



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

### ADMINISTRATION & PERSONNEL COMMITTEE

**DATE:** Tuesday, August 13, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County  
County Board Assembly Room  
210 W. Oak Street – Room 1200  
Sparta, WI 54656

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Public Comment
3. Next month's Meeting Date/Time
4. Minutes Approval of July 9, 2024
5. Nationwide Presentation of IRON Proposal – Gregg Sperber
6. Deferred Compensation Nationwide Plan – Discussion/Action
7. Notice of Budgetary Adjustment – Discussion/Action
  - a. Land Records
8. Request for Credit Card Approval – Discussion/Action
  - a. Human Resources
9. 2025 Budget Presentations
  - a. Surveyor
  - b. Child Support
  - c. Land Information
  - d. Veterans Services
  - e. Register of Deeds
  - f. Corporation Counsel
  - g. Information Technology
  - h. Human Resources
10. Register of Deeds
  - a. Land Records Life Cycle Extension – Discussion/Action
11. Land Information
  - a. Request for Proposal – Address Comparison and Discovery Project – Discussion/Action
  - b. NG911 GIS Grant Program Application – Discussion/Action
  - c. Tax Parcel In-Rem Foreclosure Policy
  - d. Land Information Office Funding Possibilities
12. Information Technology Director Report

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING**  
**August 13, 2024**

13. Human Resources
  - a. New Position Requests – Discussion/Action
    - Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department
    - Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department
  - b. Personnel Policy Manual
    - Infectious Disease Policy – Discussion/Action
  - c. 2025 Health Insurance Rate Approval – Discussion/Action
  - d. Wellness Plan Design – Discussion/Action
  - e. 2025 Dental Insurance Rate Approval – Discussion/Action
  - f. Director Report
14. County Administrator
  - a. Monroe County Personnel Policy Manual Hours of Work – Official Office Hours – Discussion/Action
  - b. RFP Policy – Discussion/Action
  - c. Administrator 2025 Budget Proposal
  - d. Administrator's Report
15. Strategic Plan – Discussion
16. Monroe County Board Rules Review/Suggested Updates
  - Budgetary Adjustment/Fiscal Note Process
  - Meeting Decorum Request to Speak
17. Next Month's Agenda Items
18. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: August 8, 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.

Administration & Personnel Committee  
July 9, 2024

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, and Todd Sparks

Absent: James Kuhn

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Tiffany Giesler, Tracy Thorsen, Cedric Schnitzler, Pamela Pipkin, Wes Revels, Chris Weaver, Deb Brandt, Charles Weaver, Brooke Adams, Adrian Lockington, Hannah Olsen, Garret Drew, and Lisa Aldinger Hamblin.

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

- No individual's spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is August 13, 2024 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Toni Wissestad second by Jason Jandt to approve the June 11, 2024 minutes. Carried 4-0.
- Veteran's Service Office Budget Adjustment – Motion by Jason Jandt second by Todd Sparks to approve budget adjustment. Charles Weaver, Veterans Service Officer explained the 2024 budget adjustment in the amount of \$3,163.00 for grant revenues. Discussion. Carried 4-0.
- Resolution Supporting Operation Green Light for Veterans – Motion by Jason Jandt second Toni Wissestad to approve resolution. Charles Weaver, Veterans Service Officer explained other counties, such as Crawford and Jackson, encourage their municipalities support veterans through displaying a green light in windows of homes and/or businesses. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report – Daily Business, budget, and handling IT issues. No bugs reported with new microphone system.
- Health Insurance Plan Design Presentation by Garrett Drew. Garrett explained the few different options that the county has now and how it has been utilized and other health insurance options. It was requested by the committee board to get numbers to Ed Smudde, Human Resources Director, to see costs and discuss at the next meeting.
- Deferred Compensation Plan Presentation – Moved to next month's agenda.
- Human Resources
  - a. New Position Requests:
    - Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department – Motion by Jason Jandt second by Toni Wissestad to approve resolution. Tiffany Giesler, Health Director explained that their department is looking at restructuring. They have not been able to find a candidate to fill the RN position and no success with an Account Technician either. Hiring a full-time Environmental Health Coordinator would have Monroe County Health Department to have a designated agent for the Department of Agriculture, Trade, & Consumer Protection (DATCP). This can bring revenue to the county and it would be good to have a local inspector. Discussion. Failed 2-2. Jason Jandt motion to table this resolution, second by Toni Wissestad to table resolution for next month's meeting. Carried 3-1.
    - Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department – Moved to next month's meeting. Both resolutions from Monroe County Health Department are tied together.
  - b. Personnel Policy Manual:
    - Emergency Overtime – Ed Smudde, Human Resources Director, explained that there are three different departments that have overtime, which are the Sherriff's office, Dispatch, and Highway. Wes Revels, County Sherriff, explained that when his department is in need of over time, this gets approved through Ed Smudde first. The need for overtime is due to staffing shortage; either we hire more staff, or we pay our employees over time. Ed Smudde said that we should continue with the process to

get a year analysis. Brooke Adams, Office Manager for the Highway Department, explained that the reason for overtime in their department are due nature/storms and car accidents. Brook also mentioned that municipalities do reimburse the highway department for emergency services. Brooke provided a years' worth of data of overtime and why it has been needed. Discussion. The committee agreed to keep an eye on the costs of overtime to make sure it is not being used inappropriately.

- Infectious Disease Policy – Todd Sparks, Vice Chair to Admin & Personnel Committee, said that this has been discussed and that six months ago, they had a section to go over and it was discussed at county board to have "Covid" taken out. The "infectious" diseases should be removed from part c. Tiffany Giesler, Health Director, mentioned that this request came from Supervisor Kuhn, that this would give staff the flexibility of infections/communal disease. Todd Sparks said that masks may not apply to all infectious disease. Ed Smudde said that he will work with the health department and corp counsel to bring different wording back to next month's meeting.
- Ed Smudde provided the Personnel Director Report – Going over health insurance with Garrett Drew, our Health Insurance broker.
- County Administrator:
  - a. RFP Policy – Tina explained that this policy would standardize RFP's policy. Discussion. Moving to next month's agenda due to lack of time.
  - b. Official County Business Hours Proposal – Went over the second survey results. Moving to next month's meeting due to lack of time.
  - c. Administrator Report – RFP policy, processing the data from 2<sup>nd</sup> employee survey in regard to changing county business hours, and 2025 budget.
- Strategic Plan – Moved to next month's meeting
- Monroe County Board Rules Review/Suggested Updates
  - a. Budgetary Adjustment/Fiscal Note Process – Moved to next month's meeting
  - b. Meeting Decorum Request to Speak – Moved to next month's meeting
- Next Agenda Items:
  - a. Deferred Compensation Plan Presentation
  - b. RFP Policy – Discussion/Action
  - c. Official County Business Hours Proposal – Discussion/Action
  - d. Strategic Plan – Discussion
  - e. Budgetary Adjustment/Fiscal Note Process
  - f. Meeting Decorum Request to Speak
  - g. Infectious Disease Policy – Discussion/Action
- Wallace Habhegger adjourned the meeting at 12:05 p.m.

Rachel Kreighbaum, Chief Deputy County Clerk  
Recorder



# INVESTMENT PROPOSAL

## Discretionary Investment Fiduciary

Creative Planning provides investment fiduciary and retirement solutions to a wide range of defined contribution and defined benefit plans. Creative Planning is an accredited Discretionary Investment Fiduciary that provides comprehensive solutions to the qualified retirement plan marketplace. Creative Planning selects, monitors and replaces investment alternatives for retirement plans. We also create and manage investment portfolios that are based on both active and passive investment styles.

### CEFEX Certified



We are a Discretionary Investment Fiduciary that has received a CEFEX accreditation. CEFEX-certified firms adhere to a standard representing the best practices in their industry. A successfully completed standards-based assessment results in certification. This is written assurance that the firm meets the requirements of the standard.



FOR PLAN SPONSOR/ADVISOR USE ONLY.

## Creative Planning Discretionary Investment Fiduciary Services Comprehensive Retirement Plan Solution

### Value for the Plan

- Most comprehensive outsource of the investment liability available
- Process – CEFEX (industry) certified
  - ❖ Litigation is blind to ERISA. Engagement of a discretionary fiduciary brings qualitative and quantitative process to the plan.
  - ❖ Courts have ruled that investment risk is measurably reduced with strong process.
  - ❖ Streamlined investment lineup
    - Duplicate funds in asset classes removed
    - Comprehensive lineup that offers the availability for broad based diversification and both risk and time automated options
- Oversight over Nationwide ProAccounts

### Value for the Participant

- Process
  - ❖ Creative Planning's process demands top quartile risk-adjusted performance metrics according to Creative Planning's proprietary model. Participants will not stay invested in underperforming funds.
  - ❖ Creative Planning's process demands the lowest investment net cost at the participant level.
  - ❖ Concise investment lineup covers US and International Equities and Fixed Income. Also includes participant “help me do it” options:
    - Risk-based options
    - Time-based options
    - Nationwide ProAccounts



## CEFEX Certified

Creative Planning is a platform level Discretionary Fiduciary that has received a CEFEX accreditation.

### How does this work?

When Creative Planning is engaged as the Discretionary Investment Fiduciary, Creative Planning is responsible for all plan asset management, including:

- Selection, monitoring, and replacement of investment options beginning with a mapping of current investments into Creative Planning's recommended investments.

### What does this mean?

- This is the most comprehensive transfer of plan sponsor liability for investment related issues available in the industry today.
- The trustee's responsibility shifts solely to monitoring the discretionary fiduciary.
- The plan sponsor is removed from the investment selection, monitoring and replacement process.

### Deliverables:

Creative Planning provides the plan with a set of differentiated deliverables:

- **Investment Policy Statement (IPS)** – Creative Planning's IPS is detailed, plan-specific, and is delivered directly to the plan sponsor. Other discretionary fiduciary service providers provide a generic IPS template that must be downloaded from the web, is not plan specific, and is not delivered to the plan sponsor.
- **Quarterly Fiduciary Report (QFR)** – Creative Planning's QFR is plan-specific and delivered to the plan sponsor. Most others are generic and not delivered.
- **Quarterly Educational Newsletter** – Creative Planning is one of the few that offers quarterly education via a newsletter. Our newsletter is platform-specific as to funds and returns.

### CEFEX Certified:

Creative Planning is a platform level Discretionary Fiduciary that has received a CEFEX accreditation. Industry confirmation of our methods, processes and metrics is an important factor to plan sponsors. Many ERISA attorneys caution plan sponsors that the hiring of an imprudent discretionary does not mitigate risk – it adds to it.

### Independence:

Creative Planning is independently owned and operated. We are not affiliated with any platform or recommended funds. Creative Planning does not use proprietary products as a discretionary fiduciary. We do not default a participant into a platform owned or sub-advised mutual fund. Some other discretionary managers are owned by the platform that offers their service.

- Many discretionary managers use proprietary funds.
- Most platform level discretionary investment fiduciaries are required to use platform owned or sub-advised funds.

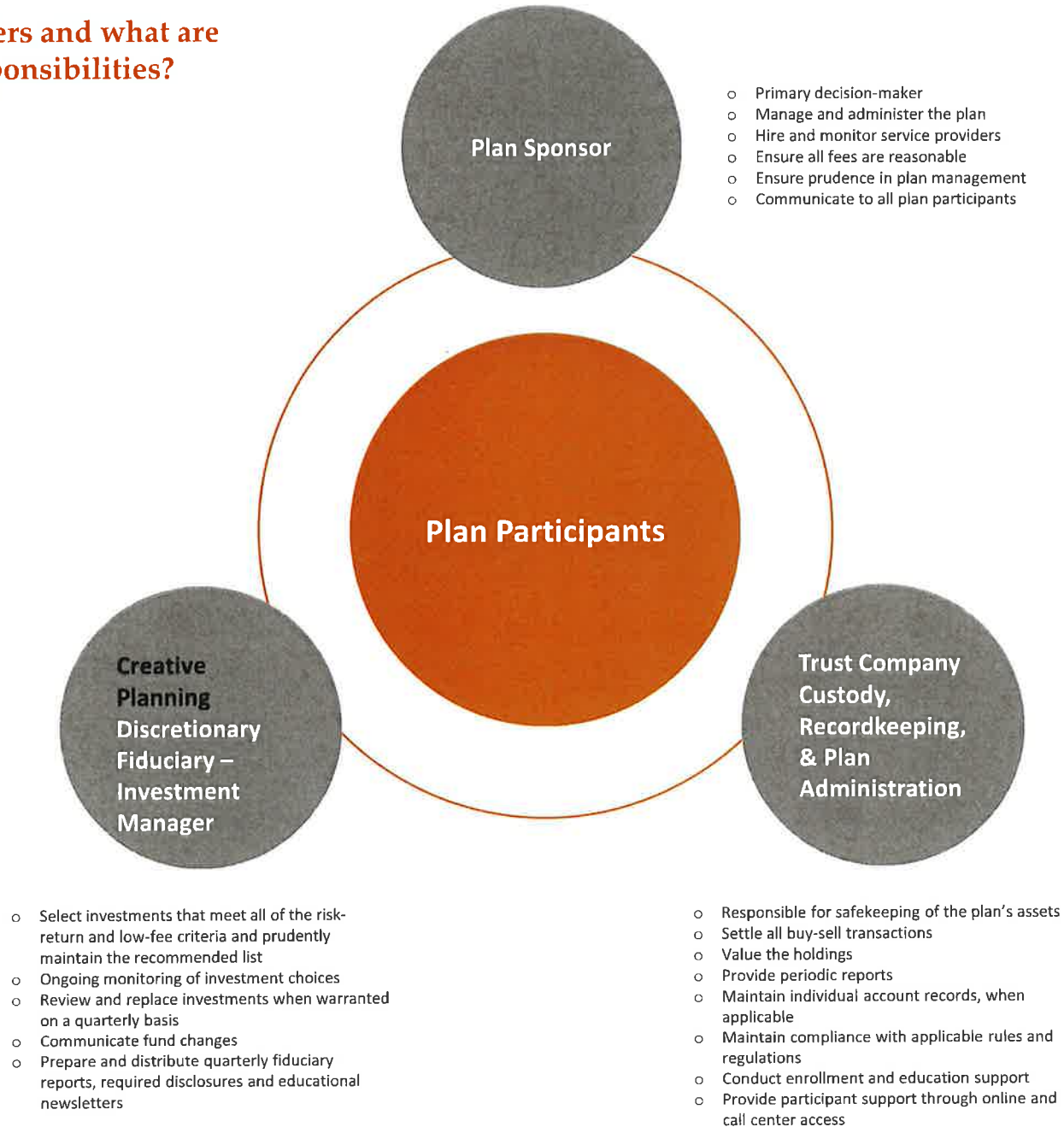
### Fee Schedule:

\$0 - \$200,000,000 – 5 bps

Over \$200,000,000 – Priced separately



## Who are the players and what are each player's responsibilities?



## Plan Investment Cost and Performance Summary

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Summary of Plan Investment Costs

	Current	Creative Planning Proposed
Plan Assets with Expense Ratio Data	\$10,416,493.61	\$10,416,493.61
Total Costs, Annually	\$138,692.01	\$123,464.62
Weighted Average Expense Ratio	0.58%	0.39%
Nationwide Required Revenue	0.75%	0.80%
Total Expense, Annually	1.33%	1.19%
<b>Total Cost Savings or (Increase), Annually :</b>		<b>\$15,227.39</b>

### Summary of Plan Investment Performance Analysis

Plan Investments	Annualized Total Return	
	3-Year	5-Year
Current Plan Investments, Net of Investment Fees	6.41%	10.73%
Creative Planning Selected Plan Investments, Net of Investment Fees (if the Plan had utilized Creative Planning during the analysis period)	7.01%	11.56%
<b>Performance Value (net increase/decrease in returns) using Creative Planning</b>	<b>0.60%</b>	<b>0.83%</b>
Plan Investments	3-Year	5-Year
Current Market Value of Plan Investments	\$4,815,584.68	\$4,815,584.68
Current Market Value, if the Plan had utilized Creative Planning Selected Investments	\$4,897,532.80	\$4,998,951.97
<b>Value from the Creative Planning Selected Investments – Net Increase (Decrease) in the Value of Plan Investments</b>	<b>\$81,948.12</b>	<b>\$183,367.29</b>

## Additional Data Points - Core Funds

(Funds/Assets Classes Underperforming - Duplicate Funds - Asset Classes Missing from Recommended Asset Classes)

**Plan Name: County of Monroe WI 457 Plan**

**Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive**

**Total Assets: \$10,503,630.87**

### Summary of Plan Investment Analysis - Additional Insights

<b>Percentage of Plan Assets Underperformed over a 3-year Period<sup>(1)</sup></b>	58%
Total Plan Assets with a 3-year Performance Data	\$4,815,585
Total Plan Assets Underperformed over a 3-year Period	\$2,802,899
<b>Percentage of Asset Classes Underperformed over a 3-year Period<sup>(2)</sup></b>	67%
Total Number of Asset Categories Utilized in the Plan	9
Total Number of Asset Categories Underperformed over a 3-year Period	6
<b>Total Number of Redundant Funds Utilized in the Plan Among Asset Categories<sup>(3)</sup></b>	8
<b>Total Number of Recommended Asset Categories NOT Utilized in the Plan<sup>(4)</sup></b>	16
Core Fund Categories	15
Target Date Fund Vintages	14

### Disclosures:

(1). The percentage of plan assets that underperformed over a 3-year historical period, as of the date reported, is the ratio between “the sum of the current value of all funds in the plan that underperformed, over a 3-year period, with those of respective mapped IRON recommended funds” and “the sum of the current value of all funds in the plan with a 3-year historical performance data” This analysis excluded Index funds, Stable Value/GIC investments, and Money Market Funds in the plan.

(2). The percentage of asset categories underperformed in the plan, over three years as of the date reported, is the ratio between the number of asset categories that underperformed with respective mapped Iron recommended fund asset categories over the same three-year period and the total number of distinct asset categories utilized in the plan. An asset category is considered underperforming if the total assets (the sum of assets from all funds) in the category are underperforming with respect to Iron recommend asset category, respectively. For this analysis, the Target Date Fund series is considered as one broad asset category. The excluded asset categories include Money Market, and Stable Value/GIC.

(3). Multiple funds that belong to the same asset category that exists in the plan were counted as redundant. It is the sum of such redundant funds among various asset categories utilized in the plan. This number excluded the Index funds, Target Date Fund vintages, Money Market Funds, Stable Value/GIC.

(4). The comprehensive list of IRON recommended funds included Core Funds (one fund for each of the asset categories – Large-Cap Value, Large-Cap Growth, Mid-Cap, Small-Cap, Foreign Large-Cap Growth, Foreign Large-Cap Value, Foreign Small and Mid-Cap, Emerging Markets, REITs; Short-Term Bond, Short-Term Corporate Bond, Intermediate-Term Core/Core Plus Bond, Intermediate-Term Government Bond, Treasury Inflation-Protected Bond, World Bond, High-Yield Bond, Convertible Bond, and Non-Traditional Bond), Asset Allocation Funds with different Stock/Bond ratios, Target Date Fund series, five Index Funds, and Cash Preservation Instruments such as Money Market Fund, Stable Value Fund, and Guaranteed Income Contract. The total number of recommended asset categories not utilized (missing) in the plan computed based on the difference between the comprehensive list of Iron recommended fund asset categories and the distinct asset categories of the funds currently being used in the plan. For this analysis, the Target Date Fund series is considered as one broad asset category.

## Performance and Cost Comparisons | Excluded Assets

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

Current Allocation	Current Investments	Proposed Investments
\$2,971.70	* ** NWIndexedPrincProt Apr-Mar T5E	NWIndexedPrincProt Apr-Mar T5E
\$2,344.40	* ** NWIndexedPrincProt Jan-Dec T5E	NWIndexedPrincProt Jan-Dec T5E
\$9,632.43	* ** NWIndexedPrincProt Jul-Jun T5E	NWIndexedPrincProt Jul-Jun T5E
\$70,867.78	* ** NWIndexedPrincProt Oct-Sep T5E	NWIndexedPrincProt Oct-Sep T5E
\$1,320.95	* ** NWIndexPrincPrt-InterestActT5E	NWIndexPrincPrt-InterestActT5E
\$2,124,714.86	* BOA-Fixed	BOA-Fixed
\$283,973.29	* Fixed Assets	Fixed Assets
\$0.00	* Income America 2025 Fund CL 5ForLife	Income America 2025 Fund CL 5ForLife
\$0.00	* Income America 2030 Fund CL 5ForLife	Income America 2030 Fund CL 5ForLife
\$0.00	* Income America 2035 Fund CL 5ForLife	Income America 2035 Fund CL 5ForLife
\$0.00	* Income America 2040 Fund CL 5ForLife	Income America 2040 Fund CL 5ForLife
\$0.00	* Income America Balanced CL 5ForLife - N	Income America Balanced CL 5ForLife - N
\$695,005.91	* Income America In Ret Fd CL 5ForLife MAS	Income America In Ret Fund CL 5ForLife MAS
\$0.00	* Income America In Ret Fund CL 5ForLife	Income America In Ret Fund CL 5ForLife

## Performance and Cost Comparisons | Excluded Assets

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

Current Allocation	Current Investments	Proposed Investments
\$120,065.35	* ManageForMe Aggressive Fund CL SVC	Nationwide Inv Dest Agrsv R6
\$31,753.08	* ManageForMe Conservative Fund CL SVC	Nationwide Inv Dest Cnsv R6
\$69,612.97	* ManageForMe Mod Aggressive Fund CL SVC	Nationwide Inv Dest Mod Agrsv R6
\$15,528.00	* ManageForMe Mod Conservative Fund CL SVC	Nationwide Inv Dest Mod Cnsv R6
\$58,713.51	* ManageForMe Moderate Fund CL SVC	Nationwide Inv Dest Mod R6
\$9,078.19	* Morley Stable Value Retirement Fund - DCVA	BOA-Fixed
\$0.00	* Nationwide GQG US Quality Eq A	Putnam Large Cap Growth Y
\$287,339.78	* NCIT AB LARGE CAP GROWTH FUND Class B	Putnam Large Cap Growth Y
\$167,993.94	* NCIT ALLSPRING DISCOVERY FUND Class B	Principal MidCap R-6
\$254,009.84	* NCIT American Century Equity Income B	Vanguard Windsor™ Admiral™
\$46,678.95	* NCIT American Century Small Cap Inc Cl B	Vanguard Small Cap Index Adm
\$352,653.60	* NCIT Clearbridge Large Cap Value B	Vanguard Windsor™ Admiral™
\$240,478.43	* NCIT Index 2025 B	Fidelity Freedom Index 2025 Premier
\$2,340.73	* NCIT Index 2030 B	Fidelity Freedom Index 2030 Premier
\$34,448.56	* NCIT Index 2035 B	Fidelity Freedom Index 2035 Premier



## Performance and Cost Comparisons | Excluded Assets

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Analysis As Of Date: 3/31/2024

Current Allocation	Current Investments	Proposed Investments
\$59,920.01	* NCIT Index 2040 B	Fidelity Freedom Index 2040 Premier
\$135,968.31	* NCIT Index 2045 B	Fidelity Freedom Index 2045 Premier
\$45,055.73	* NCIT Index 2050 B	Fidelity Freedom Index 2050 Premier
\$23,264.42	* NCIT Index 2055 B	Fidelity Freedom Index 2055 Premier
\$4,841.38	* NCIT Index 2060 B	Fidelity Freedom Index 2060 Premier
\$2,186.45	* NCIT Index 2065 B	Fidelity Freedom Index 2065 Premier
\$9,692.01	* NCIT Index Retirement B	Fidelity Freedom Index Income Premier
\$397,353.67	* NCIT JANUS HENDERSON OVERSEAS FUND Cls B	DFA International Large Cap Growth
\$128,237.96	* NCIT MFS Mid Cap Value Fund Class B	Victory Sycamore Established Value I

\* The above investments have been excluded from performance comparison due to one or more of the options not having sufficient performance history available.

\*\* The above investments have been excluded from the cost comparison due to one or more of the options having no fund expense ratio available.

\*\*\* The above investments have been excluded from the analysis due to lack of fund expense ratio and performance history.

## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments			
Fund Name	Assets	Net Expense Ratio *	Annual Investment Expense	Fund Name	Assets	Net Expense Ratio*	Annual Investment Expense
<b>Equity</b>							
American Funds New World R4	\$195,283.01	0.920%	\$1,796.60	American Funds New World R6	\$195,283.01	0.570%	\$1,113.11
Parnassus Core Equity Investor	\$85,325.44	0.820%	\$699.67	Brown Advisory Sustainable Growth I	\$85,325.44	0.640%	\$546.08
Nationwide Global Sust Eq Instl Svc	\$235,311.40	1.050%	\$2,470.77	Brown Advisory Sustainable Growth I	\$235,311.40	0.640%	\$1,505.99
NCIT JANUS HENDERSON OVERSEAS FUND Cls B	\$397,353.67	0.950%	\$3,774.86	DFA International Large Cap Growth	\$397,353.67	0.290%	\$1,152.33
SEI S&P 500 Index F (SIMT)	\$227,230.66	0.250%	\$568.08	Fidelity 500 Index	\$227,230.66	0.015%	\$34.08
Nationwide S&P 500 Index Instl Svc	\$244,592.63	0.440%	\$1,076.21	Fidelity 500 Index	\$244,592.63	0.015%	\$36.69
Nationwide Variable Insurance Trust: Nationwide Multi-Manager NVIT Small Company Fund	\$0.00	1.090%	\$0.00	Nationwide Geneva Small Cap Gr Instl Svc	\$0.00	0.940%	\$0.00
Nationwide Small Company Growth InSvc	\$79,539.90	1.170%	\$930.62	Nationwide Geneva Small Cap Gr Instl Svc	\$79,539.90	0.940%	\$747.68
Neuberger Berman Genesis Tr	\$124,060.08	1.090%	\$1,352.25	Nationwide Geneva Small Cap Gr Instl Svc	\$124,060.08	0.940%	\$1,166.16
NCIT ALLSPRING DISCOVERY FUND Class B	\$167,993.94	0.970%	\$1,629.54	Principal MidCap R-6	\$167,993.94	0.600%	\$1,007.96
Nationwide GQG US Quality Eq A	\$0.00	0.990%	\$0.00	Putnam Large Cap Growth Y	\$0.00	0.650%	\$0.00
Nationwide Large Cap Growth Portfolio	\$72,409.82	0.950%	\$687.89	Putnam Large Cap Growth Y	\$72,409.82	0.650%	\$470.66
NCIT AB LARGE CAP GROWTH FUND Class B	\$287,339.78	0.820%	\$2,356.19	Putnam Large Cap Growth Y	\$287,339.78	0.650%	\$1,867.71
Nationwide Institutional Service	\$510,845.21	0.640%	\$3,269.41	Putnam Large Cap Growth Y	\$510,845.21	0.650%	\$3,320.49

## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments			
Fund Name	Assets	Net Expense Ratio *	Annual Investment Expense	Fund Name	Assets	Net Expense Ratio*	Annual Investment Expense
Fidelity OTC	\$558,134.91	0.790%	\$4,409.27	Putnam Large Cap Growth Y	\$558,134.91	0.650%	\$3,627.88
Fidelity Contrafund	\$1,089,599.62	0.390%	\$4,249.44	Putnam Large Cap Growth Y	\$1,089,599.62	0.650%	\$7,082.40
Nationwide Mid Cap Market Idx A	\$121,801.09	0.690%	\$840.43	Vanguard Mid Cap Index Admiral	\$121,801.09	0.050%	\$60.90
Nationwide Small Cap Index A	\$25,028.66	0.680%	\$170.19	Vanguard Small Cap Index Adm	\$25,028.66	0.050%	\$12.51
NCIT American Century Small Cap Inc Cl B	\$46,678.95	1.070%	\$499.46	Vanguard Small Cap Index Adm	\$46,678.95	0.050%	\$23.34
Nationwide International Index A	\$280,621.97	0.690%	\$1,936.29	Vanguard Total Intl Stock Index Admiral	\$280,621.97	0.120%	\$336.75
Edgar Lomax Value	\$0.00	0.710%	\$0.00	Vanguard Windsor™ Admiral™	\$0.00	0.320%	\$0.00
NCIT American Century Equity Income B	\$254,009.84	0.860%	\$2,184.48	Vanguard Windsor™ Admiral™	\$254,009.84	0.320%	\$812.83
NCIT Clearbridge Large Cap Value B	\$352,653.60	0.820%	\$2,891.76	Vanguard Windsor™ Admiral™	\$352,653.60	0.320%	\$1,128.49
NCIT MFS Mid Cap Value Fund Class B	\$128,237.96	1.000%	\$1,282.38	Victory Sycamore Established Value I	\$128,237.96	0.580%	\$743.78
<b>Fixed Income</b>							
Nationwide Amundi Strat Inc A	\$39,711.39	0.990%	\$393.14	Federated Hermes Instl High Yield Bd IS	\$39,711.39	0.500%	\$198.56
Nationwide Loomis Core Bond Instl Svc	\$260,347.55	0.730%	\$1,900.54	Fidelity U.S. Bond Index	\$260,347.55	0.025%	\$65.09
Nationwide Bond Index A	\$261,526.71	0.640%	\$1,673.77	Fidelity U.S. Bond Index	\$261,526.71	0.025%	\$65.38
PIMCO International Bond (USD-Hdg) A	\$93,439.24	1.030%	\$962.42	PIMCO International Bond (USD-Hdg) Instl	\$93,439.24	0.630%	\$588.67
Loomis Sayles Ltd Term Govt and Agency Y	\$20,481.31	0.450%	\$92.17	Vanguard Short-Term Federal Adm	\$20,481.31	0.100%	\$20.48

## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments			
Fund Name	Assets	Net Expense Ratio *	Annual Investment Expense	Fund Name	Assets	Net Expense Ratio*	Annual Investment Expense
<b>Alternative</b>							
Cohen & Steers Real Estate Securities A	\$92,082.33	1.100%	\$1,012.91	Cohen & Steers Real Estate Securities I	\$92,082.33	0.840%	\$773.49
Lord Abbett High Yield R5	\$122,149.06	0.720%	\$879.47	Federated Hermes Instl High Yield Bd IS	\$122,149.06	0.500%	\$610.75
<b>Asset Allocation</b>							
Income America Balanced CL 5ForLife - N	\$0.00	1.291%	\$0.00	Income America Balanced CL 5ForLife - N	\$0.00	1.291%	\$0.00
ManageForMe Aggressive Fund CL SVC	\$120,065.35	0.862%	\$1,034.72	Nationwide Inv Dest Agrsv R6	\$120,065.35	0.490%	\$588.32
ManageForMe Conservative Fund CL SVC	\$31,753.08	0.761%	\$241.61	Nationwide Inv Dest Cnsv R6	\$31,753.08	0.530%	\$168.29
ManageForMe Mod Aggressive Fund CL SVC	\$69,612.97	0.842%	\$585.79	Nationwide Inv Dest Mod Agrsv R6	\$69,612.97	0.500%	\$348.06
ManageForMe Mod Conservative Fund CL SVC	\$15,528.00	0.818%	\$127.08	Nationwide Inv Dest Mod Cnsv R6	\$15,528.00	0.520%	\$80.75
ManageForMe Moderate Fund CL SVC	\$58,713.51	0.825%	\$484.09	Nationwide Inv Dest Mod R6	\$58,713.51	0.490%	\$287.70
Fidelity Puritan	\$76,062.69	0.470%	\$357.49	Vanguard Balanced Index Adm	\$76,062.69	0.070%	\$53.24
<b>Money Market</b>							
Invesco Shrt-Trm Inv Treasury Instl	\$0.00	0.180%	\$0.00	Federated Hermes Govt Obl Premier	\$0.00	0.150%	\$0.00
Nationwide Government Money Market Inv	\$0.00	0.540%	\$0.00	Federated Hermes Govt Obl Premier	\$0.00	0.150%	\$0.00
<b>Other</b>							



## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments			
Fund Name	Assets	Net Expense Ratio *	Annual Investment Expense	Fund Name	Assets	Net Expense Ratio*	Annual Investment Expense
Fixed Assets	\$283,973.29	0.000%	N/A	Fixed Assets	\$283,973.29	0.000%	N/A
<b>Stable Value/GIC</b>							
Morley Stable Value Retirement Fund - DCVA	\$9,078.19	0.000%	N/A	BOA-Fixed	\$9,078.19	0.000%	N/A
BOA-Fixed	\$2,124,714.86	0.000%	N/A	BOA-Fixed	\$2,124,714.86	0.000%	N/A
<b>Target Income</b>							
Income America 2025 Fund CL 5ForLife	\$0.00	1.316%	\$0.00	Income America 2025 Fund CL 5ForLife	\$0.00	1.316%	\$0.00
Income America 2030 Fund CL 5ForLife	\$0.00	1.314%	\$0.00	Income America 2030 Fund CL 5ForLife	\$0.00	1.314%	\$0.00
Income America 2035 Fund CL 5ForLife	\$0.00	1.312%	\$0.00	Income America 2035 Fund CL 5ForLife	\$0.00	1.312%	\$0.00
Income America 2040 Fund CL 5ForLife	\$0.00	1.307%	\$0.00	Income America 2040 Fund CL 5ForLife	\$0.00	1.307%	\$0.00
Income America In Ret Fund CL 5ForLife	\$0.00	1.317%	\$0.00	Income America In Ret Fund CL 5ForLife	\$0.00	1.317%	\$0.00
Income America In Ret Fd CL 5ForLife MAS	\$695,005.91	1.297%	\$9,012.14	Income America In Ret Fund CL 5ForLife MAS	\$695,005.91	1.317%	\$9,151.14
<b>Target Date Funds</b>							
NCIT Index 2025 B	\$240,478.43	0.490%	\$1,178.34	Fidelity Freedom Index 2025 Premier	\$240,478.43	0.060%	\$144.29
NCIT Index 2030 B	\$2,340.73	0.490%	\$11.47	Fidelity Freedom Index 2030 Premier	\$2,340.73	0.060%	\$1.40
NCIT Index 2035 B	\$34,448.56	0.490%	\$168.80	Fidelity Freedom Index 2035 Premier	\$34,448.56	0.060%	\$20.67

## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments			
Fund Name	Assets	Net Expense Ratio *	Annual Investment Expense	Fund Name	Assets	Net Expense Ratio*	Annual Investment Expense
NCIT Index 2040 B	\$59,920.01	0.490%	\$293.61	Fidelity Freedom Index 2040 Premier	\$59,920.01	0.060%	\$35.95
NCIT Index 2045 B	\$135,968.31	0.490%	\$666.24	Fidelity Freedom Index 2045 Premier	\$135,968.31	0.060%	\$81.58
NCIT Index 2050 B	\$45,055.73	0.490%	\$220.77	Fidelity Freedom Index 2050 Premier	\$45,055.73	0.060%	\$27.03
NCIT Index 2055 B	\$23,264.42	0.490%	\$114.00	Fidelity Freedom Index 2055 Premier	\$23,264.42	0.060%	\$13.96
NCIT Index 2060 B	\$4,841.38	0.490%	\$23.72	Fidelity Freedom Index 2060 Premier	\$4,841.38	0.060%	\$2.90
NCIT Index 2065 B	\$2,186.45	0.490%	\$10.71	Fidelity Freedom Index 2065 Premier	\$2,186.45	0.060%	\$1.31
NCIT Index Retirement B	\$9,692.01	0.490%	\$47.49	Fidelity Freedom Index Income Premier	\$9,692.01	0.060%	\$5.82

## Cost Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed - Cost Summary

Current Plan			Creative Planning Recommended				
	Assets	Weighted Net Expense Ratio	Annual Investment Expense		Assets	Weighted Net Expense Ratio	Annual Investment Expense
Totals	\$10,416,493.61	0.58%	\$60,568.31		\$10,416,493.61	0.39%	\$40,132.67
Total Cost Savings or (Increase), Annually:					\$20,435.64		

## Cost Comparison of Core Investments

**Plan Name:** County of Monroe WI 457 Plan

**Platform/Tier:** Public Sector Flex Discretion with IA / Comprehensive

**Total Assets:** \$10,503,630.87

**Analysis As Of Date:** 3/31/2024

This hypothetical asset-weighted investment cost analysis report compares the one year cost of owning the current Plan level investments to the proposed Creative Planning recommended investments as of the date of this proposal. Creative Planning's proposed mapped investments are based on the comparable Morningstar Category and using Creative Planning's proprietary investment selection methodology. Current Plan level investments are based on the most recent Plan holding statement made available to Creative Planning. This report does not take into account any changes of investments, market fluctuation or cash flows in the value of investments for either the current Plan holdings or proposed investments. As a result, the estimated asset-weighted total costs for both the current and proposed investments may not accurately reflect the total costs to the Plan over the one-year holding period. The Expense Ratios are investments' reported Prospectus Net Expense Ratios and do not take into account any revenue sharing agreements or fee waivers that may be in place. Certain Investments such as Stable Value Funds, Guaranteed Investment Contracts and other unlisted investments are excluded from the computation. As a result, the estimated asset-weighted total cost for both the current and proposed investments may not accurately reflect costs for the complete Plan investments. Creative Planning's mapped recommended funds and the corresponding expense ratios are subject to change at any time. This report is prepared specifically for the Plan and is based on information provided by the Plan to Creative Planning. This report is provided to the Plan Sponsor and/or Plan Advisor in order to make an informed decision as it relates to the comparative cost of investments available in the Plan as of the date of this report. Creative Planning's Discretionary Investment Manager's fee has not been deducted from the above investment cost analysis. Creative Planning's advisory fees are described in our ADV Part 2. All expense ratios are provided by Morningstar® where available. Expense ratios not available on Morningstar are taken directly from the Plan's 404 disclosures. Although the information contained within this report has been obtained from sources believed to be reliable, there is no guarantee that the information contained herein is accurate, adequate, or complete. The tables, performance and other information shown are provided to you for informational purposes only and are not intended to be and do not constitute investment or tax advice nor an opinion or recommendation regarding the appropriateness of any investment.

\*Expenses are net of revenue sharing where applicable



## Performance Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments				
Fund Name	Assets	Return 3-Year	Return 5-Year	Fund Name	3-Year		5-Year	
					Return	Mkt.Value	Return	Mkt.Value
<b>Equity</b>								
American Funds New World R4	\$195,283.01	-0.42%	6.84%	American Funds New World R6	-0.07%	\$197,349.38	7.22%	\$198,780.64
Parnassus Core Equity Investor	\$85,325.44	10.01%	14.79%	Brown Advisory Sustainable Growth I	11.38%	\$88,553.08	17.14%	\$94,424.43
Nationwide Global Sust Eq Instl Svc	\$235,311.40	6.55%	11.98%	Brown Advisory Sustainable Growth I	11.38%	\$268,784.52	17.14%	\$294,758.78
SEI S&P 500 Index F (SIMT)	\$227,230.66	11.20%	14.76%	Fidelity 500 Index	11.47%	\$228,889.87	15.03%	\$229,916.34
Nationwide S&P 500 Index Instl Svc	\$244,592.63	11.01%	14.56%	Fidelity 500 Index	11.47%	\$247,645.85	15.03%	\$249,651.36
Nationwide Variable Insurance Trust: Nationwide Multi-Manager NVIT Small Company Fund	\$0.00	3.83%	11.58%	Nationwide Geneva Small Cap Gr Instl Svc	1.34%	\$0.00	9.59%	\$0.00
Nationwide Small Company Growth InSvc	\$79,539.90	-8.83%	2.26%	Nationwide Geneva Small Cap Gr Instl Svc	1.34%	\$109,237.53	9.59%	\$112,437.38
Neuberger Berman Genesis Tr	\$124,060.08	2.91%	10.24%	Nationwide Geneva Small Cap Gr Instl Svc	1.34%	\$118,468.26	9.59%	\$120,445.52
Nationwide Large Cap Growth Portfolio	\$72,409.82	10.25%	15.96%	Putnam Large Cap Growth Y	11.78%	\$75,466.46	17.73%	\$78,107.40
Nationwide Institutional Service	\$510,845.21	10.25%	14.60%	Putnam Large Cap Growth Y	11.78%	\$532,409.56	17.73%	\$584,523.47
Fidelity OTC	\$558,134.91	9.80%	18.99%	Putnam Large Cap Growth Y	11.78%	\$588,876.85	17.73%	\$529,203.35
Fidelity Contrafund	\$1,089,599.62	12.68%	17.15%	Putnam Large Cap Growth Y	11.78%	\$1,063,698.98	17.73%	\$1,116,840.61
Nationwide Mid Cap Market Idx A	\$121,801.09	6.24%	10.95%	Vanguard Mid Cap Index Admiral	5.71%	\$119,987.28	10.93%	\$121,691.35

## Performance Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments				
Fund Name	Assets	Return 3-Year	Return 5-Year	Fund Name	3-Year		5-Year	
					Return	Mkt.Value	Return	Mkt.Value
Nationwide Small Cap Index A	\$25,028.66	-0.66%	7.55%	Vanguard Small Cap Index Adm	3.79%	\$28,545.11	9.98%	\$27,986.86
Nationwide International Index A	\$280,621.97	4.25%	6.76%	Vanguard Total Intl Stock Index Admiral	1.88%	\$261,914.95	6.15%	\$272,696.04
Edgar Lomax Value	\$0.00	8.38%	8.59%	Vanguard Windsor™ Admiral™	10.40%	\$0.00	13.74%	\$0.00
<b>Fixed Income</b>								
Nationwide Amundi Strat Inc A	\$39,711.39	3.66%	4.63%	Federated Hermes Instl High Yield Bd IS	1.67%	\$37,467.95	3.67%	\$37,922.72
Nationwide Loomis Core Bond Instl Svc	\$260,347.55	-2.34%	0.60%	Fidelity U.S. Bond Index	-2.48%	\$259,229.49	0.33%	\$256,872.52
Nationwide Bond Index A	\$261,526.71	-3.11%	-0.35%	Fidelity U.S. Bond Index	-2.48%	\$266,661.46	0.33%	\$270,572.46
PIMCO International Bond (USD-Hdg) A	\$93,439.24	-0.54%	1.27%	PIMCO International Bond (USD-Hdg) Instl	-0.14%	\$94,571.14	1.68%	\$95,346.10
Loomis Sayles Ltd Term Govt and Agency Y	\$20,481.31	0.20%	1.18%	Vanguard Short-Term Federal Adm	-0.44%	\$20,091.36	1.12%	\$20,420.65
<b>Alternative</b>								
Cohen & Steers Real Estate Securities A	\$92,082.33	2.70%	5.20%	Cohen & Steers Real Estate Securities I	2.96%	\$92,783.46	5.46%	\$93,225.87
Lord Abbett High Yield R5	\$122,149.06	0.60%	3.06%	Federated Hermes Instl High Yield Bd IS	1.67%	\$126,088.26	3.67%	\$125,807.04
<b>Asset Allocation</b>								
Fidelity Puritan	\$76,062.69	7.38%	11.52%	Vanguard Balanced Index Adm	4.85%	\$70,811.99	8.83%	\$67,321.07
<b>Money Market</b>								

## Performance Comparison of Core Investments

**Plan Name: County of Monroe WI 457 Plan**

**Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive**

**Total Assets: \$10,503,630.87**

**Analysis As Of Date: 3/31/2024**

### Current vs. Proposed

Current Plan Investments				Creative Planning Recommended Investments				
Fund Name	Assets	Return 3-Year	Return 5-Year	Fund Name	3-Year		5-Year	
					Return	Mkt.Value	Return	Mkt.Value
Invesco Shrt-Trm Inv Treasury Instl	\$0.00	2.63%	1.94%	Federated Hermes Govt Obl Premier	2.62%	\$0.00	1.95%	\$0.00
Nationwide Government Money Market Inv	\$0.00	2.35%	1.70%	Federated Hermes Govt Obl Premier	2.62%	\$0.00	1.95%	\$0.00

## Performance Comparison of Core Investments

Plan Name: County of Monroe WI 457 Plan

Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive

Total Assets: \$10,503,630.87

Analysis As Of Date: 3/31/2024

### Current vs. Proposed - Performance Summary

Current Plan	Creative Planning Recommended	
	Value, If Assets were held over past 3 Yrs	Value, If Assets were held over past 5 Yrs
Assets		
Totals	\$4,815,584.68	\$4,998,951.97
3 - Year Net increase (decrease) in plan assets :		\$81,948.12
5 - Year Net increase (decrease) in plan assets :		\$183,367.29

## Performance Comparison of Core Investments

**Plan Name: County of Monroe WI 457 Plan**

**Platform/Tier: Public Sector Flex Discretion with IA / Comprehensive**

**Total Assets: \$10,503,630.87**

**Analysis As Of Date: 3/31/2024**

This hypothetical performance report illustrates the estimated dollar returns for each of the Plan holdings over the stated historical holding periods (3-year and 5-year) and compares with the estimated dollar returns for each of Creative Planning's corresponding mapped recommended investments, respectively. The total estimated dollar and performance returns are asset-weighted based on the most recent Plan Holdings Report made available to Creative Planning. This report is hypothetical and only compares the historical performance as of the date of this report. This report does not take into account any changes of investments, market fluctuation or cash flows in the value of investments for either the current Plan holdings or proposed investments. This report does not take into account past changes in investments that Creative Planning has implemented on this platform pursuant to Creative Planning's proprietary investment selection methodology. Similarly, this report does not take into account any past changes that have occurred in the Plan Holdings. This report only reflects hypothetical returns for the investments as of the date of this report. As a result, the total estimated performance and dollar return for both the current and proposed investments may not accurately reflect the total estimated performance and dollar gains/losses of the overall Plan over the time frames in question.

The above hypothetical performance analysis is based upon Creative Planning's recommended investments, which are specific to the Custodian Product Platform being considered as of the date of this proposal. Creative Planning's recommended investments and therein security selection, and as a result, the corresponding performance is subject to change at any time. This report is prepared specifically for the subject Plan and is based on information made available to Creative Planning. The information is based upon the particular securities selected by Creative Planning on the date appearing in the materials. This report is provided to the Plan Sponsor and/or Plan Advisor in order to help make an informed decision as it relates to the estimated comparative hypothetical performance of investments available in the Plan. This will provide the fiduciary with a perspective on the impact a difference in performance can make on the overall investment portfolio based on historical performance. Future returns may differ significantly from the past due to materially different economic and market conditions. Investments involve risk and the possibility of loss, including a permanent loss of principal. Past Performance is not indicative of future results. Management fees that may include Plan Advisor's fee and Creative Planning's Discretionary Investment Manager's fee have not been deducted from the above. Therefore, all returns are gross of management fees. The advisor's advisory fees are described in our ADV Part 2.

All performance data is provided by Morningstar®. Although the information contained within this report has been obtained from sources believed to be reliable, there is no guarantee that the information contained herein is accurate, adequate, or complete. The tables, performance and other information shown are provided to you for informational purposes only and are not intended to be and do not constitute investment or tax advice nor an opinion or recommendation regarding the appropriateness of any investment.

- (a) 1-, 3- and 5-year returns are annualized
- (b) Market (Mkt.) value represents the current market value of plan investments, if the plan had invested using Creative Planning selected investments during these historical investment periods
- (c) Performance represents the asset-weighted return of plan investments, if the plan had invested using Creative Planning selected investments during these historical investment periods



**NATIONWIDE PUBLIC SECTOR RETIREMENT –Creative Planning Discretion Lineup**

<b>Broad Asset Category / Morningstar Asset Category</b>	<b>Fund Name</b>	<b>Fund Ticker</b>	<b>ProspectusNet Expense Ratio +</b>
<b>Equity - Environmental, Social, and Corporate Governance (ESG)</b>			
US Fund Large Growth	Brown Advisory Sustainable Growth I	BAFWX	0.64
US Fund Foreign Large Growth	Calvert International Equity I	CWVIX	0.79
<b>Equity</b>			
US Fund Large Growth	Putnam Large Cap Growth Y	PGOYX	0.4
S&P 500 Index	Fidelity 500 Index	FXAIX	0.015
Total Stock Market Index	Vanguard Total Stock Mkt Idx Adm	VTSAX	0.04
US Fund Large Value	Vanguard Windsor™ Admiral™	VWNEX	0.32
US Fund Mid-Cap Growth	Principal MidCap R-6	PMAQX	0.6
Mid-Cap Index	Vanguard Mid Cap Index Admiral	VIMAX	0.05
US Fund Mid-Cap Value	Victory Sycamore Established Value I	VEVIX	0.48
US Fund Small Growth	Nationwide Geneva Small Cap Gr Instl Svc	NWKDX	0.69
Small-Cap Index	Vanguard Small Cap Index Adm	VSMAX	0.05
US Fund Foreign Large Growth	DFA International Large Cap Growth	DILRX	0.29
US Fund Foreign Large Value	Artisan International Value Instl	APHKX	1.03
International Equity Index	Vanguard Total Intl Stock Index Admiral	VTIAX	0.12
US Fund Diversified Emerging Mkts	American Funds New World R6	RNWXG	0.57
<b>Fixed Income</b>			
US Fund Short Government	Vanguard Short-Term Federal Adm	VSGDX	0.1
US Fund Short-Term Bond	Federated Hermes Shrt-Interm TR Bd IS	FGCIX	0.33
US Fund Intermediate Core-Plus Bond	Baird Core Plus Bond Inst	BCOIX	0.3
Total Bond Market Index	Fidelity U.S. Bond Index	FXNAX	0.025
US Fund Intermediate Government	Vanguard GNMA Adm	VFIJX	0.11
Inflation Protected Bond (TIPS) Index	Fidelity Inflation-Prot Bd Index	FIPDX	0.05
US Fund Global Bond-USD Hedged	PIMCO International Bond (USD-Hdg) Instl	PFORX	0.63

**NATIONWIDE PUBLIC SECTOR RETIREMENT –Creative Planning Discretion Lineup**

<b>Broad Asset Category / Morningstar Asset Category</b>	<b>Fund Name</b>	<b>Fund Ticker</b>	<b>Prospectus Net Expense Ratio +</b>
Global Bond Index	Vanguard Total Intl Bd Idx Admiral™	VTABX	0.11
<b>Alternative</b>			
US Fund Real Estate	Cohen & Steers Real Estate Securities I	CSDIX	0.74
US Fund High Yield Bond	Federated Hermes Instl High Yield Bd IS	FIHBX	0.45
US Fund Nontraditional Bond	BlackRock Strategic Income Opps Instl	BSIIX	0.56
<b>Asset Allocation</b>			
US Fund Conservative Allocation	Nationwide Inv Dest Cnsv R6	GIMCX	0.53
US Fund Moderately Conservative Allocation	Nationwide Inv Dest Mod Cnsv R6	GMIMX	0.52
US Fund Moderate Allocation	Nationwide Inv Dest Mod R6	GMDIX	0.49
Allocation--50% to 70% Equity	Vanguard Balanced Index Adm	VBIAX	0.07
US Fund Moderately Conservative Allocation	Vanguard Wellesley® Income Admiral™	VWIAX	0.16
US Fund Moderately Aggressive Allocation	BlackRock 80/20 Target Allocation Instl	BIAPX	0.06
US Fund Aggressive Allocation	Nationwide Inv Dest Agrsv R6	GAIDX	0.49
US Fund Moderately Aggressive Allocation	Nationwide Inv Dest Mod Agrsv R6	GMIAX	0.5
<b>Asset Allocation - Environmental, Social, and Corporate Governance (ESG)</b>			
US Fund Moderate Allocation	Impax Sustainable Allocation Instl	PAXIX	0.57
<b>Money Market</b>			
US Fund Money Market - Taxable	Federated Hermes Govt Obl Premier	GOFXX	0.15
	Nationwide Fixed Account	N/A	
<b>Target Date Funds</b>			
US Fund Target-Date 2005	Fidelity Freedom Index 2005 Premier	FBLPX	0.06
US Fund Target-Date 2000-2010	Fidelity Freedom Index 2010 Premier	FCYPX	0.06
US Fund Target-Date 2015	Fidelity Freedom Index 2015 Premier	FFYPX	0.06
US Fund Target-Date 2020	Fidelity Freedom Index 2020 Premier	FKIPX	0.06
US Fund Target-Date 2025	Fidelity Freedom Index 2025 Premier	FLIPX	0.06



**NATIONWIDE PUBLIC SECTOR RETIREMENT –Creative Planning Discretion Lineup**

Broad Asset Category / Morningstar Asset Category	Fund Name	Fund Ticker	Prospectus Net Expense Ratio +
US Fund Target-Date 2030	Fidelity Freedom Index 2030 Premier	FMKPX	0.06
US Fund Target-Date 2035	Fidelity Freedom Index 2035 Premier	FNIPX	0.06
US Fund Target-Date 2040	Fidelity Freedom Index 2040 Premier	FPIPX	0.06
US Fund Target-Date 2045	Fidelity Freedom Index 2045 Premier	FQIPX	0.06
US Fund Target-Date 2050	Fidelity Freedom Index 2050 Premier	FRLPX	0.06
US Fund Target-Date 2055	Fidelity Freedom Index 2055 Premier	FTYPX	0.06
US Fund Target-Date 2060	Fidelity Freedom Index 2060 Premier	FUIPX	0.06
US Fund Target-Date 2065+	Fidelity Freedom Index 2065 Premier	FVIPX	0.06
US Fund Target-Date Retirement	Fidelity Freedom Index Income Premier	FAPIX	0.06
<b>Target Income</b>			
Target Income Date 2025	Income America 2025 Fund CL 5ForLife	97183W575	1.3164
Target Income Date 2030	Income America 2030 Fund CL 5ForLife	97183W559	1.3144
Target Income Date 2035	Income America 2035 Fund CL 5ForLife	97183W534	1.3118
Target Income Date 2040	Income America 2040 Fund CL 5ForLife	97183W518	1.3071
Target Income Date Retirement Fund	Income America In Ret Fund CL 5ForLife	97183W591	1.3167

The fund information provided above by Creative Planning is for reference purposes only for certain plans that have selected Creative Planning's discretionary Investment Fiduciary Service. Neither Nationwide nor any of its affiliates are related to, or affiliated with, Creative Planning. Nationwide is not responsible for Creative Planning's services.

The material contained in this document is for general information purposes and is not intended as an offer or a solicitation for the purchase and/or sale of any security and/or financial instrument. The funds selected are current as of the date specified above and are subject to change without prior notice. This information is for internal use only and is not for dissemination to the general public. Complete disclosure of Creative Planning's discretionary Investment Process is available upon request.

+ Net Of Clear Credit if applicable.



## An Independent Discretionary Fiduciary

Creative Planning is a truly completely independent Discretionary fiduciary. We receive no compensation from the mutual funds we select, and accordingly we have no hidden agenda and do not “push” particular investments. This is in sharp contrast to many other providers, who are compensated by the mutual funds they select for your plan. Creative Planning has, and always will, consider this is a conflict of interest that does not allow for truly unbiased advice.

## Creative Planning’s Added Value

- Independent investment selection, monitoring and replacement in accordance with the plan Investment Policy Statement
- Communication with the broker of record and Plan Sponsor from the point of sale forward
- Quantitative Research that supports investment philosophy, methodologies and processes
- Detailed Quarterly Fiduciary Reporting at a plan level
- Quarterly newsletter with educational materials and plan investment performance
- Transparency of services, fees and value of client services



## Why Creative Planning for Investment Fiduciary Services?

- Creative Planning is a Discretionary Investment Fiduciary that has received a CEFEX\* accreditation
- Differentiated deliverables as compared to other generic offerings
  - Investment Policy Statement
  - Quarterly Fiduciary Report
  - Quarterly Newsletter
  - **Fund Change Notices**
- Professional investment management expertise, experience and track record
- Investment philosophy and processes that serve the Fiduciary interests of **qualified** retirement Plan Sponsors
- Investment Policy Statement that reflects Plan Sponsor objectives and the interests of Participants

\*CEFEX (Center For Fiduciary Excellence)-certified firms adhere to a standard representing the best practices in their industry. The standards include specific criteria which have been substantiated by regulation or written in consultation with leading firms.

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# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 23, 2024

Department: Land records

Amount: \$1,350.00

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: Non-levy

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

My ESRI Software fee expense increased from 16,000 to 17,600. At the time I budgeted I was unaware of the pending increase.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000	493000		Land Records Fund Rollover	\$ 66,838.00	\$ 1,350.00	\$ 68,188.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,350.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000	521415		Computer Operation	\$ 22,684.00	\$ 1,350.00	\$ 24,034.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 1,350.00	

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: \_\_\_\_\_

## Request for Credit Card Approval

**Department:** Human Resources

**Committee:** Admin/Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Hannah Olsen	Human Resources Coordinator	\$ 1,000.00

**Justification for Credit Card(s):**

HR continues to expand programs and outreach and less vendors will invoice and let us cut a check. With a small department of two, the HR Coordinator would have the ability to make purchases for either background checks, the employee recognition program, or for the wellness initiatives. This position holds the responsibility for these programs and would be able to manage them within the established HR budget. Currently, there are items or processes held up.

**Department Head Approval:** 

**Date Approved by Committee of Jurisdiction:** \_\_\_\_\_

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

**Date Approved By Finance Committee:** \_\_\_\_\_

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
SURVEYOR			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11702000	461380	SURV RVW	-1,380.00	-1,500.00	-1,500.00	-1,020.00	-1,500.00	-1,500.00	_____
11702000	521340	CONTR SERV	25,070.00	26,056.00	26,056.00	26,056.00	26,056.00	26,056.00	_____
11702000	534305	MONUMNT SP	1,644.63	1,500.00	1,500.00	1,302.64	1,500.00	1,500.00	_____
11702000	599000	TECH POOL	225.00	225.00	225.00	225.00	225.00	225.00	_____
TOTAL SURVEYOR			25,559.63	26,281.00	26,281.00	26,563.64	26,281.00	26,281.00	_____
TOTAL REVENUE			-1,380.00	-1,500.00	-1,500.00	-1,020.00	-1,500.00	-1,500.00	_____
TOTAL EXPENSE			26,939.63	27,781.00	27,781.00	27,583.64	27,781.00	27,781.00	_____
GRAND TOTAL			25,559.63	26,281.00	26,281.00	26,563.64	26,281.00	26,281.00	_____

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
11702000	461380 -		1.00	1,500.00	-1,500.00 *
					-1,500.00
11702000	521340 -		1.00	16,696.00	26,056.00 *
	SURVEYING/MAPPING SERVICES		1.00	9,360.00	16,696.00
	CONTRACTED SURVEYOR SERVICES		1.00		9,360.00
11702000	534305 -		1.00	1,500.00	1,500.00 *
					1,500.00
11702000	599000 -		1.00	225.00	225.00 *
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS				225.00
<b>TOTAL SURVEYOR</b>					<b>26,281.00</b>
<b>TOTAL REVENUE</b>					<b>-1,500.00</b>
<b>TOTAL EXPENSE</b>					<b>27,781.00</b>
<b>GRAND TOTAL</b>					<b>26,281.00</b>

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
CHILD SUPPORT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21330000	411100	PROP TX	.00	.00	-665.00	-665.00	.00	.00	
21330000	435600	STATE AID	-626,599.36	-693,590.00	-693,590.00	-170,547.31	-693,590.00	-693,590.00	
21330000	489900	CS010 BIRTH CERT	.00	.00	.00	-10.00	.00	.00	
21330000	489900	CS015 GEN TEST	-1,100.03	-500.00	-500.00	-625.32	-500.00	-750.00	
21330000	493000	FND BAL AP	.00	-10,872.00	-10,872.00	.00	-10,872.00	-10,872.00	
21330000	511000	CS110 DEDICATED	224,431.97	232,726.00	233,121.00	115,425.22	233,121.00	.00	
21330000	511000	CS115 MIXED	97,919.19	101,283.00	101,385.00	52,127.19	101,385.00	.00	
21330000	511000	CS120 SHARED	82,163.73	84,820.00	84,906.00	43,778.57	84,906.00	.00	
21330000	511200	CS110 DEDICATED	857.32	3,000.00	3,000.00	86.48	3,000.00	.00	
21330000	515005	CS110 DEDICATED	15,192.53	16,056.00	16,083.00	7,970.26	16,083.00	.00	
21330000	515005	CS115 MIXED	6,660.37	6,990.00	6,997.00	3,596.79	6,997.00	.00	
21330000	515005	CS120 SHARED	5,588.68	5,853.00	5,859.00	3,020.74	5,859.00	.00	
21330000	515010	CS110 DEDICATED	13,274.57	14,624.00	14,649.00	6,663.70	14,649.00	.00	
21330000	515010	CS115 MIXED	5,141.00	6,281.00	6,287.00	2,827.04	6,287.00	.00	
21330000	515010	CS120 SHARED	4,730.38	5,260.00	5,265.00	2,484.70	5,265.00	.00	
21330000	515015	CS110 DEDICATED	3,104.54	3,425.00	3,431.00	1,558.42	3,431.00	.00	
21330000	515015	CS115 MIXED	1,202.26	1,470.00	1,472.00	661.17	1,472.00	.00	
21330000	515015	CS120 SHARED	1,106.24	1,231.00	1,232.00	581.08	1,232.00	.00	
21330000	515020	CS110 DEDICATED	74,755.05	90,581.00	90,581.00	36,430.41	90,581.00	.00	
21330000	515020	CS115 MIXED	48,551.32	54,078.00	54,078.00	30,284.28	54,078.00	.00	
21330000	515020	CS120 SHARED	24,275.66	27,039.00	27,039.00	15,142.14	27,039.00	.00	
21330000	515025	CS110 DEDICATED	2,883.07	3,054.00	3,054.00	1,736.22	3,054.00	.00	
21330000	515025	CS115 MIXED	1,687.38	1,796.00	1,796.00	1,047.06	1,796.00	.00	
21330000	515025	CS120 SHARED	843.69	898.00	898.00	523.53	898.00	.00	
21330000	515030	CS110 DEDICATED	79.50	81.00	81.00	45.33	81.00	.00	
21330000	515030	CS115 MIXED	36.00	36.00	36.00	21.00	36.00	.00	
21330000	515030	CS120 SHARED	18.00	18.00	18.00	10.50	18.00	.00	
21330000	515040	CS110 DEDICATED	128.14	128.00	127.00	58.90	127.00	.00	
21330000	515040	CS115 MIXED	55.83	53.00	52.00	26.57	52.00	.00	
21330000	515040	CS120 SHARED	46.67	45.00	44.00	22.30	44.00	.00	
21330000	515700	ED & TRAIN	10.00	300.00	300.00	215.00	300.00	75.00	
21330000	521015	INTERP FEE	.00	200.00	200.00	.00	200.00	200.00	
21330000	521040	CRT EXP	2,996.37	3,200.00	3,200.00	999.67	3,200.00	2,500.00	
21330000	521160	GAL FEE	1,245.63	1,000.00	1,000.00	200.00	1,000.00	1,000.00	
21330000	521205	GEN TEST	2,972.00	4,000.00	4,000.00	2,237.00	4,000.00	4,500.00	
21330000	521340	CS210 CLK CRT	6,979.25	7,300.00	7,300.00	3,338.41	7,300.00	7,000.00	
21330000	521340	CS230 DISPATCH	2,267.86	2,500.00	2,500.00	1,077.00	2,500.00	2,500.00	
21330000	521340	CS250 SHER-BAIL	2,650.02	2,500.00	2,500.00	1,333.64	2,500.00	2,500.00	
21330000	521340	CS260 SHER-PROC	4,950.00	6,000.00	6,000.00	2,325.00	6,000.00	5,000.00	
21330000	521415	COMP OP	3,474.13	2,614.00	2,614.00	934.61	2,614.00	2,600.00	
21330000	522025	TELEPHONE	706.88	738.00	738.00	366.07	738.00	738.00	
21330000	523600	EQP SERV	2,104.46	2,600.00	2,600.00	1,078.72	2,600.00	2,600.00	
21330000	531000	OFFIC SUPL	2,419.76	2,500.00	2,500.00	1,444.06	2,500.00	2,500.00	



**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
CHILD SUPPORT			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
21330000	531050	POSTAGE	10,565.30	12,000.00	12,000.00	8,890.24	12,000.00	12,000.00	_____
21330000	532000	BK/PUB/SUB	54.00	60.00	60.00	64.00	60.00	64.00	_____
21330000	532500	DUES	660.00	680.00	680.00	450.00	680.00	845.00	_____
21330000	533010	CONF/SEM	2,335.65	2,840.00	2,840.00	1,150.00	2,840.00	3,000.00	_____
21330000	533200	MILEAGE	992.48	1,800.00	1,800.00	131.00	1,800.00	1,800.00	_____
TOTAL CHILD SUPPORT			34,417.49	8,696.00	8,696.00	180,516.39	9,361.00	-653,790.00	_____
TOTAL REVENUE			-627,699.39	-704,962.00	-705,627.00	-171,847.63	-704,962.00	-705,212.00	_____
TOTAL EXPENSE			662,116.88	713,658.00	714,323.00	352,364.02	714,323.00	51,422.00	_____
GRAND TOTAL			34,417.49	8,696.00	8,696.00	180,516.39	9,361.00	-653,790.00	_____

\*\* END OF REPORT - Generated by PAM PIPKIN \*\*



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

TOTAL GENERAL PROPERTY TAXES .00

VENDOR	QUANTITY	UNIT COST	2025 DEPT
435600 STATE AID			
21330000 CHILD SUPPORT			
21330000 435600 -	1.00	693,590.00	-693,590.00 *

TOTAL STATE AID -693,590.00

489900 OTHER COUNTY REVENUE			
21330000 CHILD SUPPORT			
21330000 489900 - CS015			
COLLECTION OF OUTSTANDING REPAYMENT OF PATERNITY TEST FEES PRIOR TO STATUE CHANGE. FOR 2025 INCREASING \$750.00. AS OF 1/1/25 WE WILL START REQUESTING REPAYMENT OF GENETIC TESTING IN MORE CASES.	1.00	750.00	-750.00 *

TOTAL OTHER COUNTY REVENUE -750.00

493000 FUND BALANCE APPLIED			
21330000 CHILD SUPPORT			
21330000 493000 -			
USE OF RESTRICTED FUNDS FROM PRIOR YEARS	1.00	10,872.00	-10,872.00 *

TOTAL FUND BALANCE APPLIED -10,872.00

515700 EMP. EDUCATION & TRAINING			
21330000 CHILD SUPPORT			
21330000 515700 -			
EMPLOYEE FINGERPRINT & BACKGROUND CHECKS. NEW EMPLOYEES & CURRENT EMPLOYEES EVERY 5 YEARS. IN 2025 LOWERING AS WE ONLY HAVE ONE EMPLOYEE THAT NEEDS TO HAVE THE CHECKS.	1.00	75.00	75.00 *

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

TOTAL EMP. EDUCATION & TRAINING 75.00

521015 INTERPRETER FEES

21330000 CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
21330000 521015 -			200.00 *
INTREPRETER SERVICES	1.00	200.00	200.00
STATE AID REIMBURSEMENT - 66% OF COST LEAVING THE SAME IN 2025 AS WE NEVER KNOW WHEN WE WILL NEED TO HAVE A DOCUMENT TRANSLATED OR AN INTERPRETER OTHER THAN SPANISH.			

TOTAL INTERPRETER FEES 200.00

521040 COURT RELATED EXPENSE

21330000 CHILD SUPPORT

21330000 521040 -			2,500.00 *
TRANSCRIPTS, RENEWING NOTARIES, & PAPER SERVICE OUT OF COUNTY.	1.00	2,500.00	2,500.00
STATE AID REIMBURSEMENT 66% OF COST. FOR 2025 DECREASED BY \$700.00 BASED ON CURRENT EXPENSES.			

TOTAL COURT RELATED EXPENSE 2,500.00

521160 GAL FEES EXPENSE

21330000 CHILD SUPPORT

21330000 521160 -			1,000.00 *
REQUIRED TO APPOINT A GUARDIAN AD LITEM FOR MINOR PARENT IN A PATERNITY ACTION. NO REIMBURSEMENT FOR COSTS FOR 2025 LEAVING THIS AMOUNT THE SAME AS IT FLUCTUATES GREATLY FROM ONE YEAR TO ANOTHER BASED ON HOW MANY MINOR PATERNITY ACTIONS WE HAVE IN A YEAR.	1.00	1,000.00	1,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL GAL FEES EXPENSE			1,000.00

521205 GENETIC TESTS

21330000 CHILD SUPPORT

21330000 521205 -	GENETIC TESTING COSTS/TEST STATE AID REIMBURSMENT - 66% OF COST FOR 2025 INCREASED BY \$500.00 BASED ON GENETIC TESTING HAS BEEN INCREASING. WE ARE CURRENTLY CHARGED \$26.00 PER PERSON IF TESTS ARE PERFORMED IN OFFICE AND \$41.00 PER PERSON IF THEY ARE TESTED ELSEWHERE.	1.00	4,500.00	4,500.00 *
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TOTAL GENETIC TESTS			4,500.00
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521340 CONTRACTED SERVICES

21330000 CHILD SUPPORT

21330000 521340 - CS210	COOPERATIVE AGREEMENT STATE AID REIMBURSMENT - 66% OF COST (SALARY/FRINGES) FOR 2025 DECREASED BY \$300.00 BASED ON CURRENT CHARGES.	1.00	7,000.00	7,000.00 *
21330000 521340 - CS230	COOPERATIVE AGREEMENT STATE AID REIMBURSMENT - 66% OF COST (SALARY/FRINGES) TIME THAT DISPATCH HAS FOR ENTERING AND CANCELING CHILD SUPPORT BENCH WARRANTS IN THEIR SYSTEM. IN 2025 NO CHANGE AS A EXPECT MORE BENCH WARRANTS TO BE ISSUED AND ENTERED AS COURT IS NOW BACK IN PERSON.	1.00	2,500.00	2,500.00 *
21330000 521340 - CS250	COOPERATIVE AGREEMENT STATE AID REIMBURSMENT - 66% OF COST (SALARY/FRINGES) THIS IS THE TIME THAT BAILIFFS SPEND IN COURT ON CHILD SUPPORT HEARINGS WE ARE AT. IN 2025 INCREASING BY \$500.00 AS THE MARJORITY OF CHILD SUPPORT HEARINGS ARE NOW AGAIN BEING HELD IN PERSON.	1.00	2,500.00	2,500.00 *

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
21330000 521340 - CS260			5,000.00 *
COOPERATIVE AGREEMENT	1.00	5,000.00	5,000.00
STATE AID REIMBURSMNT - 66% OF COST THIS IS FOR PROCESS SERVING OF CHILD SUPPORT BY THE SHERIFF'S DEPARTMENT. IN 2025, DECREASING BY \$1,000.00 BASED ON CURRENT EXPENSES.			

TOTAL CONTRACTED SERVICES 17,000.00

521415 COMPUTER OPERATION

21330000 CHILD SUPPORT

21330000 521415 -			2,600.00 *
NOT PART OF IT POOL - (1) REPLACEMNT PC	1.00	2,000.00	2,000.00
STATE AID REIMBURSMNT - @ 66% OF COST FOR 2025, INCREASING AS WE WILL BE REPLACING OUR TWO OLDEST LAPTOPS.			
DWD CIRCUIT CHARGES	12.00	50.00	600.00
IN 2025 DECREASING AS MONTHLY AMOUNT IS NOW \$50.00 PER MONTH (WAS \$147.00 PER MONTH).			

TOTAL COMPUTER OPERATION 2,600.00

522025 TELEPHONE

21330000 CHILD SUPPORT

21330000 522025 -			738.00 *
(7) PHONE LINES @ \$.25 PER LINE	1.00	196.00	196.00
(1) PHONE TREE LINE @ \$14.55 STATE AID REIMBURSMNT - 66% OF COST IN 2025, NO CHANGE.			
EST LONG DISTANCE	1.00	50.00	50.00
IN 2025, NO CHANGE.			
(1)CELL PHONE	12.00	41.00	492.00
IN 2025, NO CHANGE.			

TOTAL TELEPHONE 738.00

523600 EQUIPMENT SERVICE CONTRACT

21330000 CHILD SUPPORT

21330000 523600 -			2,600.00 *
CANON EQUIPMENT LEASE	1.00	1,350.00	1,350.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
STATE AID REIMBURSEMENT - SLIGHTLY LESS THAN 66% OF COST AS THIS INCLUDES NIVD CASES. IN 2025, NO CHANGE. LOFFLER PRINT MANAGEMENT	1.00	800.00	800.00
IN 2025, NO CHANGE. BISCOM E-FAX IN 2025, NO CHANGE.	1.00	450.00	450.00

TOTAL EQUIPMENT SERVICE CONTRACT 2,600.00

531000 OFFICE SUPPLIES

21330000 CHILD SUPPORT

21330000 531000 -			2,500.00 *
MISC OFFICE SUPPLIES & PAPER STATE AID REIMBURSEMENT - SLIGHTLY LESS THAN 66% OF COST - THIS INCLUDES NIVD CASES IN 2025, NO CHANGE.	1.00	2,500.00	2,500.00

TOTAL OFFICE SUPPLIES 2,500.00

531050 POSTAGE

21330000 CHILD SUPPORT

21330000 531050 -			12,000.00 *
STATE AID REIMBURSEMENT - SLIGHTLY LESS THAN 66% OF COST- EXPENSE ALSO APPLIES TO NIVD CASES IN 2025, NO CHANGE.	1.00	12,000.00	12,000.00

TOTAL POSTAGE 12,000.00

532000 BOOKS/PUBLICAT/SUBSCRIPTIONS

21330000 CHILD SUPPORT

21330000 532000 -			64.00 *
MONROE COUNTY HERALD IN 2025, INCREASED BY \$4.00 AS ANNUAL SUBSCRIPTION IS NOW \$64.00.	1.00	64.00	64.00



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS 64.00

532500 DUES OR SUBSCRIPTIONS

21330000 CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
21330000 532500 -			845.00 *
MEMBERSHIP - WI CHILD SUPPORT ENFORCEMENT ASSN. AGENCY STAFF & 3 CORP COUNSEL ATTORNEYS.	10.00	50.00	500.00
STATE AID REIMBURSEMENT - 66% OF COST IN 2025, INCREASEED BY \$50.00 TO INCLUDE ADDITIONAL CORP COUNSEL POSITION FOR A TOTAL OF 10 MEMBERSHIPS.			
I 50% OF CORP COUNSEL AND ASSISTANT CORPORATION COUNSEL STATE AND COUNTY BAR DUES AS 50% OF TIME IS SPENT ON CHILD SUPPORT. STATE AID REIMBURSEMENT - 66% IN 2025, INCRESIED TO INCLUDE 50% OF THE NEW ASSISTANT CORPORATION COUNSEL POSITION.	1.00	345.00	345.00

TOTAL DUES OR SUBSCRIPTIONS 845.00

533010 CONFERENCE/SEMINARS

21330000 CHILD SUPPORT

21330000 533010 -			3,000.00 *
DIRECTORS DIALOGUE \$100.00 FALL CONFERENCE	1.00	1,300.00	1,300.00
2 CS STAFF @ \$340.00 (\$170.00 EACH)			
3 CC ATTY @ \$960.00 (\$320.00 EACH)			
IN 2025 INCREASED TO INCLUDE THE NEW ASSISTANT CORPORATION COUNSEL POSITION.			
HOTELS: DIRECTORS DIALOGUE \$200.00 FALL CONFERENCE \$600.00 WCSEA BOARD MEETINGS \$700.00 IN 2024, NO CHANGE.	1.00	1,500.00	1,500.00
MEALS IN 2025, NO CHANGE.	1.00	200.00	200.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
CHILD SUPPORT

VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL CONFERENCE/SEMINARS			3,000.00

533200 MILEAGE

21330000 CHILD SUPPORT

21330000 533200 -	DIRECTORS DIALOGUE -UKNOWN LOCATION FALL CONFERENCE -APPLETON 3 BOARD MEETINGS--MADISON, RACINE, LACROSSE MADISON MEETINGS MISC MEETINGS-WCA STATE AID REIMBURSEMENT- 66% OF COST IN 2025, NO CHANGE.	1.00	1,800.00	1,800.00 *
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TOTAL MILEAGE	1,800.00
TOTAL CHILD SUPPORT	-653,790.00

TOTAL REVENUE	-705,212.00
TOTAL EXPENSE	51,422.00

GRAND TOTAL	-653,790.00
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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
LAND RECORDS			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11750000	412300	REAL ESTAT	-47,152.00	-49,008.00	-49,008.00	-23,408.00	-49,008.00	-47,304.00	
11750000	433010	FT MC COY	.00	-133,700.00	-133,700.00	.00	-133,700.00	.00	
11750000	435120	LR MOD GRT	-30,144.00	-51,016.00	-51,016.00	-51,016.00	-51,016.00	-52,192.00	
11750000	435122	INITATIVE	-70,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	
11750000	435125	WLIB GRNT	-1,085.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	
11750000	435129	OTH STATE	.00	-38,000.00	-38,000.00	.00	-38,000.00	-15,200.00	
11750000	461385	GIS FEES	-58.60	-25.00	-25.00	.00	-25.00	-25.00	
11750000	462900	R ADDRS FE	-1,590.00	-2,000.00	-2,000.00	-660.00	-2,000.00	-1,500.00	
11750000	473300	LOC CHRGS	.00	-11,840.00	-11,840.00	.00	-11,840.00	.00	
11750000	481000	LND RC INT	-4,816.94	-3,600.00	-3,600.00	-2,694.96	-3,600.00	-3,600.00	
11750000	493000	LR BAL APP	.00	-66,838.00	-66,838.00	.00	-66,838.00	-6,634.46	
11750000	511000	SALARIES	71,520.72	74,208.00	74,392.00	35,182.25	74,392.00	.00	
11750000	515005	RETIREMENT	4,864.70	5,121.00	5,133.00	2,427.63	5,133.00	.00	
11750000	515010	SOC SEC	4,222.56	4,601.00	4,612.00	2,098.38	4,612.00	.00	
11750000	515015	MEDICARE	987.57	1,075.00	1,079.00	490.78	1,079.00	.00	
11750000	515020	HLTH INS	824.22	918.00	918.00	475.15	918.00	.00	
11750000	515025	DENTAL IN	872.41	927.00	927.00	463.98	927.00	.00	
11750000	515030	LIFE INS	18.60	19.00	19.00	9.30	19.00	.00	
11750000	515040	WORK COMP	75.98	71.00	72.00	33.47	72.00	.00	
11750000	515700	ED & TRAIN	325.42	160.00	160.00	7.97	160.00	160.00	
11750000	521000	PROF SERV	42,600.00	254,668.00	254,668.00	151,899.65	254,668.00	20,108.00	
11750000	521415	COMP OP	34,029.85	22,684.00	22,684.00	21,302.00	22,684.00	25,231.00	
11750000	522025	TELEPHONE	456.48	540.00	540.00	169.23	540.00	36.00	
11750000	531000	OFFIC SUPL	162.00	40.00	40.00	45.98	40.00	40.00	
11750000	531050	POSTAGE	78.34	70.00	70.00	.00	70.00	73.00	
11750000	533200	MILEAGE	87.50	.00	.00	245.62	.00	100.50	
11750000	534310	MAP SUPPLY	.00	750.00	750.00	.00	750.00	245.00	
11750000	553050	BLDG RENT	.00	3,816.00	3,816.00	2,225.51	3,816.00	3,816.00	
11750000	553100	EQPMT SERV	218.40	217.00	217.00	94.74	217.00	217.00	
11750000	579100	GRANT EXP	.00	.00	.00	.00	.00	800.00	
11750000	579120	TRAIN GRT	1,283.00	813.00	813.00	355.00	813.00	775.96	
11750000	599000	TECH POOL	719.00	145.00	145.00	145.00	145.00	145.00	
TOTAL LAND RECORDS			8,500.21	3,816.00	4,028.00	128,892.68	4,028.00	-85,708.00	
TOTAL REVENUE			-154,846.54	-367,027.00	-367,027.00	-88,778.96	-367,027.00	-137,455.46	
TOTAL EXPENSE			163,346.75	370,843.00	371,055.00	217,671.64	371,055.00	51,747.46	
GRAND TOTAL			8,500.21	3,816.00	4,028.00	128,892.68	4,028.00	-85,708.00	

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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>412300 REAL ESTATE TRANSFER FEES-MODE</b>				
11750000 412300 -				-47,304.00 *
	STATUTORILY RETAINED \$8 FEE FROM REGISTER OF DEEDS RECORDING FEES	5,913.00	8.00	-47,304.00
<b>TOTAL REAL ESTATE TRANSFER FEES-MODE</b>				<b>-47,304.00</b>
<b>435120 LAND RECORDS MODERNIZATION GRA</b>				
11750000 435120 -				-52,192.00 *
	WLIP BASE BUDGET GRANT 5976 RECORDINGS @ \$8/EACH = \$47,808 DURING THE STATE FISCAL YEAR '23-'24. THEY CONTINUE TO FUND US TO A BASE BUDGET OF \$100,000 SO WE WILL RECEIVE A GRANT OF \$52,192.	52,192.00	1.00	-52,192.00
<b>TOTAL LAND RECORDS MODERNIZATION GRA</b>				<b>-52,192.00</b>
<b>435122 WLIP STRATEGIC INITIATIVE GRNT</b>				
11750000 435122 -				-10,000.00 *
	WLIP STRATEGIC INITIATIVE GRANT	1.00	10,000.00	-10,000.00
<b>TOTAL WLIP STRATEGIC INITIATIVE GRNT</b>				<b>-10,000.00</b>
<b>435125 WLIP ED &amp; TRAINING GRANT</b>				
11750000 435125 -				-1,000.00 *
	WLIP TRAINING & EDUCATION GRANT	1.00	1,000.00	-1,000.00
<b>TOTAL WLIP ED &amp; TRAINING GRANT</b>				<b>-1,000.00</b>
<b>435129 OTHER STATE GRANT REVENUE</b>				
11750000 435129 -				-15,200.00 *
	ADDRESS COMPARISON AND DISCOVERY PROJECT FY 2025 NG911 GRANT (IF AWARDED)	1.00	15,200.00	-15,200.00
<b>TOTAL OTHER STATE GRANT REVENUE</b>				<b>-15,200.00</b>
<b>461385 GIS DATA FEES</b>				
11750000 461385 -				-25.00 *
	SALES OF HARD COPY PLOTTER PRINTS AND COPIES	4.00	6.25	-25.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL GIS DATA FEES				-25.00
462900	OTHER PUBLIC SAFETY			
11750000 462900 -				-1,500.00 *
	\$20 FEE PER NEW ADDRESS REQUEST	75.00	20.00	-1,500.00
TOTAL OTHER PUBLIC SAFETY				-1,500.00
481000	INTEREST ON INVESTMENTS			
11750000 481000 -				-3,600.00 *
	INTEREST EARNED ON THE LAND RECORDS FUNDS ACCOUNT	12.00	300.00	-3,600.00
TOTAL INTEREST ON INVESTMENTS				-3,600.00
493000	FUND BALANCE APPLIED			
11750000 493000 -				-6,634.46 *
	AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BALANCE MY BUDGET AFTER WAGES AND BENEFITS ARE ADDED.	1.00	6,634.46	-6,634.46
TOTAL FUND BALANCE APPLIED				-6,634.46
515700	EMP. EDUCATION & TRAINING			
11750000 515700 -				160.00 *
	TECHNICAL SUPPORT TRAINING THROUGH PROWEST FOR SERVER MAINTENANCE	2.00	80.00	160.00
TOTAL EMP. EDUCATION & TRAINING				160.00
521000	PROFESSIONAL SERVICES			
11750000 521000 -				20,108.00 *
	DIGITAL SCANNING OF LARGE FORMAT PLATS AND SURVEYS FOR ROD & CO SURVEYOR	12.00	9.00	108.00
	ADDRESS COMPARISON AND DISCOVERY PROJECT. WILL ONLY PRECEED IF WE ARE AWARDED AN NG911 GRANT TO COVER 95% OF TOTAL COST ESTIMATED AT \$16,000.	1.00	15,200.00	15,200.00
	ACQUISITION OF SURVEY GRADE COORDINATES ON REMAINING SECTION CORNERS THAT WE HAVE NOT YET ESTABLISHED WITH SUB-METER LEVEL ACCURACY	48.00	100.00	4,800.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL PROFESSIONAL SERVICES				20,108.00
521415	COMPUTER OPERATION			
11750000	521415 -			25,231.00 *
	SCHNEIDER GEOSPATIAL HOSTING & MAINTENANCE OF BEACON WE ARE LOCKED IN AT \$4176 FOR 2025 IN OUR CONTRACT SIGNED IN 2023.	1.00	4,176.00	4,176.00
	ESRI SOFTWARE ANNUAL RENEWAL	1.00	18,305.00	18,305.00
	AYRES ASSOCIATES ONLINE LIDAR VIEWER HOSTING & MAINTENANCE FEES	1.00	2,750.00	2,750.00
TOTAL COMPUTER OPERATION				25,231.00
522025	TELEPHONE			
11750000	522025 -			36.00 *
	(1) PHONE LINE @ \$.25/MONTH EST LONG DISTANCE	12.00	3.00	36.00
TOTAL TELEPHONE				36.00
531000	OFFICE SUPPLIES			
11750000	531000 -			40.00 *
	(2) ADDRESS SIGNS & FREIGHT FEE	2.00	20.00	40.00
TOTAL OFFICE SUPPLIES				40.00
531050	POSTAGE			
11750000	531050 -			73.00 *
	1 ROLL OF STAMPS @\$73.00	1.00	73.00	73.00
TOTAL POSTAGE				73.00
533200	MILEAGE			
11750000	533200 -			100.50 *
	ENOUGH MILEAGE TO ATTEND APPROXIMATELY THREE MEETINGS HELD AT TOWN HALLS OR OTHER SITES.	150.00	.67	100.50

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL MILEAGE				100.50
534310	MAPPING SUPPLIES			
11750000	534310 -			245.00 *
	PRINTER CARTRIDGES @ \$49 EACH	5.00	49.00	245.00
TOTAL MAPPING SUPPLIES				245.00
553050	BUILDING RENT			
11750000	553050 -			3,816.00 *
	BUILDING LEASE - LAND RECORDS ALLOCATED AMOUNT	1.00	3,816.00	3,816.00
TOTAL BUILDING RENT				3,816.00
553100	EQUIPMENT SERVICE CONTRACTS			
11750000	553100 -			217.00 *
	CANON EQUIPMENT LEASE SPLIT 6 WAYS	12.00	16.00	192.00
	LOFFLER PRINT MANAGEMENT	1.00	25.00	25.00
TOTAL EQUIPMENT SERVICE CONTRACTS				217.00
579100	GRANTS AND CONTRIBUTIONS			
11750000	579100 -			800.00 *
	IF WE WERE TO BE AWARDED A GRANT FOR A \$16,000 PROJECT VIA AN NG911 GRANT. OUR COST SHARE FOR AN ADDRESS COMPARISON AND DISCOVERY PROJECT WILL BE %5.	1.00	800.00	800.00
TOTAL GRANTS AND CONTRIBUTIONS				800.00
579120	TRAINING GRANT EXP			
11750000	579120 -			775.96 *
	2 NIGHTS HOTEL WLIA ANNUAL MEETING ALLOWED FOR TRAINING & EDUCATION GRANT	2.00	98.00	196.00
	1 WLIA ANNUAL MEMBERSHIP FEES ALLOWED UNDER TRAINING & EDUCATION GRANT	1.00	65.00	65.00
	1 WLIA ANNUAL CONFERENCE REGISTRATIONS ALLOWED UNDER TRAINING & EDUCATION GRANT	1.00	290.00	290.00
	WLIA ANNUAL MEETING DAILY MEAL ALLOWANCE	1.00	32.00	32.00
	288 MILES @ \$.67/MI APPLETON - WLIA ANNUAL CONFERENCE	1.00	192.96	192.96

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
LAND RECORDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL TRAINING GRANT EXP				775.96
599000	TECHNOLOGY POOL			
11750000 599000 -				
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	145.00	145.00 *
				145.00
TOTAL TECHNOLOGY POOL				145.00
TOTAL LAND RECORDS				-85,708.00
TOTAL REVENUE				-137,455.46
TOTAL EXPENSE				51,747.46
GRAND TOTAL				-85,708.00

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
VETERANS	SERVICE		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
14700000	435500	VET SERV G	-12,650.00	-12,650.00	-12,650.00	-15,813.00	-12,650.00	-15,813.00	
14700000	435528	ROUTES REC	-17,528.00	.00	.00	.00	.00	.00	
14700000	485000	VET SERV D	-100.00	.00	-100.00	-100.00	-100.00	.00	
14700000	485005	SUICIDE	-4,555.00	.00	-1,000.00	-1,000.00	-1,000.00	.00	
14700000	511000	SALARIES	166,515.86	173,092.00	172,917.00	94,332.86	172,917.00	.00	
14700000	511200	OVERTIME	.00	260.00	260.00	.00	260.00	.00	
14700000	515005	RETIREMENT	11,326.26	11,963.00	11,951.00	6,508.95	11,951.00	.00	
14700000	515010	SOC SEC	10,321.45	10,750.00	10,739.00	5,846.99	10,739.00	.00	
14700000	515015	MEDICARE	2,413.91	2,516.00	2,514.00	1,367.44	2,514.00	.00	
14700000	515025	DENTAL INS	271.34	289.00	289.00	168.42	289.00	.00	
14700000	515030	LIFE INS	54.00	54.00	54.00	31.50	54.00	.00	
14700000	515040	WORK COMP	94.88	90.00	90.00	48.15	90.00	.00	
14700000	521415	COMP OP	.00	.00	.00	.00	.00	1,398.48	
14700000	522025	TELEPHONE	147.29	680.00	680.00	335.32	680.00	680.00	
14700000	531000	OFFIC SUPL	709.00	600.00	600.00	59.62	600.00	600.00	
14700000	531050	POSTAGE	269.40	500.00	500.00	14.95	500.00	300.00	
14700000	531060	PRINTING	42.70	100.00	100.00	.00	100.00	100.00	
14700000	532500	DUES	200.00	200.00	200.00	50.00	200.00	200.00	
14700000	533010	CONF/SEM	2,452.57	2,450.00	2,450.00	1,097.21	2,450.00	2,450.00	
14700000	533200	MILEAGE	1,125.66	1,188.00	1,188.00	682.26	1,188.00	1,206.00	
14700000	534900	FLAG MARK	8,222.86	5,821.00	5,821.00	5,583.12	5,821.00	7,764.00	
14700000	553100	EQUIP SERV	1,342.06	1,426.00	1,426.00	705.75	1,426.00	1,426.00	
14700000	579100	GRNTS CNTR	17,528.00	.00	.00	.00	.00	.00	
14700000	579200	DONAT EXP	.00	.00	1,844.50	.00	1,844.50	.00	
14700000	579205	SUICIDE	.00	.00	5,555.00	.00	5,555.00	.00	
14700000	599000	IT POOL	922.00	842.00	842.00	842.00	842.00	842.00	
TOTAL VETERANS SERVICE			189,126.24	200,171.00	206,270.50	100,761.54	206,270.50	1,153.48	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
14701000	514000	PER DIEM	300.00	680.00	680.00	250.00	680.00	708.00	
14701000	515010	SOC SEC	18.60	40.00	40.00	15.50	40.00	40.00	
14701000	515015	MEDICARE	4.38	10.00	10.00	3.65	10.00	10.00	
14701000	515040	WORK COMP	.18	1.00	1.00	.15	1.00	1.00	
14701000	533200	MILEAGE	141.26	240.00	240.00	111.88	240.00	245.49	
14701000	579100	VR100 GROCERY	.00	500.00	500.00	.00	500.00	500.00	
14701000	579100	VR110 FUEL	.00	500.00	500.00	.00	500.00	500.00	
14701000	579100	VR120 OTHER	1,419.73	2,500.00	2,500.00	.00	2,500.00	2,500.00	
TOTAL VETERANS RELIEF			1,884.15	4,471.00	4,471.00	381.18	4,471.00	4,504.49	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:							
	2023	2024	2024	2024	2024	2025	
	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
VETERANS SERVICE CARE OF GRAVE							
14702000 579550 VET GRAVES	.00	1,500.00	1,500.00	.00	1,500.00	1,500.00	
TOTAL VETERANS SERVICE CARE	.00	1,500.00	1,500.00	.00	1,500.00	1,500.00	
TOTAL REVENUE	-34,833.00	-12,650.00	-13,750.00	-16,913.00	-13,750.00	-15,813.00	
TOTAL EXPENSE	225,843.39	218,792.00	225,991.50	118,055.72	225,991.50	22,970.97	
GRAND TOTAL	191,010.39	206,142.00	212,241.50	101,142.72	212,241.50	7,157.97	

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**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>435500 HEALTH STATE AID</b>			
14700000 435500 -			-15,813.00 *
WISCONSIN DEPARTMENT OF VETERANS AFFAIRS GRANT	1.00	15,813.00	-15,813.00
2024 GRANT WAS INCREASED FROM \$12650.00 813.00 IN GOVENOR'S BUDGET BUT WAS NOT R UNTIL MAY OF 2024			
<b>521415 COMPUTER OPERATION</b>			
14700000 521415 -			1,398.48 *
THIS LICENSURE FEE WAS BEING PAID BY THE IT DEPARTMENT BUT THE WDVA GRANT THAT THE VET SERVICES DEPARTMENT RECEIVES COVERS THIS SOFTWARE. THEREFORE VETERAN SERVICES WILL ASSUME RESPONSIBILITY FOR PAYING FOR THIS SOFTWARE AND THE LICENSURE FROM THEIR BUDGET	3.00	466.16	1,398.48
<b>522025 TELEPHONE</b>			
14700000 522025 -			680.00 *
(3) PHONES @ 1.65 / MONTH	1.00	500.00	500.00
(1) CELL PHONE @ \$40.00/ MONTH			
EST LONG DISTANCE @ \$15.00 / MONTH	12.00	15.00	180.00
<b>531000 OFFICE SUPPLIES</b>			
14700000 531000 -			600.00 *
MISC OFFICE SUPPLIES	1.00	600.00	600.00
<b>531050 POSTAGE</b>			
14700000 531050 -			300.00 *
POSTAGE-REDUCING AMOUNT OF POSTAGE DUE TO ABILITY TO DIRECT SUBMIT TO DEPARTMENT OF VETERAN AFFAIRS	1.00	300.00	300.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>531060 PRINTING</b>			
14700000 531060 -			100.00 *
PRINTING & ADVERTISEMENTS	1.00	100.00	100.00
<b>532500 DUES OR SUBSCRIPTIONS</b>			
14700000 532500 -			200.00 *
CVSO ASSOCIATION OF WI	1.00	100.00	100.00
NACVSO MEMBERSHIP DUES	2.00	50.00	100.00
<b>533010 CONFERENCE/SEMINARS</b>			
14700000 533010 -			2,450.00 *
SHEBOYGAN+ MEALS + PARKING +	1.00	1,100.00	1,100.00
REGISTRATION			
FALL CONFERENCE EAU CLAIRE -	1.00	1,350.00	1,350.00
REGISTRATION + PARKING			
<b>533200 MILEAGE</b>			
14700000 533200 -			1,206.00 *
APPROX. 1800 MILES @ \$.67/ MILE.	1,800.00	.67	1,206.00
<b>534900 FLAGS &amp; MARKERS</b>			
14700000 534900 -			7,764.00 *
6,300 FLAG @ \$ .98 A PIECE = \$6174.00	17582	1.00	7,764.00
300 MARKERS @ \$5.30 A PIECE = \$1590.00			
THIS IS THE BEST ESTIMATE I COULD GET			
AT THIS TIME			
<b>553100 EQUIPMENT SERVICE CONTRACTS</b>			
14700000 553100 -			1,426.00 *
CANON EQUIPMENT LEASE	12.00	90.00	1,080.00
LOFFLER PRINT MANAGEMENT	1.00	70.00	70.00
BISCOM E-FAX	1.00	276.00	276.00



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
VETERANS SERVICE

VENDOR	QUANTITY	UNIT COST	2025 DEPT
599000 TECHNOLOGY POOL			
14700000 599000 -			
FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	842.00	842.00 *
			842.00

TOTAL VETERANS SERVICE 1,153.48

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>514000 PER DIEM</b>				
14701000 514000 -				708.00 *
	4 MEETINGS /YR @ \$50.00 X 3 BOARD WITH AN ADDITIONAL 18% ADDED ON FOR ANY BENEFITS	1.00	708.00	708.00
<b>515010 SOCIAL SECURITY</b>				
14701000 515010 -				40.00 *
		1.00	40.00	40.00
<b>515015 MEDICARE</b>				
14701000 515015 -				10.00 *
		1.00	10.00	10.00
<b>515040 WORKERS COMP</b>				
14701000 515040 -				1.00 *
		1.00	1.00	1.00
<b>533200 MILEAGE</b>				
14701000 533200 -				245.49 *
	VETERANS SERVICE COMMISSION MILEAGE FOR QUARTERLY MEETINGS. 2 X SPARTA - 1 X TOMAH & 1 X KENDALL. 366.40 MILES X IRS RATE .67= \$245.49	366.40	.67	245.49
<b>579100 GRANTS AND CONTRIBUTIONS</b>				
14701000 579100 - VR100				500.00 *
		1.00	500.00	500.00
14701000 579100 - VR110				500.00 *
		1.00	500.00	500.00
14701000 579100 - VR120				2,500.00 *
		1.00	2,500.00	2,500.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2025 DEPT
VETERANS RELIEF				
TOTAL VETERANS RELIEF		4,504.49		

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
VETERANS SERVICE CARE OF GRAVE	VENDOR	QUANTITY	UNIT COST	2025 DEPT
579550 CARE OF VETERANS GRAVES				
14702000 579550 -				1,500.00 *
CARE OF VETERANS/SPOUSE'S GRAVE SITES		1.00	1,500.00	1,500.00
STATE STATUTE 45.85				
<b>TOTAL VETERANS SERVICE CARE OF GRAVE</b>				<b>1,500.00</b>
<b>TOTAL REVENUE</b>				<b>-15,813.00</b>
<b>TOTAL EXPENSE</b>				<b>22,970.97</b>
<b>GRAND TOTAL</b>				<b>7,157.97</b>

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
REGISTER	OF DEEDS		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11710000	461300	RCRD FE RV	-218,282.90	-263,781.00	-263,781.00	-186,909.32	-263,781.00	-230,935.00	
11710000	461320	BRTH FE RV	-5,291.00	-6,102.00	-6,102.00	-4,134.00	-6,102.00	-5,116.00	
11710000	461330	DTH CRT RV	-19,321.00	-21,908.00	-21,908.00	-16,374.00	-21,908.00	-20,431.00	
11710000	461340	MAR CRT RV	-3,978.00	-4,813.00	-4,813.00	-3,574.00	-4,813.00	-3,998.00	
11710000	461345	DIV CRT RV	-116.00	-95.00	-95.00	243,174.53	-95.00	-105.00	
11710000	461370	CERT COPY	-189.00	-157.00	-157.00	-102.00	-157.00	-99.00	
11710000	461372	NON CERT	-74,947.91	-76,257.00	-76,257.00	-59,702.12	-76,257.00	-75,373.00	
11710000	461900	OTH ROD RV	.00	-2.00	-2.00	.00	-2.00	-5.00	
11710000	511000	SALARIES	164,194.37	172,925.00	173,101.00	95,413.85	173,101.00	.00	
11710000	515005	RETIREMENT	9,835.67	10,552.00	10,564.00	5,807.98	10,564.00	.00	
11710000	515010	SOC SEC	9,889.99	10,724.00	10,735.00	5,456.34	10,735.00	.00	
11710000	515015	MEDICARE	2,313.16	2,510.00	2,513.00	1,276.03	2,513.00	.00	
11710000	515020	HLTH INS	24,311.26	27,039.00	27,039.00	16,556.12	27,039.00	.00	
11710000	515025	DENTAL INS	1,748.38	1,796.00	1,796.00	1,159.34	1,796.00	.00	
11710000	515030	LIFE INS	55.50	54.00	54.00	31.50	54.00	.00	
11710000	515040	WORK COMP	93.27	91.00	90.00	48.68	90.00	.00	
11710000	521355	LAREDO FEE	14,754.23	15,312.00	15,312.00	7,677.17	15,312.00	16,524.00	
11710000	521415	COMP OP	35,400.00	37,362.00	37,362.00	10,500.00	37,362.00	37,662.00	
11710000	522025	TELEPHONE	520.77	672.00	672.00	258.41	672.00	672.00	
11710000	531000	OFFIC SUPL	2,271.79	1,700.00	1,700.00	497.33	1,700.00	1,700.00	
11710000	531050	POSTAGE	606.20	2,000.00	2,000.00	413.90	2,000.00	2,000.00	
11710000	532500	DUES	125.00	125.00	125.00	125.00	125.00	125.00	
11710000	533010	CONF/SEM	1,954.83	2,617.00	2,617.00	843.80	2,617.00	2,486.62	
11710000	553100	EQUIP SERV	2,511.66	2,565.00	2,565.00	1,416.36	2,565.00	2,565.00	
11710000	599000	IT POOL	2,363.00	2,116.00	2,116.00	2,116.00	2,116.00	2,116.00	
TOTAL REGISTER OF DEEDS			-49,176.73	-82,955.00	-82,754.00	121,976.90	-82,754.00	-270,211.38	
TOTAL REVENUE			-322,125.81	-373,115.00	-373,115.00	-27,620.91	-373,115.00	-336,062.00	
TOTAL EXPENSE			272,949.08	290,160.00	290,361.00	149,597.81	290,361.00	65,850.62	
GRAND TOTAL			-49,176.73	-82,955.00	-82,754.00	121,976.90	-82,754.00	-270,211.38	

\*\* END OF REPORT - Generated by DEB BRANDT \*\*



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: REGISTER OF DEEDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT
11710000 461300 -	COUNTY SHARE RECORDING FEES AND COUNTY SHARE TRANSFER FEES	1.00	230,935.00	-230,935.00 *
11710000 461320 -	COUNTY SHARE CERT COPIES BIRTHS	1.00	5,116.00	-5,116.00 *
11710000 461330 -	COUNTY SHARE CERT COPIES DEATHS	1.00	20,431.00	-20,431.00 *
11710000 461340 -	COUNTY SHARE CERT COPIES MARRIAGES	1.00	3,998.00	-3,998.00 *
11710000 461345 -	COUNTY SHARE CERT COPIES DIVORCES	1.00	105.00	-105.00 *
11710000 461370 -	COUNTY SHARE CERTIFIED COPIES OF RECORDED DOCUMENTS	1.00	99.00	-99.00 *
11710000 461372 -	COUNTY SHARE NON CERTIFIED COPIES OF RECORDED DOCUMENTS (INCLUDES LAREDO & TAPESTRY ONLINE SEARCH FEES AND COPY FEES, AND ORO REVENUE)	1.00	75,373.00	-75,373.00 *
11710000 461900 -	OVERPAYMENTS	1.00	5.00	-5.00 *
11710000 521355 -	LAREDO USER FEE (DUE FIDLAR TECHNOLOGIES) BASED ON NUMBER OF SUBSCRIBERS & CHOSEN PLAN EST 20 USERS @ \$1377/MONTH AT VARIOUS PLANS	12.00	1,377.00	16,524.00 *
11710000 521415 -	FIDLAR RECORDING SYSTEM: AVID LIFECYCLE	1.00	23,762.00	37,662.00 *
	COLOR TRACT ANNUAL HOSTING FEE (SCANNED TRACT BOOKS)	1.00	1,500.00	1,500.00
	FIDLAR RECORDING SYSTEM: AVID BASTION (HOSTING/STORAGE OF DOCUMENTS & DATA OFFSITE)	1.00	12,400.00	12,400.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: REGISTER OF DEEDS	VENDOR	QUANTITY	UNIT COST	2025 DEPT	
11710000 522025 -					672.00 *
(4) PHONE LINES @ \$.25 EA/MONTH		12.00	16.00		192.00
AVERAGE LONG DISTANCE \$15/MONTH					
(1) CELL PHONE @ \$40/M		12.00	40.00		480.00
11710000 531000 -					1,700.00 *
PENS, PENCILS, PAPER, LABELS & OTHER		1.00	1,700.00		1,700.00
MISCELLANEOUS OFFICE SUPPLIES, VITAL					
RECORDS SECURITY PAPER					
11710000 531050 -					2,000.00 *
POSTAGE AND STAMPED ENVELOPES		1.00	2,000.00		2,000.00
11710000 532500 -					125.00 *
WI REGISTER OF DEEDS ASSOC. ANNUAL DUES		1.00	125.00		125.00
11710000 533010 -					2,486.62 *
WI REGISTER OF DEEDS ASSOC.		1.00	125.00		125.00
SUMMER CONFERENCE REGISTRATION -WAUPACA,					
WI					
WI REGISTER OF DEEDS ASSOC.		1.00	125.00		125.00
FALL CONFERENCE REGISTRATION - LAKE					
DELTON/WISCONSIN DELLS, WI					
EST MILEAGE FOR CONF & DISTRICT		1,386.00	.67		928.62
MEETINGS					
MADISON: 230 MILES					
WAUPACA: 242 MILES					
LAKE DELTON/WISC DELLS: 128 MILES					
ST CROIX COUNTY 262 MILES X 3: 786					
MILES					
TOTAL: 1386 MILES @ \$ .67 = \$928.62					
WI REGISTER OF DEEDS ASSOC.		1.00	125.00		125.00
SPRING CONFERENCE REGISTRATION-MADISON,					
WI					
HOTEL/LODGING: SUMMER CONFERENCE		3.00	98.00		294.00
(WAUPACA)					
HOTEL/LODGING: FALL CONFERENCE (LAKE		3.00	98.00		294.00
DELTON/WISC DELLS)					
HOTEL/LODGING: SPRING CONFERENCE		2.00	165.00		330.00
(MADISON)					
PARKING: SPRING CONFERENCE (MADISON)		3.00	15.00		45.00
HOTEL/LODGING: FIDLAR EDUCATIONAL		2.00	110.00		220.00
SYMPOSIUM					

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2025 DEPT
REGISTER OF DEEDS				
11710000 553100 -				2,565.00 *
	CANON EQUIPMENT LEASE	12.00	186.00	2,232.00
	LOFFLER PRINT MANAGEMENT	1.00	285.00	285.00
	BISCOM E-FAX	12.00	4.00	48.00
11710000 599000 -				2,116.00 *
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	2,116.00	2,116.00
<b>TOTAL REGISTER OF DEEDS</b>				<b>-270,211.38</b>
<b>TOTAL REVENUE</b>				<b>-336,062.00</b>
<b>TOTAL EXPENSE</b>				<b>65,850.62</b>
<b>GRAND TOTAL</b>				<b>-270,211.38</b>

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**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:	2023 ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2024 ACTUAL	2024 PROJECTION	2025 DEPT	COMMENT
CORPORATION COUNSEL							
TOTAL TEMPORARY HELP	600.00	2,500.00	2,500.00	.00	2,500.00	2,500.00	_____
522025 TELEPHONE							
11320000 522025 TELEPHONE	64.91	109.00	109.00	31.59	109.00	109.00	_____
TOTAL TELEPHONE	64.91	109.00	109.00	31.59	109.00	109.00	_____
531000 OFFICE SUPPLIES							
11320000 531000 OFFIC SUPL	1,989.62	2,500.00	2,500.00	380.95	2,500.00	2,500.00	_____
TOTAL OFFICE SUPPLIES	1,989.62	2,500.00	2,500.00	380.95	2,500.00	2,500.00	_____
531050 POSTAGE							
11320000 531050 POSTAGE	630.99	1,000.00	1,000.00	.00	1,000.00	1,000.00	_____
TOTAL POSTAGE	630.99	1,000.00	1,000.00	.00	1,000.00	1,000.00	_____
532000 BOOKS/PUBLICAT/SUBSCRIPTIONS							
11320000 532000 BK/PUB/SUB	1,916.67	2,972.00	2,972.00	1,320.72	2,972.00	4,030.00	_____
TOTAL BOOKS/PUBLICAT/SUBSCRI	1,916.67	2,972.00	2,972.00	1,320.72	2,972.00	4,030.00	_____
532500 DUES OR SUBSCRIPTIONS							
11320000 532500 DUES	1,191.82	1,130.00	1,130.00	1,083.00	1,130.00	1,827.00	_____
TOTAL DUES OR SUBSCRIPTIONS	1,191.82	1,130.00	1,130.00	1,083.00	1,130.00	1,827.00	_____
533010 CONFERENCE/SEMINARS							
11320000 533010 CONF/SEM	.00	338.00	338.00	.00	338.00	726.00	_____
TOTAL CONFERENCE/SEMINARS	.00	338.00	338.00	.00	338.00	726.00	_____
533200 MILEAGE							
11320000 533200 MILEAGE	270.62	385.00	385.00	68.12	385.00	600.00	_____
TOTAL MILEAGE	270.62	385.00	385.00	68.12	385.00	600.00	_____
553100 EQUIPMENT SERVICE CONTRACTS							
11320000 553100 EQUIP SERV	1,260.40	1,132.00	1,132.00	661.14	1,132.00	1,132.00	_____
TOTAL EQUIPMENT SERVICE CONT	1,260.40	1,132.00	1,132.00	661.14	1,132.00	1,132.00	_____
599000 TECHNOLOGY POOL							
11320000 599000 IT POOL	1,760.00	.00	.00	.00	.00	.00	_____
TOTAL TECHNOLOGY POOL	1,760.00	.00	.00	.00	.00	.00	_____
TOTAL CORPORATION COUNSEL	297,873.83	317,852.00	317,703.00	176,480.15	317,703.00	14,424.00	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	297,873.83	317,852.00	317,703.00	176,480.15	317,703.00	14,424.00	_____

# Monroe County



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:				
CORPORATION COUNSEL	VENDOR	QUANTITY	UNIT COST	2025 DEPT
TOTAL COVID/ARPA				.00
521005	TEMPORARY HELP			
11320000	521005 -			
	CONTRACTED LEGAL SERVICES FOR CONFLICTS	1.00	2,500.00	2,500.00 *
	CASES AND FOR ON-CALL CLERICAL			2,500.00
TOTAL TEMPORARY HELP				2,500.00
522025	TELEPHONE			
11320000	522025 -			
	(3) PHONES @ \$.25 EACH / MONTH	12.00	.75	109.00 *
	ESTIMATED LONG DISTANCE	1.00	100.00	9.00
				100.00
TOTAL TELEPHONE				109.00
531000	OFFICE SUPPLIES			
11320000	531000 -			
	OFFICE SUPPLIES	1.00	2,500.00	2,500.00 *
				2,500.00
TOTAL OFFICE SUPPLIES				2,500.00
531050	POSTAGE			
11320000	531050 -			
	POSTAGE	1.00	1,000.00	1,000.00 *
				1,000.00
TOTAL POSTAGE				1,000.00
532000	BOOKS/PUBLICAT/SUBSCRIPTIONS			
11320000	532000 -			
	UW LAW SCHOOL - JURY INSTRUCTIONS	1.00	65.00	4,030.00 *
	WI STATE BAR - PINNACLE BOOKS:	1.00	965.00	65.00
	JUDICIAL BENCH BOOKS			965.00
	CIVIL PROCEDURE BEFORE TRIAL			
	TRIAL PRACTICE			
	Westlaw-3 attorneys	3.00	1,000.00	3,000.00
TOTAL BOOKS/PUBLICAT/SUBSCRIPTIONS				4,030.00
532500	DUES OR SUBSCRIPTIONS			
11320000	532500 -			
	WI ASSOC. OF COUNTY CORPORATION	3.00	35.00	1,827.00 *
	COUNSELS DUES FOR 3 ATTORNEYS			105.00
	WI STATE BAR DUES FOR 3 ATTORNEYS	3.00	487.00	1,461.00
	STATE BAR DUES = CHILD SUPPORT REDUCED			



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET				
ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2025 DEPT
CORPORATION COUNSEL				
THE AMOUNT BY \$105.00 EACH FOR 2 ATTORNEYS. \$1671 dues for 3 attorneys minus \$210.00.				
MONROE COUNTY BAR ASSOC. DUES FOR 3 ATTORNEYS @ \$100 EACH		3.00	87.00	261.00
CHILD SUPPORT WILL PAY \$20 FOR 2 ATTORNEYS				
<b>TOTAL DUES OR SUBSCRIPTIONS</b>				<b>1,827.00</b>
533010 CONFERENCE/SEMINARS				
11320000 533010 -				
WAC & WIMMC CONFERENCES HOTEL 6 nights @ \$96 for 3 attorneys				
		6.00	96.00	726.00 *
MEALS for 3 Attorneys				
		3.00	50.00	150.00
<b>TOTAL CONFERENCE/SEMINARS</b>				<b>726.00</b>
533200 MILEAGE				
11320000 533200 -				
Mileage for 3 attorneys				
		3.00	200.00	600.00 *
<b>TOTAL MILEAGE</b>				<b>600.00</b>
553100 EQUIPMENT SERVICE CONTRACTS				
11320000 553100 -				
CANON EQUIPMENT LEASE				
		12.00	54.00	648.00
LOFFLER PRINT MANAGEMENT				
		1.00	400.00	400.00
BISCOM E-FAX				
		1.00	84.00	84.00
<b>TOTAL EQUIPMENT SERVICE CONTRACTS</b>				<b>1,132.00</b>
<b>TOTAL CORPORATION COUNSEL</b>				<b>14,424.00</b>
<b>TOTAL REVENUE</b>				<b>.00</b>
<b>TOTAL EXPENSE</b>				<b>14,424.00</b>
<b>GRAND TOTAL</b>				<b>14,424.00</b>

\*\* END OF REPORT - Generated by LISA HAMBLIN \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

INFO TECHNOLOGY OPERATION	2023 ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2024 ACTUAL	2024 PROJECTION	2025 ADOPTED	COMMENT
71400000 499999 TRANSF IN	-6,309.28	-6,468.00	-6,468.00	.00	-6,468.00	.00	_____
TOTAL INFO TECHNOLOGY OPERAT	-6,309.28	-6,468.00	-6,468.00	.00	-6,468.00	.00	_____

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
INFO	TECHNOLOGY	OPERATIONS	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	ADOPTED	COMMENT
71470000	411100	PROP TX	-1,293,822.00	-1,456,564.00	-1,457,521.00	-1,457,521.00	-1,457,521.00	.00	
71470000	437200	HO CHUNK	-52,500.00	.00	.00	.00	.00	.00	
71470000	474100	GEN FD FEE	-9,573.80	-10,107.00	-10,107.00	-10,137.96	-10,107.00	.00	
71470000	474300	HWY FEE	-3,250.00	-3,500.00	-3,500.00	.00	-3,500.00	.00	
71470000	474600	HS FEE	-48,533.87	-59,390.00	-59,390.00	-59,533.43	-59,390.00	.00	
71470000	599999	TRANSF OUT	188,278.09	.00	.00	.00	.00	.00	
71470000	511000	SALARIES	280,982.16	291,564.00	292,401.00	160,849.11	292,401.00	.00	
71470000	511200	OVERTIME	62.66	1,600.00	1,600.00	.00	1,600.00	.00	
71470000	515005	RETIREMENT	19,116.35	19,693.00	19,750.00	11,098.59	19,750.00	.00	
71470000	515010	SOC SEC	16,793.87	18,180.00	18,232.00	9,411.81	18,232.00	.00	
71470000	515015	MEDICARE	3,927.72	4,255.00	4,267.00	2,201.17	4,267.00	.00	
71470000	515020	HLTH INS	59,106.02	65,775.00	65,775.00	39,703.86	65,775.00	.00	
71470000	515025	DENTAL INS	2,802.41	2,983.00	2,983.00	1,739.01	2,983.00	.00	
71470000	515030	LIFE INS	72.00	72.00	72.00	42.00	72.00	.00	
71470000	515040	WORK COMP	159.95	153.00	152.00	82.08	152.00	.00	
71470000	531000	OFFIC SUPL	385.38	500.00	500.00	312.68	500.00	.00	
71470000	531050	POSTAGE	.00	50.00	50.00	.00	50.00	.00	
71470000	522025	TELEPHONE	2,041.23	2,252.00	2,252.00	1,053.37	2,252.00	.00	
71470000	553100	EQPMT SERV	782.33	2,434.00	2,434.00	945.39	2,434.00	.00	
71470000	599000	IT POOL	540.00	540.00	540.00	540.00	540.00	.00	
71470000	533010	CONF/SEM	.00	6,150.00	6,150.00	5,960.00	6,150.00	.00	
71470000	533200	MILEAGE	2,385.15	2,450.00	2,450.00	818.64	2,450.00	.00	
71470000	553050	BLDG RENT	.00	14,501.00	14,501.00	9,671.04	14,501.00	.00	
TOTAL INFO TECHNOLOGY OPERAT			-830,244.35	-1,096,409.00	-1,096,409.00	-1,282,763.64	-1,096,409.00	.00	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
INFO TECHNOLOGY MAINT & LIC			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	ADOPTED	COMMENT
71475000	521415	I9111 CNTY BRD	.00	2,000.00	2,000.00	.00	2,000.00	.00	
71475000	521415	I9127 MED EXAMIN	1,295.00	1,840.00	1,840.00	1,304.00	1,840.00	.00	
71475000	521415	I9143 PERSONNEL	5,832.00	5,832.00	5,832.00	5,832.00	5,832.00	.00	
71475000	521415	I9151 DATA PROC	184,280.68	193,495.00	193,495.00	145,121.01	193,495.00	.00	
71475000	521415	I9152 TREAS	7,993.24	56,500.00	56,500.00	21,620.75	56,500.00	.00	
71475000	521415	I9160 MAINT	13,890.00	.00	.00	.00	.00	.00	
71475000	521415	I9210 SHERIFF	101,120.10	206,860.00	206,860.00	173,523.61	206,860.00	.00	
71475000	521415	I9270 JAIL	7,072.00	10,400.00	10,400.00	3,264.00	10,400.00	.00	
71475000	521415	I9293 DISPATCH	46,695.12	52,720.00	52,720.00	40,510.86	52,720.00	.00	
71475000	521415	I9295 JUSTICE	9,573.80	10,107.00	10,107.00	10,137.96	10,107.00	.00	
71475000	521415	I9368 SAN	3,893.40	12,500.00	12,500.00	6,190.50	12,500.00	.00	
71475000	521415	I9470 VET SERV	816.00	850.00	850.00	832.32	850.00	.00	
71475000	521415	I9710 HEALTH	16,611.00	17,442.00	17,442.00	17,442.00	17,442.00	.00	
71475000	521415	I9790 HS	48,533.87	59,390.00	59,390.00	59,533.43	59,390.00	.00	
71475000	521415	I9914 COMP OPS	260,145.64	414,441.00	414,441.00	181,881.25	414,441.00	.00	
71475000	521415	I9933 HWY	3,250.00	3,500.00	3,500.00	.00	3,500.00	.00	
71475000	581000	CAP EQUIP	125,551.78	55,000.00	55,000.00	44,017.01	55,000.00	.00	
TOTAL INFO TECHNOLOGY MAINT			836,553.63	1,102,877.00	1,102,877.00	711,210.70	1,102,877.00	.00	
TOTAL REVENUE			-1,413,988.95	-1,536,029.00	-1,536,986.00	-1,527,192.39	-1,536,986.00	.00	
TOTAL EXPENSE			1,413,988.95	1,536,029.00	1,536,986.00	955,639.45	1,536,986.00	.00	
GRAND TOTAL			.00	.00	.00	-571,552.94	.00	.00	

\*\* END OF REPORT - Generated by RICHARD FOLKEDAHL \*\*

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2025 DEPT
INFO TECHNOLOGY OPERATION				
71400000 499999 - ARPA FUNDS TO COVER INCREASED SALARY AND FRINGE BENEFITS - WAGE STUDY APPROVAL UNUSED FUNDS WILL BE TRANSFERED BACK TO GENERAL FUND ARPA ACCOUNT FOR FUTURE EXPENSES		1.00	6,468.00	-6,468.00 * -6,468.00
TOTAL INFO TECHNOLOGY OPERATION				-6,468.00



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
INFO	TECHNOLOGY OPERATIONS				
71470000	411100 - ANNUAL APPROPRIATION		1.00	1,456,564.00	-1,456,564.00 *
71470000	474100 - MYEVOLV CASE MANAGEMENT SOFTWARE		1.00	10,396.00	-10,396.00 *
71470000	474300 - AWS SOFTWARE MAINTENANCE \$3,500		1.00	3,500.00	-3,500.00 *
71470000	474600 - ANNUAL SUPPORT/MAINTENANCE MYEVOLV		1.00	61,367.00	-61,367.00 *
<b>IS200 OFFICE ADMINISTRATIVE COSTS</b>					
71470000	531000 - MISC OFFICE SUPPLIES		1.00	500.00	500.00 *
71470000	531050 - POSTAGE		1.00	50.00	50.00 *
<b>IS300 TECHNOLOGY &amp; EQUIPMENT</b>					
71470000	522025 - (5) PHONES @ \$.25 EACH / MONTH		5.00	3.00	2,252.00 *
	(4) CELL PHONES @ \$44.00 EACH / MONTH		12.00	176.00	15.00
	ESTIMATED ANNUAL LONG DISTANCE		1.00	125.00	2,112.00
71470000	553100 - CANON EQUIPMENT LEASE		12.00	54.00	125.00
	LOFFLER PRINT MANAGEMENT		1.00	10.00	2,434.00 *
	BISCOM SOFTWARE E FAX		12.00	148.00	648.00
<b>IS350 IT POOL</b>					
71470000	599000 - FUTURE IT EQUIPMENT REPLACEMENT FUNDS		1.00	540.00	10.00
<b>IS400 CONF / EDUCATION &amp; TRAVEL</b>					
71470000	533010 - SOFTWARE/HARDWARE TECH TRAINING		1.00	6,000.00	6,150.00 *
	GIPAW DUES AND CONFERENCE		1.00	150.00	6,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET						
ACCOUNTS FOR:						
INFO TECHNOLOGY OPERATIONS	VENDOR	QUANTITY	UNIT COST	2025	DEPT	
71470000 533200 -						2,450.00 *
ANNUAL STAFF MILEAGE COSTS		5,000.00	.49			2,450.00
IS618 RENT						
71470000 553050 -						14,501.00 *
BUILDING LEASE - IT ALLOCATED AMOUNT		1.00	14,501.00			14,501.00
TOTAL INFO TECHNOLOGY OPERATIONS			-1,502,950.00			

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
INFO TECHNOLOGY MAINT & LIC

**IO600 COMPUTER OPERATIONS**

	VENDOR	QUANTITY	UNIT COST	2025 DEPT
71475000 521415 - I9111				2,000.00 *
C B VOTING SYSTEM ANNUAL MAINT		1.00	2,000.00	2,000.00
71475000 521415 - I9127				1,840.00 *
MDILOG SOFTWARE SUBSCRIPTION		1.00	1,840.00	1,840.00
71475000 521415 - I9143				5,832.00 *
KNOWB4 BI-ANNUAL SUBSCRIPTION		1.00	5,832.00	5,832.00
71475000 521415 - I9151				194,719.79 *
MUNIS ANNUAL SAAS SERVICE		1.00	194,719.79	194,719.79
2021 BUDGET: 166969.00				
MIGRATION OF TCM TO TYLER HOSTED				
2022 BUDGET: 178913.14				
2023 BUDGET: 184,280.52				
2024 BUDGET: 193,494.55				
2025 BUDGET: 194719.79 (REMOVE ACFR)				
71475000 521415 - I9152				53,112.00 *
GCS TREASURER SOFTWARE MAINT		1.00	52,612.00	52,612.00
LANDNAV SOFTWARE				
YEAR 1 \$47611.12 PLUS REST ENDPOINT				
\$5000 = 52611.12				
YEAR 2 50467.79				
YEAR 3 53495.85				
YEAR 4 56705.61				
YEAR 5 60107.92				
DATA FINANCIAL ANNUAL MAINTENANCE		1.00	500.00	500.00
CONTRACT				
71475000 521415 - I9210				200,368.00 *
INVESTIGATOR SOFTWARE MAINT - EVIDENCE		1.00	2,520.00	2,520.00
TRACKER				
AXON CAR CAMERAS		1.00	47,708.00	47,708.00
YEAR 1-5: 47,708.00				
UPGRADED CAMERAS AND SQUAD EQUIPEMENT				
CML JUSTICE CENTER CAMERAS		1.00	20,000.00	20,000.00
CEC VIDEO CONFERENCE		1.00	30,435.00	30,435.00
ZUERCHER PUBLIC SAFETY SOFTWARE		1.00	99,705.00	99,705.00
MAINTENANCE AND SUBSCRIPTION FEES				

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:

INFO TECHNOLOGY MAINT & LIC	VENDOR	QUANTITY	UNIT COST	2025 DEPT	
71475000 521415 - I9270					9,045.00 *
ID NETWORKS FINGER PRINT MAINT.		1.00	2,495.00		2,495.00
CHARTER INTERNET FOR JAIL TECHNOLOGY SYSTEMS		1.00	6,550.00		6,550.00
71475000 521415 - I9293					52,720.00 *
E-911 WIRELESS ROUTER MAINT		1.00	26,000.00		26,000.00
NICE VOICE SYSTEM PHONE RECORDING		1.00	7,800.00		7,800.00
ZUERCHER NEXT GEN E-911		1.00	17,670.00		17,670.00
ESRI ANNUAL MAINTENANCE		1.00	1,250.00		1,250.00
71475000 521415 - I9295					10,396.00 *
MYEVLV CASE MANAGEMENT SOFTWARE		1.00	10,396.00		10,396.00
71475000 521415 - I9710					19,477.00 *
NIGHTINGALE NOTES ANNUAL MAINT		1.00	19,477.00		19,477.00
ANNUAL SUBSCRIPTION FEE 19,477.00					
71475000 521415 - I9790					61,367.00 *
ANNUAL SUPPORT/MAINTENANCE MYEVLV		1.00	61,367.00		61,367.00
71475000 521415 - I9914					418,161.00 *
SERGEANT LABORATORIES INC.		1.00	9,750.00		9,750.00
ARISTOTLE INSIGHT					
SOPHOS SOFTWARE MAINT.		1.00	8,100.00		8,100.00
GRANICUS WEB SOFTWARE IMPLEMENTATION		1.00	4,978.00		4,978.00
YEAR 1 \$15200 (2020)					
YEAR 2 \$4300					
YEAR 3 \$4515					
YEAR 4 \$4740.75					
YEAR 5 \$4977.79					
REMOTE D/R SERVICES		1.00	4,081.00		4,081.00
SERVER MAINTENANCE AND LICENSING		1.00	22,250.00		22,250.00
SPYWARE IDS/IPS SOFTWARE MAINTENANCE		1.00	5,700.00		5,700.00
SQL UPGRADES		1.00	7,800.00		7,800.00
KRONOS SOFTWARE		1.00	6,100.00		6,100.00
MISC EQUIP/SERVICE MAINT		1.00	17,500.00		17,500.00
CISCO SMARTNET FOR SWITCHES, ASA,		1.00	24,000.00		24,000.00
WIRELESS CONTROLLER, INTERNET ROUTER					
MULTIFACTOR AUTHENTICATION		1.00	18,036.00		18,036.00
400 USERS LICENSES FOR 12 MONTHS					
\$18036 PER YEAR					
INTRADYN COUNTY EMAIL AND SOCIAL MEDIA		1.00	8,000.00		8,000.00
ARCHIVER MAINTENANCE					
ENCRYPTION CERTIFICATES		1.00	5,500.00		5,500.00
HARDWARE/SOFTWARE UPDATE SERVICES		1.00	20,000.00		20,000.00
LYNNX INTERNET/METRO ETHERNET		1.00	59,196.00		59,196.00
PRI CIRCUITS		1.00	21,600.00		21,600.00
MS OFFICE UPGRADE TO OFFICE 365 - THREE		1.00	99,000.00		99,000.00
YEAR CONTRACT					
403 G3 LICENSES					

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
INFO TECHNOLOGY MAINT & LIC					
	2 M5 LICENSES				
	3 TEAMS PRO LICENSES				
	WEBEX MONTHLY SUBSCRIPTION		12.00	46.00	552.00
	SECURITY OPERATION CENTER SUPPORT		1.00	47,800.00	47,800.00
	ADOBE ACROBAT PRO SUBSCRIPTION		67.00	150.00	10,050.00
	LICENSING \$150 ANNUAL LICENSE X 67				
	USERS				
	VEEAM BACKUP FOR OFFICE 365		12.00	515.00	6,180.00
	CISCO UMBRELLA		12.00	999.00	11,988.00
71475000	521415 - I9933				3,500.00 *
	AWS SOFTWARE MAINTENANCE		1.00	3,500.00	3,500.00
<b>TOTAL INFO TECHNOLOGY MAINT &amp; LIC</b>					<b>1,032,537.79</b>
<b>TOTAL REVENUE</b>					<b>-1,538,295.00</b>
<b>TOTAL EXPENSE</b>					<b>1,061,414.79</b>
<b>GRAND TOTAL</b>					<b>-476,880.21</b>

\*\* END OF REPORT - Generated by RICHARD FOLKEDAHL \*\*



**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 2025 | 2025 ANNUAL BUDGET FOR PERIOD: 99

ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
<b>HUMAN RESOURCES</b>									
11430000	511000	SALARIES	163,379.35	169,704.00	170,205.00	93,579.47	170,205.00	.00	
11430000	515005	RETIREMENT	11,112.89	11,711.00	11,745.00	6,455.60	11,745.00	.00	
11430000	515010	SOC SEC	9,280.52	10,523.00	10,553.00	5,187.85	10,553.00	.00	
11430000	515015	MEDICARE	2,170.53	2,463.00	2,470.00	1,213.29	2,470.00	.00	
11430000	515020	HLTH INS	48,030.43	54,078.00	54,078.00	29,075.06	54,078.00	.00	
11430000	515025	DENTAL INS	1,687.38	1,796.00	1,796.00	1,047.06	1,796.00	.00	
11430000	515030	LIFE INS	36.00	36.00	36.00	21.00	36.00	.00	
11430000	515040	WORK COMP	92.90	88.00	88.00	47.72	88.00	.00	
11430000	515750	RECRUIT	4,116.19	8,000.00	8,000.00	1,808.00	8,000.00	8,000.00	
11430000	519000	LABOR REL	38,440.90	12,000.00	12,000.00	2,157.50	12,000.00	12,000.00	
11430000	521003	CIVIL RIGH	.00	.00	.00	.00	.00	1,000.00	
11430000	522025	TELEPHONE	523.83	1,229.00	1,229.00	483.59	1,229.00	1,229.00	
11430000	531000	OFFIC SUPL	373.52	1,000.00	1,000.00	279.00	1,000.00	1,000.00	
11430000	531010	ID BAGE	539.71	818.00	818.00	542.66	818.00	818.00	
11430000	531050	POSTAGE	10.95	375.00	375.00	144.59	375.00	400.00	
11430000	532500	DUES	464.00	519.00	519.00	210.00	519.00	519.00	
11430000	533010	CONF/SEM	700.76	900.00	900.00	434.00	900.00	900.00	
11430000	533200	MILEAGE	518.76	788.00	788.00	532.01	788.00	950.00	
11430000	539050	RECOGNIT	7,984.80	11,000.00	11,000.00	2,365.69	11,000.00	11,000.00	
11430000	553100	EQUIP SERV	819.15	1,056.00	1,056.00	630.30	1,056.00	1,056.00	
11430000	599000	IT POOL	561.00	381.00	381.00	381.00	381.00	381.00	
<b>TOTAL HUMAN RESOURCES</b>			<b>290,843.57</b>	<b>288,465.00</b>	<b>289,037.00</b>	<b>146,595.39</b>	<b>289,037.00</b>	<b>39,253.00</b>	

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET								FOR PERIOD: 99	
ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
TRAINING			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11431000	515700	ED & TRAIN	2,934.30	7,500.00	7,500.00	.00	7,500.00	7,500.00	_____
TOTAL TRAINING			2,934.30	7,500.00	7,500.00	.00	7,500.00	7,500.00	_____

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET							FOR PERIOD 99		
ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
EMPLOYEE ASSISTANCE PROGRAM									
11432000	519100	EMP ASSIST	5,760.00	6,150.00	6,150.00	4,320.00	6,150.00	6,150.00	_____
TOTAL EMPLOYEE ASSISTANCE PR			5,760.00	6,150.00	6,150.00	4,320.00	6,150.00	6,150.00	_____

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET							FOR PERIOD 99		
ACCOUNTS FOR:			2023	2024	2024	2024	2024	2025	
SECTION	125 FEES		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
11433000	515080	SCT 125 EX	3,474.08	3,960.00	3,960.00	1,672.72	3,960.00	3,960.00	_____
TOTAL SECTION 125 FEES			3,474.08	3,960.00	3,960.00	1,672.72	3,960.00	3,960.00	_____

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET FOR PERIOD 99

ACCOUNTS FOR:		2023	2024	2024	2024	2024	2025	
		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT	COMMENT
NON-LAPSING RETIREMENT/FRINGE								
11435000 515200	RETIR/FRNG	17,515.35	40,000.00	117,665.41	17,248.92	117,665.41	40,000.00	_____
TOTAL NON-LAPSING RETIREMENT		17,515.35	40,000.00	117,665.41	17,248.92	117,665.41	40,000.00	_____
TOTAL REVENUE		.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE		320,527.30	346,075.00	424,312.41	169,837.03	424,312.41	96,863.00	_____
GRAND TOTAL		320,527.30	346,075.00	424,312.41	169,837.03	424,312.41	96,863.00	_____

\*\* END OF REPORT - Generated by EDWARD SMUDDE \*\*



**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
HUMAN RESOURCES

TOTAL COVID/ARPA .00

515750 RECRUITMENT EXPENSE

11430000 515750 -

RECRUITMENT OF STAFF: ADVERTISING, JOB FAIRS/OUTREACH, BACKGROUND CHECKS MORE BACKGROUNDS ARE AUTOMATED WITH ADDI COSTS FOR PROPER INFORMATION	1.00	8,000.00	8,000.00 *	8,000.00
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TOTAL RECRUITMENT EXPENSE 8,000.00

519000 LABOR RELATIONS

11430000 519000 -

ANNUAL LABOR LAW ROUND TABLE, EMPLOYEE RELATIONS. ASSISTS WITH HANDLING HIGH PRIORITY CASES WITH LEGAL COUNSEL. INCREASE OF UNEMPLOYMENT AND OTHER LABOR COMING OUT OF PANDEMIC WITH UNIQUE CIRCU PRICES FOR SERVICES CONTINUE TO RISE	1.00	12,000.00	12,000.00 *	12,000.00
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TOTAL LABOR RELATIONS 12,000.00

521003 CIVIL RIGHTS COMPLIANCE

11430000 521003 -

MEMBERSHIP FOR INTERPRETING SERVICES THROUGH VENDOR. USED WITH ALL DEPARTMENTS FOR 300 PLUS LANGUAGES FOR WHEN NO IN PERSON INTERPRETING SERVICES ARE AVAILABLE. AS PART OF THE CIVIL RIGHTS PLAN MORE AC MORE LANGUAGES IS REQUIRED AND THIS PROV EASY ACCESS ALTERNATIVE TO AN IN PERSON INTERPRETER.	1.00	1,000.00	1,000.00 *	1,000.00 A
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TOTAL CIVIL RIGHTS COMPLIANCE 1,000.00

522025 TELEPHONE

11430000 522025 -

(2) PHONES @ \$0.25 EACH/MONTH \$14.74	2.00	107.50	1,229.00 *	215.00
ESTIMATED LONG DISTANCE @ \$38.12/MONTH				
(2) CELL PHONES @ \$42.25/MONTH	2.00	507.00	1,014.00	

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
HUMAN RESOURCES

TOTAL TELEPHONE 1,229.00

VENDOR	QUANTITY	UNIT COST	2025 DEPT
531000 OFFICE SUPPLIES			
11430000 531000 -			1,000.00 *
MISC OFFICE SUPPLIES	1.00	1,000.00	1,000.00
UPDATING OLD RECORDS AND REPLACING DAMAG			
EQUIPMENT/SUPPLIES			

TOTAL OFFICE SUPPLIES 1,000.00

VENDOR	QUANTITY	UNIT COST	2025 DEPT
531010 IDENTIFICATION BADGE			
11430000 531010 -			818.00 *
PROG ID BADGES \$2.59/CARD X 200 = \$518.00	200.00	2.59	518.00
5 YR REPLACEMENT CYCLE			
ID BADGE EQUIPMENT, PRINTER INK RIBBON	1.00	300.00	300.00
FARGO DTC4500 YMCKO RIBBON, LANYARDS & SUPPLIES			

TOTAL IDENTIFICATION BADGE 818.00

VENDOR	QUANTITY	UNIT COST	2025 DEPT
531050 POSTAGE			
11430000 531050 -			400.00 *
STAMPS AND OTHER SHIPPING COSTS	1.00	400.00	400.00
REGARDING PUBLIC RECORD REQUESTS AND LEGAL DOCUMENTS. ROLL OF STAMPS = \$73 X 5 = 365 PLUS 35 IN MISC EXPENSE FOR SHIPPING			
MORE PRIORITY MAIL BEING USED AND PRICES GOING UP FROM 66 CENTS TO 73 CENTS.			

TOTAL POSTAGE 400.00

532500 DUES OR SUBSCRIPTIONS

VENDOR	QUANTITY	UNIT COST	2025 DEPT
11430000 532500 -			519.00 *
NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPFLRA) & WISCONSIN PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (WPELRA) JOINT MEMBERSHIPS	1.00	250.00	250.00
- COMBINDED RATES			
SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)	1.00	219.00	219.00
WI ASSOC. OF COUNTY PERSONNEL DIRECTORS (WACPD)	1.00	25.00	25.00
LA CROSSE AREA SOCIETY FOR HUMAN RESOURCE MANAGEMENT (LASHRM)	1.00	25.00	25.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
HUMAN RESOURCES

VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>TOTAL DUES OR SUBSCRIPTIONS</b>			<b>519.00</b>
533010	CONFERENCE/SEMINARS		

11430000	533010 -			900.00 *
	WPELRA ANNUAL CONFERENCE - MADISON HOTEL/MEALS, ANNUAL WACPD CONF. PLUS TRAVEL	1.00	350.00	350.00
	INCREASED ONLINE CONFERENCES AND MORE IN THAN PREVIOUS YEARS			
	WACPD REGISTRATION/HOTEL/MEALS	2.00	275.00	550.00

<b>TOTAL CONFERENCE/SEMINARS</b>			<b>900.00</b>
533200	MILEAGE		

11430000	533200 -			950.00 *
	TRAVEL TO VARIOUS CONFERENCES AND TRAININGS	1.00	950.00	950.00
	INCREASE IN MILEAGE RATE, REDUCTION IN T AMOUNT, SLIGHT INCREASE			

<b>TOTAL MILEAGE</b>			<b>950.00</b>
539050	RECOGNITION		

11430000	539050 -			11,000.00 *
	EMPLOYEE RECOGNITION PROGRAM AND PURCHASE OF SUPPLIES FOR STAFF	1.00	11,000.00	11,000.00
	INFLATION ON PRICING OF ITEMS, AND A LAR FOR NEW HIRE ITEMS IS NEEDED IN 2024, AS INVENTORY FROM PREVIOUS YEARS WILL BE EX			

<b>TOTAL RECOGNITION</b>			<b>11,000.00</b>
553100	EQUIPMENT SERVICE CONTRACTS		

11430000	553100 -			1,056.00 *
	CANON EQUIPMENT LEASE SPLIT 3 WAYS	12.00	43.00	516.00
	LOFFLER PRINT MANAGEMENT	1.00	480.00	480.00
	BISCOM E-FAX SPLIT 3 WAYS	1.00	60.00	60.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
HUMAN RESOURCES					
TOTAL EQUIPMENT SERVICE CONTRACTS					1,056.00
599000	TECHNOLOGY POOL				
11430000	599000 -				381.00 *
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS		1.00	381.00	381.00
TOTAL TECHNOLOGY POOL					381.00
TOTAL HUMAN RESOURCES				39,253.00	

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: TRAINING	VENDOR	QUANTITY	UNIT COST	2025 DEPT
<b>515700 EMP. EDUCATION &amp; TRAINING</b>				
11431000 515700 -				
SAFETY & SEXUAL HARASSMENT TRAINING, SUPERVISORY & MANAGEMENT TRAINING, EMPLOYEE TECHNICAL TRAINING - MICROSOFT OUTLOOK, WORD, EXCEL, TYLER, ETC. MEET MINIMUM REQUIREMENTS OF TRAINING FO AS WELL AS PROVIDE PROFESSIONAL DEVELOPM CURRENT STAFF		1.00	7,500.00	7,500.00 * 7,500.00 A
<b>TOTAL EMP. EDUCATION &amp; TRAINING</b>				<b>7,500.00</b>
<b>TOTAL TRAINING</b>			<b>7,500.00</b>	





NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR: EMPLOYEE ASSISTANCE PROGRAM VENDOR QUANTITY UNIT COST 2025 DEPT

519100 EMPLOYEE ASSISTANCE PROG
11432000 519100 - QUARTERLY SERVICE FEES 4.00 1,537.50 6,150.00 \* 6,150.00

TOTAL EMPLOYEE ASSISTANCE PROG 6,150.00
TOTAL EMPLOYEE ASSISTANCE PROGRAM 6,150.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT
SECTION 125 FEES					
<b>515080 SECTION 125 ADMIN EXPENSE</b>					
11433000	515080 -				3,960.00 *
	EMPLOYEE BENEFITS CORPORATION FEES FOR FSA ADMINISTRATION NUMBER OF STAFF TIMES \$4 PER MONTH, ADMIN FEE OF \$500 EQUALS NEED		12.00	330.00	3,960.00
<b>TOTAL SECTION 125 ADMIN EXPENSE</b>					<b>3,960.00</b>
<b>TOTAL SECTION 125 FEES</b>			<b>3,960.00</b>		

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:  
NON-LAPSING RETIREMENT/FRINGE

515200 RETIREMENT/FRINGE POOL

VENDOR	QUANTITY	UNIT COST	2025 DEPT
11435000 515200 -			40,000.00 *
OVER/UNDER AMOUNTS FOR BUDGETED SALARY/FRINGE BENEFITS, SICK LEAVE PAYOUT AND RETIREMENTS WILL BE POSTED TO THIS ACCOUNT AS A NONLAPSING FUND. THIS POOL WILL COVER BUDGET VARIATIONS THAT OCCUR DUE TO INTERNAL POSITION POSTINGS, NEW POSITION HIRES, RETIREMENTS, ETC. THAT ARE UNKNOWN VARIABLES THAT IMPACT BUDGETED SALARY/FRINGE BENEFITS FOR THE YEAR. FUNDS REMAINING AT THE END OF 2024 WILL FORWARD TO 2025 BUDGET	1.00	40,000.00	40,000.00

TOTAL RETIREMENT/FRINGE POOL 40,000.00  
TOTAL NON-LAPSING RETIREMENT/FRINGE 40,000.00

TOTAL REVENUE .00  
TOTAL EXPENSE 96,863.00

GRAND TOTAL 96,863.00

\*\* END OF REPORT - Generated by EDWARD SMUDE \*\*



REQUEST FOR  
PROPOSAL

Address  
Comparison and  
Discovery  
Project

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EXHIBIT A – RFP Statement

EXHIBIT B – Price Proposal Form



## **ADVERTISEMENT FOR BIDS**

The Monroe County Land Records Office is seeking sealed bid proposals from a qualified contractor to analyze and compare our address database in coordination with other trusted sources and evaluate missing addresses for inclusion.

All bids shall be contained in a sealed envelope and marked "Bid – Address Comparison and Discovery Project RFP". Said instructions can be downloaded from the Monroe County website <https://www.co.monroe.wi.us/departments/land-information-office> or contact Adrian Lockington at 608-269-8006. Sealed bids must be delivered to Adrian Lockington no later than 4:00 p.m. on Thursday, August 8, 2024, at the Monroe County Executive Center 124 N Court St Sparta, WI 54656.

Bids received or tendered after that time and date will not be accepted. Actual receipt is required by said time; deposit in the mail is insufficient. Facsimile or email bids will not be accepted.

Award of the contract to the successful qualified bidder shall be based upon the bid determined most advantageous to the county after evaluating the specific criteria requested. Bids must remain firm once submitted and may not be withdrawn for a period of ninety days, subject to provisions for correction of errors in the bid as contained in §66.0901, Wisconsin Statutes, Monroe County Ordinance, and Administrative Rules.

Adrian Lockington  
Executive Assistant

## PROJECT INFORMATION

### PROJECT DESCRIPTION

Monroe County is seeking qualified providers to make comparisons of our address database with other trusted sources and to evaluate missing addresses for inclusion in our database. In addition to locating addresses missing from our GIS database, we are hoping to discover missing sub-address information for commercial and residential rental units and apartments. Any new data will need to meet our existing NG9-1-1 attribute and schema standards.

### PROJECT TIMELINE

Release of RFP	July 1, 2024
Bid Submission Deadline	4:00 p.m. August 8, 2024
Bid Opening/Review	August 12, 2024
Recommendation to Admin & Personnel Committee	August 13, 2024
Contract Begin Date	January 1, 2025
Project Completion Date	March 31, 2025

### PROJECT CONTACT

Jeremiah Erickson, LIO/GIS Coordinator  
Office: (608)269-8698  
Email: [jeremiah.erickson@co.monroe.wi.us](mailto:jeremiah.erickson@co.monroe.wi.us)

Questions of the RFP contact:  
Adrian Lockington, Executive Assistant, County Administration  
Office: 608-269-8006  
Email: [Adrian.lockington@co.monroe.wi.us](mailto:Adrian.lockington@co.monroe.wi.us)

### PROJECT DOCUMENTS

RFP, Addenda and Reports can be found at <https://www.co.monroe.wi.us/departments/land-information-office>

### SUBMISSION OF BID

One (1) Bid response shall be submitted in a sealed package, box or envelope identified in the lower left corner as follows: **ADDRESS COMPARISON AND DISCOVERY PROJECT RFP**

Proposal shall be submitted in complete original form. **No faxed or email proposals will be accepted.**

**SEALED Bid must be delivered no later than 4:00 p.m. on Thursday, August 8, 2024 to:**

Monroe County Executive Center  
Adrian Lockington  
124 N Court St  
Sparta, WI 54656

Any proposals received after the above date and time will be rejected.

### PUBLIC VIEW OF BID

To the extent permitted by law, it is the intention of the County to withhold the contents of the proposals from public view, until such times as competitive reasons no longer require non-disclosure, in the opinion of Monroe County. At that time, all bids will be made available in accordance with the Wisconsin Public Records Law. It is intended that bids will be withheld until after the RFP process has been completed.

### GENERAL REQUIREMENTS

This RFP contains instructions governing the response to be submitted and the material to be included, a description of the services to be provided, selection criteria, and other requirements that must be met by the Contractor to be eligible for consideration.

# INSTRUCTIONS & INFORMATION TO BIDDERS

## ARTICLE 1 – DEFINED TERMS

1.1 Terms used in the RFP may also have the meanings indicated in the Standard General Conditions.

## ARTICLE 2 – COPIES OF BIDDING DOCUMENTS

2.1 Complete sets of the Bidding Documents may be obtained from the Issuing Office.

2.2 Owner, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not authorize or confer a license for any other use.

## ARTICLE 3 – EXAMINATION OF BIDDING DOCUMENTS, SITE AND OTHER RELATED DATA

3.1 It is the responsibility of each Bidder before submitting a Bid to:

- A. Examine and carefully study the Bidding Documents, and the other related data identified in the Bidding Documents and any Addenda.
- B. Visit the Site if applicable and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Consider the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- E. Agree at the time of submitting its Bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- F. Become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- G. Promptly give Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Owner is acceptable to Bidder; and
- H. Determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.

3.2 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the Bidding Documents, that Bidder has given Owner written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bidding Documents and the written resolutions thereof by Owner are acceptable to Bidder, and that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

## ARTICLE 4 – INTERPRETATIONS AND ADDENDA

4.1 **All questions about the meaning or intent of the RFP are to be submitted to Owner in writing.**

Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda posted to the Monroe County website <https://www.co.monroe.wi.us/departments/land-information-office> **Questions received less than seven (7) Days prior to the date for opening of Bids may not be answered.** Only questions

answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

4.2 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by Owner. Bidders must acknowledge receipt of all Addenda.

#### **ARTICLE 5 – SUBCONTRACTORS, SUPPLIERS AND OTHERS**

5.1 Contractor shall not employ any Subcontractor, Supplier, individual unless approved by owner.

5.2 If owner approves subcontractors, owner requires the identity of Subcontractors, Suppliers, individuals, or entities to be submitted to Owner, the Bidder shall submit with the Bid to Owner a list of all such Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, individual, or entity if requested by Owner. If Owner, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, individual, or entity, Owner may, before the Notice of Award is given, request apparent Successful Bidder to submit a substitute, in which case apparent Successful Bidder shall submit an acceptable substitute, Bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution, and Owner may consider such price adjustment in evaluating Bids and making the Contract award.

5.3 If apparent Successful Bidder declines to make any such substitution, Owner may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, individuals, or entities. Declining to make requested substitutions will not constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor, Supplier, individual, or entity so listed and against which Owner makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner subject to revocation of such acceptance after the Effective Date of the Agreement as provided in Article 6 of the Standard General Conditions of the Contract.

5.4 Contractor shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom Contractor has reasonable objection.

#### **ARTICLE 6 – BASIS OF BID, COMPARISON OF BIDS**

6.1 Bidders shall submit a fixed not to exceed price bid.

6.2 A Price Proposal known as EXHIBIT B herein this RFP of the consultant's fixed fee, including labor costs shall be provided, listing each task with hours, hourly billing rates and subtotals for each task.

6.3 Prospective bidders are asked to complete the price proposal form according to the general work scope. If it should become necessary for Monroe County to request to render any additional service to either supplement the services requested in this request for proposal or to perform additional work as a result of action by the County Board, then such additional work shall be performed only if set forth in an addendum to the contract between Monroe County and the contractor. Any such additional work agreed to between Monroe County and the contractor shall be performed at the same rates set forth in the price proposal.

#### **ARTICLE 7 – SUBMITTAL OF BID**

7.1 A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in a plainly marked package with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by the other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "**BID ENCLOSED – Address Comparison and Discovery RFP.**" Sealed bids shall be delivered to Monroe County 124 N Court St Sparta, WI 54656 Attention: Adrian Lockington.

## **ARTICLE 8 – MODIFICATION AND WITHDRAWAL OF BID**

8.1 A Bid may be modified or withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

8.2 If the bidder claims that a mistake, omission or error has been made in preparing the bid, the bidder shall, before the bids are opened, make known the fact that an error, omission or mistake has been made. If the bidder makes this fact known, the bid shall be returned to the bidder unopened. If a bidder makes an error, omission or mistake and discovers it after the bids are opened, the bidder shall immediately and without delay give written notice and make known the fact of the mistake, omission or error which has been committed and submit to the municipality clear and satisfactory evidence of the mistake, omission or error and that it was not caused by any careless act or omission on the bidder's part in the exercise of ordinary care in examining the plans or specifications and in conforming with the provisions of this section. If the discovery and notice of a mistake, omission or error causes a forfeiture, the bidder may not recover the moneys or certified check forfeited as liquidated damages unless it is proven before a court of competent jurisdiction in an action brought for the recovery of the amount forfeited, that in making the mistake, error or omission the bidder was free from carelessness, negligence or inexcusable neglect.

## **ARTICLE 9 – OPENING OF BIDS**

9.1 Bids will be opened by an evaluation team and shall make a recommendation to the Administration & Personnel Committee. An abstract of the amounts of the base Bids will be made available to Bidders after the award.

## **ARTICLE 10– BIDS TO REMAIN SUBJECT TO ACCEPTANCE**

10.1 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return a Bid security prior to the end of this period.

## **ARTICLE 11 – EVALUATION OF BIDS AND AWARD OF CONTRACT**

11.1 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible.

11.2 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

11.3 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested.

11.4 In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted as required.

11.5 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents.

11.6 Owner may use any and all information provided by other owner and directors of other projects that the bidder has worked on.

11.7 If the Contract is to be awarded, Owner will award the contract to the successful bidder that meets the requirements of this RFP and shall be based upon the bid determined most advantageous to the county after evaluating the specific criteria requested.

**ARTICLE 12 – CONTRACT SECURITY AND INSURANCE**

12.1 Article 7 of the Instruction to Bidders and Article 22 of the Monroe County Standard Terms and Conditions sets forth requirements as to Bid Security and Insurance. When the Successful Bidder delivers the executed Agreement to Owner, it shall be accompanied by such bonds required and Certificate of Insurance. Article 22 of the Monroe County Standard Terms and Conditions sets forth requirements as to Insurance Requirements for Architect, Engineers, Construction and Professional Services. Proof of Insurance is required before work can commence.

**ARTICLE 13 – CONDUCT OF CONTRACTOR AND EMPLOYEES**

13.1 Contractor and its employees shall not consume or be under the influence of drugs or alcohol while on Monroe County property or when working for or representing Monroe County. Violation will be cause for contract termination.

13.2 Contractor and its employees shall be respectful and courteous to visitors, agents of Monroe County and regulatory agency personnel. Abusive language or gestures will not be allowed and may be cause for contract termination.

**ARTICLE 14– SIGNING OF AGREEMENT**

14.1 When Owner issues a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Agreement along with the other Contract Documents which are identified in the Agreement as attached thereto. Within 15 days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Agreement and attached documents to Owner. Within ten days thereafter, Owner shall deliver one fully signed counterpart to Successful Bidder.

**ARTICLE 15 - TERM**

15.1 The Agreement shall terminate upon the earlier of a) Contractor and Monroe County substantially performing all of their respective obligations under the Proposal or b) thirty (30) days after either Party provides written notice to the other Party that the Agreement is terminated. Either Party may terminate this Agreement for any reason, provided that if Contractor so terminates this Agreement, Monroe County shall pay Contractor for all Equipment delivered, Services performed, and direct expenses incurred by Contractor in connection with the Agreement (including without limitation manufacturer service contracts purchased in connections with the Agreement) prior to the termination date. Upon termination of this Agreement, Contractor will prorate the maintenance fee and refund Monroe County the remaining balance.

**ARTICLE 16 - TERMINATION FOR CONVENIENCE**

16.1 This Agreement may be terminated for convenience at any time upon thirty (30) days prior written notice by one party to the other.

**ARTICLE 17 – TERMINATION FOR CAUSE**

17.1 Upon material breach of the terms of this Agreement, the nonbreaching party shall provide written notice to the breaching party specifying the nature of the default. The breaching party shall have a minimum of 30 days from the date of receipt to cure any such default prior to the effective date of termination.

**ARTICLE 18 – TERMINATION FOR NON-APPROPRIATION OF FUNDS**

18.1 In the event that Monroe County is unable to continue to make payments required hereunder due to a failure of the responsible governmental entity to make available funding to the level and in the amount required to remain in compliance with Monroe County’s financial obligations; hereunder, then upon the occurrence of such a non-appropriation event and on the date that the requisite funding ceases to be available to Monroe County, Monroe County may terminate this Agreement, without further financial obligation or liability to Consultant other than to pay for Products and Services previously delivered to Monroe County or performed for Monroe County.

**ARTICLE 19 – SALES AND USE TAXES**

19.1 Owner is exempt from Wisconsin state sales and use taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the Bid. **Wisconsin Sales and Use Tax Exempt CES#008-1020421898-12**



## **ARTICLE 20 – BIDDER’S ACKNOWLEDGEMENTS**

20.1 Bidder accepts all of the terms and conditions of the RFP including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

- A. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- B. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- C. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site- related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder’s safety precautions and programs.
- D. Based on the information and observations referred to in Article 3, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- E. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- F. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Owner is acceptable to Bidder.
- G. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- H. Bidder will submit written evidence of its authority to do business in the state where the project is located before the award of the Contract.

## **ARTICLE 21 – BIDDER’S CERTIFICATION**

21.1 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Article 19:
  1. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  2. "Fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  3. "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels;

and

4. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### **ARTICLE 22 -WORK**

22.1 Contractor shall complete all Work as specified or indicated in this RFP and or Contract Documents.

22.2 Should Monroe County terminate the Contract for any reason, the Contractor will be paid for only those services performed in the categories prior to termination and for actual expenses documented in accord with the approved breakdown.

22.3 Should Monroe County authorize the Contractor to do work outside the scope of this document, Contractor shall work with the County to develop an exact scope and provide an itemized breakdown of their services for approval prior to proceeding with the additional work.

#### **ARTICLE 23 - CONTRACTOR'S REPRESENTATIONS**

23.1 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the RFP. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the RFP.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the RFP, and the written resolution thereof by Owner is acceptable to Contractor.

### **WORK SCOPE**

#### **OBJECTIVE**

The preferred firm will provide a project plan and include the costs of any necessary software and quotes for professional services to achieve our project goals. The project plan must also contain a comprehensive implementation plan with an associated timeline.

#### **SCOPE OF WORK**

##### **SUMMARY**

The following information is a general description of the scope of work that the firm will be required to perform. Providing this information will assist the contractor in understanding the scope of service needed by Monroe County.

##### **PROJECT SCOPE**

1. Acquisition of existing data and identification of official addressing sources.
2. Compare our NG9-1-1 address data to other sources.
  - A. Compare our GIS address information to that acquired from local sources.
  - B. Compare our GIS address information against other known reliable commercial address database sources.
  - C. Score or rate possible missing addresses for inclusion in our NG9-1-1 GIS data.
3. Deliverables
  - A. Provide a feature class of potentially missing address points.
  - B. Provide a feature class or table, identifying missing sub-address data for existing addresses.

#### **COUNTY RESPONSIBILITIES**

The County will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

1. NG9-1-1 data will be made available from the county LIO/GIS Coordinator.
2. County will provide a list of local addressing authorities and contacts.
3. County will provide list of mailing and physical addresses from our tax software.

## **REQUIREMENTS AND SPECIFICATIONS**

### **EQUIPMENT AND SUPPLIES**

- All supplies required to carry out the operations within the scope of this contract shall be provided by the Contractor.
- The Contractor shall not use any material or supplies, which the County determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.

### **OTHER TASKS**

Work not considered in this RFP and would be beneficial to the completion of this project is considered other work or other tasks. This type of work may only be done at the request of the County. Other work and tasks shall be performed at the hourly rate or unit pricing as negotiated. The County in consultation with the Contractor will determine the number of hours and the schedule required to accomplish the requested task. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

## **SUCCESSFUL PROPOSAL REQUIREMENTS**

Proposals must be submitted in the format outlined below. To be considered, the Proposal must respond, at a minimum, to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the Proposal. Details not supplied will be considered non-responsive.

### **1. Organization and Staff:**

Describe the organizational makeup of your company. Define the personnel resources that will contribute to meeting the County's needs and in what capacity they would serve. Qualifications. Clearly state their technical qualifications and experience. Relate this to the requirements of this RFP.

- A. Demonstrate competence in the industry and experience serving similar commercial and or government operations.
- B. Provide Agency description to include:
  - Primary Headquarters and areas served
  - Areas of Specialty
  - Organizational Chart

### **2. References:**

Describe in detail your company's experience with the type of services requested herein.

Provide a list of at least three (3) references in which your company has performed services of similar or more complex scope. Each Reference must include the following information:

- A. Business/Organization Name
- B. Headquarter and other office locations
- C. Business/Organization Telephone number
- D. Dates of contract
- E. Name, phone number and email of a person who would serve as a reference about the work your company has done.

References must demonstrate that the contractor has a satisfactory performance record and has the necessary organization, experience, accounting, operational controls and technical skills, and is otherwise qualified and eligible to receive an award under the conditions of this RFP.

### **3. Price Proposal:**

This portion of the Proposal must be sealed separately from the remainder of the Proposal. It is essential that the price information be provided separately from the technical and organizational information. The price established by the contract shall remain fixed.

## CRITERIA FOR SELECTION

### 1. Selection Process:

Only Sealed Proposals submitted will be opened and reviewed. They shall be evaluated by a committee of qualified personnel selected by the County. The committee will recommend for selection the Proposal that most closely meets the requirements of the RFP and satisfies the County's needs.

### 2. Understanding of Work Scope:

This refers to the contractor's understanding of the County's needs that generated the RFP, of the County's objectives in asking for the services, and of the nature and scope of the work involved.

### 3. Contractor Qualifications:

This refers to the ability of the contractor to meet all of the terms of the RFP, especially the time constraints and the quality of services required by the County. Personnel qualifications and quality of references are all significant factors in this category.

### 4. Contractor Experience:

This refers to the contractor's proven experience in providing commercial or government services similar to in size as requested herein. List any contracts or subcontracts held by the firm which has been terminated within the last five years. Identify any claims arising from a contract that resulted in litigation or arbitration within the last three years.

### 5. Cost:

While this area will be weighted heavily, it will not normally be the deciding factor in the selection process.

### 6. Proposal Submission:

Completion of proposal and all requirements required is clearly identified and acknowledged.

NOTE: If desired, additional materials, such as detailed resumes, detailed descriptions of previous projects, and/or other information relevant to the assessment of the firm's qualifications may be included at the end of the proposal in clearly labeled appendices.

## TERM OF CONTRACT

It is Monroe County's intention to award a contract in 2024 contingent on grant award and the approval of the 2025 budget. Project would commence in 2025 if approved.

## EVALUATION OF PROPOSALS

### Initial Evaluation

Monroe County reserves the right to request any additional information or clarifications from proposers, or to allow corrections of errors or omissions that it deems necessary during the evaluation process. Each proposal shall receive an initial evaluation. The proposals will be reviewed by an evaluation team on August 12, 2024.

### Award

Award of the contract to the successful bidder shall be based upon the bid determined most advantageous to the county after evaluating the specific criteria requested. The Administration and Personnel Committee will review bids with the intent to make a final recommendation of selected vendor on August 13, 2024. Bids must remain firm once submitted and may not be withdrawn for a period of ninety days, subject to provisions for correction of errors in the bid as contained in §66.0901, Wisconsin Statutes, Monroe County Ordinance, and Administrative Rules. The County Board meets for adoption of the proposed 2025 Monroe County annual budget on November 6, 2024.



# MONROE COUNTY STANDARD TERMS AND CONDITIONS

(STC-Forms03242023)

## 1. General.

Throughout this document, "Monroe County," "County" and "Purchasing" shall be synonymous and mean Monroe County. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer," "vendor," and "contractor." The phrases "request for proposal," "invitation for bids," "request," "invitation," and "solicitation" shall also be synonymous. As applied to the winning or selected bidder, the words "bid," "proposal," "agreement," and "contract" are synonymous.

## 2. Entire Agreement, Order of Precedence.

These standard terms and conditions shall apply to any Purchase Order issued as a result of this Request for Bid/Proposal, except where expressly stated otherwise in the RFP or in a written instrument covering this purchase signed by an authorized representative of the Monroe County and the Contractor, in a form approved by the Monroe County Attorney (a "Separate Contract"). If such a separate contract is executed it shall constitute the entire agreement and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the Monroe County.

If a Separate Contract is not executed, these Standard Terms and Conditions, Monroe County's request for proposals, the version of the vendor's bid that was accepted by Monroe County, and the Monroe County's Purchase Order (if any) shall constitute a contract and will be the entire agreement.

Order of Precedence: If there is a conflict between this STC (Standard Terms and Conditions) and any terms in the vendor's accepted bid or proposal, this STC (Standard Terms and Conditions) shall control unless the parties expressly agree to another order of precedence, in writing. If there is a conflict between this Section A and a Separate Contract, the terms and conditions of the Separate Contract shall control.

## **I. TERMS FOR SUBMISSION OF BIDS: The following section applies to the bid/selection process only.**

3. This invitation for bids does not commit Monroe County to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. Monroe County may require the bidder to participate in negotiation and to submit such additional price or technical or other revisions to his or her bids as may result from negotiation. The bidder shall be responsible for all costs incurred as part of his or her participation in the pre-award process.
  - a. Monroe County reserves the right to require Bidder's Proof of Responsibility to be submitted for approval to submit a bid or proposal.
  - b. Monroe County reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at Monroe County's discretion are determined to be in the best interests of Monroe County. Further, Monroe County makes no representations that a contract will be awarded to any offer or responding to this request.
  - c. Monroe County expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejection(s).
  - d. Monroe County reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.
  - e. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of Monroe County, agrees to an extension.

## 4. Addenda.

Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date.

5. Price Proposal.

All bidders are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the bidder may include product literature and specifications. The price quoted will remain firm throughout each contract period. Any price increase proposed shall be submitted sixty (60) calendar days prior to subsequent contract periods and shall be limited to fully documented cost increases to the bidder which are demonstrated to be industry-wide.

6. Price Inclusion.

The price quoted in any bid shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the furnishing and delivery of equipment or services pursuant to the specifications attached thereof. Any items omitted from the specifications which are clearly necessary for the completion of the project shall be considered a portion of the specifications although not directly specified or called for in these specifications.

7. Pricing and Discount.

- a. Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea. etc.) as stated on the bid/proposal or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price. If an apparent mistake exists in the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.
- b. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.

8. F.O.B. Destination Freight Prepaid.

Bid prices must include all handling, transportation and insurance charges. Failure to bid FOB Destination Freight Prepaid may disqualify your bid.

9. Award.

- a. Monroe County will have sole discretion as to the methodology used in making the award. Where none is specified, the award will be made to the lowest responsible bidder in compliance with the specifications and requirements of this solicitation.
- b. The right is reserved to make a separate award of each item, group of items or all items, and to make an award in whole or in part, whichever is deemed in the best interest of Monroe County.

10. Responsiveness and Responsibility.

Award will be made to the responsible and responsive bidder whose bid is most advantageous to Monroe County with price and other factors considered. For the purposes of this project, responsiveness is defined as the bidder's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.

Responsibility is defined as the bidder's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

Monroe County reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to Monroe County, or has failed to perform faithfully any previous contract with Monroe County. If requested, the bidder must present within five (5) working days evidence satisfactory to Monroe County of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.

11. Cancellation.

- a. Monroe County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds.
- b. In the event the Bidder shall default in any of the covenants, agreements, commitments, or conditions and any such



default shall continue un-remedied for a period of ten (10) days after written notice to the Bidder, Monroe County may, at its option and in addition to all other rights and remedies which it may have, terminate the Agreement and all rights of the Bidder under the Agreement.

- c. Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Bidder fails to maintain and keep in force the insurance, if required, Monroe County shall have the right to cancel and terminate the contract without notice.

**II. CONDITIONS OF PURCHASE: The following section applies to purchases/contracts after the award. See Paragraphs 1 & 2 for applicability and order of precedence.**

12. Specifications.

- a. All bidders must be in compliance with all specifications and any drawings provided with this solicitation. Exceptions taken to these specifications must be noted on Bidder's bid.
- b. When specific manufacturer and model numbers are used, they are to establish a design, type, construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and the bidder/proposer is responsible for providing sufficient information to establish equivalency. Monroe County shall be the sole judge of equivalency. Bidders are cautioned to avoid bidding alternates which do not meet specifications, which may result in rejection of their bid/proposal.

13. Regulatory Compliance.

- a. Seller represents and warrants that the goods or services furnished hereunder, including all labels, packages, and container for said goods, comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act (OSHA), as amended, with respect to design, manufacture or use for their intended purpose of said goods or services. Seller shall furnish Material Safety Data Sheets (MSDS) whenever applicable.
- b. If it is determined by Monroe County that such standards are not met, the seller agrees to bear all costs required to meet the minimum standards as stated above for the equipment/products furnished under this contract.

14. Warranty.

Unless otherwise specifically stated by the bidder, products shall be warranted against defects by the bidder for ninety (90) days from the date of receipt. If bidder or manufacturer offers warranty that exceeds 90 days, such warranty shall prevail.

15. Ownership of Printing Materials.

All artwork, camera-ready copy, negative, dies, photos and similar materials used to produce a printing job shall become the property of Monroe County. Any furnished materials shall remain the property of Monroe County. Failure to meet this requirement will disqualify your bid. Monroe County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFP and firm shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFP to Owner in a format usable to the County. Awarded firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use as they so choose. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.

16. Payment Terms and Invoicing.

Monroe County will pay properly submitted vendor invoices within thirty (30) days of receipt, providing good and/or services have been delivered, installed (if required), and accepted as specified. Vendors are required to provide a current W-9.

- a. Payment shall be considered timely if the payment is mailed, delivered, or transferred within thirty (30) days after receipt of a properly completed invoice, unless the vendor is notified in writing by the agency of a dispute before payment is due.
- b. Invoices submitted not in accordance with these instructions will be removed from the payment process and returned within ten (10) days.

17. F.O.B. Destination Freight Prepaid.

Unless otherwise agreed in writing, the vendor shall bear all handling, transportation and insurance charges. Title of goods shall pass upon acceptance of goods at Monroe County's reception area.

18. Tax Exemption.

Monroe County, Wisconsin is exempt from the payment of Federal Excise Tax and State Sales Tax under Section 77.54(9a) (b), Wis. Stats. Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the bidder's bid and which, by terms of the tax law, may be passed directly to Monroe County, will be paid by Monroe County. **The Monroe County Tax Exempt number is 008-1020421898-12.**

19. Non-Discrimination.

In the performance of work under this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

20. Indemnification.

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless Monroe County, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon Monroe County or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of Contractor and any of Contractor's subcontractors in the performance of this agreement, whether caused by or contributed to by the negligence of Monroe County or its officers, officials, agents or employees. This provision shall survive any termination or expiration of this Agreement with respect to any liability, injury or damage occurring prior to such termination.

21. Non-Collusive Statement.

Each firm, by submitting a response, certifies that it is not a party to any collusive action with Monroe County personnel and/or Consultants. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.

22. Insurance.

Monroe County Insurance Requirements for Architect, Engineers, Construction Manager, and Professional Services. The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the Monroe County Administration.

**I. Minimum Scope and Limits**

- A. Architects, Engineers, Other Professional- Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
  - 1. General aggregate limit per project  
(Other than Products-Completed Operations) \$2,000,000

- |  |             |
|--|-------------|
| 2. Products-Completed Operations Aggregate per project | \$1,000,000 |
| 3. Personal and Advertising Injury Limit               | \$1,000,000 |
| 4. Each Occurrence Limit                               | \$1,000,000 |
| 5. Fire Damage limit – any one Fire                    | \$50,000    |
| 6. Medical Expense limit – any one Person              | \$10,000    |
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a **Symbol 1-Any Auto basis**.
- D. Workers' Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

## II. Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class VI, authorized as an admitted insurance company in the state of Wisconsin.
- B. Monroe County, Monroe County's elected and appointed officials, and Monroe County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

### 23. Work Site Damages.

Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense within 10 business days.

### 24. Compliance.

- a. Regulations. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
- b. Licensing and Permits. The Contractor selected under this bid shall be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract. The Contractor shall also be required, when appropriate, to obtain the necessary building permits prior to performing work on Monroe County facilities.

### 25. Warranty of Materials and Workmanship.

- a. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.

### 26. Replacement of Defective Work or Materials.

Any work or material found to be in any way defective or unsatisfactory shall be corrected or replaced by the Contractor at its own expense at the order of the Monroe County notwithstanding that it may have been previously overlooked or passed by an inspector. Inspection shall not relieve the Contractor of its obligations to furnish materials and workmanship in accordance with this contract and its specifications.

### 27. Reservation of the Right to Inspect Work.

At any time during normal business hours and as often as the Monroe County may deem necessary, the Contractor shall permit the authorized representatives of the Monroe County to review and inspect all materials and workmanship at any time during the duration of this contract, provided, however, the Monroe County is under no duty to make such inspections, and any inspection so made shall not relieve the Contractor from any obligation to furnish materials and workmanship strictly in accordance with the instructions, contract requirements and specifications.

28. Weapons Prohibition.

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons (excluding items that are necessary for the project such as a utility knife), including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any Monroe County work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m). This section does not apply to employees who are required to carry a weapon under the express terms of the Contract (such as armed security guard services, etc.).

29. Software & Technology Purchases.

- a. Software Licenses. All software license agreements shall include the Monroe County's mandatory legal terms and conditions as determined by the Monroe County Corporation Counsel. No Monroe County employee has the authority to bind Monroe County by clicking on an End User License Agreement (EULA) or any other click-through terms and conditions. All legal documents associated with the purchase or download of software must be reviewed by Monroe County Corporation Counsel.
- b. Network Connection Policy. If this purchase includes software support, software maintenance, network services, and/or system development services and will require a Network Connection the Monroe County Network (as defined in the following link), the Monroe County's Network Connection Policy found at this link: <https://www.co.monroe.wi.us/departments/human-resources> is hereby incorporated and made a part of the Contract and Contractor agrees to comply with all of its requirements.

30. Confidentiality and Security.

This document or any portion of it may not be used for any purpose other than the submission of proposals. The successful consultant must agree to maintain confidentiality and security standards consistent with the confidentiality and security policies of Monroe County and any applicable State or Federal Laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their duties. The successful consultant will be required to ensure that all consultants' personnel provided services to the County which require access to secure and confidential Monroe County information or facilities, meet the criteria for personal security clearance prescribed by Monroe County prior to having access to secure areas or confidential material.

Monroe County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.

Monroe County reserves the right to require background checks for any consultant employee or subcontractor employee involved in this project from the awarded firm(s). Unpublished information pertaining to Monroe County or its employee's obtained by the firm as a result of participation in this RFP or resulting contract is confidential and must not be disclosed without written authorization from Monroe County Corporation Counsel or pursuant to a court order. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Monroe County, Wisconsin.

# EXHIBIT A

## RFP STATEMENT

Complete this page and include it with your sealed response to this request.

I have read this Request for Proposal (RFP), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

### Binding Signatures:

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Proposals, the within and foregoing proposal, the contract, the applicable specifications and special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature (Manual Signature) \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT B– PRICE PROPOSAL**

Monroe County Request for Competitive Sealed Proposals:

**Price Proposal for Period: 2025**

We the undersigned, in accordance with the scope of work and terms and conditions issues for same, provide the fixed flat fee proposal for the services described in the request for proposal.

<b>SECTION</b>	<b>FIXED NOT TO EXCEED AMOUNT</b>
Acquisition of Comparison Address Databases	\$
Evaluation of Addresses for Inclusion GIS Data	\$
Documentation of Missing Sub-address Information	\$
Project Completion Summary and Discussion	\$
<b>TOTAL LUMP SUM AMOUNT</b>	\$

In the event Monroe County would request additional services outside of the workscope and contract agreement please provide an hourly rate if we would need to request the services listed below:

***2025 Labor Rates***

<b>LABOR CLASSIFICATION</b>	<b>HOURLY RATE</b>
GIS Analyst	\$
GIS Coordinator	\$
GIS Technician	\$

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Monroe County Standard Terms and Conditions

(STC-Forms 03202024)

## 1. General.

Throughout this document, "Monroe County," "County" and "Purchasing" shall be synonymous and mean Monroe County. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer" and "contractor." The phrases "request for proposal," "invitation for bids," "request," "invitation," and "solicitation" shall also be synonymous. As applied to the winning or selected bidder, the words "bid," "proposal," and "contract" are synonymous.

## 2. Entire Agreement, Order of Precedence.

These standard terms and conditions shall apply to any Purchase Order issued as a result of this Request for Bid/Proposal, except where expressly stated otherwise in the RFP or in a written instrument covering this purchase signed by an authorized representative of the Monroe County and the Contractor, in a form approved by the Monroe County Attorney (a "Separate Contract"). If such a separate contract is executed it shall constitute the entire agreement and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the Monroe County.

If a Separate Contract is not executed, these Standard Terms and Conditions, Monroe County's request for proposals, the version of the vendor's bid that was accepted by Monroe County, and the Monroe County's Purchase Order (if any) shall constitute a contract and will be the entire agreement.

Order of Precedence: If there is a conflict between this STC (Standard Terms and Conditions) and any terms in the vendor's accepted bid or proposal, this STC (Standard Terms and Conditions) shall control unless the parties expressly agree to another order of precedence, in writing. If there is a conflict between this Section A and a Separate Contract, the terms and conditions of the Separate Contract shall control.

## **I. TERMS FOR SUBMISSION OF BIDS: The following section applies to the bid/selection process only.**

3. This invitation for bids does not commit Monroe County to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. Monroe County may require the bidder to participate in negotiation and to submit such additional price or technical or other revisions to his or her bids as may result from negotiation. The bidder shall be responsible for all costs incurred as part of his or her participation in the pre-award process.

# Monroe County Standard Terms and Conditions

(STC-Forms 03242023)

- a. Monroe County reserves the right to require Bidder's Proof of Responsibility to be submitted for approval to submit a bid or proposal.
- b. Monroe County reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at Monroe County's discretion are determined to be in the best interests of Monroe County. Further, Monroe County makes no representations that a contract will be awarded to any offer or responding to this request.
- c. Monroe County expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejections(s).
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# Monroe County Standard Terms and Conditions

(STC-Forms 03242023)

b. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.

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- b. In the event the Bidder shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue un-remedied for a period of ten (10) days after written notice to the Bidder, Monroe County may, at its option and in addition to all

# Monroe County Standard Terms and Conditions

(STC-Forms 03242023)

other rights and remedies which it may have, terminate the Agreement and all rights of the Bidder under the Agreement.

- c. Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Bidder fails to maintain and keep in force the insurance, if required, Monroe County shall have the right to cancel and terminate the contract without notice.

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- a. Seller represents and warrants that the goods or services furnished hereunder, including all labels, packages, and container for said goods, comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act (OSHA), as amended, with respect to design, manufacture or use for their intended purpose of said goods or services. Seller shall furnish Material Safety Data Sheets (MSDS) whenever applicable.
- b. If it is determined by Monroe County that such standards are not met, the seller agrees to bear all costs required to meet the minimum standards as stated above for the equipment/products furnished under this contract.

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# Monroe County Standard Terms and Conditions

(STC-Forms 03242023)

bid. Monroe County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFP and firm shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFP to Owner in a format usable to the County. Awarded firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use as they so choose. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.

## 16. Payment Terms and Invoicing.

Monroe County will pay properly submitted vendor invoices within thirty (30) days of receipt, providing good and/or services have been delivered, installed (if required), and accepted as specified. Vendors are required to provide a current W-9.

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## 17. F.O.B. Destination Freight Prepaid.

Unless otherwise agreed in writing, the vendor shall bear all handling, transportation and insurance charges. Title of goods shall pass upon acceptance of goods at Monroe County's reception area.

## 18. Tax Exemption.

Monroe County, Wisconsin is exempt from the payment of Federal Excise Tax and State Sales Tax under Section 77.54(9a) (b), Wis. Stats. Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the bidder's bid and which, by terms of the tax law, may be passed directly to Monroe County, will be paid by Monroe County. **The Monroe County Tax Exempt number is 008-1020421898-12.**

## 19. Non-Discrimination.

In the performance of work under this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

# Monroe County Standard Terms and Conditions

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## 20. Indemnification.

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless Monroe County, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon Monroe County or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of Contractor and any of Contractor's subcontractors in the performance of this agreement, whether caused by or contributed to by the negligence of Monroe County or its officers, officials, agents or employees. This provision shall survive any termination or expiration of this Agreement with respect to any liability, injury or damage occurring prior to such termination.

## 21. Non-Collusive Statement.

Each firm, by submitting a response, certifies that it is not a party to any collusive action with Monroe County personnel and/or Consultants. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.

## 22. Insurance.

Monroe County Insurance Requirements for Architect, Engineers, Construction Manager, and Professional Services.

The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the Monroe County Administration.

### **I. Minimum Scope and Limits**

A. Architects, Engineers, Other Professional- Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.

B. Commercial General Liability coverage with limits of no less than the following:

1. General aggregate limit per project  
(Other than Products-Completed Operations) \$2,000,000



# Monroe County Standard Terms and Conditions

(STC-Forms 03242023)

- |  |             |
|--|-------------|
| 2. Products-Completed Operations Aggregate per project | \$1,000,000 |
| 3. Personal and Advertising Injury Limit               | \$1,000,000 |
| 4. Each Occurrence Limit                               | \$1,000,000 |
| 5. Fire Damage limit – any one Fire                    | \$50,000    |
| 6. Medical Expense limit – any one Person              | \$10,000    |
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a **Symbol 1-Any Auto basis**.
- D. Workers' Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

## II. Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than Class VI, authorized as an admitted insurance company in the state of Wisconsin.
- B. Monroe County, Monroe County's elected and appointed officials, and Monroe County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

### 23. Work Site Damages.

Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense within 10 business days.

### 24. Compliance.

- a. Regulations. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
- b. Licensing and Permits. The Contractor selected under this bid shall be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract. The Contractor shall also be required, when appropriate, to obtain the necessary building permits prior to performing work on Monroe County facilities.

### 25. Warranty of Materials and Workmanship.

- a. The Contractor warrants that, unless otherwise specified, all materials and equipment

# Monroe County Standard Terms and Conditions

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incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.

- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.

## 26. Replacement of Defective Work or Materials.

Any work or material found to be in any way defective or unsatisfactory shall be corrected or replaced by the Contractor at its own expense at the order of the Monroe County notwithstanding that it may have been previously overlooked or passed by an inspector. Inspection shall not relieve the Contractor of its obligations to furnish materials and workmanship in accordance with this contract and its specifications.

## 27. Reservation of the Right to Inspect Work.

At any time during normal business hours and as often as the Monroe County may deem necessary, the Contractor shall permit the authorized representatives of the Monroe County to review and inspect all materials and workmanship at any time during the duration of this contract, provided, however, the Monroe County is under no duty to make such inspections, and any inspection so made shall not relieve the Contractor from any obligation to furnish materials and workmanship strictly in accordance with the instructions, contract requirements and specifications.

## 28. Weapons Prohibition.

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons (excluding items that are necessary for the project such as a utility knife), including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any Monroe County work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m). This section does not apply to employees who are required to carry a weapon under the express terms of the Contract (such as armed security guard services, etc.).

## 29. Software & Technology Purchases.

- a. Software Licenses. All software license agreements shall include the Monroe County's mandatory legal terms and conditions as determined by the Monroe County Corporation Counsel. No Monroe County employee has the authority to bind Monroe County by clicking on an End User License Agreement (EULA) or any other click-through terms and conditions. All legal documents associated with the purchase or download of software must be reviewed by Monroe County Attorney and may only be signed by an

# Monroe County Standard Terms and Conditions

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individual authorized by the Monroe County Board.

- b. Network Connection Policy. If this purchase includes software support, software maintenance, network services, and/or system development services and will require a Network Connection the Monroe County Network (as defined in the following link), the Monroe County's Network Connection Policy found at this link: <https://www.co.monroe.wi.us/departments/personnel> is hereby incorporated and made a part of the Contract and Contractor agrees to comply with all of its requirements.

## 30. Confidentiality and Security.

This document or any portion of it may not be used for any purpose other than the submission of proposals. The successful consultant must agree to maintain confidentiality and security standards consistent with the confidentiality and security policies of Monroe County and any applicable State or Federal Laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their duties. The successful consultant will be required to ensure that all consultants' personnel provided services to the County which require access to secure and confidential Monroe County information or facilities, meet the criteria for personal security clearance prescribed by Monroe County prior to having access to secure areas or confidential material.

Monroe County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.

Monroe County reserves the right to require background checks for any consultant employee or subcontractor employee involved in this project from the awarded firm(s).

Unpublished information pertaining to Monroe County or its employee's obtained by the firm as a result of participation in this RFP or resulting contract is confidential and must not be disclosed without written authorization from Monroe County Corporation Counsel or pursuant to a court order.

This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Monroe County, Wisconsin.



## NG9-1-1 GIS Grant Program Application Form



Eligible applicants should complete this form and submit with the required documentation to [interop@widma.gov](mailto:interop@widma.gov) by the deadline specified in the Grant Announcement. If you are experiencing issues submitting your application, please call [608] 888-5501 for assistance.

### Section 1: Applicant Information

<b>A. Agency Name</b>	Monroe County
<b>B. Physical Address</b>	Land Information Office 777 South Black River Street, Suite #2 Sparta, WI 54656
<b>C. Mailing Address</b> (Leave blank if same as above)	
<b>D. Main Point of Contact</b>	<u>Name:</u> Jeremiah Erickson
	<u>Title:</u> Land Information Officer/GIS Coordinator
	<u>Email:</u> jeremiah.erickson@co.monroe.wi.us
	<u>Phone:</u> 608-269-8698
<b>E. Secondary Point of Contact</b> (Must be different from above)	<u>Name:</u> Patrick Deethardt
	<u>Title:</u> Telecommunicator Supervisor
	<u>Email:</u> patrick.deethardt@co.monroe.wi.us
	<u>Phone:</u> 608-269-8982
<b>F. Signatory Official</b>	<u>Name:</u> Tina Osterberg
	<u>Title:</u> County Administrator
	<u>Email:</u> tina.osterberg@co.monroe.wi.us
	<u>Phone:</u> 608-269-8944



# NG9-1-1 GIS Grant Program Application Form



## Section 2: Project Narrative

A. Provide a summary of the proposed grant project(s) to be funded during the grant period. In addition, the summary should include information in the following areas:

- The proposed project(s) alignment with a remediation report or the Wisconsin NG9-1-1 GIS Implementation Plan. If you require a copy of the 2020-21 remediation report for your county or NG9-1-1 GIS Implementation Plan, please contact OEC staff as soon as possible.
- Whether the proposed project(s) provides wide ranging benefits to or coordination with multiple counties and/or statewide.
- If applying for new GIS staffing, include an outline detailing the goals and milestones associated with the work that will be completed during the duration of the project period. (This will be used to track progress through Quarterly Reports)

During the process of getting our data ready for NG9-1-1 it has become very clear and evident that we are missing address data in some of our cities and villages and that is a reason that we are putting forth this project for consideration. The proposed project, Address Comparison and Discovery, will allow a qualified provider to make comparisons of our address database with other trusted sources and to evaluate missing addresses for inclusion in our database. In addition to locating addresses missing from our GIS database, we are hoping to discover missing sub-address information for commercial and residential rental units and apartments. Any new data will need to meet our existing NG9-1-1 attribute and schema standards. These address and sub-address additions will help authorities locate people in emergencies, especially those living in apartments.

B. Provide a proposed timeline for your project(s), including proposed start/end date, anticipated purchasing process plan and implementation schedule. Timeline should not exceed June 1, 2026.

Estimated vendor start date: January 1, 2025.

1. Vendor acquisition of existing data from county Land Information Officer and identification of official addressing sources by said Land Information Officer.
2. Compare our NG9-1-1 address data to other sources, ranging from local databases to known reliable commercial databases, and score or rate missing addresses for inclusion in our databases.
3. Deliver missing address and sub-address information in feature class and or table format.

Estimated vendor completion date: March 31, 2025.



## NG9-1-1 GIS Grant Program Application Form



**C. Describe any planned NG9-1-1 coordination between the applicant and the PSAPs within the applicant's county, including any specific plans for implementing NG9-1-1 at the PSAP(s) and how your grant project(s) will enable NENA i3 call routing in your county.**

During this process we may end up acquiring additional address information for locations within the Fort McCoy United States Army Installation. Fort McCoy has their own PSAP and this additional address information will be helpful for circumstances where dispatch takes calls that reference locations inside Fort McCoy.

### Section 3: Proposed Project Budget

**A. Provide a narrative for the proposed budget. The detail provided in the narrative must be sufficient so that reviewers can interpret what each identified cost is and how costs were estimated or calculated in the budget details in Section 3B based on the vendor quotes provided. The narrative must also identify the source of the local match required. The budget may include multiple projects. Grant funds cannot be used for existing contracts or costs beyond the grant performance period. Locally Retained Fees**

We have put out an RFP for our Address Comparison and Discovery Project and it is our intention to award a contract in 2024 for work to be completed in 2025, contingent on this grant being awarded and approval of our 2025 budget on November 6, 2024. I am budgeting for retained fees to cover the \$x which is the equivalent of the five percent (5%) match of the project cost of \$x.





## NG9-1-1 GIS Grant Program Application Form



**B. Budget Details.** Based on the narrative provided in Section 3A, enter the grant costs into the associated cost categories below. The total in the last row should reflect the entire amount to be funded with both the state share and any required local share/match. The state and local share is automatically calculated based on the required percentage and total cost of the grant project(s). The budget may include multiple projects.

Cost Category	Item(s) Description – List all proposed grant funded items	Total Cost
Equipment Hardware & Software		
NG9-1-1 Specific Training		
Contractual Services	Address Comparison and Discovery Project	\$ 16,000.00
Supplemental Staff Time or Other Services		
	State Share:            95% of Total	Local Share/Match:    5% of Total
	\$ 15,200.00	\$ 800.00
		Total: \$ 16,000.00

**Section 4: Grant Project Sustainability Plan**



# NG9-1-1 GIS Grant Program Application Form



**A. Provide a narrative for the proposed sustainment and maintenance of any grant-funded activities after the grant period has ended. Applicants must demonstrate that any projects that extend beyond the grant period will be sustained.**

After this project we will be presented with addresses and subaddress data that can be added to our existing database. This data when entered will meet NG9-1-1 requirements and standards that are already in place. With proper attribute and topological rules set in place in our software, we can safeguard against most human error.

**B. Provide a narrative that demonstrates the Applicant's regular operating budget will not decrease as a result of receiving this grant award.**

Our regular operating budget will not decrease upon the result of receiving this grant award. The additional work that will be completed under contract will be a one-time expense in order to enhance our ability to quickly locate people, especially in our cities and villages where we know that we are lacking some address information. The existing employee would have a difficulty finding the time to work on this project as well as other job duty requirements and thus we are relying on outside help to work on this project. Existing staff does not have time to issue new rural addresses and receive new information from our cities and villages within Monroe County, but do not have the time to work on involved projects contacting people to obtain records and comparing address databases for suitable additions. The extra hands on deck will allow staff time to review the results and add information where appropriate, but eliminate some of the planning and learning curve that would have made this project significantly more imposing if done in-house.

## Section 5: Additional Applicant Data

Number of PSAPs supported by the County Land Information Office	One (1)
Number of GIS personnel working on PSAP data in the county	Assumed to be (2) as Fort McCoy has their own PSAP.
Who is the main GIS point of contact for your county related to NG9-1-1 GIS data to support the PSAP? (Name, Title)	Jeremiah Erickson, Land Information Officer

## Section 6: Authorized Signature

Tina Osterberg  
Signatory Official Printed Name

08/15/2024  
Date

\_\_\_\_\_  
Signatory Official Signature

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME ENVIRONMENTAL HEALTH COORDINATOR IN THE MONROE COUNTY HEALTH DEPARTMENT.**

1 **WHEREAS**, The Monroe County Health Department provides comprehensive public health focused programs  
2 and services in Monroe County; and  
3

4 **WHEREAS**, WI State Statute Chapter 251.05 outlines the local health department's level of service duties to meet  
5 Foundational Public Health Areas which include Environmental Public Health; and  
6

7 **WHEREAS**, The Monroe County Board of Supervisors approved Resolution 08-23-06 authorizing the Monroe  
8 County Health Department to explore the process of becoming a designated agent for environmental health  
9 through the State of Wisconsin Department of Agriculture, Trade & Consumer Protection; and  
10

11 **WHEREAS**, Monroe County residents are concerned about environmental exposures from water, air, lead, and  
12 other environmental circumstances that are Human Health Hazards; and  
13

14 **WHEREAS**, the health department currently receives requests and complaints related to licensing and permits to  
15 assist with local retail food and recreational licensing, permitting, and investigation. These requests must be sent  
16 to the state for review and approval without a locally designated agent for environmental health; and  
17

18 **WHEREAS**, Monroe County retail food and recreational establishments were elicited to provide feedback on  
19 Monroe County Health Department obtaining Agent of the State status to provide these services locally as it is  
20 believed that the provision of locally available services is beneficial to Monroe County establishments; and  
21

22 **WHEREAS**, Monroe County establishments were in support of the Monroe County Health Department providing  
23 these services locally as it would allow for local and consistent contact, funds staying within the county to provide  
24 services, timely inspection and follow-up; and  
25

26 **WHEREAS**, the Monroe County Board of Supervisors identified the importance of environmental health to county  
27 residents and supports the Monroe County Health Department becoming an agent of the Department of  
28 Agriculture, Trade and Consumer Protection to meet the needs of Monroe County establishments locally; and  
29

30 **WHEREAS**, The Monroe County Strategic Plan, Monroe County Health Department Community Health Needs  
31 Assessment, and the Wisconsin State Health Plan identify safe and affordable housing as a priority; and  
32

33 **WHEREAS**, the Environmental Health Coordinator position would work up to 20% of their time on environmental  
34 and human health hazards on the levy and 80% of the position would be funded through grants in 2024 and by  
35 licensing and revenue fees in 2025 and beyond; and  
36

37 **WHEREAS**, the funding for this 20% would come from the elimination of the part-time Health Department Account  
38 Technician position; and  
39

40 **WHEREAS**, a grant-funded Community Health Educator position would be eliminated with the approval and  
41 creation of an Environmental Health Coordinator position.  
42

43 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they authorize the  
44 establishment of a full-time Environmental Health Coordinator position with the elimination of a grant-funded  
45 Community Health Educator in the health department effective September 1, 2024.  
46

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

Offered By: The Administrative and Personnel Committee

Purpose: Approve a new Environmental Health Coordinator position with the elimination of a grant-funded  
Community Health Educator position beginning September 1, 2024.

Fiscal note: The position will be funded for by county levy funds for a 0.2 position with funds made available through the elimination of the part-time Health Department Account Technician position (levy neutral), and 0.8 grant funds in 2024 followed by Agent of the State Program fees in 2025 and beyond. The resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Drafted by: Tiffany Giesler, Health Director/Health Officer

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



# New Position Analysis

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

<b>Date:</b> June 12, 2024	<b>Department:</b> Health
<b>Department Head Name:</b> Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

This position is needed to support environmental health programing within the Health Department. Residents are elevating concerns related to air, water, lead, and human health hazards. At our most recent DHS 140 review, environmental health was identified as an opportunity for us to build on to better serve residents. Safe and affordable housing is identified in the State Health Improvement Plan, the MCHD community needs assessment and Monroe County's strategic plan. In order to meet the needs of residents who are struggling with environmental issues it is important to establish capacity and dedicated time to address concerns, investigate and provide follow-up. With the current restructuring of the health department, it provides us the opportunity to incorporate additional support. Also, as we look to take on Agent of the State status, it allows us to retain current grant funded staff that have the education and training to meet these components. This position would coordinate and support our environmental and human health hazard investigations, oversee and support the TNC program, and serve as a Registered Sanitarian to fulfill the Agent of the State program. The elimination of a grant funded Community Health educator and funds available from the combining of positions allows us this opportunity. Funds from combining levy positions would account for up to 20% of this position annually making it budget neutral. The remaining 80% for this position would come from Agent of the State Program licensing and permit fees.

<b>Suggested Title:</b> Environmental Health Coordinator			
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> O	<b>FLSA Class:</b> Exempt	
<b>Full-time:</b> <input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 9/1/2024	

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$27.49	\$58,686	\$4,050	\$3,639	\$851	\$603	-	-	\$18

1. Where will the funds for this position come from?  
Agent of the State licensing and permit fees will cover 80% of this position. 20% would be county levy dollars that are available from the combing of other positions and department restructure.  
 2024 the 0.8 would be funded through grants.
2. What equipment will need to be purchased for this position (desk, etc.)?  
 Thermometers, testing kits, printer and surface pro
  - a. Is office space presently available? Yes \_\_\_\_\_ Where? Health Department-Community Services Building
  - b. Estimated cost of needed equipment? \$3,607.83 (grant funding allocated in 2024 to cover the costs).
  - c. Is the cost of needed equipment in the department budget? yes-2024 budget( grant funds)
3. What is the grand total cost of all items this fiscal year? Total cost from 9/1-12/31 is \$22,221 (\$570 for salary /fringe in 2024 from Community Health Educator to Environmental Health Coordinator
4. What is the annual cost of salary and fringes, thereafter? \$67,847 ( employee does not take insurance) 2025 CHE position - \$66,119

**Supervisory Responsibility** (if applicable):

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

This position would oversee the Environmental Health Programming at the Health Department

2. Number of employees Directly supervised: \_\_\_\_\_ Indirectly: 1

List the position titles that will report to this position:

Program Associate		

3. What position title will this position report to? Director/Health Officer

**County Administrator** – Action:

Date: 6/26/2024 Position Approved:  Position Denied:

**Committee of Jurisdiction:** Health – Action:

Date: 7/2/2024 Position Approved:  Position Denied:  by a vote of:

**Administration & Personnel Committee** – Action:

Date: \_\_\_\_\_ Position Approved:  Position Denied:  by a vote of:

**Finance Committee** – Action on Fiscal Note:

Date: \_\_\_\_\_ Funds Approved:  Funds Denied:  by a vote of:

**County Board** – Action:

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





## Job Description

Title: Environmental Health Program Coordinator  
Department: Health  
Reports to: Health Director

Date:  
Pay Grade: O  
FLSA status: exempt

### Purpose of Position

*The purpose of this position is to serve as the Registered Sanitarian/Environmental Health Specialist for Monroe County. Under the general supervision of the Health Officer, this position is responsible for overseeing the day-to-day operations of the Environmental Health program. This position will promote and monitor individual, environmental, and population health programs and contracts. The individual will provide the essential services of public health within a variety of settings. This position will: inspect properties and facilities within contracts, provide technical assistance and information, collect and analyze water samples, identify health and environmental hazards, assist in foodborne and water-borne illness outbreak investigations, provide community health education and promotion and ensure compliance with current local health environmental code, regulations and policies.*

### Essential Duties/Job Functions and Responsibilities:

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.***

### Public Health Sciences

1. Conducts required inspections, surveys, water sampling and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
2. Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health and environmental codes, regulations and policies.
3. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
4. Collaborates in the development and design of programs and activities that promote health and prevent disease.
5. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.

### Community Dimensions of Practice

1. Educates the public on environmental health issues and the rationale for environmental health regulations.
2. Provides timely environmental health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, industry organizations, the general public and other agencies.
3. 3. Contributes and participates to a work environment that fosters ongoing educational experiences regarding public health for colleagues, students, healthcare professionals and members of the community.
4. Provides orientation to staff, students, and other health department professionals in the community regarding environmental public health practices



### **Analytical/Assessment Skills**

1. Collects and analyzes water samples, conducts field tests and surveys, and provides environmental public health data; interprets results and makes recommendations for corrective action(s).
2. Assures data is collected within a programmatic area; monitors and analyzes data obtained from other sources; prepares data for annual reports, strategic plans, and state reports;
3. Maintains program databases as assigned.
4. Collaborates and advocates for the development of environmental management practices, regulations, and cost-effective options in collaboration with the Board of Health, staff, businesses, agencies, and the public.
5. Adheres to ethical principles and Monroe County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

### **Policy Development/Program Planning**

1. Collaborates with the Health Officer in the development, implementation, and evaluation of long- and short-range policies, procedures, plans, and programs for environmental public health in Monroe County; and ensure departmental resources are used appropriately to achieve priorities and goals.
2. Coordinates environmental public health activities with professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Department of Agriculture, Trade & Consumer Protection, Wisconsin Division of Public Health, and the Wisconsin Department of Natural Resources.
3. Coordinates enforcement activities with other governmental agencies.
4. Reviews and provides consultation to the Board of Health on state and federal issues that with potential impact on health.
5. Collaborates in the development of and contributes to individual, team, and agency quality improvement, performance management, and evaluation activities

### **Communication & Cultural Competency**

1. Delivers targeted, culturally appropriate information to help individuals and groups understand local environmental public health policies, regulations, and codes.
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
3. Educates local and state policymakers and community stakeholders on public health issues.

### **Financial Planning & Management**

1. Collaborates in activities that contribute to the development of budgets and the efficient use of resources.
2. Seeks ongoing funding opportunities to operate county environmental health programs.

### **Leadership & Systems Thinking**



1. Demonstrates knowledge of applicable professional guidelines for Licensed Environmental Health Practitioners and other Federal and State laws and regulations applicable to practice as an environmental public health professional in the state of Wisconsin.
2. Contribute to a work environment where performance management and continuous quality improvements in service and professional practice are pursued.
3. Participate in the public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
4. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups such as Wisconsin Association of Local Health Departments and Boards, and contributing to a work environment where continual improvements in public health core competencies is practiced.

#### **Other**

1. Performs public health emergency response duties as assigned.

#### **Qualifications:**

- Holds a valid Wisconsin registered sanitarian or REHS/RS credential **OR**
- RS-Eligible (meet one of the following):
  - Holding a baccalaureate or higher degree in environmental health from an accredited college or university and completing at least 30 semester or 45 quarter-hour academic credits in environmental, physical, biological, chemical, or environmental health courses.
  - Holding a baccalaureate or higher degree in physical or biological sciences from an accredited college or university and completing at least 30 semester or 45 quarter-hour academic credits in environmental, physical, biological, chemical, or environmental health courses.
  - Holding a baccalaureate or higher degree from an accredited college or university
  - Holding an associate degree from an accredited college, community college, or technical institute in environmental, physical, biological, or chemical sciences. **OR**
- RS-in training.

#### **Certification Requirements**

- Must be a Registered Sanitarian/Registered Environmental Health Specialist in the state of Wisconsin OR ability to obtain licensure within 2 years of hire.

**Additional preferred training and experience:** Additional coursework or experience in epidemiology, public facility plan review and inspections, water sampling and results interpretation, Emergency Preparedness/Incident Command System, HACCP, radon measurement and mitigation certification, pool operator certification, WI Food Code standardized.

#### **Knowledge, Skills & Abilities:**

- Knowledge of environmental sciences and environmental public health principles



- Knowledge of and ability to comprehend and interpret applicable statutes, regulations, ordinances, codes, policies and procedures
- Knowledge and ability to implement enforcement action when violations exist
- Ability to perform thorough investigations and inspections and to analyze and interpret them effectively to ensure public health
- Knowledge of safety procedures for handling hazardous materials
- Knowledge of data collection, analysis, and interpretation techniques
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members
- Knowledge of conflict resolution techniques and their applications.
- Ability to demonstrate leadership, independent judgment, and critical thinking skills.
- Ability to establish and maintain effective working relationships with employees, the general public, other departments, agencies, and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
- Must be able to meet required deadlines, which may be stressful.

#### **Technological Skills**

- Demonstrates basic knowledge and use of computerized data management systems.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word and Excel functions.

#### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk, and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.
- Must be able to be fitted and wear NIOSH 95 mask.

#### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Normal office working environment with little or no discomfort.
- Community sites including travel to and from field locations.
- The noise level in the work environment will range from quiet to moderately loud.

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH MANAGER IN THE MONROE COUNTY HEALTH DEPARTMENT.**

1  
2 **WHEREAS**, WI State Statute Chapter 251.05 outlines the local health department's level of service duties to meet  
3 Foundational Public Health Areas and Capabilities related to Communicable Disease, Chronic Disease and Injury  
4 Prevention, Environmental Health, Maternal, Child and Family Health, Preparedness and Access and Linkage  
5 with clinical care; and

6  
7 **WHEREAS**, assessment and surveillance, community partnership development, equity, organizational  
8 competencies, policy development and support, accountability and performance management, Emergency  
9 Preparedness and Response, and Communications are foundational elements in complying with WI State  
10 statutes and Administrative Codes and drive the provision of public health focused programs and services; and

11  
12 **WHEREAS**, Monroe County residents rely on the services provided by the Monroe County Health Department to  
13 fill gaps as they relate to social determinants of health; and

14  
15 **WHEREAS**, the current health department structure does not meet the needs of the health department as  
16 additional support is needed to ensure the capacity and sustainability of community-specific services; and

17  
18 **WHEREAS**, the Monroe County Health and Human Services Committee has determined that the creation of a  
19 Community Health Manager will provide the needed departmental support to maintain and sustain service  
20 delivery to county residents; and

21  
22 **WHEREAS**, the Monroe County Health Department would cover the increased costs through elimination of a full-  
23 time Community Health Educator position and savings from a part-time Account Technician position with the  
24 approval and creation of a Community Health Manager position. Duties of these positions will be reassigned  
25 within the Health Department restructure if approved.

26  
27 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they authorize the  
28 establishment of a full-time Community Health Manager position with the elimination of a full-time Community  
29 Health Educator in the health department effective September 1, 2024,

30  
Dated this 23<sup>rd</sup> day of July, 2024.

Offered By: The Administrative and Personnel Committee

Purpose: Approve a new Community Health Manager position with the elimination of a Community Health Educator position beginning September 1, 2024.

Fiscal note: The position will be supported by county levy funds already approved through the elimination of a full-time Community Health Educator position and a portion of the eliminated Account Technician position. The health department restructure supports this position within allocated levy funding for health department positions and thus is budget neutral. The resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Drafted by: Tiffany Giesler, Health Director/Health Officer

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

Committee of Jurisdiction 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.*



# New Position Analysis



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

<b>Date:</b> June 12, 2024	<b>Department:</b> Health
<b>Department Head Name:</b> Tiffany Giesler	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

This position is being requested as we continue to see an increase in our County specific program needs within our Maternal Child Health and WIC programs. Recruitment and retention of qualified applicants for our nursing position and the account technician, has not been fruitful and thus the ability to keep up with the level of services that are relied on by county residents has been a struggle with the current structure and staffing. By creating this position, it will help to provide administrative and policy support to program staff and in turn allow program staff to focus on service delivery. Having a Community Health Manger would support staff with the daily leadership and have a more cohesive versus fragmented approach to how we operate as a department. With recruitment and retention challenges we have had to evaluate our structure and operations as a department. After assessing our current community and department needs, creating this position with the department restructure will meet the current needs as well as those in the future. This also creates opportunity for advancement within the Health Department which helps employee retention.

<b>Suggested Title:</b> Community Health Manager			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> S	<b>FLSA Class:</b> Exempt
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 9/1/2024

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$35.37	\$73,570	\$10,536	\$4,682	\$1,067	\$590	\$12,154	\$289	\$18

1. Where will the funds for this position come from?  
 The elimination of the account technician position would allow those funds to be utilized to support the creation of this role. This would also eliminate the current community health educator position as it would now be a community health manager position.
2. What equipment will need to be purchased for this position (desk, etc.)?  
 no
  - a. Is office space presently available? Yes \_\_\_\_\_ Where? Health Department-Community Services Building
  - b. Estimated cost of needed equipment? N/A
  - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? \$31,569 ( an increase of \$5485 from CHE to Community Health Manager-2024)
4. What is the annual cost of salary and fringes, thereafter? \$103,132

**Supervisory Responsibility** (if applicable):

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

This position would oversee Community Health Educators and WIC Department

2. Number of employees Directly supervised: 2 Indirectly: 3

List the position titles that will report to this position:

WIC Staff		
Community Health Educator		

3. What position title will this position report to? Director/Health Officer

**County Administrator** – Action:

Date: 6/26/2024 Position Approved:  Position Denied:

**Committee of Jurisdiction:** Health – Action:

Date: 7/2/2024 Position Approved:  Position Denied:  by a vote of:

**Administration & Personnel Committee** – Action:

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

**Finance Committee** – Action on Fiscal Note:

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

**County Board** – Action:

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



## **Job Description**

Title: Community Health Manager  
Department: Health  
Reports to: Health Director

Date:  
Pay Grade: S  
FLSA status: exempt

## **JOB SUMMARY**

The Community Health Manager assists the Health Officer with leadership responsibilities for the Health Department, with major responsibilities including the management and supervision of Public Health Strategists and WIC staff and working on population health and quality improvement programming, including community coalition efforts. Key programs include the Community Health Assessment/ Community Health Improvement Plan (CHA/CHIP) and related strategy work, health equity, strategic plan, quality improvement, performance management, and workforce development, as well as other foundational public health/population-based services and programs as identified in DHS 140 for Public Health Departments.

The Community Health Manager will have strong supervision, management, and coaching experience and skills, and the ability to manage time and multiple tasks with little supervision. This individual must be able to assume a wide range of responsibilities, provide timely responses to requests and deadlines, and work well under pressure.

## **ESSENTIAL DUTIES**

### **SUPERVISION**

- Positively motivates, mentors, and leads employees, and leads by example.
- Provides training and coaching to develop team members. Ensures team members have the resources to perform, improve, and learn in their jobs.
- Provide appropriate and timely feedback and supervision necessary to encourage employee growth and success within their positions and complete performance evaluations for all team members supervised.
- Applies principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating, and controlling. Exercises independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Keeps open communication with team members supervised, listens to them, and provides feedback.
- Organizes, distributes, and delegates work to team members supervising fairly, impartially, and with a trauma-informed lens. Provides clear and appropriate directions to employees. Assists employees with prioritizing tasks and initiatives.
- Ensures adequate staffing and appropriate workloads and manages time and attendance.

### **PROGRAM AND GRANT MANAGEMENT**

- Oversees population health (CHA/CHIP) and quality improvement programs (DHS 140 Public Health Department requirements, workforce development, quality improvement, and performance management).



- Prepares grant proposals and monitors secured grants (data collection, written reports, program implementation, and fiscal planning). Searches for federal, state, and local funds to support new and ongoing initiatives.
- Identifies and secures available resources to support team members' goals and objectives.
- Leads program staff in establishing annual team goals and action plans, linking staff to the Department's vision and values, and meeting individually with team members to link performance to team goals and action plans.
- Prepares written reports, provides updates, and ensures appropriate records and documentation are maintained.

### **COALITION AND POPULATION HEALTH EFFORTS**

- Develop team skills around partnership, collaboration, action planning, and grant proposal preparation.
- Supports the team in building relationships with community agencies and members who are committed to improving the health of the community.
- Supports team with creating action plans, prioritizing work, and making connections.
- Leads and facilitates staff meetings and work groups.
- Prioritizes, determines feasibility, and oversees community engagement requests and works with the team, Health Officer, and other managers and leadership, to link community efforts with appropriate team members (e.g., requests for presentations, students).
- Builds relationships and develops a thorough knowledge of community partner agencies and resources.
- Serves as a member and possible facilitator of local collaborative groups and participates as a member of local and state public health committees.
- Presents public health information to the community and local, state, and national public health officials and groups; communicates public health stories to the media (print, digital, social) as assigned.

### **ADMINISTRATION**

- Works with Health Officer and fiscal staff to prepare grant and programmatic budgets; purchases materials and reviews and approves expenditures.
- Follows and enforces County and Department policies, procedures, and expectations.
- Writes and updates internal policies and procedures.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood-borne pathogens, toxic substances, airborne pathogens, or exposure to other hazards during routine assignments or assignments during public health crises or emergencies.
- Reports to the Board of Health and other County Board committees or leadership as applicable.
- Coordinates with management team and supervisor to ensure on-site coverage during office hours, as well as after-hours and weekend coverage as applicable.
- Participates in public health emergency response, training, and drills.

### **NON-ESSENTIAL DUTIES**



- Performs other related functions as assigned.

#### **MATERIALS AND EQUIPMENT USED**

- Computer/laptop, cell phone, related software, and printers/scanners.
- Must have own vehicle or means of transportation.

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **EDUCATION AND EXPERIENCE**

- Master's degree in public health, epidemiology, community health, nursing, environmental health, public administration, health administration, or closely related field preferred; bachelor's degree in related field required.
- Three years of professional work experience in a public health or closely related setting is preferred.

##### **LICENSES AND CERTIFICATIONS:**

- Valid driver's license

##### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Ability to perform and/or assure data analysis and management to implement decisions based on such data and oversee the execution of these decisions.
- Comprehensive knowledge of public health standards, practices, programs, statutes, rules, regulations, and codes.
- Ability to apply program planning, development, and evaluation principles.
- Ability to demonstrate advanced computer skills.
- Knowledge of programming required of a Public Health Department (per DHS 140)
- Knowledge of how public health roles, scope, and responsibilities differentiate between federal, state, and local public health, as well as public health Non-Governmental Organizations (NGO) and community partners and organizations carrying out public health-related work.
- Ability to apply time-management skills, exercise independent judgment, and prioritize workload.
- Strong written and verbal communication skills, including listening skills.
- Ability to establish and maintain effective working relationships with employees, community leaders, the general public, other county departments, agencies, and state officials and work with persons with varying levels of education, understanding, and values in a culturally sensitive manner.
- Ability to promote a positive and professional working environment.
- Ability to work under limited supervision.



## **PHYSICAL DEMANDS**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions as otherwise required by law. Employees needing reasonable accommodation should discuss the request with Human Resources.*

- This work requires the occasional exertion of up to 25 pounds of force: work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas utilizing the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases, and unsafe environments.
- May require dealing with persons who are hostile, aggressive, abusive, or violent, posing threatening conditions.
- Work is generally in a moderately noisy office setting.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



#### 4.61 INFECTIOUS DISEASE POLICY

- (1) The purpose of this plan is to provide guidance to Monroe County Department Heads and employees on Monroe County's plan for responding to any public health emergency. This policy language will only be put into action when a serious public health concern is determined by the Monroe County Health Director/Officer in accordance with the County Administrator.

##### **Administration of Infectious Disease Policy:**

- (a) Once a determination has been made and approved by the Monroe County Health Director/Officer and County Administrator, an official announcement will be given to all Monroe County employees as to what the expectations and guidelines will be for the public health emergency.
- (b) All communication will be sent by the Monroe County Human Resources Department.
- (c) Any requirements of ~~social distancing, face coverings or masking~~, methods of control and precautionary measures will be outlined in detail to assist all staff with expectations and compliance in reference to this policy. ~~or any other precautionary matters will be outlined in detail to assist all staff with expectations and compliance in reference to this policy.~~

This plan is to provide clarity and guidance regarding taking time off during the public health emergency. Our goal is to give our staff a few options to help them navigate through this difficult time.

##### **What does this mean for Monroe County Employees?**

- (2) **Employees are expected to follow the guidance listed below:**

- (a) Any staff that may be experiencing one or more of the symptoms directly related to the serious public health concern should remain home until cleared by a medical provider or the Monroe County Health Department.
- (b) ~~If a mask or face-covering requirement for certain buildings is put in place, staff working outdoors with the ability to social distance from other individuals will not be required to wear a mask.~~
- (c) Those who fail to comply with this policy will be subject to discipline per the Monroe County Personnel Policy.
- (d) ~~Some departments and buildings may have additional requirements above and beyond this policy, which may state face coverings are required (example: Rolling Hills). Department Heads have the authority to implement these requirements.~~ Departments and buildings may implement additional methods of control in order to protect the health of staff and residents.

- (3) **Staffing**

- (a) Department Heads that wish to implement alternate scheduling are authorized to do so. Due to these measures, staff may be working rotating schedules with a combination of telework and office time. It is recommended that you contact the Human Resources Department regarding the need to take leave due to public health emergency related circumstances.

(4) **Leave Options**

- (a) For those who need to take time off due to public health emergency related circumstances, whether it be personal illness or childcare, will have the following options to consider.
- (b) Compensation during any public health emergency related leave will be through the use of earned vacation, sick time, floating holiday, comp time or leave without pay. Employee's will have the choice of the accrual bank or leave without pay during any circumstances directly related to the public health emergency, whether it is a quarantine order, positive test result, own serious illness, or care for an immediate family member. During this process the required certification from a health care facility will be waived unless there is cause to believe the employee falsified the request and this will be evaluated on a case-by-case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement in order to adhere to state and other guidelines (e.g., health care or other type of facility).
- (c) Employees shall notify their manager of any leave being taken. All employees taking leave must contact their manager or the Human Resources Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Human Resources Department, their time will be charged as such:
  - 1. Vacation
  - 2. Sick Time
  - 3. Floating Holiday
  - 4. Comp Time (if applicable)
  - 5. Leave without pay

(5) **Process**

All requests for any leave options must be completed on the appropriate Personnel Leave Request Form as maintained by the Monroe County Personnel Human Resources Department.

(6) **When to Stay Home from Work**

- (a) Many times, with the best of intentions, employees report to work even though they feel ill. The County provides paid sick time and other benefits to compensate employees who are unable to work due to illness, including Family & Medical Leave Act leave, and leave without pay.
- (b) During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing one or more of the symptoms directly related to the serious public health concern should remain home until cleared by a medical provider or the Monroe County Health Department. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever, without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.
- (c) When you communicate to your department head or designated department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:
  - 1. Are you staying home because you are sick, or because you are caring for someone else who is sick?
  - 2. Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
  - 3. If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19 or any other communicable or infectious disease per a public health emergency?

If you are experiencing flu-like symptoms, please call and consult with your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your medical provider via telephone for additional guidance.

Given the potential seriousness and magnitude of a public health emergency, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected. In addition, a Department Head or designated department supervisor, in consultation with the Monroe County Health Department, may send an employee home who reports to work exhibiting signs of illness as described below:

1. The employee is exhibiting flu-like symptoms.
2. Someone in the employee's family or household is exhibiting flu-like symptoms.
3. The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19 or other communicable or infectious disease per a public health emergency.

(7) **If staff are sent home by a supervisor, they will have the option to use earned vacation, sick time, floating holiday, comp time or leave without pay.**

- (a) In these circumstances, dates or timeframes could vary on a case-by-case basis and will be reviewed with the Human Resources Department under the advisement of the Monroe County Health Department. During this process, the required certification from a health care facility will be waived unless there is cause to believe the employee has falsified the request and this will be evaluated on a case-by-case basis. Determination if telework would be an alternative to accrual usage would be dictated by the Department Head. Certain departments may have more strict enforcement in order to adhere to state and other guidelines for (e.g., health care or other type of facility).
- (b) Employees shall notify their supervisor of any leave being taken. All employees taking leave must contact their manager or the Human Resources Department for accrual bank usage wishes. If staff do not specifically communicate accrual bank usage to their manager or the Human Resources Department their time will be charged as such:
  1. Vacation
  2. Sick Time
  3. Floating Holiday
  4. Comp Time (if applicable)
  5. Leave without pay
- (c) County travel must be approved by the department head prior to any travel for conducting County business or operations.
- (d) County travel required for a court proceeding, a bona fide law enforcement purpose, or by the medical examiner for a death investigation, is exempt from the restriction above.

(8) **School or Daycare Closure**

- (a) Any employee that must miss work due to school or daycare closures will be required to use their accrued vacation, sick time, floating holiday, comp time, or leave without pay within the guidelines established within this policy if leave is in direct relation to a public health emergency.
- (b) Taking leave without pay under this section will not affect accruals of benefits provided by the County. For tracking purposes, the Department Head or Supervisor shall have the employee complete the proper form and report the time on their timesheet accordingly for approval.
- (c) Departments are encouraged to be flexible, if possible, with hours of work for staff members to continue to complete tasks. We ask all staff to be in communication and ensure approval through their manager before taking time off.

(9) **Reporting to Work**

- (a) Employees should continue to report to work unless directed otherwise. As County employees, we have an obligation to maintain services to the extent possible during an emergency. We will be making every effort to reduce exposure in our workplace.
- (b) Employees who fail to come to work without supervisor approval in a public health emergency will be treated as if they failed to come to work at any other time and may be subject to disciplinary action, up to and including termination.
- (c) Employees must work as assigned unless granted leave. Employees may be required to assist in performing work for absent or ill co-workers to ensure that the County is able to provide essential services. The County will attempt to provide the appropriate protective measures to employees assigned to work in a public health emergency situation that would put them at greater risk of exposure than the typical interactions encountered in conducting normal life activities.

(10) **Physical Distancing**

Physical distancing includes any actions taken to limit contact with others. General actions we may direct departments to take include:

- (a) Limiting face-to-face meetings: To the greatest extent possible, you should consider how to limit face-to-face meetings, including using email, phone conferences, or videoconferencing when possible. Consider whether any meetings, either within the department or within the community, can be cancelled/rescheduled or conducted remotely with the use of technology. Our default position should be that in-person meetings will be cancelled unless there is a compelling need to meet in person. If additional technology conferencing tools are needed, please reach out to the IT Director and County Administrator for approval of such need.

(11) **Office Closure**

Complete County department/office closure will only be authorized by the County Administrator, with the guidance of Public Health Officials.

Exceptions to Monroe County Policies and Procedures and this Infectious Disease Policy may be considered and approved by the County Administrator on a case-by-case basis during a public health emergency.



# 2025 HEALTH & DENTAL PREMIUMS



Presented by  
**ED SMUDE**

**AUGUST 13TH, 2024**

Details on recommended 2025 Health and Dental Insurance premiums for Monroe County Employee benefit plans.



**2025 Health Insurance –  
Smart Healthcare Consumer Plan (SMART)**

**Premiums deducted per payroll (26 deductions in 2025)**

<b>SMART Health Plan</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 580.00	\$ 1,320.00
<b>Employee Premium</b>	<b>\$ 87.00</b>	<b>\$ 198.00</b>
County Paid Premium	\$ 493.00	\$ 1,122.00
Part Time - Full Premium	\$ 580.00	\$ 1,320.00
<b>Employee Premium</b>	<b>\$ 243.60</b>	<b>\$ 554.40</b>
County Paid Premium	\$ 336.40	\$ 765.60
<b>Non-Participant Surcharge Per Deduction</b>	<b>\$ 20.00</b>	<b>\$ 45.00</b>
Deductible (based on tier)	\$0-\$8,000 +	\$0-\$16,000 +
Max Out-of-Pocket (based on tier)	\$0-\$8,000 +	\$0-\$16,000 +

**\*\*Members of the health plan will be required to participate in the health promotion program. Those that do not complete the steps will pay the associated non-participant surcharge. \*\***

**2024 Premium & Plan Information:**

<b>2024 HSA Health Plan (Per deduction)</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 466.50	\$ 1,072.95
<b>Employee Premium</b>	<b>\$ 69.97</b>	<b>\$ 160.94</b>
County Paid Premium	\$ 396.53	\$ 912.01
Part Time - Full Premium	\$ 466.50	\$ 1,072.95
<b>Employee Premium</b>	<b>\$ 195.93</b>	<b>\$ 450.64</b>
County Paid Premium	\$ 270.57	\$ 622.31
Deductible	\$ 3,500	\$ 7,000
Max Out-of-Pocket	\$ 3,500	\$ 7,000

<b>2024 Copay Health Plan (Per deduction)</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 595.80	\$ 1,370.00
<b>Employee Premium</b>	<b>\$ 89.37</b>	<b>\$ 205.05</b>
County Paid Monthly Premium	\$ 506.43	\$ 1,164.78
Part Time - Full Premium	\$ 595.80	\$ 1,370.00
<b>Employee Premium</b>	<b>\$ 250.24</b>	<b>\$ 575.54</b>
County Paid Premium	\$ 345.56	\$ 794.46
Deductible	\$ 2,000	\$ 4,000
Max Out-of-Pocket	\$ 4,000 (Rx)	\$ 8,000 (Rx)

# STEERAGE THROUGH TIERING ACCESS

January 1, 2025
<b>Overall Limits</b>
Network
Calendar or Plan Year Deductible
Deductible - Individual
Deductible - Family
Coinsurance
Out-of-Pocket Maximum - Individual
Out-of-Pocket Maximum - Family
Embedded/Non-Embedded
<b>Services</b>
Physician Office Visit
Specialist Office Visit
Inpatient Hospital
Preventive Care
Emergency Room
Urgent Care
<b>Prescription Drugs</b>
Generic (Tier 1)
Preferred Brand (Tier 2)
Non-Preferred Brand (Tier 3)
Specialty (Tier 4)
<b>Services</b>
Virtual Primary Care

Smart Healthcare Consumer Plan			
Tier 1: No Cost	Tier 2: Copays Only	Tier 3: Deductible Only	Tier 4 Non-Network
Centers of Excellence, NFC, Viaro	Premier Network (Gundersen)	Rest of The Alliance Network (Tomah & BRF Hospital)	Out-of-Network Mayo
\$0	\$0	\$8,000	N/A
\$0	\$0	\$16,000	N/A
0%	0%	0%	N/A
\$0	\$4,000	\$8,000	N/A
\$0	\$8,000	\$16,000	N/A
<b>Embedded</b>			
Copays apply towards OOP Max. Once OOP Max is met, copays will no longer apply			
100% covered	\$50 Copay	100% after Deductible	N/A
100% covered	\$50 Copay	100% after Deductible	N/A
100% covered	\$500 copay	100% after Deductible	N/A
100% covered	100% covered	100% covered	N/A
<b>\$500 Copay</b>			
100% covered	\$150 copay	100% after Deductible	N/A
Lesser of cost or \$10 1-30 Day Supply Lesser of cost or \$20 31-60 Day Supply Lesser of cost or \$30 61-90 Day Supply			
Lesser of cost or \$50 1-30 Day Supply Lesser of cost or \$100 31-60 Day Supply Lesser of cost or \$150 61-90 Day Supply			
Lesser of cost or \$100 1-30 Day Supply Lesser of cost or \$200 31-60 Day Supply Lesser of cost or \$300 61-90 Day Supply			
Lesser of cost or 25% - 30 Day Supply			
Goes towards OOP Max of \$4k / \$8k			
100% Covered	\$75 Copayment for PCP or \$150 for SCP	\$75 Copayment for PCP or \$150 for SCP	N/A

*This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.*



**2025 Health Insurance –  
Health Savings Account (HSA) Health Plan**

**Premiums deducted per payroll (26 deductions in 2025)**

<b>HSA Health Plan</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 650.00	\$ 1,500.00
<b>Employee Premium</b>	<b>\$ 97.50</b>	<b>\$ 225.00</b>
County Paid Premium	\$ 552.50	\$ 1,275.00
Part Time - Full Premium	\$ 650.00	\$ 1,500.00
<b>Employee Premium</b>	<b>\$ 273.00</b>	<b>\$ 630.00</b>
County Paid Premium	\$ 377.00	\$ 870.00
<b>Non-Participant Surcharge Per Deduction</b>	<b>\$ 20.00</b>	<b>\$ 45.00</b>
Deductible	\$ 3,500	\$ 7,000
Max Out-of-Pocket	\$ 7,000	\$ 14,000

**\*\*Members of the health plan will be required to participate in the health promotion program. Those that do not complete the steps will pay the associated non-participant surcharge. \*\***

**2024 Premium & Plan Information:**

<b>2024 HSA Health Plan (Per deduction)</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 466.50	\$ 1,072.95
<b>Employee Premium</b>	<b>\$ 69.97</b>	<b>\$ 160.94</b>
County Paid Premium	\$ 396.53	\$ 912.01
Part Time - Full Premium	\$ 466.50	\$ 1,072.95
<b>Employee Premium</b>	<b>\$ 195.93</b>	<b>\$ 450.64</b>
County Paid Premium	\$ 270.57	\$ 622.31
Deductible	\$ 3,500	\$ 7,000
Max Out-of-Pocket	\$ 3,500	\$ 7,000

<b>2024 Copay Health Plan (Per deduction)</b>	<b>Single</b>	<b>Family</b>
Full Time - Full Premium	\$ 595.80	\$ 1,370.00
<b>Employee Premium</b>	<b>\$ 89.37</b>	<b>\$ 205.05</b>
County Paid Premium	\$ 506.43	\$ 1,164.78
Part Time - Full Premium	\$ 595.80	\$ 1,370.00
<b>Employee Premium</b>	<b>\$ 250.24</b>	<b>\$ 575.54</b>
County Paid Premium	\$ 345.56	\$ 794.46
Deductible	\$ 2,000	\$ 4,000
Max Out-of-Pocket	\$ 4,000 (Rx)	\$ 8,000 (Rx)

## 2025 Recommended Monroe County Self-Insured Health Savings Account (HSA) Health Plan

<b>Coverage</b>	Health Savings Account (HSA) Plan
<b>Premium (26 bi-weekly)</b>	Single - \$97.50 Family - \$225.00
<b>Deductible</b>	\$3,500 – Individual \$7,000 – Family
<b>Coinsurance</b>	10% up to max out-of-Pocket
<b>Max Out-of-Pocket</b>	\$7,000 – Individual \$14,000 – Family
<b>Preventative Care</b>	Covered 100% by insurance
<b>Virtual Visits</b>	Standard Cost, FREE with Recuro Health
<b>Office Visits</b>	10% after deductible is met up to max out-of-pocket
<b>Specialist Visit</b>	10% after deductible is met up to max out-of-pocket
<b>Urgent Care</b>	10% after deductible is met up to max out-of-pocket
<b>Emergency Room</b>	10% after deductible is met up to max out-of-pocket
<b>Rx Benefit</b>	10% after deductible is met up to max out-of-pocket
<b>Durable Medical Equipment/Supplies</b>	10% after deductible is met up to max out-of-pocket
<b>Hearing Aids for Adults/Children</b>	10% after deductible is met, up to max out-of-pocket, implants limited to Under 18 years old every 3 years.
<b>Network Access</b>	Mayo, Alliance (UW, Gundersen), Trilogy, Cigna, Neighborhood Family Clinics, ViaroHealth.
<b>Notes:</b>	Bi-weekly deduction vs. monthly premium. Additional 2 deductions per year. Additional surcharge for those who do not participate in the Health Promotion Program (HPP). Added 10% coinsurance and max out-of-pocket becomes double deductible. Firm steerage on high cost injectables and other procedures to Centers of Excellence (COE).

# 2025 Recommended Health Insurance Premiums

## Smart Healthcare Consumer Plan (SMART)

SMART Health Plan	Single	Family
Full Time - Full Premium	\$ 580.00	\$ 1,320.00
<b>Employee Premium</b>	<b>\$ 87.00</b>	<b>\$ 198.00</b>
County Paid Premium	\$ 493.00	\$ 1,122.00
Part Time - Full Premium	\$ 580.00	\$ 1,320.00
<b>Employee Premium</b>	<b>\$ 243.60</b>	<b>\$ 554.40</b>
County Paid Premium	\$ 336.40	\$ 765.60
<b>Non-Participant Surcharge Per Deduction</b>	<b>\$ 20.00</b>	<b>\$ 45.00</b>
Deductible	\$ 3,500	\$ 7,000
Max Out-of-Pocket	\$ 7,000	\$ 14,000

## Health Savings Account (HSA) Health Plan

HSA Health Plan	Single	Family
Full Time - Full Premium	\$ 650.00	\$ 1,500.00
<b>Employee Premium</b>	<b>\$ 97.50</b>	<b>\$ 225.00</b>
County Paid Premium	\$ 552.50	\$ 1,275.00
Part Time - Full Premium	\$ 650.00	\$ 1,500.00
<b>Employee Premium</b>	<b>\$ 273.00</b>	<b>\$ 630.00</b>
County Paid Premium	\$ 377.00	\$ 870.00
<b>Non-Participant Surcharge Per Deduction</b>	<b>\$ 20.00</b>	<b>\$ 45.00</b>
Deductible	\$ 3,500	\$ 7,000
Max Out-of-Pocket	\$ 7,000	\$ 14,000

**All members will have from 9/1/2024 – 12/31/2024 to complete the participation requirements related to the surcharge above.**



2024-2025

# HEALTH PROMOTION PROGRAM



In an effort to increase the overall health and wellness of all Monroe County staff, members enrolled in the county health plan will be provided paid time to participate in the following 3 activities.

- 1** EMPLOYEE BENEFIT MEETING ATTENDANCE
- 2** HRA COMPLETION (BIOMETRICS)
- 3** WELLNESS PROGRAM PARTICIPATION



## EMPLOYEE BENEFIT MEETING

Employees will have access to attend open enrollment educational sessions explaining the details of the health plan and access to benefits and networks.



## HRA COMPLETION

Employees on the health plan will have the ability to participate in the HRA or provide proof to HR that their annual exams/labs have been completed.



## WELLNESS PROGRAM

Employees will be active participants in the Monroe County Wellness program through various educational sessions and other challenges throughout the year.

Those who elect not to participate in this program while enrolled in the Monroe County Health plan will pay a non-participant surcharge of \$20/single & \$45/family per deduction.

# Delta Dental Insurance Premium Renewal Comparison

## 2025 Delta Dental – Dental Insurance Monthly Recommended Premium Rates

*(these costs are taken out of the first paycheck each month)*

<u>Dental Insurance Plan</u>	<u>Single</u>	<u>Family</u>
Full Time - Full Premium	\$ 29.03	\$ 90.27
<b>Employee Monthly Premium</b>	<b>\$ 3.77</b>	<b>\$ 11.74</b>
County Paid Monthly Premium	\$ 25.26	\$ 78.53
Part Time - Full Premium	\$ 29.03	\$ 90.27
<b>Employee Monthly Premium</b>	<b>\$ 11.61</b>	<b>\$ 37.91</b>
County Paid Monthly Premium	\$ 16.04	\$ 52.36

## 2024 Delta Dental – Dental Insurance Monthly Premium Rates

*(these costs are taken out of the first paycheck each month)*

<u>Dental Insurance Plan</u>	<u>Single</u>	<u>Family</u>
Full Time - Full Premium	\$ 27.65	\$ 85.97
<b>Employee Monthly Premium</b>	<b>\$ 3.59</b>	<b>\$ 11.18</b>
County Paid Monthly Premium	\$ 24.06	\$ 74.79
Part Time - Full Premium	\$ 27.65	\$ 85.97
<b>Employee Monthly Premium</b>	<b>\$ 11.61</b>	<b>\$ 36.11</b>
County Paid Monthly Premium	\$ 16.04	\$ 49.86



## MONROE COUNTY PERSONNEL POLICY MANUAL

### 4.41 HOURS OF ~~WORK~~-OPERATION

- (1) The usual working hours for full-time non-exempt employees shall be forty (40) hours per week and for full-time exempt employees shall be eighty (80) hours in a bi-weekly pay period. ~~The usual business hours for all full-time employees shall be forty (40) hours per week.~~ This shall not be construed as a guaranteed workday or work week.

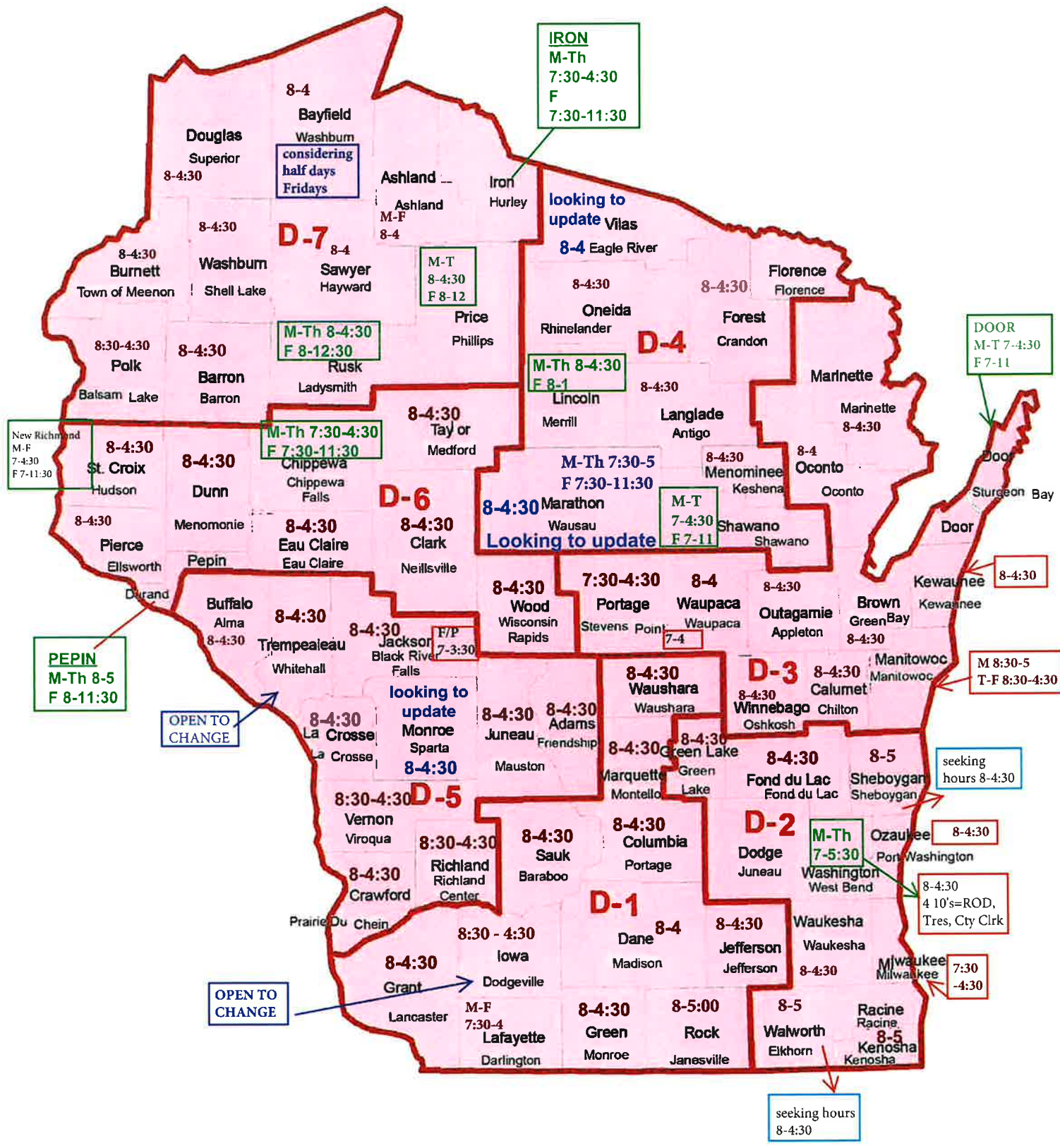
With County Administrator approval, department heads may adjust the regular workday and/or work week due to weather-related events, unforeseen emergencies, or other operational needs. Alternative working arrangements (e.g., flexible schedules, ~~working at home~~, telecommuting, etc.) may be considered if an employer benefit to the County can be shown, and require advance approval from the County Administrator. Departments shall maintain employee coverage for usual business hours of operation ~~Monday-Friday 8:00 AM – 4:30~~ Monday – Thursday 7:30 AM – 5:00 PM to best serve the citizens public and other employees of Monroe County. If department employee is teleworking during the usual business hours of operation, that department must post appropriate contact information for the teleworking staff in a publically visible and accessible location. Departments may be open to the public on Friday by appointment if necessary. ~~Departments may be closed only with prior approval of the County Administrator, excepting unforeseen emergencies.~~ Departments with twenty four (24) hour operations must maintain usual business hours that best meet the needs of the public and the standard day-to-day operations required.

There may be times when a department chooses to be open to the public on a Friday to better accommodate and serve the citizens of Monroe County. Additional hours open to the public on a Friday would be covered by adjusting employee schedules to provide appropriate department coverage. Departments are expected to provide employees with advance notice, when possible, of any needed schedule changes.

**Offices open Monday - Friday 8:00 AM – 4:30 PM are: Circuit Court, Clerk of Court, and District Attorney**

- (a) Employee start and end times must be in 15 minute intervals (example: 7:00, 7:15, 7:30 etc..).
- (b) Employees may work on Fridays when their department is closed to the public to maintain their required number of hours worked for full-time employee's status.
- (c) In the event of an employee-planned vacation, a Department Head has authority to adjust employee schedules to provide appropriate department coverage during business hours of operation. Departments are expected to provide employees with advance notice, when possible, of any needed schedule changes.
- (d) An agreed upon Alternative daily work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain consistent. Any variation from this alternative daily work schedule needs the approval of the manager prior to changes.
- (e) Each Department Head is responsible for ensuring that all services of the Department are available to internal and external clients during usual business hours of operation, and that the efficiency and effectiveness of their department's operations are not be interrupted or negatively impacted by employee scheduling.
- (2) EMERGENCY CLOSING: The Monroe County Administrator subject to any statutory limitations is allowed to determine when the Justice Center and other County offices may be closed to the public as a result of emergency, weather or other urgent circumstances. Employees affected may use paid time such as vacation, floating holiday, compensatory time, or utilize an unpaid leave of absence upon approval of their department head or designated supervisor or continue to work for the balance of the day, or portion thereof, relating to an emergency closing, if safe to do so.





# FAQs

In case you had concerns, here are some frequently asked questions and answers to clear things up.

## WHAT ARE STANDARD HOURS OF OPERATION?

Hours of Operation are the standard hours departments must be staffed and accessible to provide service(s) to the public.

- **Standard Hours of Operation = Hours Open to the Public**

## IF HOURS OF OPERATION CHANGE, WILL THE HOURS I WORK BE REDUCED?

No.

- Full-time non-exempt employees will maintain 40 hours worked per week
- Full-time exempt employees will maintain 80 hours worked per bi-weekly payroll

## IF HOURS OF OPERATION CHANGE, DOES THAT MEAN MY SCHEDULE WILL AUTOMATICALLY CHANGE?

No, not necessarily. As noted above departments will be required to be open to the public during the standard Hours of Operation, but that does not mean each staff will automatically have a change in schedule; departments will need to coordinate schedules amongst their staff to ensure the hours open to the public are covered.

\* **Example:** If Hours of Operation (Hours Open to the Public) were adjusted to 4 ten-hour days [Monday-Thursday 7am to 530pm] there could be a variety of different schedules staff are working.

- Belle could work 7am - 530pm Mon - Thurs (40 hours)
- Cogsworth could work 7am - 430pm Mon - Thurs & 8am - 12pm Fri (40 hours)
- LeFou could work 8am - 430pm Mon - Fri (40 hours)
- Lumiere could work 8am - 530pm Mon - Thurs & 7am - 11am Fri (40 hours)

\* In this example, any hours worked on Fridays would be uninterrupted work time (closed to the Public), however, internal and external meetings or appointments, if scheduled, could still occur at the discretion of each department.

## ARE THERE ANY OTHER LOCAL MUNICIPALITIES THAT HAVE HOURS OF OPERATION THAT DIFFER FROM M-F 8AM - 430PM?

Yes. The City of Sparta and the City of Tomah currently have Hours of Operation (Hours Open to the Public) that are different from the County's.

- Sparta's City Hall and Park & Rec Office
  - Monday - Thursday 7am - 5pm and Friday 7am - 11am
- Tomah's City Hall
  - Monday - Thursday 730am - 430pm and Friday closed

## WHY DOES THE COUNTY WANT TO REVIEW THE STANDARD HOURS OF OPERATION (HOURS OPEN TO THE PUBLIC)?

- The County wants to ensure we are best serving the community.
  - Being open to the public during the same hours that many other local businesses are open requires citizens seeking services to take time away from their place of employment to receive the services they need.
  - The County is aware that other municipalities and counties have changed their Hours of Operation successfully allowing them to better serve their community.
- The County wants to continue to progress in our ability to offer variety in staff scheduling when able to assist in staff work-life balance.

If you have further questions need additional clarification or want to provide additional feedback outside of what the survey requests, please feel free to contact HR

## HOURS OF OPERATION = OPEN TO THE PUBLIC

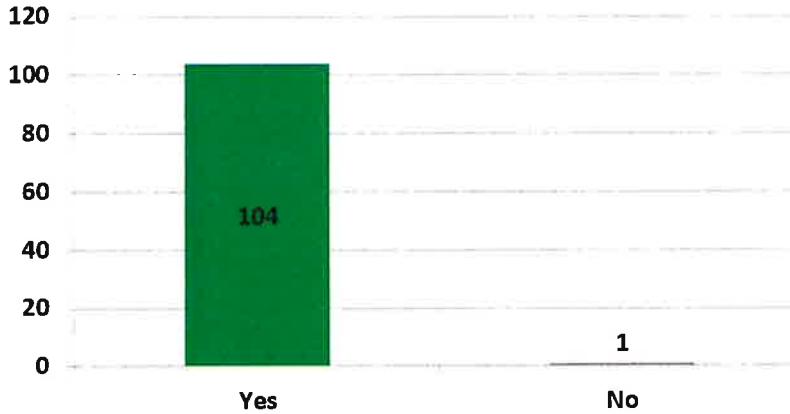
Q1

Is your department currently open to the public Monday – Friday 8am – 430pm?

Answer Choices	Responses
Yes	104
No	1

105

Is your department currently open to the public Monday – Friday 8am – 430pm?



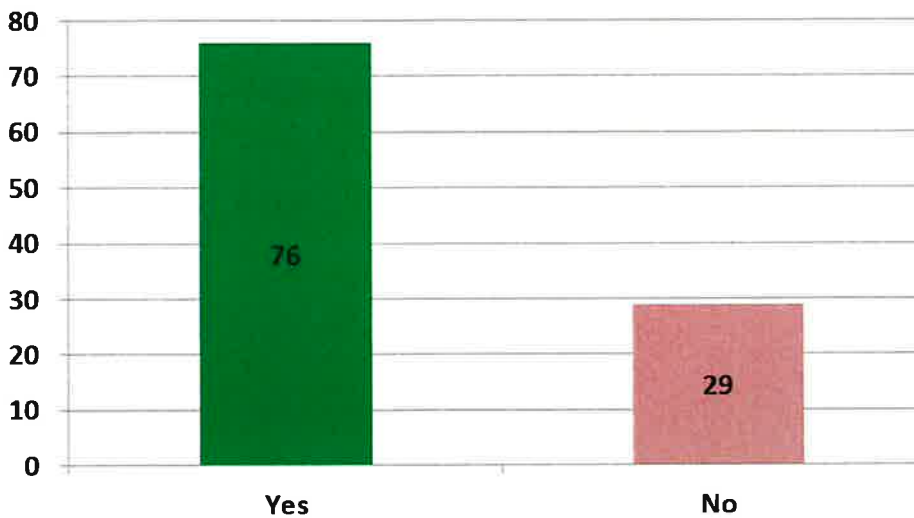
Q2

Do you feel your current work schedule allows you to have a good work life balance?

Answer Choices	Responses
Yes	76
No	29

105

Do you feel your current work schedule allows you to have a good work life balance?



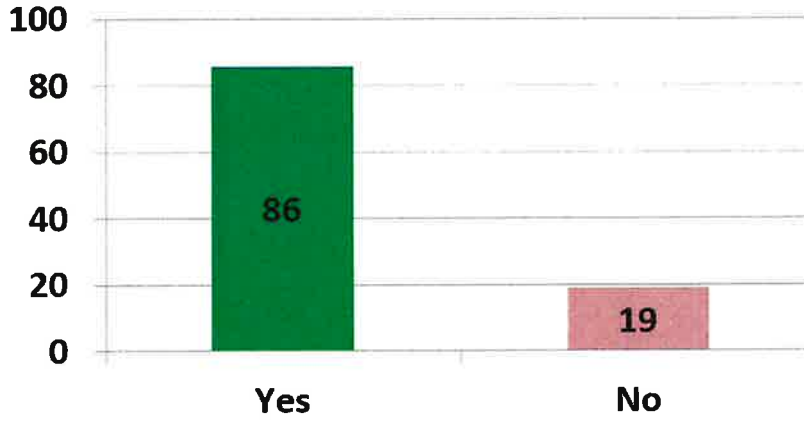
**Q3**

**Does your department currently allow for ANY flexible scheduling options?**

Answer Choices	Responses
Yes	86
No	19

105

**Does your department currently allow for ANY flexible scheduling options?**





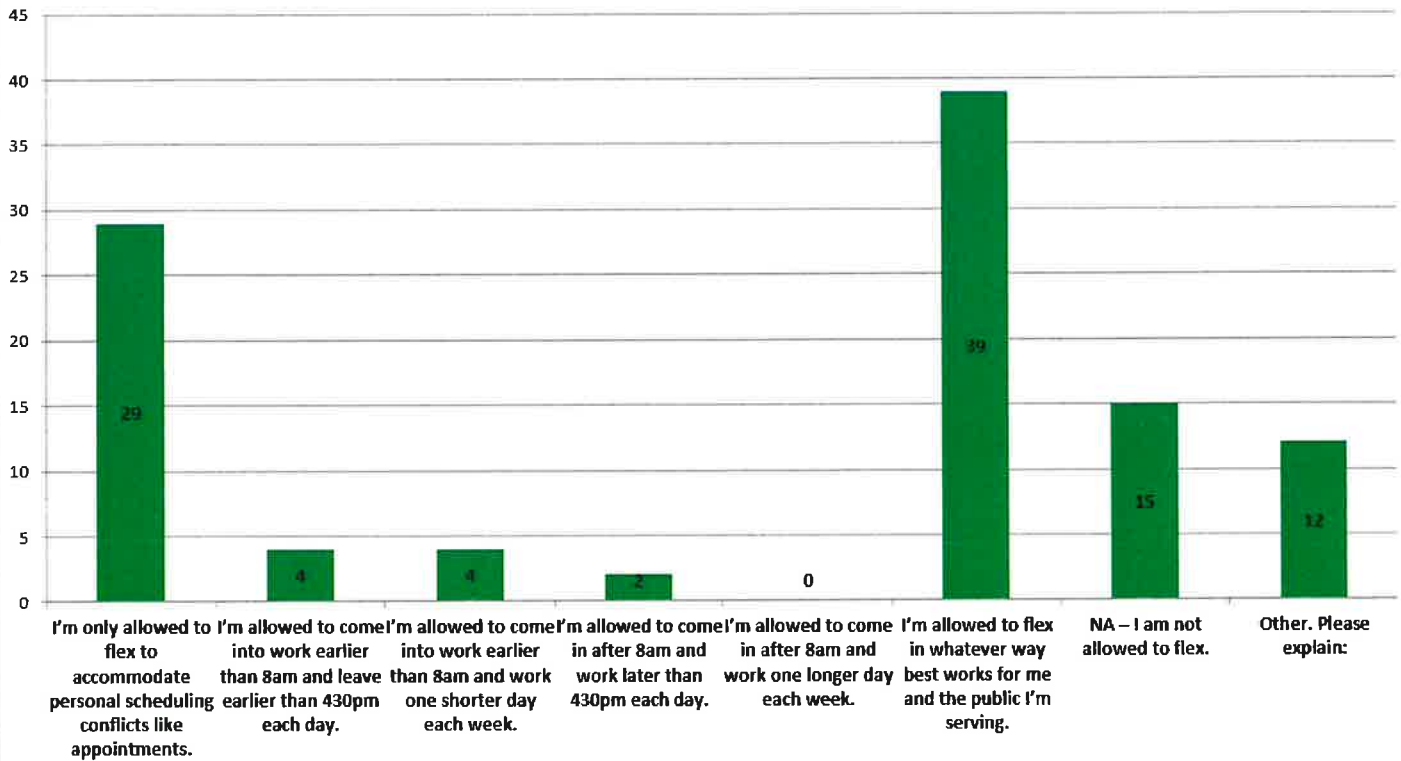
**Q4**

**If your department allows flexible scheduling options, what do those flexible scheduling options look like?**

Answer Choices	Responses
I'm only allowed to flex to accommodate personal scheduling conflicts like appointments.	29
I'm allowed to come into work earlier than 8am and leave earlier than 430pm each day.	4
I'm allowed to come into work earlier than 8am and work one shorter day each week.	4
I'm allowed to come in after 8am and work later than 430pm each day.	2
I'm allowed to come in after 8am and work one longer day each week.	0
I'm allowed to flex in whatever way best works for me and the public I'm serving.	39
NA – I am not allowed to flex.	15
Other. Please explain:	12

105

**If your department allows flexible scheduling options, what do those flexible scheduling options look like?**



**Other. Please explain:**

I currently work start at 6AM through 2PM but if I need, I am allowed to come in at 7AM

NO SCHEDULE VARIATIONS IN DISPATCH!!! LOL LONGER OFFICE HOURS HELP THE PUBLIC IMMENSELY!!! WE ALWAYS HAVE CALLS FROM GENERAL PUBLIC WHEN OFFICES ARE CLOSED.

I came into this job for my hours 8-4:30!

Question 7: none of the above but that option wasn't there working with the public we need to be there 8 to 4:30.

I have not flexed time, but others in my office have flexed time coming in early and leaving early.

Get it approved before. In before 8 (usually just 15 a day) and use that time that week.

Due to number of staff we will be allowed from time-to-time to flex our hours due to scheduling and having someone in the office. Our committee meetings are evenings so we need to flex hours during that time, and sometimes flex hours for personal appointments when scheduling issues arise and need to get work completed in timely manner. However, we do not have a routinely flexible schedule.

I am allowed to flex in whatever way best works for me and the public I'm serving WITH SUPERVISOR APPROVAL/AWARENESS.

flexible schedule is allowed when asked but not as a "regular" schedule

Some days are longer, others are shorter. With the new guidelines, my perspective is that we just can't go over 80 hours if not absolutely necessary.

In regards to #7 - I do not like that it made me answer that question in order to submit my responses. During the school year, I would likely not be able to start prior to 7:30 as my child's school does not open until then. I take my child to sports during the summer, so I would not likely be able to work until 5:30. For me, leaving the schedule the way it is and flexing works best.

Flex Time as needed. Some days are 12 hours, some days normal 8.

I am allowed to flex my schedule ONLY if it meets the needs of my department's schedules and the building. There are times when the building does not have coverage, so the flex option is not available. This has been conflicting when there are unforeseen circumstances, and someone is alone and has to leave early. Not ideal.

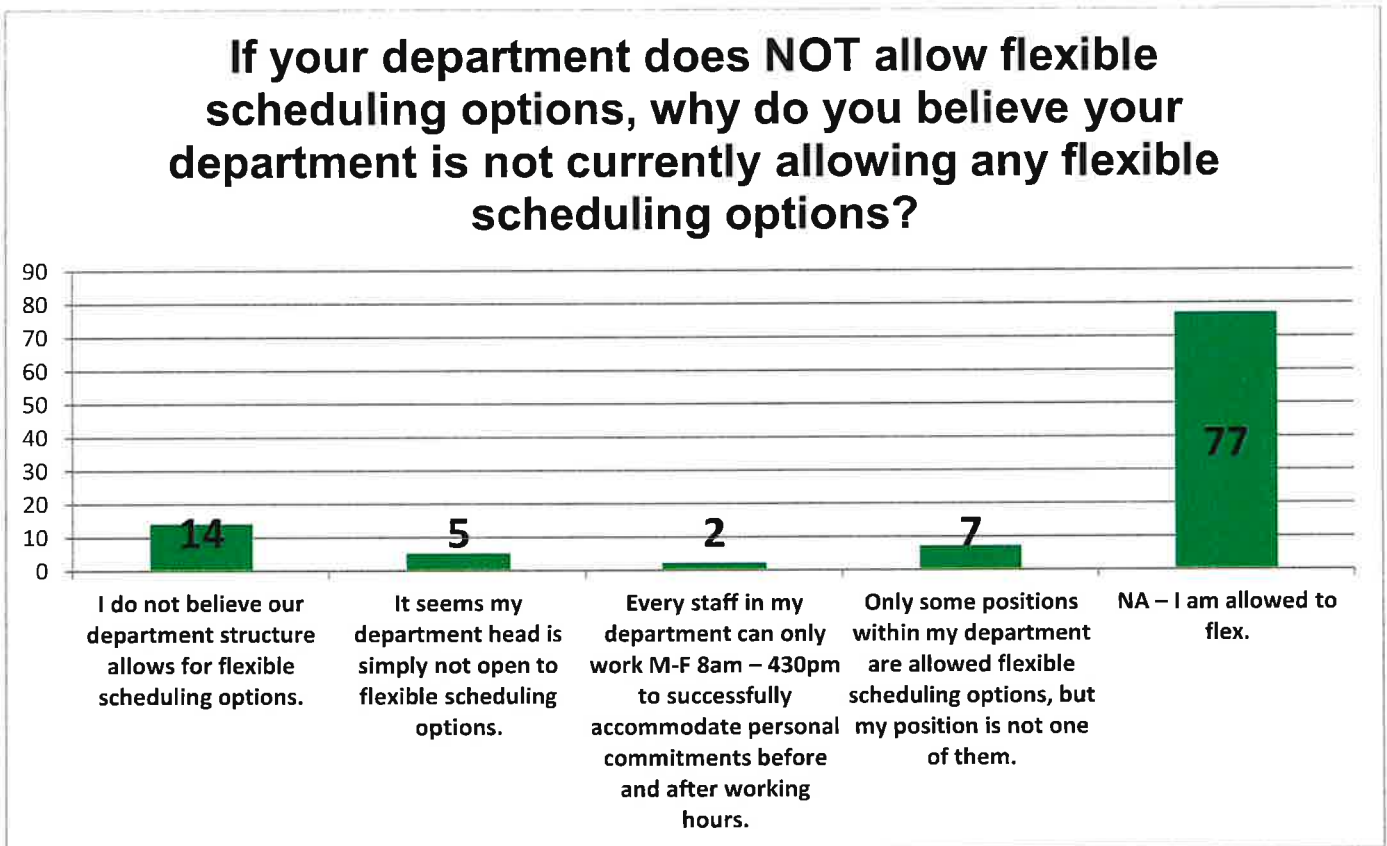


**Q5**

**If your department does NOT allow flexible scheduling options, why do you believe your department is not currently allowing any flexible scheduling options?**

Answer Choices	Responses
I do not believe our department structure allows for flexible scheduling options.	14
It seems my department head is simply not open to flexible scheduling options.	5
Every staff in my department can only work M-F 8am – 430pm to successfully accommodate personal commitments before and after working hours.	2
Only some positions within my department are allowed flexible scheduling options, but my position is not one of them.	7
NA – I am allowed to flex.	77

105



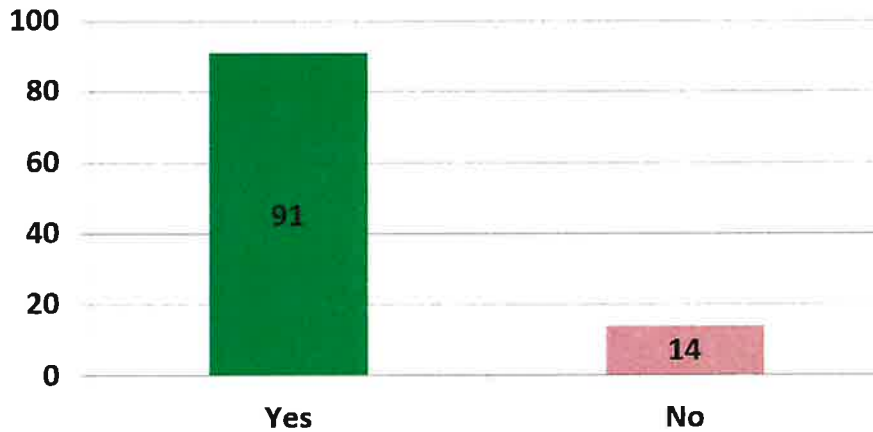
**Q6**

**Would you support some county departments being open to the public different hours than M-F 8am – 430pm?**

Answer Choices	Responses
Yes	91
No	14

105

**Would you support some county departments being open to the public different hours than M-F 8am – 430pm?**



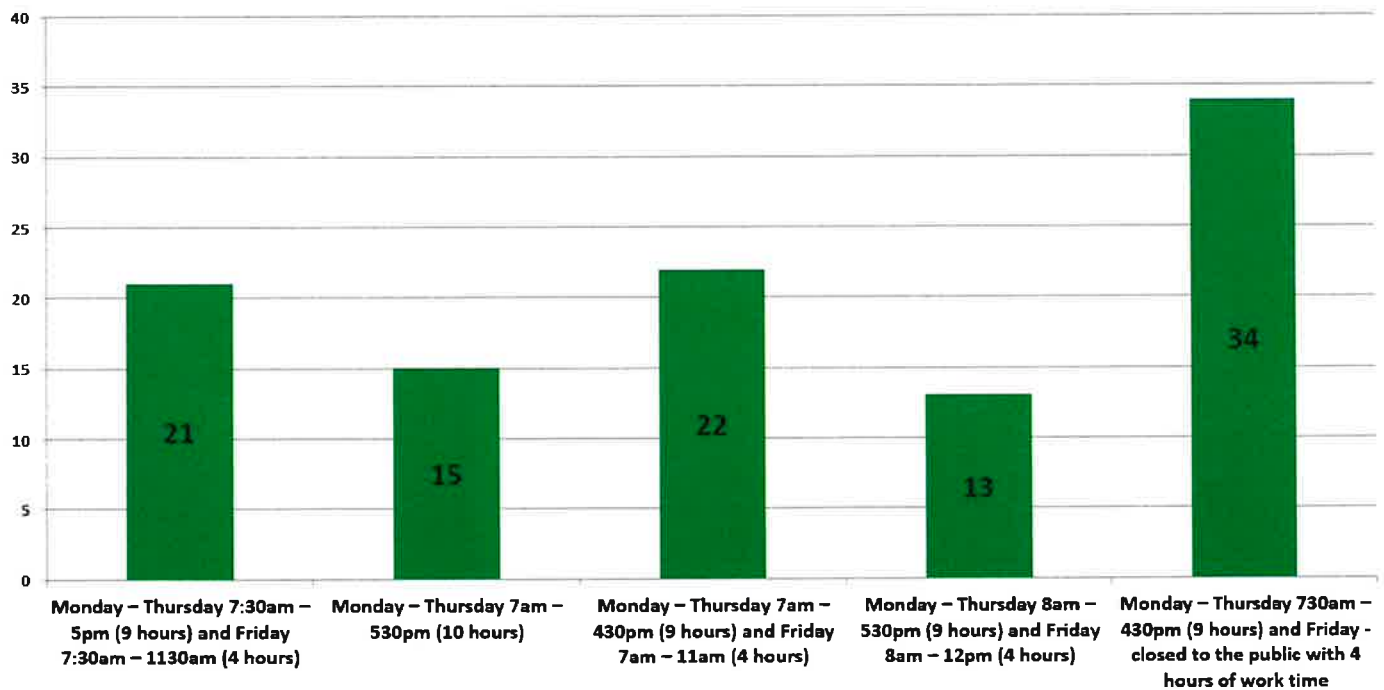
**Q7**

**If the County changes its standard Hours of Operation (Hours Open to the Public) which hours would you prefer?\***Please note each schedule listed accounts for 40 hours each week

Answer Choices	Responses
Monday – Thursday 7:30am – 5pm (9 hours) and Friday 7:30am – 1130am (4 hours)	21
Monday – Thursday 7am – 530pm (10 hours)	15
Monday – Thursday 7am – 430pm (9 hours) and Friday 7am – 11am (4 hours)	22
Monday – Thursday 8am – 530pm (9 hours) and Friday 8am – 12pm (4 hours)	13
Monday – Thursday 730am – 430pm (9 hours) and Friday - closed to the public with 4 hours of work time	34

105

**If the County changes its standard Hours of Operation (Hours Open to the Public) which hours would you prefer?\***Please note each schedule listed accounts for 40 hours each week



# 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 \$20,000 or more 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 State and 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 State and Federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable State and 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.

**EXCEPTIONS**

Departments that have State and Federal required contract process obligations such as Health, Highway, Human Services, etc. shall be exempt from the Monroe County RFP Policy process on those specific products or services only. The purchases for the required State and Federal 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.

Exceptions may also be approved by County Board resolution or ordinance, Statute or if Bid is covered by State Contract Pricing.

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.

## **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 OVERSIGHT**

1. Monroe County shall have three RFP Templates used for solicitations:
  - a. Public Works
  - b. Professional Services
  - c. Purchases of Goods
2. Administration coordinates the entire RFP process with the department head or project manager for any RFP in a or b above. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written 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

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## **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 coordinates the entire RFP process with the department head or project manager for any RFP in relation to a Public Works or Professional Services sealed bid solicitation not exempt through County Board resolution or ordinance, or State Statute, or Federal or State contract. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc.

#### **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. 51)
2. Capital Outlay Purchases (pg.52)
3. Federal Grant Authorization (pg. 53)

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>
\$20,000 or more	Request for Proposal (RFP) of sealed bids 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 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.
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

<b>CAPITAL OUTLAY PURCHASES:</b>	
<b>Threshold</b>	<b>Procedures</b>
\$20,000 or more	Request for Proposal (RFP) of sealed bids 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
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>
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing		

**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.

Department Heads are authorized to enter into contracts of \$5,000 or less. Contracts in excess of this amount not requiring a sealed bid require the review and approval of the County Administrator. This policy shall also apply to renewals of existing contracts.

### **VENDORS AND SUPPLIERS QUOTES LESS THAN \$20,000**

Monroe County departments may develop lists of approved vendors and suppliers that can be used throughout the year. The process to identify an approved vendor or supplier 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/lssa.cfm](http://www.doleta.gov/programs/lssa.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 of \$20,000 or more** 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.

## **Amendment to Monroe County Purchasing Ordinance**

### **Chapter 14, Finance and Taxation Section 14-72, Purchasing**

(1) Purpose. This ordinance is intended to ensure that Monroe County solicits competitive bids for all public works projects. These bids shall be reviewed by the county's designated officials under reasonably consistent responsible bidder criteria as outlined in this ordinance.

(2) Definitions. In this section, the following definitions shall apply.

a. "Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.

b. "Apprenticeship program" means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years or a program that has been registered with the federal or state government within the last three (3) years, provided that such program graduates apprentices to journeyman status within the indenture period EXCLUDED from the meaning of Apprenticeship program is any Industry-Recognized Apprenticeship Program.

c. "Public works contract" means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §59.52(29) and Monroe County Ordinance Chapter 14.

(3) Purchases made or authorized by department head. The purchase of any public work 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.

(4) 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.

(5) Purchases \$20,000 or more - Sealed Bids. Sealed Bids 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 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.

(6) Exceptions. Approved by County Board resolution or ordinance, Statute, Emergency, or Bid is covered by state contract pricing.

Emergencies:

- a. 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:

- a. Prevent delays in construction or delivery of essential services
- b. To meet emergencies that may cause a financial harm to public property of other public assets

- c. To meet emergencies that may cause financial harm to people or private assets
- d. 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))

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

(7) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract in excess of \$500,000, the contractor must complete the County of Monroe, Bidder's Statement of Qualifications Form. To be an approved responsible bidder a formal written decision shall be provided by Monroe County.

Approved Responsible bidder shall be in compliance with the following criteria:

- a. The contractor maintains a permanent place of business.
- b. The contractor is authorized to do business in the State of Wisconsin.
- c. The contractor, agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.

- d. The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- e. The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the county given the size of the public works project.
- f. The contractor has complied with all applicable provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
- g. For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program or has a written alternative training program sufficient to ensure that its employees may safely perform the work required by the public works contract.
- h. The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503. As required by Wis. Stat. §103.503, all employees must be subject to drug and alcohol testing before commencing work on the public works project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

- i. The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- j. The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment. The county shall review the investigation, order or judgment and determine whether the facts and circumstances are such that the contractor is not a responsible bidder.
- k. The contractor's employees who will perform work on the project are:
  - i. Covered under a current workers' compensation policy; and
  - ii. Properly classified under such policy.
- l. The contractor's employees who will perform work on the project have the health insurance coverage required by the Affordable Care Act.
- m. The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n. The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.
- o. The contractor is bondable for the terms of the proposed public works contract.
- p. The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be



considered in determining satisfactory completion of projects may include, but are not limited to:

- i. Completion of contracts in accordance with drawings and specifications; and
  - ii. Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
  - iii. Fulfilled guarantee requirements of the contract documents.
- q. The contractor has, and diligently maintains, a written safety program.
- r. The contractor was not in OSHA's severe violator enforcement program in the previous two years.

(8) Bidder's Statement of Qualifications. Prequalification of bidders is required in order to comply with provisions of §66.0901(2) of the Wisconsin Statutes and to obtain approval for bidding on Monroe County Public Works Projects. Failure to submit the required County of Monroe, Wisconsin Bidder's Statement of Qualifications form, or providing incorrect, false, non-responsive or misleading information shall automatically disqualify the contractor's bid. The general or prime contractor bidding on a public works project that is over \$500,000 must be identified as a qualified bidder by Monroe County.

(9) No Restriction on Discretion. If information other than what must be disclosed by the contractor is discovered by the county or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's capacity or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20251 2025 ANNUAL BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

ADMINISTRATOR	2023 ACTUAL	2024 ORIG BUD	2024 REVISED BUD	2024 ACTUAL	2024 PROJECTION	2025 DEPT	COMMENT
11410000 511000 SALARIES	179,569.30	186,510.00	186,224.00	104,366.21	186,224.00	.00	
11410000 511200 OVERTIME	2,268.51	3,500.00	3,500.00	.00	3,500.00	.00	
11410000 515005 RETIREMENT	12,368.40	13,112.00	13,092.00	7,201.26	13,092.00	.00	
11410000 515010 SOC SEC	11,024.72	11,782.00	11,764.00	6,326.19	11,764.00	.00	
11410000 515015 MEDICARE	2,578.50	2,756.00	2,752.00	1,479.54	2,752.00	.00	
11410000 515020 HLTH INS	23,770.12	27,039.00	27,039.00	12,768.14	27,039.00	.00	
11410000 515025 DENTAL INS	843.69	898.00	898.00	523.53	898.00	.00	
11410000 515030 LIFE INS	36.00	36.00	36.00	21.00	36.00	.00	
11410000 515040 WORK COMP	103.46	99.00	98.00	53.15	98.00	.00	
11410000 522025 TELEPHONE	514.03	1,062.00	1,062.00	505.08	1,062.00	1,028.00	
11410000 531000 OFFIC SUPL	576.63	650.00	650.00	162.04	650.00	500.00	
11410000 531050 POSTAGE	6.88	70.00	70.00	.00	70.00	50.00	
11410000 531060 BDGT SUPPL	787.34	700.00	700.00	.00	700.00	900.00	
11410000 532000 BK/PUB/SUB	702.61	700.00	700.00	.00	700.00	890.00	
11410000 532500 DUES	1,313.39	1,368.00	1,368.00	1,347.69	1,368.00	1,390.00	
11410000 533010 CONF/SEM	2,769.00	2,730.00	2,730.00	1,306.00	2,730.00	4,930.00	
11410000 533200 MILEAGE	710.50	785.00	785.00	35.37	785.00	536.00	
11410000 553100 EQUIP SERV	1,147.86	1,431.00	1,431.00	394.98	1,431.00	1,205.00	
11410000 599000 IT POOL	506.00	570.00	570.00	570.00	570.00	470.00	
TOTAL ADMINISTRATOR	241,596.94	255,798.00	255,469.00	137,060.18	255,469.00	11,899.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	241,596.94	255,798.00	255,469.00	137,060.18	255,469.00	11,899.00	
GRAND TOTAL	241,596.94	255,798.00	255,469.00	137,060.18	255,469.00	11,899.00	

\*\* END OF REPORT - Generated by TINA OSTERBERG \*\*

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 2025 ANNUAL BUDGET

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2025 DEPT	
ADMINISTRATOR						
11410000	522025 -					1,028.00 *
	(2) PHONES @ \$.25 EACH / MONTH		2.00	3.00		6.00
	ESTIMATED ANNUAL LONG DISTANCE		1.00	50.00		50.00
	CELL PHONES		12.00	81.00		972.00
11410000	531000 -					500.00 *
	MISC OFFICE SUPPLIES		1.00	500.00		500.00
11410000	531050 -					50.00 *
	MISC MAILINGS		1.00	50.00		50.00
11410000	531060 -					900.00 *
	BUDGET PRINTING AND SUPPLIES		1.00	900.00		900.00
11410000	532000 -					890.00 *
	PROFESSIONAL PUBLICATIONS/SUBSCRIPTIONS		1.00	770.00		770.00
	CANVA PRO		1.00	120.00		120.00
11410000	532500 -					1,390.00 *
	GOVERNMENT FINANCIAL OFFICERS		1.00	305.00		305.00
	ASSOCIATION (GFOA)					
	INTERNATIONAL CITY/COUNTY MANAGEMENT		1.00	885.00		885.00
	ASSOCIATION (ICMA)					
	WISCONSIN CITY/COUNTY MANAGEMENT		1.00	200.00		200.00
	ASSOCIATION (WCMA)					
11410000	533010 -					4,930.00 *
	WCA ANNUAL CONFERENCE - WI DELS, WI		2.00	185.00		370.00
	WCA LEGISLATIVE EXCHANGE - MADISON, WI		2.00	160.00		320.00
	WCMA/ICMA/GFOA CONFERENCE/TRAINING		1.00	300.00		300.00
	EXECUTIVE ASSISTANT - NACO HIGH		1.00	1,995.00		1,995.00
	PERFORMANCE LEADERSHIP PROGRAM					
	CERFIFIED PUBLIC MANAGER (CPM) PROGRAM		1.00	825.00		825.00
	WCA LEGISLATIVE EXCHANGE/WCA ANNUAL		1.00	1,120.00		1,120.00
	CONFERENCE/WCMA/MISC TRAINING -					
	HOTEL/PARKING/MEALS					
11410000	533200 -					536.00 *
	MEETINGS/CONFERENCES TRAVEL EST. 800		536.00	1.00		536.00
	MILES x .67					

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 20251 2025 ANNUAL BUDGET					
ACCOUNTS FOR:					
ADMINISTRATOR	VENDOR	QUANTITY	UNIT COST	2025 DEPT	
11410000 553100 -					1,205.00 *
	CANON EQUIPMENT LEASE SPLIT 3 WAYS	12.00	45.00		540.00
	LOFFLER PRINT MANAGEMENT	1.00	650.00		650.00
	BISCOM FAX	1.00	15.00		15.00
11410000 599000 -					470.00 *
	FUTURE IT EQUIPMENT REPLACEMENT FUNDS	1.00	470.00		470.00
<b>TOTAL ADMINISTRATOR</b>					<b>11,899.00</b>
TOTAL REVENUE					.00
TOTAL EXPENSE					11,899.00
<b>GRAND TOTAL</b>					<b>11,899.00</b>

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