	1,893	973	677,073	6,528	83,665	767,266	4,189,314
August								137,323	475,217	86,963	64,092	2,360	2,708	769		769,432	8,701	85,419	863,552	5,052,867
September									85,637	390,001	16,690	3,525	1,583	394		497,830	9,685	87,103	594,618	5,647,485
October									130,594	423,066	25,184	1,063	81,050			660,957	6,928	98,359	766,244	6,413,729
November										131,399	389,833	41,775	1,641	118		564,766	7,021	95,654	667,441	7,081,170
December											194,474	326,586	19,445	24,810		565,315	6,845	100,173	672,333	7,753,503
	58,744	118,984	204,562	590,747	400,951	560,603	351,289	856,764	845,899	813,086	670,876	636,233	375,386	105,411	28,440	\$ 6,617,975	103,867	1,066,951	7,788,793	7,788,793

Interest earned on bank account	33,299
Cobra/Retiree Premiums received	23,817
Payroll Fees (approx \$500,000/mo)	6,044,609 (12 months)
<b>Total Revenues:</b>	<b>\$ 6,101,724.98</b>
<b>Total Expenses:</b>	<b>\$ 6,638,776.76</b>
<b>Net Revenues less Expenses:</b>	<b>\$ (537,051.78)</b>

Rebates Received from Insurance	402,116	402,116
Stop Loss Received	747,900	747,900
<b>*Net Claim Expense after Rebates/Stop Loss</b>	<b>\$ 5,467,959</b>	<b>\$ 6,638,777</b>
Stop Loss Premium included in Professional Fees total:	\$ 730,896	

## 2024 DATES OF SERVICES

For Month	Month Paid															TOTAL CLAIMS	Neighborhood	Professional	Total	YTD
Of 2024:	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	BY DOS	Family Clinic	Fees	for Month	Total
Prior Year				854	(11)	13,937										14,780			14,780	14,780
January	65,889	424,388	58,550	338	1,274	538										550,977	8,449	96,154	655,580	670,360
February		87,733	385,092	113,371	62,646	3,936										652,778	6,598	93,392	752,768	1,423,128
March			139,924	406,158	40,334	3,920										590,336	7,993	102,784	701,113	2,124,242
April				180,811	441,478	75,872										698,161	7,344	96,929	802,434	2,926,675
May					105,407	269,203										374,610	6,710	97,648	478,968	3,405,643
June						144,997										144,997	7,937	94,469	247,403	3,653,046
July																-			-	3,653,046
August																-			-	3,653,046
September																-			-	3,653,046
October																-			-	3,653,046
November																-			-	3,653,046
December																-			-	3,653,046
	65,889	512,121	583,566	701,532	651,128	512,403	-	-	-	-	-	-	-	-	-	\$ 3,026,639	50,575	581,376	3,658,590	3,658,590

Interest earned on bank account	20,480
Cobra/Retiree Premiums received	8,497
Payroll Fees (approx \$567,000/mo)	3,407,431 (6 months)
<b>Total Revenues:</b>	<b>\$ 3,436,408.26</b>
<b>Total Expenses:</b>	<b>\$ 3,083,546.56</b>
<b>Net Revenues less Expenses:</b>	<b>\$ 352,861.70</b>

Rebates Received from Insurance	193,169	193,169
Stop Loss Received	381,875	381,875
<b>*Net Claim Expense after Rebates/Stop Loss</b>	<b>\$ 2,451,595</b>	<b>\$ 3,083,547</b>
Stop Loss Premium included in Professional Fees total:	\$ 413,138	

### General Fund Balances

	<b>2021</b>		<b>2022</b>		
January	\$	25,647,464	\$	25,792,910	\$ 145,446
February	\$	29,967,952	\$	27,019,205	\$ (2,948,747)
March	\$	28,652,526	\$	28,110,984	\$ (541,542)
April	\$	28,113,123	\$	27,823,059	\$ (290,065)
May	\$	26,914,902	\$	27,730,766	\$ 815,864
June	\$	27,102,154	\$	27,247,179	\$ 145,025
July	\$	33,597,902	\$	34,729,258	\$ 1,131,356
August	\$	27,826,159	\$	26,003,510	\$ (1,822,649)
September	\$	26,918,527	\$	23,267,960	\$ (3,650,567)
October	\$	23,420,672	\$	23,141,098	\$ (279,574)
November	\$	24,788,823	\$	23,676,066	\$ (1,112,757)
December	\$	20,963,521	\$	21,369,234	\$ 405,713

	<b>2022</b>		<b>2023</b>		
January	\$	25,792,910	\$	26,683,614	\$ 890,704
February	\$	27,019,205	\$	26,748,782	\$ (270,423)
March	\$	28,110,984	\$	25,961,796	\$ (2,149,188)
April	\$	27,823,059	\$	25,636,062	\$ (2,186,997)
May	\$	27,730,766	\$	24,219,687	\$ (3,511,079)
June	\$	27,247,179	\$	22,191,698	\$ (5,055,482)
July	\$	34,729,258	\$	32,243,623	\$ (2,485,635)
August	\$	26,003,510	\$	24,127,458	\$ (1,876,052)
September	\$	23,267,960	\$	23,131,887	\$ (136,073)
October	\$	23,141,098	\$	22,744,070	\$ (397,028)
November	\$	23,676,066	\$	22,494,629	\$ (1,181,437)
December	\$	21,369,234	\$	20,303,415	\$ (1,065,819)

	<b>2023</b>		<b>2024</b>		
January	\$	26,683,614	\$	24,610,129	\$ (2,073,485)
February	\$	26,748,782	\$	25,932,481	\$ (816,301)
March	\$	25,961,796	\$	26,440,667	\$ 478,871
April	\$	25,636,062	\$	24,421,249	\$ (1,214,812)
May	\$	24,219,687	\$	23,785,671	\$ (434,016)
June	\$	22,191,698	\$	23,090,776	\$ 899,079
July	\$	32,243,623	\$	-	
August	\$	24,127,458	\$	-	
September	\$	23,131,887	\$	-	
October	\$	22,744,070	\$	-	
November	\$	22,494,629	\$	-	
December	\$	20,303,415	\$	-	

**These numbers include the Outstanding checks, deposits, and check account balance at month-end.**

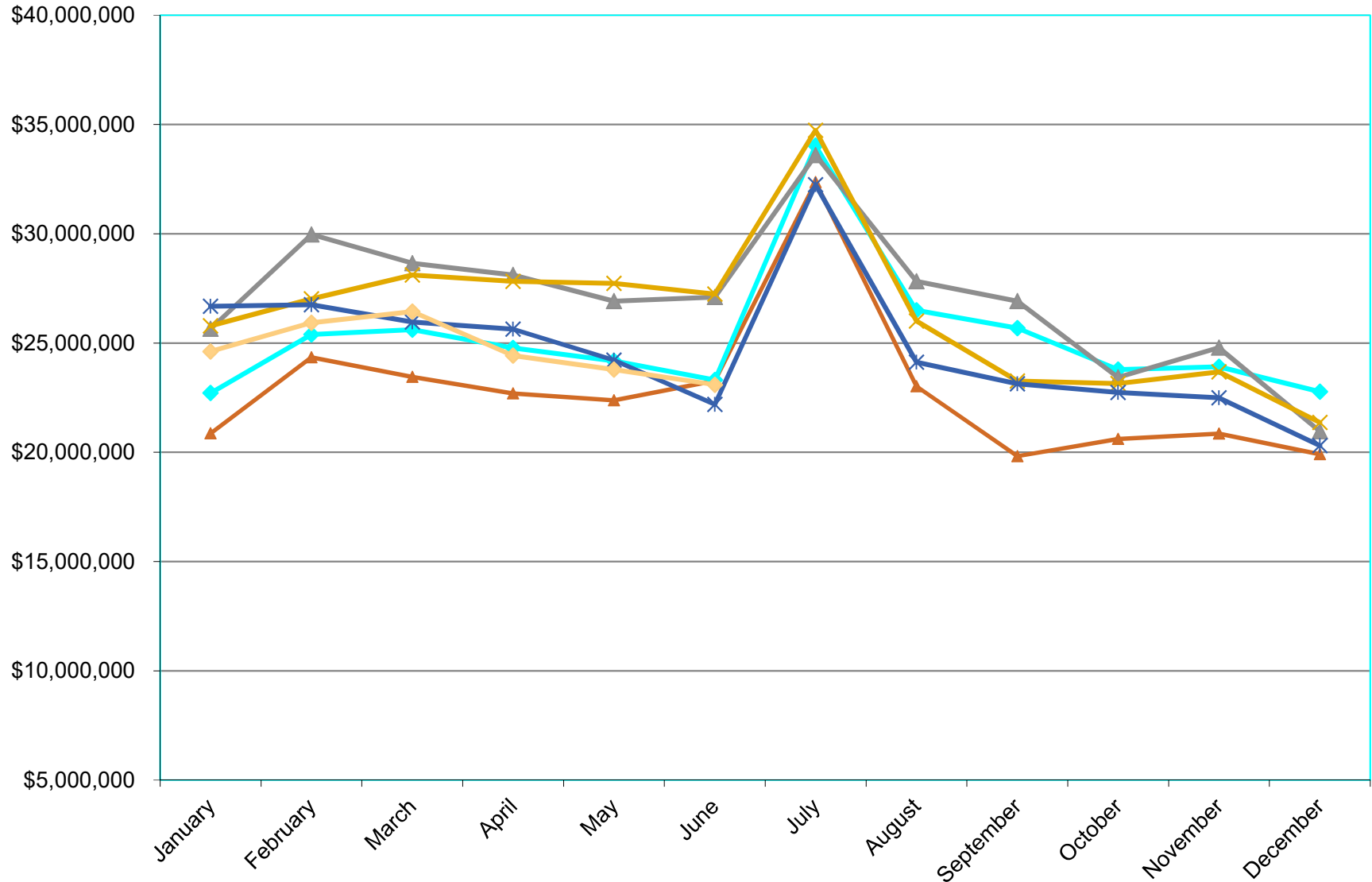
7/11/2024

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2024\2024 General Fund Reserved-Committed-20%

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM

### County Total General Fund Cash Balance



7/11/2024

Diane Erickson

Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2024\2024 General Fund Reserved-Committed-20%

## Restricted, Committed and Assigned Funds

### Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	969.01	
Redaction Fees 11715000 461390/521350	\$	14,211.55	
K-9 Donations 12116000 485000/579200	\$	10.50	
Dog Control 14195000 485000/579200	\$	66,515.24	
Justice Dept Donations 1295000 485000/579200	\$	321.21	
Veterans Service 14700000 485000/579200	\$	1,844.50	
Veterans-Suicide Prev 14700000 485005/579205	\$	5,555.00	
Park Donations 15200000 485000/579200	\$	854.80	
Human Services Donations 24900500 485000/579200	\$	596.83	
Crep Program 16140000	\$	19,974.81	
Broadband Restricted Funds 16702100 485010/579100	\$	14,187.10	
Econ Dev & Tourism Funds for Project Grant 16700000 579100	\$	10,455.65	(ITBEC)
Forestry Land Acq. 16919000 580100	\$	36,057.35	
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13	
Wildlife Habitat 16913000 435800/534050	\$	1,053.89	
Land Cons. CCTF Donations 16942200 485000/579200	\$	384.94	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	3,309.06	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	88,694.55	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	31,047.10	
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	323,565.57	

### Committed Funds

Agronomist Position 16940000 579100 LC860	\$	25,573.09	
Nonlapsing Econ Dev Conference 16702000 533010	\$	8,122.08	Resolution 06-24-01
Nonlapsing Capital Parks 17620620 582500	\$	11,968.38	
Nonlapsing Forest Maint & Dev 16918000 582950	\$	49,861.56	Resolution 02-24-01

### Extension

Health & Well Being Exp. 15620613 579100	\$	10,521.12	
Youth Development Agent 15620615 579100	\$	7,833.84	

### Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	400,000.00	
Contingency Fund Balance 10010000 539200	\$	-	
Retirement/Fringe Pool 11435000 515200	\$	100,416.49	
Nonlapsing Capital Pool 17100169	\$	884,307.87	
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	399,032.76	

### **General Fund Total**

**\$ 2,518,716.98**

### Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	1,145,487.49	
Capital Project(s) 47100000 582950	\$	730,483.53	
Nonlapsing Technology Pool 71490000 599000	\$	573,230.04	
Hwy-Capital Equipment 73310281 581000	\$	2,000,510.21	Resolution 05-24-05
Hwy-Capital Bldgs & Imprvmnts 73310283 580500	\$	59,143.94	
Hwy-Capital Hwy Improvemts 73330319 534005	\$	5,178,423.80	

### **Proprietary, Debt & Internal Service Funds**

**\$ 9,687,279.01**

SW-Yearly maintenance for filtration system-Williams	2,000.00
SW-Professional Services (3.28.24)	50,000.00
Self Funded Health Ins Transfer	119,914.00
<b>Expenses from 2024 Contingency Fund:</b>	<b><u><u>\$ 171,914.00</u></u></b>

7/11/2024

Diane Erickson Monroe County Finance Director



# MONROE COUNTY MINIMUM FUND BALANCE POLICY

June 2024

## Fund Balance in Excess of General and Special Revenue Fund Cash Reserves

General and Special Fund Balance MM/ICS -	\$	15,494,018.39
General Fund CD's	\$	7,596,758.06
Total General Fund	\$	23,090,776.45

General and Special Revenue Fund Cash Balance 6/30/24 **\$ 9,688,982.40**

General Fund Restricted Total	\$	621,079.79
General Fund Committed Total	\$	113,880.07
General Fund Assigned Total	\$	1,783,757.12

**General Fund Restricted, Committed and Assigned FundsTotal:** **\$ 2,518,716.98**

**General Fund cash balance less Restricted, Committed and Assigned Funds:** **\$ 7,170,265.42**

Proprietary, Debt & Internal Service Funds Cash: **\$ 13,401,794.05**

Proprietary, Debt & Internal Service Funds Committed: **\$ 9,687,279.01**

**Proprietary, Debt & Internal Service Funds Cash Less Committed:** **\$ 3,714,515.04**

**Actual 2024 total General & Special revenue budgeted operating expenses** **\$ 44,703,322.00**

**Minimum Fund Balance %** **(X) 20%**

**Minimum Fund Balance Amount** **\$ 8,940,664.40**

**General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount** **\$ (1,770,398.98)**

7/11/2024

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financia\Data\Finance Report\2024\2024 General Fund Reserved-Committed-20%

## FINANCIAL DATA THROUGH JUNE 30, 2024

Account Type

Revenue

	2023		2023 Actual to Annual Budget %	2024		2024 Actual to Annual Budget %
	Total Annual Budget	Month Actual		Total Annual Budget	Month Actual	
<b>100 - GENERAL FUND</b>						
0000 - UNDEFINED	9,425	0	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	25,226,864	10,297,597	40.82%	22,825,636	9,559,213	41.88%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	248,225	89,550	36.08%	248,915	92,426	37.13%
1122 - CLERK OF COURT	569,210	265,980	46.73%	574,335	265,474	46.22%
1124 - FAMILY COURT COMMISSIONER	5,020	2,180	43.43%	5,000	1,580	31.60%
1127 - MEDICAL EXAMINER	44,905	26,290	58.54%	49,237	22,145	44.98%
1131 - DISTRICT ATTORNEY	79,171	9,968	12.59%	70,606	15,629	22.13%
1132 - CORPORATION COUNSEL	0	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	0	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	26,020	17,063	65.58%	30,675	17,961	58.55%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	796,643	341,270	42.84%	817,679	381,895	46.70%
1152 - TREASURER	12,000	3,558	29.65%	5,500	2,470	44.92%
1160 - MAINTENANCE	1	1	100.00%	1,801	1	0.06%
1171 - REGISTER OF DEEDS	384,647	151,518	39.39%	387,326	155,905	40.25%
1172 - SURVEYOR	1,890	570	30.16%	1,500	870	58.00%
1175 - LAND RECORDS	178,127	126,204	70.85%	367,027	78,155	21.29%
1210 - SHERIFF DEPARTMENT	165,209	154,094	93.27%	104,353	90,404	86.63%
1270 - JAIL	99,305	77,257	77.80%	127,880	77,997	60.99%
1290 - EMERGENCY MANAGEMENT	82,938	875	-1.06%	82,938	1	0.00%
1293 - DISPATCH CENTER	41,640	0	100.00%	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	457,273	121,722	26.62%	456,738	100,256	21.95%
1368 - SANITATION	139,500	49,085	35.19%	169,000	49,445	29.26%
1419 - DOG CONTROL	185,048	129,720	70.10%	162,019	123,947	76.50%
1470 - VETERANS SERVICE	34,833	30,278	86.92%	13,750	16,913	123.00%
1512 - LOCAL HISTORY ROOM	90,970	14,205	15.61%	126,045	20,061	15.92%
1520 - PARKS	231,305	110,261	47.67%	232,900	96,566	41.46%
1530 - SNOWMOBILE	481,300	80,927	16.81%	276,865	51,514	18.61%
1560 - UW-EXTENSION	12,564	2,668	21.23%	4,398	5,103	116.03%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	18,337	0	100.00%	8,185	1,316	100.00%
1691 - FORESTRY	175,535	94,056	53.58%	178,100	182,021	102.20%
1694 - LAND CONSERVATION	552,978	38,660	6.99%	627,793	241,490	38.47%
1698 - ZONING	39,824	25,630	64.36%	45,246	23,686	52.35%
1700 - CAPITAL OUTLAY	169,800	0	0.00%	88,050	52,500	59.63%
<b>100 - GENERAL FUND Total</b>	<b>30,560,508</b>	<b>12,259,434</b>	<b>40.12%</b>	<b>28,113,662</b>	<b>11,709,469</b>	<b>41.65%</b>
<b>213 - CHILD SUPPORT</b>	<b>684,166</b>	<b>160,408</b>	<b>23.45%</b>	<b>714,323</b>	<b>171,505</b>	<b>24.01%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,510,765</b>	<b>658,234</b>	<b>43.57%</b>	<b>1,447,435</b>	<b>712,115</b>	<b>49.20%</b>
<b>249 - HUMAN SERVICES</b>	<b>20,032,913</b>	<b>7,527,973</b>	<b>37.58%</b>	<b>17,968,664</b>	<b>7,701,705</b>	<b>42.86%</b>
<b>310 - DEBT SERVICE</b>	<b>4,007,994</b>	<b>3,827,091</b>	<b>95.49%</b>	<b>3,618,653</b>	<b>2,322,999</b>	<b>64.20%</b>
<b>410 - CAPITAL PROJECTS</b>	<b>1,534,623</b>	<b>0</b>	<b>100.00%</b>	<b>1,818,624</b>	<b>0</b>	<b>100.00%</b>
<b>633 - SOLID WASTE</b>	<b>3,653,328</b>	<b>805,530</b>	<b>22.05%</b>	<b>4,378,468</b>	<b>1,174,155</b>	<b>26.82%</b>
<b>642 - ROLLING HILLS</b>	<b>10,000,467</b>	<b>4,494,205</b>	<b>44.94%</b>	<b>11,726,371</b>	<b>4,893,180</b>	<b>41.73%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>1,418,723</b>	<b>1,404,430</b>	<b>98.99%</b>	<b>1,536,986</b>	<b>1,527,192</b>	<b>99.36%</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>697,726</b>	<b>81,658</b>	<b>11.70%</b>	<b>637,299</b>	<b>93,510</b>	<b>14.67%</b>
<b>717 - SELF FUNDED EMPLOYEE INSURANCE</b>	<b>7,748,669</b>	<b>3,610,226</b>	<b>46.59%</b>	<b>8,171,545</b>	<b>5,155,241</b>	<b>63.09%</b>
<b>719 - WORKERS COMPENSATION</b>	<b>345,320</b>	<b>140,207</b>	<b>40.60%</b>	<b>347,620</b>	<b>152,946</b>	<b>44.00%</b>
<b>732 - HIGHWAY</b>	<b>20,857,740</b>	<b>7,679,262</b>	<b>36.82%</b>	<b>20,249,382</b>	<b>7,741,904</b>	<b>38.23%</b>
<b>820 - JAIL ASSESSMENT</b>	<b>131,689</b>	<b>37,405</b>	<b>28.40%</b>	<b>100,000</b>	<b>40,528</b>	<b>40.53%</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>90,970</b>	<b>183,221</b>	<b>201.41%</b>	<b>126,045</b>	<b>230,988</b>	<b>183.26%</b>
<b>856 - M.M. HANEY TRUST</b>	<b>0</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>52</b>	<b>100.00%</b>
<b>Grand Total</b>	<b>103,275,602</b>	<b>42,869,284</b>	<b>41.51%</b>	<b>100,955,078</b>	<b>43,627,490</b>	<b>43.21%</b>

This is 6 out of 12 months

50.00%

## FINANCIAL DATA THROUGH JUNE 30, 2024

Account Type

Expense

	2023	2023	2023 Actual to	2024	2024	2024 Actual to
	Total Annual Budget	Month Actual	Annual Budget %	Total Annual Budget	Month Actual	Annual Budget %
<b>100 - GENERAL FUND</b>						
0000 - UNDEFINED	2,078,395	1,534,623	73.84%	2,161,987	602,342	100.00%
1000 - GENERAL GOVERNMENT	2,027,308	0	0.00%	1,083,975	0	0.00%
1110 - COUNTY BOARD	123,555	59,127	47.86%	128,429	64,048	49.87%
1121 - CIRCUIT COURT	677,470	274,842	40.57%	690,668	309,448	44.80%
1122 - CLERK OF COURT	881,629	366,776	41.60%	926,174	380,637	41.10%
1124 - FAMILY COURT COMMISSIONER	40,800	17,000	41.67%	40,800	17,000	41.67%
1127 - MEDICAL EXAMINER	278,749	115,640	41.49%	282,786	110,688	39.14%
1131 - DISTRICT ATTORNEY	758,760	336,466	44.34%	771,404	350,531	45.44%
1132 - CORPORATION COUNSEL	339,538	141,228	41.59%	317,703	151,585	47.71%
1141 - ADMINISTRATOR	243,325	113,882	46.80%	255,469	117,649	46.05%
1142 - COUNTY CLERK	304,488	174,035	57.16%	392,806	145,389	37.01%
1143 - PERSONNEL	406,367	146,294	36.00%	424,312	147,657	34.80%
1151 - FINANCE DEPARTMENT	1,284,721	573,586	44.65%	1,334,733	614,394	46.03%
1152 - TREASURER	377,641	171,477	45.41%	421,502	178,538	42.36%
1160 - MAINTENANCE	1,221,680	531,254	43.49%	1,113,991	500,906	44.97%
1171 - REGISTER OF DEEDS	317,601	116,748	36.76%	359,103	129,800	36.15%
1172 - SURVEYOR	27,781	17,945	64.59%	27,781	21,778	78.39%
1175 - LAND RECORDS	182,851	76,573	41.88%	371,055	217,672	58.66%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	566,630	653,329	115.30%	593,795	707,475	119.14%
1210 - SHERIFF DEPARTMENT	3,580,121	1,685,716	47.09%	3,739,452	1,730,009	46.26%
1270 - JAIL	3,260,921	1,436,492	44.05%	3,392,620	1,542,317	45.46%
1290 - EMERGENCY MANAGEMENT	180,620	70,869	39.24%	202,235	95,601	47.27%
1293 - DISPATCH CENTER	1,376,692	645,111	46.86%	1,487,680	666,943	44.83%
1295 - JUSTICE DEPARTMENT	1,213,022	530,747	43.75%	1,258,192	535,445	42.56%
1368 - SANITATION	263,120	82,242	31.26%	296,335	98,217	33.14%
1419 - DOG CONTROL	313,543	97,280	31.03%	298,934	108,950	36.45%
1470 - VETERANS SERVICE	238,653	100,092	41.94%	225,992	103,298	45.71%
1511 - LIBRARY	459,426	459,426	100.00%	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	252,708	93,648	37.06%	310,105	105,917	34.16%
1520 - PARKS	223,389	76,634	34.31%	233,204	83,379	35.75%
1530 - SNOWMOBILE	481,300	40,000	8.31%	276,865	9,205	3.32%
1560 - UW-EXTENSION	178,008	32,328	18.16%	177,700	38,185	21.49%
1614 - CONSERV RESERVE ENHANCE PROGR	21,420	1,446	6.75%	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	1,768,020	1,697,975	96.04%	81,482	19,645	24.11%
1691 - FORESTRY	186,857	82,280	44.03%	258,157	38,704	14.99%
1694 - LAND CONSERVATION	1,251,112	262,248	20.96%	1,348,181	309,418	22.95%
1698 - ZONING	166,600	66,650	40.01%	179,225	80,055	44.67%
1700 - CAPITAL OUTLAY	3,005,685	980,878	32.63%	2,143,144	429,999	20.06%
<b>100 - GENERAL FUND Total</b>	<b>30,560,508</b>	<b>13,862,887</b>	<b>45.36%</b>	<b>28,113,662</b>	<b>11,248,537</b>	<b>40.01%</b>
<b>213 - CHILD SUPPORT</b>	<b>684,166</b>	<b>322,839</b>	<b>47.19%</b>	<b>714,323</b>	<b>327,166</b>	<b>45.80%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,510,765</b>	<b>563,468</b>	<b>37.30%</b>	<b>1,447,435</b>	<b>581,184</b>	<b>40.15%</b>
<b>249 - HUMAN SERVICES</b>	<b>20,032,913</b>	<b>7,405,541</b>	<b>36.97%</b>	<b>17,968,664</b>	<b>8,639,599</b>	<b>48.08%</b>
<b>310 - DEBT SERVICE</b>	<b>4,007,994</b>	<b>2,344,604</b>	<b>58.50%</b>	<b>3,618,653</b>	<b>2,367,341</b>	<b>65.42%</b>
<b>410 - CAPITAL PROJECTS</b>	<b>1,534,623</b>	<b>0</b>	<b>100.00%</b>	<b>1,818,624</b>	<b>898,140</b>	<b>100.00%</b>
<b>633 - SOLID WASTE</b>	<b>3,653,328</b>	<b>1,020,326</b>	<b>27.93%</b>	<b>4,378,468</b>	<b>1,008,586</b>	<b>23.04%</b>
<b>642 - ROLLING HILLS</b>	<b>10,000,467</b>	<b>4,613,521</b>	<b>46.13%</b>	<b>11,726,371</b>	<b>5,064,097</b>	<b>43.19%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>1,428,148</b>	<b>689,550</b>	<b>48.28%</b>	<b>1,536,986</b>	<b>811,376</b>	<b>52.79%</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>688,301</b>	<b>39,463</b>	<b>5.73%</b>	<b>637,299</b>	<b>63,069</b>	<b>9.90%</b>
<b>717 - SELF FUNDED EMPLOYEE INSURNCE</b>	<b>7,748,669</b>	<b>2,473,492</b>	<b>31.92%</b>	<b>8,171,545</b>	<b>3,502,637</b>	<b>42.86%</b>
<b>719 - WORKERS COMPENSATION</b>	<b>345,320</b>	<b>184,600</b>	<b>53.46%</b>	<b>347,620</b>	<b>172,030</b>	<b>49.49%</b>
<b>732 - HIGHWAY</b>	<b>20,857,740</b>	<b>4,359,060</b>	<b>20.90%</b>	<b>20,249,382</b>	<b>4,475,390</b>	<b>22.10%</b>
<b>820 - JAIL ASSESSMENT</b>	<b>131,689</b>	<b>51,868</b>	<b>39.39%</b>	<b>100,000</b>	<b>71,998</b>	<b>72.00%</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>90,970</b>	<b>14,205</b>	<b>15.61%</b>	<b>126,045</b>	<b>20,061</b>	<b>15.92%</b>
<b>Grand Total</b>	<b>103,275,602</b>	<b>37,945,424</b>	<b>36.74%</b>	<b>100,955,078</b>	<b>39,251,212</b>	<b>38.88%</b>

This is 6 out of 12 months

50.00%

## FINANCIAL DATA THROUGH JUNE 30, 2024

Account Type	Salary & Fringe Expense					
	2023	2023	2023 Actual to	2024	2024	2024 Actual to
	Total Annual Budget	Month Actual	Annual Budget %	Total Annual Budget	Month Actual	Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	78,067	32,009	41.00%	80,777	31,102	38.50%
1121 - CIRCUIT COURT	396,509	188,960	47.66%	417,496	197,249	47.25%
1122 - CLERK OF COURT	627,543	288,522	45.98%	677,952	287,753	42.44%
1127 - MEDICAL EXAMINER	179,594	82,972	46.20%	187,835	86,256	45.92%
1131 - DISTRICT ATTORNEY	728,604	325,479	44.67%	740,611	341,290	46.08%
1132 - CORPORATION COUNSEL	328,440	136,893	41.68%	308,137	148,442	48.17%
1141 - ADMINISTRATOR	233,305	110,869	47.52%	245,403	114,166	46.52%
1142 - COUNTY CLERK	220,705	106,065	48.06%	234,242	102,012	43.55%
1143 - PERSONNEL	242,721	115,070	47.41%	258,971	119,115	46.00%
1151 - FINANCE DEPARTMENT	1,214,820	543,310	44.72%	1,264,445	563,155	44.54%
1152 - TREASURER	312,284	149,323	47.82%	361,038	157,534	43.63%
1160 - MAINTENANCE	403,057	190,046	47.15%	403,568	209,843	52.00%
1171 - REGISTER OF DEEDS	241,543	100,340	41.54%	225,892	108,186	47.89%
1175 - LAND RECORDS	83,665	39,832	47.61%	87,152	41,181	47.25%
1210 - SHERIFF DEPARTMENT	3,133,785	1,502,850	47.96%	3,265,069	1,531,857	46.92%
1270 - JAIL	2,394,140	1,074,354	44.87%	2,486,768	1,168,716	47.00%
1290 - EMERGENCY MANAGEMENT	147,895	66,658	45.07%	162,315	76,619	47.20%
1293 - DISPATCH CENTER	1,147,372	501,853	43.74%	1,251,363	524,454	41.91%
1295 - JUSTICE DEPARTMENT	808,595	378,671	46.83%	863,536	398,341	46.13%
1368 - SANITATION	197,071	76,579	38.86%	209,071	89,663	42.89%
1419 - DOG CONTROL	178,775	81,222	45.43%	187,030	85,720	45.83%
1470 - VETERANS SERVICE	192,200	91,347	47.53%	199,545	94,256	47.24%
1512 - LOCAL HISTORY ROOM	162,035	76,416	47.16%	224,539	90,781	40.43%
1520 - PARKS	162,482	66,123	40.70%	165,552	62,248	37.60%
1560 - UW-EXTENSION	118,921	27,984	23.53%	123,189	27,318	22.18%
1691 - FORESTRY	65,936	32,473	49.25%	88,146	25,860	29.34%
1694 - LAND CONSERVATION	477,516	196,923	41.24%	514,528	242,425	47.12%
1698 - ZONING	144,886	61,229	42.26%	153,516	68,421	44.57%
<b>100 - GENERAL FUND Total</b>	<b>14,622,466</b>	<b>6,644,372</b>	<b>45.44%</b>	<b>15,387,686</b>	<b>6,993,962</b>	<b>45.45%</b>
<b>213 - CHILD SUPPORT</b>	<b>624,209</b>	<b>294,887</b>	<b>47.24%</b>	<b>661,491</b>	<b>302,910</b>	<b>45.79%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,304,139</b>	<b>525,174</b>	<b>40.27%</b>	<b>1,267,174</b>	<b>524,273</b>	<b>41.37%</b>
<b>249 - HUMAN SERVICES</b>	<b>6,726,647</b>	<b>3,112,016</b>	<b>46.26%</b>	<b>7,659,869</b>	<b>3,568,724</b>	<b>46.59%</b>
<b>633 - SOLID WASTE</b>	<b>166,273</b>	<b>80,301</b>	<b>48.29%</b>	<b>173,300</b>	<b>83,076</b>	<b>47.94%</b>
<b>642 - ROLLING HILLS</b>	<b>6,588,341</b>	<b>2,792,955</b>	<b>42.39%</b>	<b>7,898,037</b>	<b>3,312,518</b>	<b>41.94%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>384,684</b>	<b>184,102</b>	<b>47.86%</b>	<b>405,232</b>	<b>193,511</b>	<b>47.75%</b>
<b>732 - HIGHWAY</b>	<b>4,076,762</b>	<b>1,971,478</b>	<b>48.36%</b>	<b>4,202,626</b>	<b>1,983,816</b>	<b>47.20%</b>
<b>Grand Total</b>	<b>34,493,521</b>	<b>15,605,284</b>	<b>45.24%</b>	<b>37,655,415</b>	<b>16,962,791</b>	<b>45.05%</b>

This is 6 out of 12 months Insurance and 13/26 Payrolls

# HISTORIC YEAR COMPARISON

Account Type

## REVENUE

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
<b>100 - GENERAL FUND</b>						
0000 - UNDEFINED	577,514	0	548,619	0	0	100.00%
1000 - GENERAL GOVERNMENT	16,733,083	23,345,907	17,012,135	22,825,636	9,559,213	41.88%
1110 - COUNTY BOARD	0	0	0	0	0	0.00%
1121 - CIRCUIT COURT	304,834	282,557	272,779	248,915	92,426	37.13%
1122 - CLERK OF COURT	615,169	609,623	594,330	574,335	265,474	46.22%
1124 - FAMILY COURT COMMISSIONER	5,020	5,760	4,680	5,000	1,580	31.60%
1127 - MEDICAL EXAMINER	42,000	47,199	53,835	49,237	22,145	44.98%
1131 - DISTRICT ATTORNEY	80,871	76,580	75,155	70,606	15,629	22.13%
1132 - CORPORATION COUNSEL	0	0	0	0	0	100.00%
1141 - ADMINISTRATOR	0	0	0	0	0	100.00%
1142 - COUNTY CLERK	72,530	33,344	36,981	30,675	17,961	58.55%
1143 - PERSONNEL	0	0	0	0	0	100.00%
1151 - FINANCE DEPARTMENT	662,953	640,364	733,079	817,679	381,895	46.70%
1152 - TREASURER	4,947	4,035	4,856	5,500	2,470	44.92%
1160 - MAINTENANCE	1,050	1	47,001	1,801	1	0.06%
1171 - REGISTER OF DEEDS	442,283	375,178	322,126	387,326	155,905	40.25%
1172 - SURVEYOR	1,800	1,860	1,380	1,500	870	58.00%
1175 - LAND RECORDS	176,874	134,755	154,847	367,027	78,155	21.29%
1210 - SHERIFF DEPARTMENT	170,041	127,860	224,434	104,353	90,404	86.63%
1270 - JAIL	237,971	128,127	159,299	127,880	77,997	60.99%
1290 - EMERGENCY MANAGEMENT	80,712	79,480	68,245	82,938	1	0.00%
1293 - DISPATCH CENTER	712	58	17,475	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	306,636	346,769	403,869	456,738	100,256	21.95%
1368 - SANITATION	107,199	123,973	89,500	169,000	49,445	29.26%
1419 - DOG CONTROL	170,926	166,137	203,421	162,019	123,947	76.50%
1470 - VETERANS SERVICE	12,153	12,650	34,833	13,750	16,913	123.00%
1512 - LOCAL HISTORY ROOM	23,884	37,761	45,601	126,045	20,061	15.92%
1520 - PARKS	235,559	216,549	230,764	232,900	96,566	41.46%
1530 - SNOWMOBILE	163,428	109,187	254,188	276,865	51,514	18.61%
1560 - UW-EXTENSION	18,575	22,572	11,995	4,398	5,103	116.03%
1614 - CONSERV RESERVE ENHANCE PROGR	20,482	74	0	0	0	0.00%
1670 - ECON DEV COMMERCE & TOURISM	8,500	11,956	10,139	8,185	1,316	100.00%
1691 - FORESTRY	150,482	584,958	221,000	178,100	182,021	102.20%
1694 - LAND CONSERVATION	328,853	524,511	475,674	627,793	241,490	38.47%
1698 - ZONING	784,773	47,980	56,356	45,246	23,686	52.35%
1700 - CAPITAL OUTLAY	0	61,700	24,401	88,050	52,500	59.63%
<b>100 - GENERAL FUND Total</b>	<b>22,541,812</b>	<b>28,159,465</b>	<b>22,392,993</b>	<b>28,113,662</b>	<b>11,709,469</b>	<b>41.65%</b>
<b>213 - CHILD SUPPORT</b>	<b>607,544</b>	<b>641,860</b>	<b>662,854</b>	<b>714,323</b>	<b>171,505</b>	<b>24.01%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,231,961</b>	<b>1,154,824</b>	<b>1,285,974</b>	<b>1,447,435</b>	<b>712,115</b>	<b>49.20%</b>
<b>249 - HUMAN SERVICES</b>	<b>15,815,473</b>	<b>18,835,088</b>	<b>19,906,735</b>	<b>17,968,664</b>	<b>7,701,705</b>	<b>42.86%</b>
<b>310 - DEBT SERVICE</b>	<b>4,913,051</b>	<b>114,953</b>	<b>3,904,472</b>	<b>3,618,653</b>	<b>2,322,999</b>	<b>64.20%</b>
<b>410 - CAPITAL PROJECTS</b>	<b>0</b>	<b>0</b>	<b>1,534,623</b>	<b>1,818,624</b>	<b>0</b>	<b>100.00%</b>
<b>633 - SOLID WASTE</b>	<b>2,937,166</b>	<b>2,758,564</b>	<b>2,975,528</b>	<b>4,378,468</b>	<b>1,174,155</b>	<b>26.82%</b>
<b>642 - ROLLING HILLS</b>	<b>8,143,430</b>	<b>9,518,157</b>	<b>10,500,382</b>	<b>11,726,371</b>	<b>4,893,180</b>	<b>41.73%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>1,806,990</b>	<b>1,261,543</b>	<b>1,413,989</b>	<b>1,536,986</b>	<b>1,527,192</b>	<b>99.36%</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>71,796</b>	<b>62,954</b>	<b>81,658</b>	<b>637,299</b>	<b>93,510</b>	<b>14.67%</b>
<b>717 - SELF FUNDED EMPLOYEE INSURANCE</b>	<b>7,067,174</b>	<b>6,117,349</b>	<b>7,751,741</b>	<b>8,171,545</b>	<b>5,155,241</b>	<b>63.09%</b>
<b>719 - WORKERS COMPENSATION</b>	<b>126,572</b>	<b>207,182</b>	<b>295,101</b>	<b>347,620</b>	<b>152,946</b>	<b>44.00%</b>
<b>732 - HIGHWAY</b>	<b>9,614,392</b>	<b>14,467,404</b>	<b>10,645,346</b>	<b>20,249,382</b>	<b>7,741,904</b>	<b>38.23%</b>
<b>820 - JAIL ASSESSMENT</b>	<b>81,822</b>	<b>81,826</b>	<b>86,165</b>	<b>100,000</b>	<b>40,528</b>	<b>40.53%</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>425,075</b>	<b>116,422</b>	<b>297,934</b>	<b>126,045</b>	<b>230,988</b>	<b>183.26%</b>
<b>856 - M.M. HANEY TRUST</b>	<b>3</b>	<b>3</b>	<b>51</b>	<b>0</b>	<b>52</b>	<b>100.00%</b>
<b>Grand Total</b>	<b>75,384,257</b>	<b>83,264,750</b>	<b>83,735,445</b>	<b>100,955,078</b>	<b>43,627,490</b>	<b>43.21%</b>

This is 6 out of 12 months

50.00%

# HISTORIC YEAR COMPARISON

Account Type

Expense

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,068,145	2,890,150	1,534,623	2,161,987	602,342	100.00%
1000 - GENERAL GOVERNMENT	0	0	0	1,083,975	0	0.00%
1110 - COUNTY BOARD	118,859	115,185	59,127	128,429	64,048	49.87%
1121 - CIRCUIT COURT	617,756	602,295	274,842	690,668	309,448	44.80%
1122 - CLERK OF COURT	681,958	776,912	366,776	926,174	380,637	41.10%
1124 - FAMILY COURT COMMISSIONER	40,800	40,800	17,000	40,800	17,000	41.67%
1127 - MEDICAL EXAMINER	169,587	226,068	115,640	282,786	110,688	39.14%
1131 - DISTRICT ATTORNEY	619,173	692,709	336,466	771,404	350,531	45.44%
1132 - CORPORATION COUNSEL	283,299	266,882	141,228	317,703	151,585	47.71%
1141 - ADMINISTRATOR	222,699	224,657	113,882	255,469	117,649	46.05%
1142 - COUNTY CLERK	453,602	333,231	174,035	392,806	145,389	37.01%
1143 - PERSONNEL	263,636	346,467	146,294	424,312	147,657	34.80%
1151 - FINANCE DEPARTMENT	1,055,083	1,084,786	573,586	1,334,733	614,394	46.03%
1152 - TREASURER	283,038	293,126	171,477	421,502	178,538	42.36%
1160 - MAINTENANCE	831,812	990,921	531,254	1,113,991	500,906	44.97%
1171 - REGISTER OF DEEDS	284,780	282,009	116,748	359,103	129,800	36.15%
1172 - SURVEYOR	27,288	27,437	17,945	27,781	21,778	78.39%
1175 - LAND RECORDS	184,682	130,767	76,573	371,055	217,672	58.66%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	528,402	461,885	653,329	593,795	707,475	119.14%
1210 - SHERIFF DEPARTMENT	3,021,138	3,316,696	1,685,716	3,739,452	1,730,009	46.26%
1270 - JAIL	2,765,958	2,901,747	1,436,492	3,392,620	1,542,317	45.46%
1290 - EMERGENCY MANAGEMENT	130,703	131,145	70,869	202,235	95,601	47.27%
1293 - DISPATCH CENTER	1,231,782	1,194,224	645,111	1,487,680	666,943	44.83%
1295 - JUSTICE DEPARTMENT	932,015	970,781	530,747	1,258,192	535,445	42.56%
1368 - SANITATION	138,956	184,974	82,242	296,335	98,217	33.14%
1419 - DOG CONTROL	177,718	185,973	97,280	298,934	108,950	36.45%
1470 - VETERANS SERVICE	141,969	167,949	100,092	225,992	103,298	45.71%
1511 - LIBRARY	456,430	388,328	459,426	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	146,993	177,972	93,648	310,105	105,917	34.16%
1520 - PARKS	112,527	120,798	76,634	233,204	83,379	35.75%
1530 - SNOWMOBILE	163,428	109,187	40,000	276,865	9,205	3.32%
1560 - UW-EXTENSION	193,264	168,513	32,328	177,700	38,185	21.49%
1614 - CONSERV RESERVE ENHANCE PROGR	2,000	0	1,446	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	26,134	85,654	1,697,975	81,482	19,645	24.11%
1691 - FORESTRY	103,273	181,451	82,280	258,157	38,704	14.99%
1694 - LAND CONSERVATION	620,443	743,517	262,248	1,348,181	309,418	22.95%
1698 - ZONING	844,417	123,899	66,650	179,225	80,055	44.67%
1700 - CAPITAL OUTLAY	433,092	1,154,900	980,878	2,143,144	429,999	20.06%
100 - GENERAL FUND Total	19,376,840	22,093,995	13,862,887	28,113,662	11,248,537	40.01%
213 - CHILD SUPPORT	607,544	645,376	322,839	714,323	327,166	45.80%
241 - HEALTH DEPARTMENT	1,231,961	1,123,586	563,468	1,447,435	581,184	40.15%
249 - HUMAN SERVICES	15,710,118	17,899,534	7,405,541	17,968,664	8,639,599	48.08%
310 - DEBT SERVICE	2,372,572	7,012,618	2,344,604	3,618,653	2,367,341	65.42%
410 - CAPITAL PROJECTS	0	0	0	1,818,624	898,140	100.00%
633 - SOLID WASTE	1,193,302	2,389,906	1,020,326	4,378,468	1,008,586	23.04%
642 - ROLLING HILLS	7,013,578	8,992,656	4,613,521	11,726,371	5,064,097	43.19%
714 - INFORMATION SYSTEMS	1,806,990	1,223,642	689,550	1,536,986	811,376	52.79%
715 - INFORMATION TECHNOLOGY POOL	83,241	10,212	39,463	637,299	63,069	9.90%
717 - SELF FUNDED EMPLOYEE INSURNCE	7,371,074	6,325,342	2,473,492	8,171,545	3,502,637	42.86%
719 - WORKERS COMPENSATION	275,666	295,160	184,600	347,620	172,030	49.49%
732 - HIGHWAY	10,248,040	7,378,340	4,359,060	20,249,382	4,475,390	22.10%
820 - JAIL ASSESSMENT	144,863	131,766	51,868	100,000	71,998	72.00%
830 - LOCAL HISTORY ROOM	23,884	37,761	14,205	126,045	20,061	15.92%
Grand Total	67,459,674	75,559,893	37,945,424	100,955,078	39,251,212	38.88%

This is 6 out of 12 months

50.00%

# HISTORIC YEAR COMPARISON

Account Type

Salary & Fringe Expense

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
<b>100 - GENERAL FUND</b>						
1110 - COUNTY BOARD	81,185	73,502	77,623	80,777	31,102	38.50%
1121 - CIRCUIT COURT	344,063	364,388	394,972	417,496	197,249	47.25%
1122 - CLERK OF COURT	486,142	546,610	608,432	677,952	287,753	42.44%
1127 - MEDICAL EXAMINER	124,847	141,323	172,811	187,835	86,256	45.92%
1131 - DISTRICT ATTORNEY	602,254	666,876	682,854	740,611	341,290	46.08%
1132 - CORPORATION COUNSEL	278,414	261,750	289,427	308,137	148,442	48.17%
1141 - ADMINISTRATOR	217,611	216,755	232,870	245,403	114,166	46.52%
1142 - COUNTY CLERK	187,734	204,234	217,321	234,242	102,012	43.55%
1143 - PERSONNEL	202,253	222,209	240,759	258,971	119,115	46.00%
1151 - FINANCE DEPARTMENT	1,008,818	1,035,231	1,143,931	1,264,445	563,155	44.54%
1152 - TREASURER	242,820	260,566	312,283	361,038	157,534	43.63%
1160 - MAINTENANCE	318,739	369,943	403,055	403,568	209,843	52.00%
1171 - REGISTER OF DEEDS	226,071	222,261	212,794	225,892	108,186	47.89%
1175 - LAND RECORDS	73,718	78,399	83,407	87,152	41,181	47.25%
1210 - SHERIFF DEPARTMENT	2,586,284	2,815,027	3,015,962	3,265,069	1,531,857	46.92%
1270 - JAIL	2,041,873	2,167,767	2,303,940	2,486,768	1,168,716	47.00%
1290 - EMERGENCY MANAGEMENT	108,222	111,630	145,097	162,315	76,619	47.20%
1293 - DISPATCH CENTER	989,991	971,635	1,010,810	1,251,363	524,454	41.91%
1295 - JUSTICE DEPARTMENT	691,106	681,019	804,441	863,536	398,341	46.13%
1368 - SANITATION	126,595	142,116	168,958	209,071	89,663	42.89%
1419 - DOG CONTROL	134,546	140,472	170,671	187,030	85,720	45.83%
1470 - VETERANS SERVICE	126,502	157,934	191,324	199,545	94,256	47.24%
1512 - LOCAL HISTORY ROOM	122,640	140,564	160,401	224,539	90,781	40.43%
1520 - PARKS	76,336	82,609	156,341	165,552	62,248	37.60%
1560 - UW-EXTENSION	150,419	116,913	87,245	123,189	27,318	22.18%
1691 - FORESTRY	54,463	60,557	65,316	88,146	25,860	29.34%
1694 - LAND CONSERVATION	348,153	377,529	444,058	514,528	242,425	47.12%
1698 - ZONING	98,409	115,126	131,798	153,516	68,421	44.57%
<b>100 - GENERAL FUND Total</b>	<b>12,050,208</b>	<b>12,744,944</b>	<b>13,928,903</b>	<b>15,387,686</b>	<b>6,993,962</b>	<b>45.45%</b>
<b>213 - CHILD SUPPORT</b>	<b>483,798</b>	<b>540,233</b>	<b>616,903</b>	<b>661,491</b>	<b>302,910</b>	<b>45.79%</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>1,026,500</b>	<b>989,253</b>	<b>1,108,052</b>	<b>1,267,174</b>	<b>524,273</b>	<b>41.37%</b>
<b>249 - HUMAN SERVICES</b>	<b>5,243,972</b>	<b>5,619,736</b>	<b>6,663,677</b>	<b>7,659,869</b>	<b>3,568,724</b>	<b>46.59%</b>
<b>633 - SOLID WASTE</b>	<b>136,317</b>	<b>146,328</b>	<b>169,265</b>	<b>173,300</b>	<b>83,076</b>	<b>47.94%</b>
<b>642 - ROLLING HILLS</b>	<b>5,450,320</b>	<b>5,336,488</b>	<b>5,965,056</b>	<b>7,898,037</b>	<b>3,312,518</b>	<b>41.94%</b>
<b>714 - INFORMATION SYSTEMS</b>	<b>277,099</b>	<b>362,106</b>	<b>383,797</b>	<b>405,232</b>	<b>193,511</b>	<b>47.75%</b>
<b>732 - HIGHWAY</b>	<b>3,604,726</b>	<b>3,785,459</b>	<b>4,076,762</b>	<b>4,202,626</b>	<b>1,983,816</b>	<b>47.20%</b>
<b>Grand Total</b>	<b>28,272,941</b>	<b>29,524,547</b>	<b>32,912,414</b>	<b>37,655,415</b>	<b>16,962,791</b>	<b>45.05%</b>

This is 6 out of 12 months Insurance and 13/26 Payrolls

**CURRENT YEAR MONTHLY COMPARISON**

Account Type	Revenue						
Actual	2024						2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>100 - GENERAL FUND</b>							
0000 - UNDEFINED	0	0	0	0	0	0	0
1000 - GENERAL GOVERNMENT	7,169,894	224,379	487,198	401,334	801,178	475,232	9,559,213
1110 - COUNTY BOARD	0	0	0	0	0	0	0
1121 - CIRCUIT COURT	0	4,598	67,926	5,474	7,860	6,568	92,426
1122 - CLERK OF COURT	0	39,662	85,065	44,677	47,810	48,260	265,474
1124 - FAMILY COURT COMMISSIONER	140	0	160	540	360	380	1,580
1127 - MEDICAL EXAMINER	2,647	2,959	4,671	4,517	2,503	4,849	22,145
1131 - DISTRICT ATTORNEY	0	1,563	999	6,400	685	5,982	15,629
1132 - CORPORATION COUNSEL	0	0	0	0	0	0	0
1141 - ADMINISTRATOR	0	0	0	0	0	0	0
1142 - COUNTY CLERK	385	0	440	1,535	14,056	1,545	17,961
1143 - HUMAN RESOURCES	0	0	0	0	0	0	0
1151 - FINANCE DEPARTMENT	50,182	61,616	63,565	62,496	85,032	59,004	381,895
1152 - TREASURER	225	2,021	132	11	67	15	2,470
1160 - MAINTENANCE	1	0	0	0	0	0	1
1171 - REGISTER OF DEEDS	28,466	20,341	21,602	27,745	32,276	25,475	155,905
1172 - SURVEYOR	150	240	30	150	240	60	870
1175 - LAND RECORDS	4,169	3,927	5,041	55,771	4,847	4,400	78,155
1210 - SHERIFF DEPARTMENT	28,924	14,554	10,484	5,256	8,676	22,511	90,404
1270 - JAIL	26	48,915	6,707	6,316	9,808	6,225	77,997
1290 - EMERGENCY MANAGEMENT	0	0	0	69,120	23,908	45,212	1
1293 - DISPATCH CENTER	0	0	0	17,475	0	0	17,475
1295 - JUSTICE DEPARTMENT	11,839	11,404	11,253	12,995	32,668	20,097	100,256
1368 - SANITATION	5,350	3,915	7,575	10,175	9,050	13,380	49,445
1419 - DOG CONTROL	16,037	15,459	45,159	29,275	9,684	8,333	123,947
1470 - VETERANS SERVICE	1,100	0	0	0	15,813	0	16,913
1512 - LOCAL HISTORY ROOM	3,045	1,917	6,182	903	6,911	1,103	20,061
1520 - PARKS	76	0	8,778	30,699	29,078	27,936	96,566
1530 - SNOWMOBILE	0	0	51,514	0	0	0	51,514
1560 - UW-EXTENSION	1,120	868	1,036	1,484	35	560	5,103
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	0	0	0	384	0	1,700	1,316
1691 - FORESTRY	48,448	12,655	12,502	76,984	1,800	29,632	182,021
1694 - LAND CONSERVATION	25,688	6,316	14,159	45,709	129,387	20,231	241,490
1698 - ZONING	1,100	5,360	4,670	5,256	3,610	3,690	23,686
1700 - CAPITAL OUTLAY	0	52,500	0	0	0	0	52,500
<b>100 - GENERAL FUND Total</b>	<b>7,399,013</b>	<b>535,166</b>	<b>916,847</b>	<b>748,721</b>	<b>1,277,342</b>	<b>832,380</b>	<b>11,709,469</b>
<b>213 - CHILD SUPPORT</b>	<b>1,427</b>	<b>15</b>	<b>83</b>	<b>166,915</b>	<b>62</b>	<b>3,002</b>	<b>171,505</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>455,806</b>	<b>13,973</b>	<b>82,690</b>	<b>44,168</b>	<b>29,325</b>	<b>86,153</b>	<b>712,115</b>
<b>249 - HUMAN SERVICES</b>	<b>4,316,779</b>	<b>478,605</b>	<b>201,982</b>	<b>829,403</b>	<b>536,045</b>	<b>1,338,892</b>	<b>7,701,705</b>
<b>310 - DEBT SERVICE</b>	<b>2,291,076</b>	<b>8,366</b>	<b>8,089</b>	<b>6,195</b>	<b>3,907</b>	<b>5,367</b>	<b>2,322,999</b>
<b>410 - CAPITAL PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>633 - SOLID WASTE</b>	<b>11,364</b>	<b>34,048</b>	<b>208,340</b>	<b>73,943</b>	<b>393,263</b>	<b>453,197</b>	<b>1,174,155</b>
<b>642 - ROLLING HILLS</b>	<b>2,019,427</b>	<b>705,979</b>	<b>741,082</b>	<b>708,401</b>	<b>712,512</b>	<b>5,779</b>	<b>4,893,180</b>
<b>714 - INFORMATION TECHNOLOGY</b>	<b>1,456,564</b>	<b>0</b>	<b>0</b>	<b>957</b>	<b>69,671</b>	<b>0</b>	<b>1,527,192</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>93,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93,510</b>
<b>717 - SELF FUND EMPLOYEE INSURANCE</b>	<b>(\$1,144,276.73)</b>	<b>(\$567,291.97)</b>	<b>(\$615,395.05)</b>	<b>(\$1,384,014.65)</b>	<b>(\$644,027.69)</b>	<b>(\$800,234.71)</b>	<b>(\$5,155,240.80)</b>
<b>719 - WORKERS COMPENSATION</b>	<b>25,164</b>	<b>23,513</b>	<b>24,397</b>	<b>24,437</b>	<b>31,173</b>	<b>24,263</b>	<b>152,946</b>
<b>732 - HIGHWAY</b>	<b>5,658,665</b>	<b>21,063</b>	<b>913,344</b>	<b>424,852</b>	<b>239,977</b>	<b>484,003</b>	<b>7,741,904</b>
<b>820 - JAIL ASSESSMENT</b>	<b>1,251</b>	<b>7,631</b>	<b>7,556</b>	<b>7,991</b>	<b>8,045</b>	<b>8,055</b>	<b>40,528</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>8,347</b>	<b>33,302</b>	<b>96,990</b>	<b>497</b>	<b>85,545</b>	<b>7,300</b>	<b>230,988</b>
<b>856 - M.M. HANEY TRUST</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>
<b>860 - REVOLVING LOAN FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>24,882,721</b>	<b>2,428,953</b>	<b>3,816,796</b>	<b>4,419,503</b>	<b>4,030,894</b>	<b>4,048,623</b>	<b>43,627,490</b>



**CURRENT YEAR MONTHLY COMPARISON**

Account Type	Expense						
Actual	2024						2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>100 - GENERAL FUND</b>							
0000 - UNDEFINED	0	0	0	602,342	0	0	602,342
1000 - GENERAL GOVERNMENT	0	0	0	0	0	0	0
1110 - COUNTY BOARD	9,330	9,595	6,972	18,594	10,146	9,411	64,048
1121 - CIRCUIT COURT	26,659	50,415	53,561	51,561	72,104	55,148	309,448
1122 - CLERK OF COURT	43,459	57,838	53,424	64,069	80,791	81,055	380,637
1124 - FAMILY COURT COMMISSIONER	0	3,400	3,400	3,400	3,400	3,400	17,000
1127 - MEDICAL EXAMINER	13,944	18,593	18,823	19,627	25,116	14,585	110,688
1131 - DISTRICT ATTORNEY	45,120	55,429	56,122	56,585	78,620	58,654	350,531
1132 - CORPORATION COUNSEL	19,022	23,760	23,760	24,433	35,858	24,752	151,585
1141 - ADMINISTRATOR	15,242	18,210	18,921	18,505	28,019	18,752	117,649
1142 - COUNTY CLERK	22,800	14,308	18,837	51,999	21,986	15,459	145,389
1143 - HUMAN RESOURCES	15,681	39,138	20,452	23,249	29,079	20,058	147,657
1151 - FINANCE DEPARTMENT	99,354	93,598	93,124	96,091	143,103	89,124	614,394
1152 - TREASURER	21,002	34,826	28,249	26,648	36,911	30,901	178,538
1160 - MAINTENANCE	74,249	76,972	94,449	107,506	81,176	66,554	500,906
1171 - REGISTER OF DEEDS	19,183	17,781	23,058	17,706	29,472	22,600	129,800
1172 - SURVEYOR	7,115	0	11,020	0	2,923	720	21,778
1175 - LAND RECORDS	26,364	7,534	7,400	122,721	46,420	7,234	217,672
1190 - CNTY INS./MRRPC/SMRT/FARM ED	19,507	399,199	0	44,181	22,848	221,740	707,475
1210 - SHERIFF DEPARTMENT	225,751	260,639	280,571	289,921	383,559	289,567	1,730,009
1270 - JAIL	230,652	223,734	237,999	289,098	332,814	228,020	1,542,317
1290 - EMERGENCY MANAGEMENT	23,907	13,143	12,677	13,250	17,541	15,083	95,601
1293 - DISPATCH CENTER	144,401	95,104	94,918	91,584	135,779	105,157	666,943
1295 - JUSTICE DEPARTMENT	54,194	85,964	91,174	84,489	129,923	89,701	535,445
1368 - SANITATION	14,522	17,204	23,079	12,754	17,903	12,755	98,217
1419 - DOG CONTROL	11,723	17,676	17,320	17,154	23,428	21,649	108,950
1470 - VETERANS SERVICE	12,299	15,411	20,631	15,533	23,846	15,579	103,298
1511 - LIBRARY	485,712	0	0	0	0	0	485,712
1512 - LOCAL HISTORY ROOM	11,565	17,458	14,991	16,879	22,965	22,060	105,917
1520 - PARKS	6,041	6,958	14,456	12,627	25,133	18,164	83,379
1530 - SNOWMOBILE	0	0	0	9,178	0	27	9,205
1560 - UW-EXTENSION	3,614	5,342	5,273	5,286	6,852	11,818	38,185
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	675	2,000	7,063	1,000	7,407	1,500	19,645
1691 - FORESTRY	11,331	4,677	4,636	4,531	9,026	4,504	38,704
1694 - LAND CONSERVATION	38,413	44,094	45,220	66,350	71,361	43,980	309,418
1698 - ZONING	10,628	12,643	15,442	11,259	15,316	14,768	80,055
1700 - CAPITAL OUTLAY	66,813	1,939	89,050	176,445	38,703	57,048	429,999
<b>100 - GENERAL FUND Total</b>	<b>1,830,274</b>	<b>1,744,582</b>	<b>1,506,073</b>	<b>2,466,556</b>	<b>2,009,525</b>	<b>1,691,528</b>	<b>11,248,537</b>
<b>213 - CHILD SUPPORT</b>	<b>44,539</b>	<b>52,836</b>	<b>50,946</b>	<b>51,734</b>	<b>74,158</b>	<b>52,953</b>	<b>327,166</b>
<b>241 - HEALTH DEPARTMENT</b>	<b>73,611</b>	<b>92,426</b>	<b>97,888</b>	<b>97,522</b>	<b>133,897</b>	<b>85,840</b>	<b>581,184</b>
<b>249 - HUMAN SERVICES</b>	<b>579,493</b>	<b>1,342,489</b>	<b>1,815,350</b>	<b>1,547,577</b>	<b>1,908,289</b>	<b>1,446,401</b>	<b>8,639,599</b>
<b>310 - DEBT SERVICE</b>	<b>0</b>	<b>2,367,341</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,367,341</b>
<b>410 - CAPITAL PROJECTS</b>	<b>0</b>	<b>360,000</b>	<b>41,496</b>	<b>170,595</b>	<b>170,000</b>	<b>156,050</b>	<b>898,140</b>
<b>633 - SOLID WASTE</b>	<b>26,520</b>	<b>54,193</b>	<b>164,411</b>	<b>268,196</b>	<b>252,725</b>	<b>242,541</b>	<b>1,008,586</b>
<b>642 - ROLLING HILLS</b>	<b>539,599</b>	<b>1,735,741</b>	<b>623,035</b>	<b>672,318</b>	<b>873,306</b>	<b>620,098</b>	<b>5,064,097</b>
<b>714 - INFORMATION TECHNOLOGY</b>	<b>187,389</b>	<b>57,707</b>	<b>185,698</b>	<b>111,901</b>	<b>174,183</b>	<b>94,497</b>	<b>811,376</b>
<b>715 - INFORMATION TECHNOLOGY POOL</b>	<b>2,965</b>	<b>0</b>	<b>1,358</b>	<b>0</b>	<b>0</b>	<b>58,746</b>	<b>63,069</b>
<b>717 - SELF FUND EMPLOYEE INSURANCE</b>	<b>\$162,042.93</b>	<b>\$613,962.26</b>	<b>\$694,239.81</b>	<b>\$716,300.07</b>	<b>\$571,621.08</b>	<b>\$744,470.53</b>	<b>\$3,502,636.68</b>
<b>719 - WORKERS COMPENSATION</b>	<b>1,200</b>	<b>10,200</b>	<b>105,789</b>	<b>37,122</b>	<b>12,231</b>	<b>5,488</b>	<b>172,030</b>
<b>732 - HIGHWAY</b>	<b>338,788</b>	<b>1,196,441</b>	<b>818,028</b>	<b>827,050</b>	<b>680,056</b>	<b>615,027</b>	<b>4,475,390</b>
<b>820 - JAIL ASSESSMENT</b>	<b>720</b>	<b>8,870</b>	<b>19,242</b>	<b>18,879</b>	<b>19,525</b>	<b>4,763</b>	<b>71,998</b>
<b>830 - LOCAL HISTORY ROOM</b>	<b>3,045</b>	<b>1,917</b>	<b>6,182</b>	<b>903</b>	<b>6,911</b>	<b>1,103</b>	<b>20,061</b>
<b>860 - REVOLVING LOAN FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,790,187</b>	<b>9,638,704</b>	<b>6,129,737</b>	<b>6,986,654</b>	<b>6,886,426</b>	<b>5,819,504</b>	<b>39,251,212</b>

**CURRENT YEAR MONTHLY COMPARISON**

Account Type SALARY EXPENSE

Actual	2024						2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>100 - GENERAL FUND</b>							
1110 - COUNTY BOARD	607	597	4,958	12,144	7,460	5,335	31,102
1121 - CIRCUIT COURT	26,315	32,063	30,880	32,096	43,893	32,002	197,249
1122 - CLERK OF COURT	39,060	46,637	42,125	45,549	64,816	49,566	287,753
1127 - MEDICAL EXAMINER	10,878	13,876	14,066	13,733	19,471	14,232	86,256
1131 - DISTRICT ATTORNEY	43,353	54,836	54,862	54,490	77,721	56,028	341,290
1132 - CORPORATION COUNSEL	18,963	23,368	23,273	24,091	34,409	24,338	148,442
1141 - ADMINISTRATOR	14,090	18,153	18,077	18,350	26,922	18,573	114,166
1142 - COUNTY CLERK	21,249	13,618	14,878	15,362	21,564	15,341	102,012
1143 - HUMAN RESOURCES	15,171	18,932	19,531	19,088	27,028	19,364	119,115
1151 - FINANCE DEPARTMENT	72,390	90,837	93,327	92,850	125,981	87,770	563,155
1152 - TREASURER	20,239	22,271	26,319	25,004	35,802	27,899	157,534
1160 - MAINTENANCE	30,027	33,729	32,025	35,176	46,330	32,556	209,843
1171 - REGISTER OF DEEDS	13,626	17,324	17,152	17,415	25,106	17,564	108,186
1175 - LAND RECORDS	4,919	6,506	6,422	6,612	10,002	6,720	41,181
1210 - SHERIFF DEPARTMENT	196,820	239,897	246,625	248,783	346,990	252,741	1,531,857
1270 - JAIL	163,956	187,310	172,078	193,921	259,910	191,540	1,168,716
1290 - EMERGENCY MANAGEMENT	9,780	12,754	12,006	12,218	17,491	12,371	76,619
1293 - DISPATCH CENTER	67,469	77,144	79,873	80,263	123,463	96,242	524,454
1295 - JUSTICE DEPARTMENT	51,234	63,716	64,459	64,961	90,942	63,029	398,341
1368 - SANITATION	12,311	15,692	21,346	11,735	16,717	11,862	89,663
1419 - DOG CONTROL	10,185	13,813	13,407	13,610	20,594	14,111	85,720
1470 - VETERANS SERVICE	11,133	14,835	14,834	15,209	22,876	15,368	94,256
1512 - LOCAL HISTORY ROOM	11,536	14,145	14,000	14,967	21,469	14,664	90,781
1520 - PARKS	5,710	5,597	10,776	9,944	17,730	12,491	62,248
1560 - UW-EXTENSION	3,073	4,090	4,088	4,157	6,300	5,611	27,318
1691 - FORESTRY	3,125	4,035	4,239	4,091	6,158	4,213	25,860
1694 - LAND CONSERVATION	30,425	38,504	37,967	38,958	57,111	39,460	242,425
1698 - ZONING	9,180	11,518	13,981	9,867	13,894	9,980	68,421
<b>100 - GENERAL FUND Total</b>	<b>916,827</b>	<b>1,095,797</b>	<b>1,107,574</b>	<b>1,134,645</b>	<b>1,588,150</b>	<b>1,150,969</b>	<b>6,993,962</b>
213 - CHILD SUPPORT	38,458	49,544	48,499	48,800	67,942	49,668	302,910
241 - HEALTH DEPARTMENT	69,747	88,610	84,599	80,391	117,490	83,438	524,273
249 - HUMAN SERVICES	441,042	567,123	567,615	575,596	825,629	591,720	3,568,724
633 - SOLID WASTE	10,414	12,826	12,967	13,905	19,578	13,385	83,076
642 - ROLLING HILLS	410,161	530,307	532,949	557,714	743,345	538,042	3,312,518
714 - INFORMATION TECHNOLOGY	24,692	30,869	30,630	31,203	44,501	31,616	193,511
732 - HIGHWAY	253,308	321,033	305,140	348,552	443,004	312,778	1,983,816
<b>Grand Total</b>	<b>2,164,649</b>	<b>2,696,108</b>	<b>2,689,974</b>	<b>2,790,805</b>	<b>3,849,639</b>	<b>2,771,617</b>	<b>16,962,791</b>

FINANCE

FOR 2024 06			JOURNAL DETAIL 2024 6 TO 2024 6					
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
11510	APPROP	ADJSTMNTS	BUDGET				BUDGET	USE/COL
FINANCE DEPARTMENT								
<b>11510000 FINANCE DEPARTMENT</b>								
11510000 461900	OTH FIN R	-120	0	-120	.00	.00	-120.00	.0%*
11510000 474600	HS FEE	-528,327	0	-528,327	-244,487.82	.00	-283,839.18	46.3%*
2024/06/000445	06/14/2024 GEN	-14,987.47	REF				FINANCE DEPT CHARGES 240614	
2024/06/000445	06/14/2024 GEN	-3,375.79	REF				FINANCE DEPT CHARGES 240614	
2024/06/000812	06/28/2024 GEN	-14,784.52	REF				FINANCE DEPT CHARGES 240628	
2024/06/000812	06/28/2024 GEN	-3,300.37	REF				FINANCE DEPT CHARGES 240628	
11510000 474652	RH FEE	-289,232	0	-289,232	-137,407.59	.00	-151,824.41	47.5%*
2024/06/000445	06/14/2024 GEN	-11,396.93	REF				FINANCE DEPT CHARGES 240614	
2024/06/000812	06/28/2024 GEN	-11,159.35	REF				FINANCE DEPT CHARGES 240628	
TOTAL UNDEFINED ROLLUP CODE		-817,679	0	-817,679	-381,895.41	.00	-435,783.59	46.7%
<b>FN100 SALARIES &amp; FRINGE BENEFITS</b>								
11510000 511000	SALARIES	822,166	1,558	823,724	373,325.60	.00	450,398.40	45.3%
2024/06/000407	06/14/2024 PRJ	28,620.94	REF 240614				WARRANT=240614 RUN=1 BI-WEEKL	
2024/06/000767	06/28/2024 PRJ	28,620.92	REF 240628				WARRANT=240628 RUN=1 BI-WEEKL	
11510000 511200	OVERTIME	500	0	500	3,280.98	.00	-2,780.98	656.2%*
2024/06/000407	06/14/2024 PRJ	395.82	REF 240614				WARRANT=240614 RUN=1 BI-WEEKL	
2024/06/000767	06/28/2024 PRJ	157.18	REF 240628				WARRANT=240628 RUN=1 BI-WEEKL	
11510000 515005	RETIREMENT	56,773	107	56,880	25,985.87	.00	30,894.13	45.7%
2024/06/000407	06/14/2024 PRJ	2,002.16	REF 240614				WARRANT=240614 RUN=1 BI-WEEKL	
2024/06/000767	06/28/2024 PRJ	1,985.69	REF 240628				WARRANT=240628 RUN=1 BI-WEEKL	
11510000 515010	SOC SEC	51,014	97	51,111	21,184.79	.00	29,926.21	41.4%
2024/06/000407	06/14/2024 PRJ	1,669.67	REF 240614				WARRANT=240614 RUN=1 BI-WEEKL	
2024/06/000454	06/14/2024 GEN	-52.70	REF				EMPLOYEE MED INCENTIVE	
2024/06/000767	06/28/2024 PRJ	1,608.84	REF 240628				WARRANT=240628 RUN=1 BI-WEEKL	

FINANCE

FOR 2024 06				JOURNAL DETAIL 2024 6 TO 2024 6				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET				BUDGET	USE/COL
11510000 515015 MEDICARE	11,936	23	11,959	4,954.54		.00	7,004.46	41.4%
2024/06/000407 06/14/2024 PRJ	390.48 REF 240614							
2024/06/000454 06/14/2024 GEN	-12.32 REF							
2024/06/000767 06/28/2024 PRJ	376.28 REF 240628							
11510000 515020 HLTH INS	309,126	0	309,126	129,582.82		.00	179,543.18	41.9%
2024/06/000407 06/14/2024 PRJ	10,618.62 REF 240614							
2024/06/000767 06/28/2024 PRJ	10,618.62 REF 240628							
11510000 515025 DENTAL INS	10,456	0	10,456	4,523.34		.00	5,932.66	43.3%
2024/06/000407 06/14/2024 PRJ	721.23 REF 240614							
11510000 515030 LIFE INS	261	0	261	124.74		.00	136.26	47.8%
2024/06/000407 06/14/2024 PRJ	19.50 REF 240614							
11510000 515040 WORK COMP	427	1	428	192.04		.00	235.96	44.9%
2024/06/000407 06/14/2024 PRJ	14.80 REF 240614							
2024/06/000767 06/28/2024 PRJ	14.68 REF 240628							
TOTAL SALARIES & FRINGE BENEFITS	1,262,659	1,786	1,264,445	563,154.72		.00	701,290.28	44.5%
<b>FN200 OFFICE ADMINISTRATIVE COSTS</b>								
11510000 531000 OFFIC SUPL	1,600	0	1,600	239.77		.00	1,360.23	15.0%
11510000 531050 POSTAGE	66	0	66	143.40		.00	-77.40	217.3%*
11510000 532000 BK/PUB/SUB	200	0	200	.00		.00	200.00	.0%
11510000 532500 DUES	50	0	50	50.00		.00	.00	100.0%
TOTAL OFFICE ADMINISTRATIVE COSTS	1,916	0	1,916	433.17		.00	1,482.83	22.6%

FINANCE

FOR 2024 06 JOURNAL DETAIL 2024 6 TO 2024 6

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

FN300 TECHNOLOGY & EQUIPMENT

11510000 522025 TELEPHONE	72	0	72	11.20	.00	60.80	15.6%
2024/06/000267 06/07/2024 API	2.26 VND 016567 IN 720300		MAY 2024	LVT CORP		ACCT #8100 6/1/24	1074732
11510000 553100 EQUIP SERV	1,140	0	1,140	395.23	.00	744.77	34.7%
2024/06/000623 06/21/2024 API	42.66 VND 002162 IN 33052620			CANON FINANCIAL SERV		CONTRACT NUMBER 14	12299
2024/06/000623 06/21/2024 API	.35 VND 006687 IN 4717044			LOFFLER COMPANIES IN		CONTRACT CHARGES B	12325
TOTAL TECHNOLOGY & EQUIPMENT	1,212	0	1,212	406.43	.00	805.57	33.5%

FN350 IT POOL

11510000 599000 IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%
TOTAL IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%

FN400 CONF / EDUCATION & TRAVEL

11510000 515700 ED & TRAIN	750	0	750	.00	.00	750.00	.0%
11510000 533010 CONF/SEM	6,260	0	6,260	4,879.58	.00	1,380.42	77.9%
2024/06/000697 06/02/2024 API	30.00 VND 000001 IN 196862			ONE TIME PAY			
2024/06/000697 06/02/2024 API	642.33 VND 000001 IN 196863			ONE TIME PAY			
2024/06/000697 06/02/2024 API	642.33 VND 000001 IN 196872			ONE TIME PAY			
2024/06/000697 06/02/2024 API	32.00 VND 004365 IN 196873			CITY OF LA CROSSE			
11510000 533200 MILEAGE	655	0	655	.00	.00	655.00	.0%
2024/06/000407 06/14/2024 PRJ	20.96 REF 240614					WARRANT=240614 RUN=1 BI-WEEKL	
2024/06/000816 06/28/2024 GEN	-58.95 REF					CORRECT D. JOHNSON MILEAGE	

FINANCE

FOR 2024 06		JOURNAL DETAIL 2024 6 TO 2024 6						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
TOTAL CONF / EDUCATION & TRAVEL	7,665	0	7,665	4,879.58	.00	2,785.42	63.7%	
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	188,898.49	.00	270,580.51	41.1%	
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	188,898.49	.00	270,580.51	41.1%	
TOTAL REVENUES	-817,679	0	-817,679	-381,895.41	.00	-435,783.59		
TOTAL EXPENSES	1,275,372	1,786	1,277,158	570,793.90	.00	706,364.10		

FINANCE

FOR 2024 06 JOURNAL DETAIL 2024 6 TO 2024 6

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
11512 AUDIT	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL

11512000 FINANCIAL & AUDIT SERVICES

AG613 PROFESSIONAL SERVICES

11512000 521410 FINC AUDIT	52,475	0	52,475	43,600.00		.00	8,875.00	83.1%
TOTAL PROFESSIONAL SERVICES	52,475	0	52,475	43,600.00		.00	8,875.00	83.1%
TOTAL FINANCIAL & AUDIT SERVICES	52,475	0	52,475	43,600.00		.00	8,875.00	83.1%
TOTAL AUDIT	52,475	0	52,475	43,600.00		.00	8,875.00	83.1%
TOTAL EXPENSES	52,475	0	52,475	43,600.00		.00	8,875.00	

FINANCE

FOR 2024 06		JOURNAL DETAIL 2024 6 TO 2024 6						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
11513 INDIRECT COST ALLOCATION PLAN	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>11513000 INDIRECT COST ALLOCATION PLAN</b>								
<b>IC613 PROFESSIONAL SERVICES</b>								
11513000 521410 INDIR CST	5,100	0	5,100	.00	.00	5,100.00	.0%	
TOTAL PROFESSIONAL SERVICES	5,100	0	5,100	.00	.00	5,100.00	.0%	
TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	.00	.00	5,100.00	.0%	
TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	.00	.00	5,100.00	.0%	
TOTAL EXPENSES	5,100	0	5,100	.00	.00	5,100.00		



## **EMPLOYEE AND DEPARTMENT HEAD AND BOARD OF SUPERVISORS BUSINESS TRAVEL**

At the conclusion of a Monroe County business trip, the employee or member of the Board of Supervisors who has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Documentation must justify that participation of the traveler is necessary for the Federal award and costs are reasonable and consistent with Monroe County's travel policy. (*2 CFR Part 200.474(b)(1) and (2)*)
2. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
3. With the exception of tips, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.
4. County Employees and Board Members shall charge lodging and airfare on county approved credit cards.
5. For airfare, airline-issued receipts must be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and return trip boarding pass(es)).
6. Mileage may be reimbursed at the ~~standard federal~~ County rate in effect at time of travel, ~~as established in July for the next year. (7/20/2022)~~
7. General ledger account coding must be identified for all expenditures.
8. For all meals and other business expenditures, the following must be clearly identified:
  - a. Names, titles, entity name, and business relationships of all persons
  - b. The business purpose of the meal or other business event (topics discussed, etc.)
  - c. Meal receipts ~~should~~ must be the actual, detailed receipt, not the credit card receipt. The credit card receipt may not provide enough detail.
  - d. Alcohol Expenditures will not be reimbursed
9. All expense reports must be signed and dated by the employee.
10. All expense reports must be approved by the employee's Supervisor.
11. Only one expense report form should be prepared for each trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. The employee will be reimbursed through the next payroll.

Monroe County will reimburse employees at per diem rates established by the General Services Administration (GSA) for the location to which they travel if such rates are specified in the specific grant contract being utilized for the expenditures.

- a. It is the County's policy that payment for the first and last day of travel will be at 75% of the full per diem.
- b. If the conference or meeting which the traveler attends provides a meal, the value of that meal as determined by GSA tables will be deducted from that day's per diem.

## **REASONABLENESS OF TRAVEL COSTS**

Monroe County shall reimburse travelers only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Payment for suites and other upgraded rooms at hotels shall not be allowed unless required by a medical condition. Travelers should stay in standard rooms.
2. Ask hotels for any available discounts – nonprofit, government, or corporate rates.
3. When utilizing rental cars, travelers should rent midsize or smaller vehicles unless safety considerations require a larger vehicle. Rental of a vehicle larger than midsize must be approved by a supervisor. Share rental cars whenever possible.
4. Travelers should utilize agency provided cell phones or the softphone functionality on our computers when placing calls while away on travel. Avoid using the hotel's long-distance service whenever possible. (Note: see the next section of cell phone policies.)
5. Reasonable tips for baggage handling shall be reimbursed. No receipts are required.
6. If required by the funding source, foreign travel charged to federal grants must be approved in writing by the funding source prior to travel.

### **SPECIAL RULES PERTAINING TO AIR TRAVEL**

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
  - a. Require circuitous routing,
  - b. Require travel during unreasonable hours,
  - c. Excessively prolong travel,
  - d. Result in additional costs that would offset the transportation savings of flying from a closer airport, ie: Staff Time, Mileage, Parking
  - e. Or, Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class air travel shall not be reimbursed unless there is a medical reason which must be documented by the Personnel Department and approved by a supervisor.
3. Memberships in airline flight clubs are not ~~reimbursable~~ allowed.
4. Cost of flight insurance is not ~~reimbursable~~ allowed.
5. Cost of upgrade certificates is not ~~reimbursable~~ allowed.
6. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.
7. Cost of canceling and rebooking flights is not ~~reimbursable~~ allowed, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
8. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., Monroe County will not reimburse for the personal legs of a trip).
9. ~~Frequent flyer miles will accrue to the traveler, not the County.~~

### **SPOUSE/PARTNER TRAVEL**

Monroe County does NOT reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his or her spouse or partner. The cost of a shared hotel room need not be allocated between employee/supervisor and spouse/partner for purposes of this policy, as long as they are being charged no more than the State Rate for Single Occupancy.

## **POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS**

### **PURCHASING POLICIES AND PROCEDURES**

#### **OVERVIEW**

**THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY MONROE COUNTY. THIS POLICY ASSUMES THAT ALL PURCHASES HERUNDER WILL BE BUDGETED IN A DEPARTMENT'S ANNUAL BUDGET. PURCHASE PROCEDURES OF VARIOUS MATERIALS AND SERVICES FOR MONROE COUNTY ARE EXPLAINED IN THIS SECTION.**

Monroe County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

#### **RESPONSIBILITY FOR PURCHASING**

ALL Department Head have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department Head shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Finance Department shall maintain a current list of all authorized purchasers for proper setup in the purchasing system.

The Finance Department shall be responsible for processing purchase orders. The Finance Director has approval authority over all purchases and contractual commitments according to the approved authorization thresholds, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

The Administration Department shall be utilized to facilitate and oversee requests for proposals. They shall receive a copy of any finalized contract and attach with any addition information.

#### **CODE OF CONDUCT IN PURCHASING**

*(2 CFR Part 200.318 (c)(1))*

Ethical conduct in managing the County's purchasing activities is absolutely essential. Staff must always be mindful that they represent the County Board and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a County that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

## **COMPETITION**

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among vendors that may restrict, eliminate, or restrain trade.
- Not permit vendors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the County's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. (200.319(b))
- "Name brand or equivalent" description may be used as a means to define the performance or requirements (200.319(c)(1))

## **NONDISCRIMINATION POLICY AND BUSINESS CODE OF CONDUCT**

Vendors agree not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Wisconsin Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that Monroe County take for the purpose of complying with any such laws and regulations. All vendors who are the recipients of County funds or who propose to perform any work or furnish any goods under agreements with Monroe County, shall agree to these important principles:

1. Vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors.
2. Vendors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

## **PROCUREMENT PROCEDURES**

The following are Monroe County's procurement procedures:

1. Monroe County shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. (2 CFR Part 200.318(d))
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. (2 CFR Part 200.318(d)). This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. (2 CFR Part 200.318(e))
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. (2 CFR Part 200.318(f))
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. (2 CFR Part 200.323)

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d))*
7. Monroe County will maintain records sufficient to detail the history of procurement, including: *(2 CFR Part 200.318(i))*
  - a. Rationale for the method of procurement;
  - b. Selection of contract type;
  - c. Vendor selection or rejection; and
  - d. The basis for the contract price.
8. Monroe County shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. Monroe County shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d))*

All staff members with the authority to approve purchases will receive a copy of and be familiar with *2 CFR Part 200.400 – 475, Cost Principles.*

### **CAPITAL OUTLAY PURCHASES**

Capital outlay is an expenditure of \$20,000 (\$1,000 Rolling Hills) or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation costs
- Additions
- Improvements
- Ancillary cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through either a Budget Adjustment or Repurpose of Funds action form. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment or Repurpose of Funds action.

Computer hardware or software purchases shall be made by the Information Technology (IT) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IT Department. Costs of the equipment or software and ongoing maintenance shall be charged back to the user department.

### **LEVY OUTLAY PURCHASES**

All Levy-funded outlay expenditures must be for item on the approved outlay list. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

### **AUTHORIZATIONS AND PURCHASING LIMITS**

All purchase requisitions must be completed by the department requesting the purchase. The requisition should be approved by the appropriate personnel through the workflow process. A purchase order (PO) is required before items are ordered.

1. County Authorization (pg. 55)
2. Capital Outlay Purchases (pg.56)
3. Federal Grant Authorization (pg. 57)

The following table summarizes the required approval levels and solicitation processes:

<b>COUNTY AUTHORIZATION:</b>	
<b>Threshold</b>	<b>Procedures</b>
Less than \$5,000	Department Head are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.
\$5,000 - \$19,999	<p>Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
Over \$20,000	<p>Sealed Bids Request for Proposal (RFP) will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head/ project manager shall open the sealed bids with at least one other Monroe County Administration staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award</p>
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing



CAPITAL OUTLAY PURCHASES:	
Threshold	Procedures
\$5,000 - \$19,999	<p>Three documented price quotes are required. The quotes are to be returned to the project manager. As part of the review process the Staff member requesting the expenditure shall enter a requisition and attach the price quotes in the financial system for approval to purchase through workflow by the appropriate personnel (Department Head, Finance Director and County Administrator). Once the PO has been created with the appropriate approvals the project manager can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
Over \$20,000	<p>Sealed Bids Request for Proposal (RFP) will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head and or project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.</p>
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

<b>FEDERAL GRANT AUTHORIZATION:</b>			
<b>Amount of Purchase</b>	<b>Required Approvals</b>	<b>Required Solicitation</b>	<b>Required Documentation</b>
≤ \$3,500 (micro-purchase limit (≤ \$2,000 for purchases subject to Davis-Bacon)	Department Head	<ul style="list-style-type: none"> <li>• Price must be considered reasonable based on similar purchases in the past</li> <li>• Purchase can be made from a vendor successfully used in the past</li> <li>• If a vendor used in the past cannot be used, at least 2 price quotes are required</li> <li>• As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price comparable</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt approved by Department Head</li> <li>• Evidence of price comparison, if not using past vendor</li> </ul>
\$3,501 ≤ \$4,999	Department Head	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> <li>• Documentation of bids received</li> <li>• How decision was made</li> <li>• Procurement checklist</li> </ul>
\$5,000 ≤ \$25,000	Department Head Finance Director County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> <li>• Documentation of bids received</li> <li>• How decision was made</li> <li>• Procurement checklist</li> </ul>
\$25,001 ≤ \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> <li>• Copy of RFB or RFP</li> <li>• Proposal scoring grids including who participated in the scoring</li> <li>• Proposal and contract of winning bid</li> <li>• Procurement checklist</li> </ul>
> \$150,000	Department Head Finance Director County Administrator	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> <li>• Copy of RFB or RFP</li> <li>• Proposal scoring grids including who participated in the scoring</li> <li>• Proposal and contract of winning bidder</li> <li>• Procurement checklist</li> </ul>
			•

**NOTE: The limit is \$2,000 if the purchase is subject to the requirements of the Davis Bacon Act. (pg. 81)**

All Federal Grant Authorizations are approved by the County board by the annual budget process, resolution or budget adjustment.

**USE OF PURCHASE ORDERS (6/2023)**

Monroe County utilizes Enterprise ERP, powered by Munis. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost) in excess of \$500 or some other threshold established by the County, with the exception of travel advances and expense reimbursements, which require the preparation of a separate form described elsewhere in this manual.

A properly completed purchase order shall contain the following information, at a minimum:

1. General Description
2. Vendor Name and Correct Address
3. Allocation
4. Shipping and Billing
5. Description: Line Detail
6. Quantity
7. Unit Price
8. Gross Amount
9. Approval: Workflow
10. Date Ordered

Purchase orders shall be issued upon appropriate workflow approvers and will be given to the vendor or supplier for inclusion on the invoice for proper matching.

All purchase orders will be recorded in Enterprise ERP, powered by Munis. At the end of each accounting period, an aged outstanding purchase order report shall be prepared and distributed to Department Heads.

### **BLANKET PURCHASE ORDERS**

Blanket purchase orders can be created for purchases to be made throughout the year from the same vendor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice.

Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
  - Purchasing repetitive, specified services or items, or categories of items from the same vendor; which are purchased and paid in a predictable manner during a certain time period, not to exceed one-(1) year
  - Ordering standard materials or maintenance supplies which require numerous shipments
  - To enable the buyer to obtain more favorable pricing through volume commitments
2. Blanket purchase orders generally cannot be used when:
  - No benefit will be derived over and above use of a regular purchase order
  - Providing an open line of credit with a vendor
  - Prices are unknown at ordering time, or subject to change later without notice
  - Quality of the vendor and/or goods or services are questionable
  - Control over Monroe County's expenditures would be weakened significantly
3. A uniform blanket purchase order format should be used and shall include the following information:
  - The period to be covered by the blanket agreement (not exceed to one year)
  - A cancellation clause
  - The previous blanket purchase order number if this is a replacement blanket purchase order
  - Items and/or categories of items to be covered by the blanket purchase order
  - Maximum quantities, if any
  - Prices and pricing arrangements
  - Terms and billing arrangements
  - Personnel authorized to issue order releases
4. Pricing: Price, F.O.B. terms, commodities, and quantity should be established before the blanket purchase order is issued.

It shall be the responsibility of the ordering department to monitor the prices and terms of their blanket purchase order.

The Department Heads are authorized to enter into any contract on behalf of Monroe County. Contracts of \$5,000 or less must be reviewed and approved by the Department Heads. Contracts in excess of this amount also require the review and approval of the County Administrator. These policies shall also apply to renewals of existing contracts.

### **APPROVED VENDORS AND SUPPLIERS**

Monroe County encourages departments to develop lists of approved vendors and suppliers that can be used throughout the year. The process to identify an approved vendor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single vendor (e.g. office supplies).
2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.
4. Compare the quotes.
5. The vendors with lowest prices, including shipping, will be approved for use during the year.

6. This process could result in multiple approved vendors if the prices are within 5% of each other.

~~This process should be repeated annually, with the approved list produced by January 15 and shared with all departments. Vendors may be added throughout the year, but all vendors will be reevaluated January 1.~~

### **NON COMPETITIVE PURCHASES (SOLE SOURCE)**

#### **EMERGENCIES:**

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a Budget Adjustment or Repurpose of Funds action. The reasons for such purchases will be documented in the procurement file.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

#### **SINGLE DISTRIBUTOR/SOURCE:**

Sole source purchases may be made when one or more of the following circumstances apply: (2 CFR 200.320(f))

- The item or service is only available from a single source
- The situation is an emergency and will not permit a delay resulting from competitive solicitation
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

### **REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS**

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. (2 CFR Part 200.319(c)(1))
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled Evaluation of Alternative Vendors for required criteria.) (2 CFR Part 200.319(c)(2))
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. (2 CFR Part 200.319(c)(1))
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. (2 CFR Part 200.319(c)(1))
5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

### **EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS**

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date; However, an extension may be granted if a prospective offeror so requests, requested by a prospective offeror and considered if it is in the best interest of the County.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

### **EVALUATION OF ALTERNATIVE PROPOSERS**

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Department Head, the final selection shall be approved by others according to Monroe County's authorization threshold table.

### **AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS**

(2 CFR Part 200.321)

***NOTE: A Labor Surplus Area (LSA) is designated by the US Department of Labor (DOL). An LSA is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period.***

***A list of labor surplus areas can be found at this link. [www.doleta.gov/programs/lisa.cfm](http://www.doleta.gov/programs/lisa.cfm)***

Positive efforts shall be made by Monroe County to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. (2 CFR Part 200.321)
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor

surplus area firms. (2 CFR Part 200.321(b)(4))

3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. (2 CFR Part 200.321(b)(6))
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. (2 CFR Part 200.321(b)(3))
5. Use the services and assistance, as appropriate, of such entities as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. (2 CFR Part 200.321(b)(5))

### **AVAILABILITY OF PROCUREMENT RECORDS**

(2 CFR Part 200.324(b))

Monroe County shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. (2 CFR Part 200.324(b)(1))
- The procurement is expected to exceed the federally-defined simplified acquisition threshold (\$150,000) and is to be awarded without competition or only one bid is received. (2 CFR Part 200.324(b)(2))
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. (2 CFR Part 200.324(b)(3))
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 200.324(b)(4))
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

### **PROVISIONS INCLUDED IN ALL FEDERAL AWARDED CONTRACTS**

(2 CFR Part 200 Appendix II)

Monroe County includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts for more than the simplified acquisition threshold**, currently set at \$150,000, must address administrative, contractual, or legal remedies in instances where vendors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. **All contracts in excess of \$20,000**, must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity**: All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**: When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by Monroe County and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").
5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or

repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

6. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
7. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit County regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit County and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

**NOTE: A list of excluded parties can be found at [www.sam.gov](http://www.sam.gov). Note that some federal grants require evidence that a search for debarment or suspension status was completed for every purchase.**

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors the apply or bid for an award exceeding \$100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or County for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

### **RIGHT TO AUDIT CLAUSE**

Monroe County requires a "Right to Audit" clause in all contracts between the County and vendors that either:

1. Take any form of temporary possession of assets directed for the County
2. Process data that will be used in any financial function of the County.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor's operations that apply to Monroe County, as well as all documents maintained or processed on behalf of Monroe County, for a period of three years. The clause shall state that such audit procedures may be performed by Monroe County employees or any outside auditor or vendor designated by the County.

### **PROCUREMENT GRIEVANCE PROCEDURES**

Any bidder may file a grievance with Monroe County following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the County's appeal procedures must be made available to all prospective vendors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the County to follow its own procurement policies.



### Proposed OPIOID Settlement Payments

YEAR:	Janssen	Cencora Distributor	Cardinal Distributor 7	McKesson Distributor	NOAT II	Walmart	Walgreens	CVS	Allergan	TEVA	Total Per Year	Cummulative Total	
	2022	204,647.45	32,501.00	32,395.00	39,944.00							309,487.45	309,487.45
2023		16,654.00	16,600.00	20,468.00	26,845.14	65,727.86	29,745.79	25,548.80	19,639.47	17,749.25	238,978.31	548,465.76	Rec'd 4.1.24
2024		14,764.00	14,831.00	25,619.00		107,240.20	19,634.21	20,368.80	19,639.47	17,749.25	239,845.93	788,311.69	Red'd 3.15.24
2025		20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	164,969.93	953,281.62	rec'd 7.2024
2026	10,321.79	20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	175,291.72	1,128,573.34	
2027	10,321.79	20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	175,291.72	1,303,865.06	
2028	10,321.79	24,516.00	24,437.00	30,131.00			19,634.21	40,705.00	19,639.47	17,749.25	187,133.72	1,490,998.78	
2029	13,141.44	24,516.00	24,437.00	30,131.00			19,634.21	38,672.00	19,639.47	17,749.25	187,920.37	1,678,919.15	
2030	13,141.44	24,516.00	24,437.00	30,131.00			29,745.79	36,638.00		17,749.25	176,358.48	1,855,277.63	
2031	13,141.44	20,608.00	20,542.00	25,328.00			29,745.79	36,606.00		17,749.25	163,720.48	2,018,998.11	
2032		20,608.00	20,542.00	25,328.00			29,745.79	36,606.00		17,749.25	150,579.04	2,169,577.15	
2033		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,283,550.19	
2034		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,397,523.23	
2035		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,511,496.27	
2036		20,608.00	20,542.00	25,328.00			59,491.58				125,969.58	2,637,465.85	
2037		20,608.00	20,542.00	25,328.00							66,478.00	2,703,943.85	
2038		20,608.00	20,542.00	25,328.00							66,478.00	2,770,421.85	
<b>Total:</b>	275,037.14	364,866.00	363,807.00	455,905.00	26,845.14	172,968.06	385,517.37	357,259.60	137,476.29	230,740.25	<b>\$ 2,770,421.85</b>		

7.5.24  
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# Notice of Donations/User Fees Received Budget Adjustment

MONROE COUNTY

Budget Year Amended: 2024

## Unanticipated Revenue - Not Budgeted

<b>Donation/User Fee Fund</b>	<b>Month</b>	<b>Account #</b>	<b>Account Name</b>	<b>Budget Adjustment</b>	<b>Current Budget</b>	<b>Final Budget</b>	<b>Current Rev/Exp Balance</b>	<b>Remaining Balance</b>
<b>K-9 Donations</b>	<b>June</b>	12116000 485000	K-9 Donations Revenue	\$ 5.50	\$ 15.00	\$ 20.50	\$ 20.50	\$ -
<b>K-9 Donations</b>	<b>June</b>	12116000 579200	K-9 Donations Expense	\$ 5.50	\$ 80.75	\$ 86.25	\$ 75.75	\$ 10.50
<b>Justice Dept</b>	<b>June</b>	12950000 485000	Justice Donation Revnue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Justice Dept</b>	<b>June</b>	12950000 579200	Justice Donation Expense	\$ -	\$ 321.21	\$ 321.21	\$ -	\$ 321.21
<b>Dog Control Donations</b>	<b>June</b>	14195000 485000 DC900	Dog Control Donations Rev.	\$ 1,214.00	\$ 11,904.73	\$ 13,118.73	\$ 13,118.73	\$ -
<b>Dog Control Donations</b>	<b>June</b>	14195000 579200 DC900	Dog Control Donations Exp.	\$ 1,214.00	\$ 74,479.25	\$ 75,693.25	\$ 9,178.01	\$ 66,515.24
<b>Veterans Service</b>	<b>June</b>	14700000 485000	Veterans Service Donations R.	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
<b>Veterans Service</b>	<b>June</b>	14700000 579200	Veterans Service Donations E.	\$ -	\$ 1,844.50	\$ 1,844.50	\$ -	\$ 1,844.50
<b>Veterans-Suicide Preventio</b>	<b>June</b>	14700000 485005	Suicide Prev Task Force Donator	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
<b>Veterans-Suicide Preventio</b>	<b>June</b>	14700000 579205	Suicide Prev Task Force Exp	\$ -	\$ 5,555.00	\$ 5,555.00	\$ -	\$ 5,555.00
<b>Park Donations</b>	<b>June</b>	15200000 485000	Park Donation Revenue	\$ 1.00	\$ 10.00	\$ 11.00	\$ 11.00	\$ -
<b>Park Donations</b>	<b>June</b>	15200000 579200	Park Donation Expense	\$ 1.00	\$ 853.80	\$ 854.80	\$ -	\$ 854.80
<b>Ext. Health &amp; Well Being</b>	<b>June</b>	15620613 467700	Health & Well Being Contrib.	\$ -	\$ 1,979.25	\$ 1,979.25	\$ 1,979.25	\$ -
<b>Ext. Health &amp; Well Being</b>	<b>June</b>	15620613 579100	Health & Well Being Expens	\$ -	\$ 11,021.08	\$ 11,021.08	\$ 499.96	\$ 10,521.12
<b>Ext. Youth Dev Agent</b>	<b>June</b>	15620615 467700	Youth Dev Agent Contributions	\$ 560.00	\$ 2,318.50	\$ 2,878.50	\$ 2,878.50	\$ -
<b>Ext. Youth Dev Agent</b>	<b>June</b>	15620615 579100	Youth Dev Agent Expense	\$ 560.00	\$ 14,269.47	\$ 14,829.47	\$ 6,995.63	\$ 7,833.84
<b>Land Cons. Award Bnqt.</b>	<b>June</b>	16940000 485000	Land Cons. Award Bnqt Rev.	\$ -	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00	\$ -
<b>Land Cons. Award Bnqt.</b>	<b>June</b>	16940000 579200	Land Cons. Award Bnqt Exp.	\$ -	\$ 6,833.86	\$ 6,833.86	\$ 3,524.80	\$ 3,309.06
<b>Land Cons. CCTF</b>	<b>June</b>	16942200 485000	Climate Change Task Force	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Land Cons. CCTF</b>	<b>June</b>	16942200 579200	CCTF Donations Exp	\$ -	\$ 384.94	\$ 384.94	\$ -	\$ 384.94
<b>Land Cons. MDV</b>	<b>June</b>	16942100 435800	MDV-Multi Discharge Variance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Land Cons. MDV</b>	<b>June</b>	16942100 534005	MDV - Operating	\$ -	\$ 31,047.10	\$ 31,047.10	\$ -	\$ 31,047.10
<b>Land Cons. MDV</b>	<b>June</b>	16942100 511000	Land Cons:MDV-Salaries	\$ -	\$ 1,020.00	\$ 1,020.00	\$ -	\$ 1,020.00
<b>Land Cons. MDV</b>	<b>June</b>	16942100 515010	Land Cons:MDV-Soc. Security	\$ -	\$ 63.00	\$ 63.00	\$ -	\$ 63.00
<b>Land Cons. MDV</b>	<b>June</b>	16942100 515015	Land Cons:MDV- Medicare	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ 15.00
<b>Land Cons. MDV</b>	<b>June</b>	16942100 515040	Land Cons:MDV-Work Comp	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00
<b>Human Services</b>	<b>June</b>	24900500 485000	Human Servcies Donations	\$ -	\$ 96.79	\$ 96.79	\$ 96.79	\$ -
<b>Human Services</b>	<b>June</b>	24900500 579200	Human Servcies Dona Exp	\$ -	\$ 693.62	\$ 693.62	\$ 96.79	\$ 596.83

Date Approved by Finance Committee: \_\_\_\_\_