



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1, SPARTA, WISCONSIN 54656

PHONE: 608-269-8705 FAX: 608-269-8747 www.co.monroe.wi.us

MONROE COUNTY BOARD AGENDA

Wednesday, August 28, 2024

6:00 p.m.

Monroe County Board Assembly Room

210 W Oak Street, RM 1200

Sparta, WI 54656

Remote Meeting to Begin at 6:00 p.m.

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 2484 446 7718

Password: County

Join by phone

+1-404-397-1516 United States Toll

Access code: 2484 446 7718

IT Point of Contact, Rick Folkedahl 608-633-2700

6:00 p.m.

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes – July 23, 2024

Public Comment Period

Budget Adjustment

Veteran's Service Office

Land Records

Health Department (3)

Maintenance

Re-Purpose of Funds

Rolling Hills (2)

Highway (2)

Monroe County Health Insurance Presentation – Ed Smudde, Human Resources Director

Monthly Treasurer's Report – Mindy Hemmersbach, Treasurer

Monthly Finance Report – Diane Erickson, Finance Director

Monthly Administrator's Report – Tina Osterberg, County Administrator

Resolution(s) – Discussion/Action (Listed on a Separate Sheet)

Chairman's Report

Adjournment

>Supervisors: Do wear your name tags, it helps visitors
>Agenda order may change

The July meeting of the Monroe County Board of Supervisors convened in the Monroe County Board Assembly Room in the City of Sparta, Wisconsin, on Tuesday, July 23, 2024 at 6:00 p.m. Chair Cedric Schnitzler presiding. Roll Call was called with 16 Supervisors present. The Pledge of Allegiance was recited.

Motion by Supervisor Zebell second by Supervisor Rogalla to approve the June 26, 2024 minutes. The minutes carried by voice vote.

Public Comment Period – 16 members of the public addressed the board.

Appointments – None.

Budget Adjustment:

Jail – Motion by Supervisor Zebell second by Supervisor Gomez to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2024 budget adjustment in the amount of \$7,490.00 for SCAPP funding. The budget adjustment passed with all Supervisors voting yes.

Health – Motion by Supervisor Wissestad second by Supervisor Devine to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$24,590.79 for Department of Health Services grant. The budget adjustment passed with all Supervisors voting yes.

Health – Motion by Supervisor Balz second by Supervisor Jandt to approve budget adjustment. Tiffany Giesler, Health Director explained the 2024 budget adjustment in the amount of \$898.00 for federal grant. Discussion. The budget adjustment passed with all Supervisors voting yes.

Chair Schnitzler announced that the resolution order would change due to public attendance with interest in several resolutions.

RESOLUTION 07-24-08

RESOLUTION TO INCREASE THE NON-RESIDENT REIMBURSEMENT RATES FOR MONROE COUNTY LIBRARIES

The forgoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Esterline. Supervisor Balz explained. Discussion. Motion by Supervisor Rogalla second by Supervisor Devine to amend the resolution by adding: board review annually for the 5% increase per year. Discussion. The amendment failed (5 Y - 11 N - 0 Absent).

Schnitzler voted: N	Pierce voted: Y	VanWyche voted: N	Jandt voted: N
Habegger voted: N	Kuderer voted: N	Wissestad voted: N	Zebell voted: N
Sparks voted: N	Cook voted: Y	Balz voted: N	Devine voted: Y
Gomez voted: N	Kuhn voted: Y	Esterline voted: N	Rogalla voted: Y

Discussion on the original resolution continued. The resolution passed with 15 Supervisors voting yes; Supervisor Pierce voting no.

RESOLUTION 07-24-07

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

The forgoing resolution was moved for adoption by Supervisor Zebell second by Supervisor Devine. Supervisor Zebell explained. Discussion. The resolution failed (7 Y - 9 N - 0 Absent).

Schnitzler voted: N	Pierce voted: Y	VanWyche voted: Y	Jandt voted: N
Habegger voted: N	Kuderer voted: Y	Wissestad voted: N	Zebell voted: Y
Sparks voted: N	Cook voted: N	Balz voted: Y	Devine voted: N
Gomez voted: Y	Kuhn voted: N	Esterline voted: Y	Rogalla voted: N

RESOLUTION 07-24-02

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

The forgoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Kuhn. Tiffany Giesler, Health Director explained. Discussion. The resolution passed (12 Y - 4 N - 0 Absent).

Schnitzler voted: Y	Pierce voted: Y	VanWychen voted: Y	Jandt voted: Y
Habegger voted: N	Kuderer voted: Y	Wissestad voted: Y	Zebell voted: N
Sparks voted: N	Cook voted: Y	Balz voted: Y	Devine voted: Y
Gomez voted: Y	Kuhn voted: Y	Esterline voted: Y	Rogalla voted: N

RESOLUTION 06-24-08

**RESOLUTION AUTHORIZING SIX SERVICE COORDINATOR POSITIONS (CLTS/CCS) IN
THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

The forgoing resolution was taken off the table from the June meeting and moved for adoption by Supervisor Kuhn second by Supervisor Balz. Tracy Thorsen, Human Services Director explained. Discussion. Motion by Supervisor Sparks second by Supervisor Zebell to postpone resolution pending policy change for the position request timeline. Discussion. The motion failed (4 Y - 12 N - 0 Absent).

Schnitzler voted: Y	Pierce voted: N	VanWychen voted: N	Jandt voted: N
Habegger voted: N	Kuderer voted: N	Wissestad voted: N	Zebell voted: Y
Sparks voted: Y	Cook voted: N	Balz voted: N	Devine voted: N
Gomez voted: N	Kuhn voted: N	Esterline voted: N	Rogalla voted: Y

Discussion continued on the resolution. The resolution passed (12 Y - 4 N - 0 Absent).

Schnitzler voted: Y	Pierce voted: Y	VanWychen voted: Y	Jandt voted: Y
Habegger voted: Y	Kuderer voted: Y	Wissestad voted: N	Zebell voted: N
Sparks voted: N	Cook voted: Y	Balz voted: Y	Devine voted: Y
Gomez voted: Y	Kuhn voted: Y	Esterline voted: Y	Rogalla voted: N

RESOLUTION 07-24-01

RESOLUTION SUPPORTING OPERATION GREEN LIGHT FOR VETERANS

The forgoing resolution was moved for adoption by Supervisor Zebell second by Supervisor Rogalla. Charles Weaver, Veterans Service Officer explained. Discussion. The resolution passed with all Supervisors voting yes.

RESOLUTION 07-24-03

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
042-00311-0001**

The forgoing resolution was moved for adoption by Supervisor Rogalla second by Supervisor Jandt. Derek Pierce, Facilities & Property Director explained. The resolution passed with all Supervisors voting yes.

RESOLUTION 07-24-04

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
141-00265-1800**

The forgoing resolution was moved for adoption by Supervisor Rogalla second by Supervisor Zebell. Derek Pierce, Facilities & Property Director explained. The resolution passed with all Supervisors voting yes.

RESOLUTION 07-24-05

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
185-01455-0252**

The forgoing resolution was moved for adoption by Supervisor Rogalla second by Supervisor Devine. Derek Pierce, Facilities & Property Director explained. The resolution passed with all Supervisors voting yes.

RESOLUTION 07-24-06

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
185-01455-0253**

The forgoing resolution was moved for adoption by Supervisor Rogalla second by Supervisor Devine. Derek Pierce, Facilities & Property Director explained. Discussion. The resolution passed with all Supervisors voting yes.

RESOLUTION 07-24-09

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

The forgoing resolution was moved for adoption by Supervisor Gomez second by Supervisor Zebell. Supervisor Pierce explained. Discussion. The resolution passed 15 yes; Supervisor Pierce abstained.

RESOLUTION 07-24-10

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

The forgoing resolution was moved for adoption by Supervisor Balz second by Supervisor Cook. Discussion. The resolution passed with 15 Supervisors voting yes; Supervisor Rogalla voted no.

Due to time constraints, Chair Schnitzler waived the Treasurer, Finance and Administrator reports.

Chairman's Report – None

Motion by Supervisor Cook second by Supervisor Balz to adjourn the meeting at 9:55 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the July meeting of the Monroe County Board of Supervisors held on July 23, 2024.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 1, 2024
 Department: VETERANS SERVICE OFFICE
 Amount: \$3,163.00
 Budget Year Amended: 2024

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

Yes or No? No. Explain: _____

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

The Veterans Service Office received an additional \$3,163 in grant revenues for 2024. This budget adjustment increases the Veterans Service Office expense budget to utilize the grant funds for computer operation licensing additions and training.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	435500		VETERANS SERV GRANT	\$ 12,650.00	\$ 3,163.00	\$ 15,813.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,163.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	521415		COMPUTER OPERATION	\$ -	\$ 1,500.00	\$ 1,500.00
14700000	533010		CONFERENCE/SEMINARS	\$ 2,450.00	\$ 1,663.00	\$ 4,113.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 3,163.00	

Department Head Approval: 
 Committee of Jurisdiction Approval: 
Following this approval please forward to the County Clerk's Office

1 July 2024
 Date

Date Approved by Finance Committee: 08/1/24
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 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. Fortunately, I had a separate bill come in \$250 below the expected expense. However, in order to pay the recent bill for our online lidar website annual maintenance, I will need request this budget adjustment of \$1,350, to cover my total annual expenses.

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: 

8-13-24

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

Date

Date Approved by Finance Committee: 8-21-24 

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024
 Department Health
 Amount: 55,593.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

Increase in WIC funding.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	203,675.00	\$ 50,366.00	\$ 254,041.00
	435555		WIC SNAP	11,365.00	\$ 5,227.00	\$ 16,592.00
					\$ 55,593.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salaries	228,965.00	\$ 51,290.00	\$ 280,255.00
	533200		Office Supplies	715.00	\$ 2,023.00	\$ 2,738.00
	531050		Postage	500.00	\$ 137.00	\$ 637.00
	522025		Phone	\$ 470.00	\$ 490.00	\$ 960.00
	533200		Mileage	\$ 750.00	\$ 350.00	\$ 1,100.00
	534250		Medical Supplies	\$ 3,337.00	\$ 63.00	\$ 3,400.00
	534150		Nutrition Ed Materials	\$ 2,230.00	\$ 740.00	\$ 2,970.00
	532500		Dues	\$ 500.00	\$ 500.00	\$ 1,000.00
Total Adjustment					\$ 55,593.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: 08-06-24

Following this approval please forward to th _____

Date Approved by Finance Committee: 08/06/24

Date Approved by County Board: _____

Date

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 bud: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024
 Department: Health
 Amount: \$900.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

Increase to Immunization Consolidated Contract.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435530		Immunization	\$ 12,059.00	\$ 900.00	\$ 12,959.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 900.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	757,100.24	\$ 900.00	\$ 758,000.24
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 900.00	

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

08-06-24
Date

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

Date Approved by Finance Committee: 08/21/24
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 6, 2024
 Department: Health
 Amount: \$8,934.00
 Budget Year Amended: 2024

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

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

Received another Environmental Public Health Tracking Grant to expand our tick outreach and education.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435597		Environmental PH Tracking	\$ -	\$ 8,934.00	\$ 8,934.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,934.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	757,100.24	\$ 2,472.00	\$ 759,572.24
	534050		Block Grant Supplies	73,479.00	\$ 6,462.00	\$ 79,941.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 8,934.00	

Department Head Approval: *Liffany G. Miller*
 Date Approved by Committee of Jurisdiction: *[Signature]*

08-06-24
 Date

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

Date Approved by Finance Committee: 08/21/24
 Date Approved by County Board: _____

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

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



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE: 608-269-8705

FAX: 608-269-8747

www.co.monroe.wi.us

MONROE COUNTY BUDGET ADJUSTMENT

MAINTENANCE

A budget adjustment from the Maintenance Department is currently being drafted and will be presented to the Property & Maintenance and Finance Committee's on 08/28/2024.

Pending committee approvals, the budget adjustment will be provided to Board Members for the August Board meeting held on 08/28/2024.

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/7/2024
 Department: Rolling Hills
 Amount: \$ 1,135.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

The Pergola cost is more than was anticipated as the running of electrical to the unit was an unexpected change. We have savings from the purchase of the Step Exercise bike in our capital budget and we would like to repurpose those funds to cover the cost to run electrical to the pergola in the main courtyard.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
64210990	581060		Movable equipment	Step Exercise bike	Pergola electrical	\$ 1,135.00
						\$ 1,135.00

Total Adjustment

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

8/19/2024
Date

Date Approved by Finance Committee: 08/21/24

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY
Unanticipated Change of What Funds Were Budgeted For

Date: 8/7/2024
 Department: Rolling Hills
 Amount: \$ 815.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

The auto-door opener cost is more than anticipated as the running of electrical to the doors was not included in the quote. We have savings from the purchase of the Step Exercise bike in our capital budget and we would like to repurpose those funds to cover the cost of the electrical for the auto-door openers.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
64210990	581060		Movable equipment	Step Exercise bike		
64210990	580550				auto door opener electrical	\$ 815.00
						\$ 815.00

Total Adjustment

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

8/19/2024
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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/20/2024
 Department: Highway
 Amount: \$ 500,000.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

A used self-propelled reclaimer/soil stabilizer was budgeted for 2024, with the intention of it being available as a revenue source for the Highway Department. Information received in 2024 determined that the unit would no longer be a viable revenue source due to changes in the marketplace. In place of the reclaimer, the purchase of other equipment from the 10-year replacement plan can be accelerated.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310281	581000		Acq. Of Capital Assets-Equipmen	Self-propelled Reclaimer/Soil Stabilizer	Hydraulic Excavator/Brush Chipper/Forestry Truck	\$ 500,000.0
Total Adjustment						\$ 500,000.0

Department Head Approval: _____

Committee of Jurisdiction Approval: [Signature]

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

8-20-24
Date

Date Approved by Finance Committee: 8-21-24 Jones W. [Signature]

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 8/20/2024
 Department: Highway
 Amount: \$ 22,845.00
 Budget Year Amended: 2024

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

Yes or No? No Explain: _____

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

The Tomah Garage Roof and Firewall project came in \$52,400 less than what was budgeted for, leaving a balance available for other building improvements. With the remaining funds, infrared heaters can be installed for the Sparta Garage wash bay, and the cement block storage building roof replacement at the Sparta Corporation Yard project can be completed in 2024 rather than 2025.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310283	580550		Acq. Of Capital Assets-Buildings	Tomah Roof/Firewall	Infrared Heaters-Wash Bay	\$ 8,500.00
73310283	580550		Acq. Of Capital Assets-Buildings	Tomah Roof/Firewall	Sparta Storage Building Roof	\$ 14,345.00
Total Adjustment						\$ 22,845.00

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

8-20-24
Date

Date Approved by Finance Committee: 8-20-24 - Tom Wessert

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: _____

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

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 21,014,314.83
Wires & Disbursements for Current Month:	\$ 19,869,071.94

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 7,644,432.84	none	5.62%
State Investment Pool		\$ 10,540,172.31	none	5.42%
Bank First Checking		\$ 504.03	none	0.00%
Bank First MM		\$ 263,365.42	none	5.02%
Citizens First Bank MM		\$ 3,155,309.14	none	
River Bank MM		\$ 3,032,731.35	none	4.11%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,026,142.03	11/21/2024	5.32%
River Bank - CD		\$ 1,012,221.31	2/8/2025	5.05%
River Bank - CD		\$ 506,110.66	8/8/2024	5.05%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 1,000,000.00	12/5/2024	5.32%
State Bank - CDARs		\$ 500,000.00	2/13/2025	5.05%
State Bank - CDARs		\$ 500,000.00	8/15/2024	5.05%
TOTAL GENERAL FUND INVESTMENTS		\$ 32,233,273.15		

GENERAL FUND BALANCES	
Month End Balance	\$ (1,155,986.69)
Outstanding Checks	\$ (191,234.69)
Outstanding Deposits	\$ 886,739.11
General Fund Investments	\$ 32,233,273.15
Totals	\$ 31,772,790.88

TOTAL GENERAL FUND AS OF July 2023	\$ 32,243,622.79
General fund is down from a year ago:	\$ (470,831.91)

DELINQUENT TAXES	
Delinquent Taxes in July 2024 were:	\$ 731,568.52
Delinquent Taxes in July 2023 were:	\$ 757,288.18
Delinquent Taxes are down from one year ago:	\$ (25,719.66)

SALES & USE TAX	
Sales tax received July 2024	\$ 2,826,585.55
Sales tax is for the months of Nov thru May 2024	
Sales tax received July 2023	\$ 2,731,992.21
Sales tax is for the months of Nov thru May 2023	
SALES TAX IS UP FROM ONE YEAR AGO:	\$ 94,593.34

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

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 8,207,517.54
Wires & Disbursements for Current Month:	\$ 8,654,100.65

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

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

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

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

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

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

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
State Bank-History Room MMI		\$ 73,235.00	None	5.62%
State Bank-History Room MMII		\$ 17,197.18	None	5.62%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,253,277.95	None	
State Bank-Wegner Grotto Trust		\$ 410,342.25	None	5.62%
Wegner Grotto Endowment-Raymond James		\$ 468,600.89	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,033.24	None	5.62%
Transportation - ADRC				
State Bank-ADRC Transportation		\$ 56,349.74	None	5.62%
Jail Assessment				
Bank First MM		\$ 240,278.01	None	5.02%
Monroe County Land Information Board				
Bank First MM		\$ 94,915.82	None	5.02%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 222,624.11	11/29/2024	4.40196%
		\$ 225,085.15	11/29/2024	4.40196%
		\$ 227,301.02	11/29/2024	4.40196%
		\$ 238,448.92	11/29/2024	4.40196%
		\$ 863,546.61	8/1/2024	4.35411%
State Bank - Facility Reserve-MM		\$ 3,754.31	None	5.62%
State Bank - ICS		\$ 546,227.04	None	5.312%
Section 125 Plan				
State Bank of Sparta		\$ 43,847.60	None	5.62%
Worker's Comp				
State Bank of Sparta		\$ 2,316,076.31	None	5.62%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 1,498,956.09	None	5.62%
American Rescue Plan				
State Bank of Sparta		\$ 2,686,696.79	None	5.62%
Opioid Funds				
River Bank MM		\$ 734,298.06	None	4.11%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 13,222,092.09		

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

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

PREVIOUS MONTH

2024 MONTHLY GENERAL INFORMATION

MONTH	GENERAL FUND	SALES TAX	DELINQUENT TAXES
January	\$ 25,110,489.98	\$ 327,920.04 Sales Tax for Nov. 2023	\$ 933,604.16 *
February	\$ 27,301,002.01	\$ 587,822.64 Sales for Tax Dec. 2023	\$ 874,878.27 *
March	\$ 27,607,069.98	\$ 349,372.10 Sales for Tax Jan. 2024	\$ 854,416.17 *
April	\$ 24,639,564.55	\$ 308,396.30 Sales Tax for Feb. 2024	\$ 821,747.15 *
May	\$ 24,944,813.52	\$ 489,122.55 Sales Tax for Mar. 2024	\$ 784,016.22 *
June	\$ 24,696,501.61	\$ 363,983.56 Sales Tax for April 2024	\$ 756,540.69 *
July	\$ 32,233,273.15	\$ 399,968.36 Sales Tax for May 2024	\$ 731,568.52 *
August		Sales Tax for June 2024	NOW INCLUDES ALL YEARS DELINQUENT TAXES
September		Sales Tax for July 2024	
October		Sales Tax for Aug. 2024	
November		Sales Tax for Sept. 2024	
December		Sales Tax for Oct. 2024	

\$ 2,826,585.55 ← Sales Tax Received in 2024

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2023

2023 MONTHLY GENERAL INFORMATION

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

NOW INCLUDES
ALL YEARS
DELINQUENT
TAXES

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

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

2024 General Government Revenue Comparison

As of August 13, 2024

DESCRIPTION	ACCOUNT	2024 BUDGET	YTD		
			2024 REVENUE COLLECTIONS	2023 REVENUE COLLECTIONS	2022 REVENUE COLLECTIONS
TID DISTRIBUTION REVENUE	1000001 411140	\$ -	\$ -	\$ -	\$ -
MAN. FOR . LAND TAX FROM DISTRICT	1000001 411500	\$ 63,000.00	\$ 80,790.74	\$ 75,700.99	\$ 69,211.36
FOREST CROP TAX FROM DISTRICT	1000001 411550	\$ 12.00	\$ -	\$ -	\$ -
SALES TAX DUE COUNTY *	1000001 412210	\$ 5,177,924.00	\$ 1,910,842.97	\$ 5,135,955.23	\$ 4,890,005.56
INTEREST ON TAXES	1000001 418000	\$ 200,000.00	\$ 83,688.75	\$ 164,849.57	\$ 164,203.94
AG LAND USE VALUE PENALTY	1000001 418100	\$ 6,000.00	\$ 8,966.82	\$ (2,351.52)	\$ 12,098.93
FORESTRY-FORT/MCCOY AGREEMENT	1000001 433000	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
FEDERAL AID IN LIEU OF TAX (Sept State)	1000001 433005	\$ 166,000.00	\$ 12,528.33	\$ 181,655.06	\$ 166,621.81
SHARED TAXES FROM STATE (Jul & Nov)	1000001 434100	\$ 3,245,855.00	\$ 486,878.28	\$ 2,318,328.99	\$ 2,316,998.68
PERSONAL PROPERTY	1000001 434200	\$ 148,817.00	\$ 148,817.44	\$ 148,817.44	\$ 159,182.39
STATE EXEMPT COMPUTER (Jul)	1000001 434300	\$ 26,089.00	\$ 26,089.48	\$ 26,089.48	\$ 26,089.48
INDIRECT COST SHARING	1000001 435180	\$ 18,300.00	\$ 9,487.43	\$ 16,847.13	\$ 36,695.58
INTEREST ON INVESTMENTS	1000001 481000	\$ 1,000,000.00	\$ 639,580.34	\$ 1,021,443.70	\$ 306,282.66
RLF INTEREST	1000001 481900	\$ -	\$ 842.11	\$ 1,398.35	\$ 2,087.51
COUNTY FARM RENT	1000001 482000	\$ 62,434.00	\$ 31,217.15	\$ 62,434.30	\$ 62,435.15
LAND ACQUISITION REVENUE	1000001 483000	\$ -	\$ -	\$ -	\$ -
PRIOR YEAR EXPENSES REFUND **	1000001 489200	\$ -	\$ 13,802.37	\$ 2,569.38	\$ 2,520.34
OVER/UNDER PAYMENTS	1000001 489800	\$ -	\$ (17.36)	\$ 5.35	\$ 3.75
OTHER COUNTY REVENUE	1000001 489900	\$ 4,000.00	\$ 3,093.23	\$ 38,191.16	\$ 239.61
-2023 Auction & North Natural Gas Renter Damages					
		<u>\$ 10,119,181.00</u>	<u>\$ 3,457,358.08</u>	<u>\$ 9,192,684.61</u>	<u>\$ 8,215,426.75</u>

*-Sales tax thru May

**-This is the account that all checks that are written off are paid from. This can cause this account to decrease by those amounts.

8/13/2024

Diane Erickson Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\FinancialData\Finance Report\2024\GENERAL FUND REVENUE COMPARISON

Restricted, Committed and Assigned Funds

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$	969.01	
Redaction Fees 11715000 461390/521350	\$	14,211.55	
K-9 Donations 12116000 485000/579200	\$	65.50	
Dog Control 14195000 485000/579200	\$	67,139.35	
Justice Dept Donations 1295000 485000/579200	\$	321.21	
Veterans Service 14700000 485000/579200	\$	1,844.50	
Veterans-Suicide Prev 14700000 485005/579205	\$	5,555.00	
Park Donations 15200000 485000/579200	\$	1,232.40	
Human Services Donations 24900500 485000/579200	\$	596.83	
Crep Program 16140000	\$	19,974.81	
Broadband Restricted Funds 16702100 485010/579100	\$	14,187.10	
Econ Dev & Tourism Funds for Project Grant 16700000 579100	\$	10,455.65	(ITBEC)
Forestry Land Acq. 16919000 580100	\$	36,057.35	
Forestry-Habelman Reforest 16919000 521700	\$	1,471.13	
Wildlife Habitat 16913000 435800/534050	\$	1,053.89	
Land Cons. CCTF Donations 16942200 485000/579200	\$	384.94	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$	3,309.06	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$	88,694.55	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$	31,047.10	
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$	323,565.57	

Committed Funds

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

Extension

Health & Well Being Exp. 15620613 579100	\$	10,521.12
Youth Development Agent 15620615 579100	\$	8,185.67

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$	400,000.00
Contingency Fund Balance 10010000 539200	\$	-
Retirement/Fringe Pool 11435000 515200	\$	100,416.49
Nonlapsing Capital Pool 17100169	\$	834,677.87
Nonlapsing Capital Vehicle Pool 17100169 581100	\$	398,262.76

General Fund Total

\$ 2,469,725.52

Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	1,145,487.49	
Capital Project(s) 47100000 582950	\$	400,883.53	
Nonlapsing Technology Pool 71490000 599000	\$	565,294.24	
Hwy-Capital Equipment 73310281 581000	\$	1,996,169.97	Resolution 05-24-05
Hwy-Capital Bldgs & Imprvmnts 73310283 580500	\$	59,143.94	
Hwy-Capital Hwy Improvemnts 73330319 534005	\$	4,691,763.80	
Proprietary, Debt & Internal Service Funds	\$	8,858,742.97	

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

8/2/2024

Diane Erickson Monroe County Finance Director

General Fund Balances

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

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

		2023		2024	
January	\$	26,683,614	\$	24,610,129	\$ (2,073,485)
February	\$	26,748,782	\$	25,932,481	\$ (816,301)
March	\$	25,961,796	\$	26,440,667	\$ 478,871
April	\$	25,636,062	\$	24,421,249	\$ (1,214,812)
May	\$	24,219,687	\$	23,785,671	\$ (434,016)
June	\$	22,191,698	\$	23,090,776	\$ 899,079
July	\$	32,243,623	\$	31,772,791	\$ (470,832)
August	\$	24,127,458	\$	-	
September	\$	23,131,887	\$	-	
October	\$	22,744,070	\$	-	
November	\$	22,494,629	\$	-	
December	\$	20,303,415	\$	-	

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

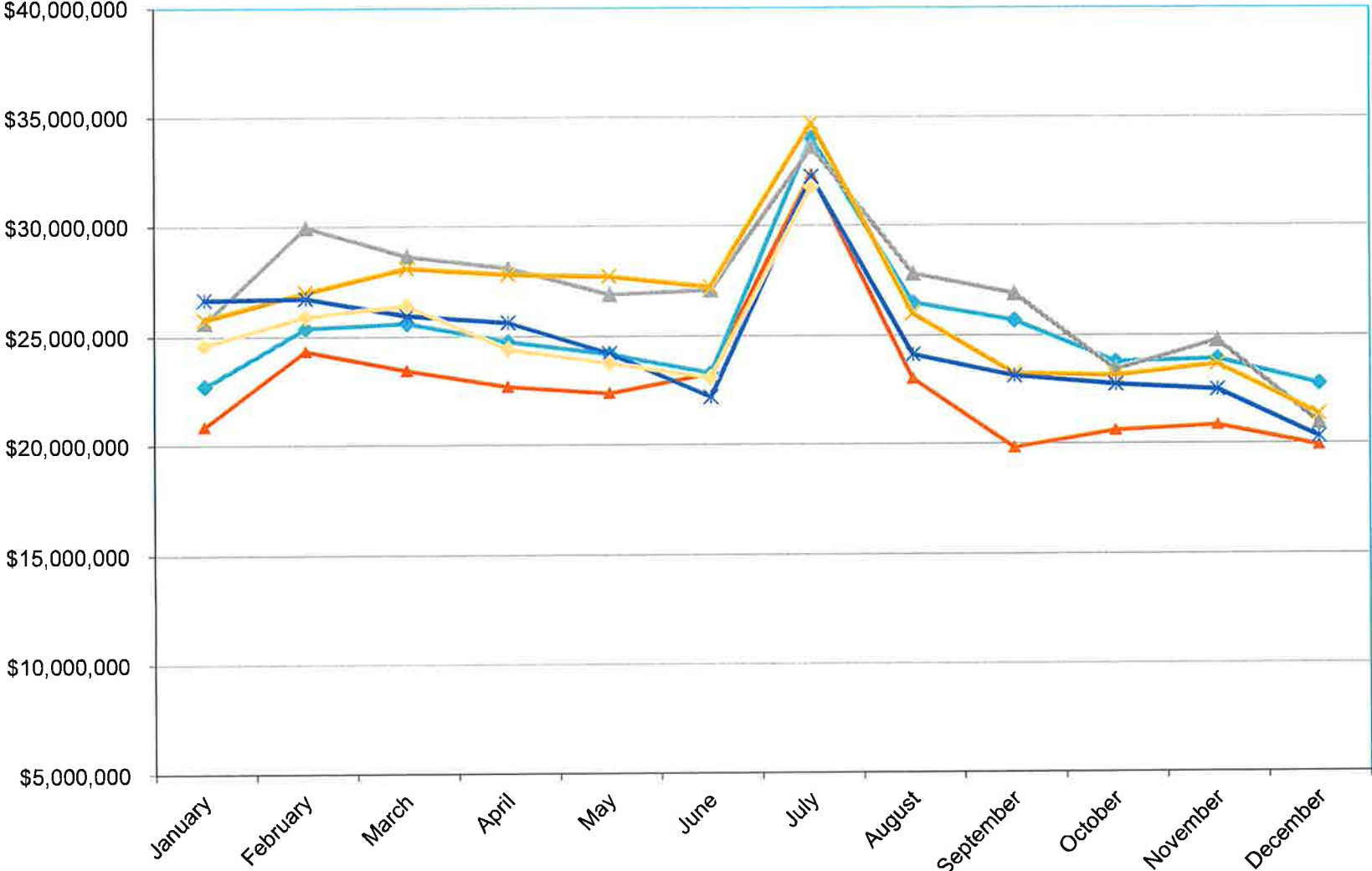
8/13/2024

Diane Erickson Monroe County Finance Director

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

County Total General Fund Cash Balance



2019 2020 2021 2022 2023 2024

8/13/2024

Diane Erickson

Monroe County Finance Director

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MONROE COUNTY MINIMUM FUND BALANCE POLICY

July 2024

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

General and Special Fund Balance MM/ICS -	\$	24,176,032.82
General Fund CD's	\$	7,596,758.06
Total General Fund	\$	31,772,790.88

General and Special Revenue Fund Cash Balance 7/31/24 **\$ 18,735,113.62**

General Fund Restricted Total	\$	622,136.50
General Fund Committed Total	\$	114,231.90
General Fund Assigned Total	\$	1,733,357.12
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,469,725.52

General Fund cash balance less Restricted, Committed and Assigned Funds: \$ 16,265,388.10

Proprietary, Debt & Internal Service Funds Cash:	\$	13,037,677.26
Proprietary, Debt & Internal Service Funds Committed:	\$	8,858,742.97
Proprietary, Debt & Internal Service Funds Cash Less Committed:	\$	4,178,934.29

Actual 2024 total General & Special revenue budgeted operating expenses	\$	44,703,322.00
Minimum Fund Balance %	(X) 20%	
Minimum Fund Balance Amount	\$	8,940,664.40

General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount \$ 7,324,723.70

8/13/2024

Diane Erickson Monroe County Finance Director

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FINANCIAL DATA THROUGH JULY 31, 2024

Account Type	Expense					
	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %	2024 Total Annual Budget	2024 Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	2,078,395	1,873,852	90.16%	2,161,987	602,342	100.00%
1000 - GENERAL GOVERNMENT	2,027,308	0	0.00%	1,083,975	0	0.00%
1110 - COUNTY BOARD	123,555	69,732	56.44%	128,429	71,264	55.49%
1121 - CIRCUIT COURT	677,470	329,345	48.61%	690,668	367,118	53.15%
1122 - CLERK OF COURT	881,629	424,624	48.16%	926,174	452,648	48.87%
1124 - FAMILY COURT COMMISSIONER	40,800	20,400	50.00%	40,800	20,400	50.00%
1127 - MEDICAL EXAMINER	278,749	134,811	48.36%	282,786	131,403	46.47%
1131 - DISTRICT ATTORNEY	758,760	390,642	51.48%	771,404	405,895	52.62%
1132 - CORPORATION COUNSEL	339,538	168,256	49.55%	317,703	176,427	55.53%
1141 - ADMINISTRATOR	243,325	133,905	55.03%	255,469	136,584	53.46%
1142 - COUNTY CLERK	304,488	192,942	63.37%	392,806	194,665	49.56%
1143 - PERSONNEL	406,367	171,672	42.25%	424,312	169,794	40.02%
1151 - FINANCE DEPARTMENT	1,284,721	671,100	52.24%	1,334,733	711,116	53.28%
1152 - TREASURER	377,641	196,888	52.14%	421,502	386,175	91.62%
1160 - MAINTENANCE	1,221,680	608,895	49.84%	1,113,991	564,715	50.69%
1171 - REGISTER OF DEEDS	317,601	138,879	43.73%	359,103	149,413	41.61%
1172 - SURVEYOR	27,781	20,360	73.29%	27,781	21,778	78.39%
1175 - LAND RECORDS	182,851	83,110	45.45%	371,055	224,739	60.57%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	566,630	673,093	118.79%	593,795	738,756	124.41%
1210 - SHERIFF DEPARTMENT	3,580,121	1,941,377	54.23%	3,739,457	2,007,204	53.68%
1270 - JAIL	3,260,921	1,682,228	51.59%	3,400,110	1,840,419	54.13%
1290 - EMERGENCY MANAGEMENT	180,620	82,936	45.92%	202,235	108,092	53.45%
1293 - DISPATCH CENTER	1,376,692	741,123	53.83%	1,487,680	774,698	52.07%
1295 - JUSTICE DEPARTMENT	1,213,022	613,367	50.57%	1,258,192	629,949	50.07%
1368 - SANITATION	263,120	98,415	37.40%	296,335	115,202	38.88%
1419 - DOG CONTROL	313,543	114,509	36.52%	300,148	127,370	42.44%
1470 - VETERANS SERVICE	238,653	119,062	49.89%	225,992	117,967	52.20%
1511 - LIBRARY	459,426	459,426	100.00%	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	252,708	111,057	43.95%	310,105	123,726	39.90%
1520 - PARKS	223,389	96,545	43.22%	233,205	100,974	43.30%
1530 - SNOWMOBILE	481,300	143,125	29.74%	276,865	92,859	33.54%
1560 - UW-EXTENSION	178,008	44,498	25.00%	178,260	74,916	42.03%
1614 - CONSERV RESERVE ENHANCE PROGR	21,420	1,446	6.75%	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	1,768,020	1,700,977	96.21%	81,482	25,914	31.80%
1691 - FORESTRY	186,857	87,529	46.84%	258,157	61,738	23.92%
1694 - LAND CONSERVATION	1,251,112	321,516	25.70%	1,348,181	365,442	27.11%
1698 - ZONING	166,600	78,607	47.18%	179,225	93,195	52.00%
1700 - CAPITAL OUTLAY	3,005,685	1,139,158	37.90%	2,143,144	433,861	20.24%
100 - GENERAL FUND Total	30,560,508	15,879,408	51.96%	28,122,932	13,104,471	46.60%
213 - CHILD SUPPORT	684,166	370,799	54.20%	714,323	378,214	52.95%
241 - HEALTH DEPARTMENT	1,510,765	660,979	43.75%	1,472,924	678,445	46.06%
249 - HUMAN SERVICES	20,032,913	8,709,264	43.47%	17,968,664	10,082,207	56.11%
310 - DEBT SERVICE	4,007,994	2,344,604	58.50%	3,618,653	2,367,341	65.42%
410 - CAPITAL PROJECTS	1,534,623	0	100.00%	1,818,624	1,117,740	61.46%
633 - SOLID WASTE	3,653,328	1,272,793	34.84%	4,378,468	1,529,156	34.92%
642 - ROLLING HILLS	10,000,467	5,168,404	51.68%	11,726,371	5,842,946	49.83%
714 - INFORMATION SYSTEMS	1,428,148	739,726	51.80%	1,536,986	952,884	62.00%
715 - INFORMATION TECHNOLOGY POOL	688,301	56,641	8.23%	637,299	71,005	11.14%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,748,669	2,918,064	37.66%	8,171,545	4,145,025	50.73%
719 - WORKERS COMPENSATION	345,320	221,582	64.17%	347,620	182,262	52.43%
732 - HIGHWAY	20,857,740	5,064,652	24.28%	20,899,546	5,560,895	26.61%
820 - JAIL ASSESSMENT	131,689	47,387	35.98%	100,000	80,132	80.13%
830 - LOCAL HISTORY ROOM	90,970	16,902	18.58%	126,045	33,530	26.60%
Grand Total	103,275,602	43,471,205	42.09%	101,640,001	46,126,255	45.38%

FINANCIAL DATA THROUGH JULY 31, 2024

Account Type	Revenue					
	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %	2024 Total Annual Budget	2024 Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	9,425	0	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	25,226,864	11,206,036	44.42%	22,833,126	10,608,883	46.46%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	248,225	94,701	38.15%	248,915	228,450	91.78%
1122 - CLERK OF COURT	569,210	305,285	53.63%	574,335	359,580	62.61%
1124 - FAMILY COURT COMMISSIONER	5,020	2,480	49.40%	5,000	1,880	37.60%
1127 - MEDICAL EXAMINER	44,905	31,892	71.02%	49,237	26,426	53.67%
1131 - DISTRICT ATTORNEY	79,171	29,299	37.01%	70,606	15,880	22.49%
1132 - CORPORATION COUNSEL	0	0	100.00%	0	0	100.00%
1141 - ADMINISTRATOR	0	0	100.00%	0	0	100.00%
1142 - COUNTY CLERK	26,020	22,746	87.42%	30,675	18,786	61.24%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	796,643	398,371	50.01%	817,679	438,285	53.60%
1152 - TREASURER	12,000	3,568	29.74%	5,500	2,538	46.14%
1160 - MAINTENANCE	1	1	100.00%	1,801	1	0.06%
1171 - REGISTER OF DEEDS	384,647	177,543	46.16%	387,326	187,229	48.34%
1172 - SURVEYOR	1,890	690	36.51%	1,500	1,020	68.00%
1175 - LAND RECORDS	178,127	131,074	73.58%	367,027	127,585	34.76%
1210 - SHERIFF DEPARTMENT	165,209	161,279	97.62%	104,359	118,879	113.91%
1270 - JAIL	99,305	88,916	89.54%	127,880	87,757	68.62%
1290 - EMERGENCY MANAGEMENT	82,938	875	-1.06%	82,938	1	0.00%
1293 - DISPATCH CENTER	41,640	0	100.00%	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	457,273	136,352	29.82%	456,738	114,928	25.16%
1368 - SANITATION	139,500	55,820	40.01%	169,000	61,260	36.25%
1419 - DOG CONTROL	185,048	147,859	79.90%	163,233	144,929	88.79%
1470 - VETERANS SERVICE	34,833	30,278	86.92%	13,750	16,913	123.00%
1512 - LOCAL HISTORY ROOM	90,970	16,902	18.58%	126,045	33,530	26.60%
1520 - PARKS	231,305	142,527	61.62%	232,901	135,668	58.25%
1530 - SNOWMOBILE	481,300	257,177	53.43%	276,865	51,514	18.61%
1560 - UW-EXTENSION	12,564	4,218	33.57%	4,958	5,608	113.11%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	18,337	0	100.00%	8,185	8,939	100.00%
1691 - FORESTRY	175,535	96,001	54.69%	178,100	197,685	111.00%
1694 - LAND CONSERVATION	552,978	46,340	8.38%	627,793	241,490	38.47%
1698 - ZONING	39,824	30,696	77.08%	45,246	28,086	62.07%
1700 - CAPITAL OUTLAY	169,800	24,401	14.37%	88,050	52,500	59.63%
100 - GENERAL FUND Total	30,560,508	13,641,577	44.64%	28,122,932	13,298,753	47.29%
213 - CHILD SUPPORT	684,166	343,403	50.19%	714,323	313,532	43.89%
241 - HEALTH DEPARTMENT	1,510,765	736,558	48.75%	1,472,924	779,796	52.94%
249 - HUMAN SERVICES	20,032,913	9,349,046	46.67%	17,968,664	9,632,265	53.61%
310 - DEBT SERVICE	4,007,994	3,844,769	95.93%	3,618,653	2,332,864	64.47%
410 - CAPITAL PROJECTS	1,534,623	0	100.00%	1,818,624	0	100.00%
633 - SOLID WASTE	3,653,328	1,050,734	28.76%	4,378,468	1,467,814	33.52%
642 - ROLLING HILLS	10,000,467	5,121,867	51.22%	11,726,371	5,796,258	49.43%
714 - INFORMATION SYSTEMS	1,418,723	1,407,463	99.21%	1,536,986	1,527,192	99.36%
715 - INFORMATION TECHNOLOGY POOL	697,726	81,658	11.70%	637,299	93,510	14.67%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,748,669	4,215,343	54.40%	8,171,545	6,047,929	74.01%
719 - WORKERS COMPENSATION	345,320	164,573	47.66%	347,620	178,027	51.21%
732 - HIGHWAY	20,857,740	8,576,594	41.12%	20,899,546	8,452,128	40.44%
820 - JAIL ASSESSMENT	131,689	45,962	34.90%	100,000	47,786	47.79%
830 - LOCAL HISTORY ROOM	90,970	237,950	261.57%	126,045	340,014	269.76%
856 - M.M. HANEY TRUST	0	1	100.00%	0	52	100.00%
Grand Total	103,275,602	48,817,501	47.27%	101,640,001	50,307,920	49.50%

This is 7 out of 12 months

58.33%

FINANCIAL DATA THROUGH JULY 31, 2024

Account Type	Salary & Fringe Expense					
	2023 Total Annual Budget	2023 Month Actual	2023 Actual to Annual Budget %	2024 Total Annual Budget	2024 Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	78,067	39,641	50.78%	80,777	36,660	45.38%
1121 - CIRCUIT COURT	396,509	219,913	55.46%	417,496	229,251	54.91%
1122 - CLERK OF COURT	627,543	337,334	53.75%	632,952	340,707	53.83%
1127 - MEDICAL EXAMINER	179,594	98,586	54.89%	187,835	100,117	53.30%
1131 - DISTRICT ATTORNEY	728,604	378,584	51.96%	740,611	395,492	53.40%
1132 - CORPORATION COUNSEL	328,440	163,719	49.85%	308,137	172,935	56.12%
1141 - ADMINISTRATOR	233,305	129,110	55.34%	245,403	132,739	54.09%
1142 - COUNTY CLERK	220,705	123,341	55.88%	234,242	116,883	49.90%
1143 - PERSONNEL	242,721	134,029	55.22%	258,971	138,435	53.46%
1151 - FINANCE DEPARTMENT	1,214,820	633,452	52.14%	1,264,445	647,893	51.24%
1152 - TREASURER	312,284	174,150	55.77%	361,038	185,432	51.36%
1160 - MAINTENANCE	403,057	222,911	55.31%	403,568	239,262	59.29%
1171 - REGISTER OF DEEDS	241,543	117,439	48.62%	225,892	125,750	55.67%
1175 - LAND RECORDS	83,665	46,300	55.34%	87,152	47,901	54.96%
1210 - SHERIFF DEPARTMENT	3,133,785	1,736,091	55.40%	3,265,069	1,792,539	54.90%
1270 - JAIL	2,394,140	1,250,424	52.23%	2,486,768	1,357,023	54.57%
1290 - EMERGENCY MANAGEMENT	147,895	78,340	52.97%	162,315	88,990	54.83%
1293 - DISPATCH CENTER	1,147,372	587,268	51.18%	1,251,363	620,670	49.60%
1295 - JUSTICE DEPARTMENT	808,595	442,955	54.78%	863,536	466,253	53.99%
1368 - SANITATION	197,071	92,078	46.72%	209,071	105,686	50.55%
1419 - DOG CONTROL	178,775	94,651	52.94%	187,030	99,339	53.11%
1470 - VETERANS SERVICE	192,200	106,168	55.24%	199,545	108,574	54.41%
1512 - LOCAL HISTORY ROOM	162,035	89,072	54.97%	224,539	106,279	47.33%
1520 - PARKS	162,482	81,287	50.03%	165,552	74,804	45.18%
1560 - UW-EXTENSION	118,921	38,758	32.59%	123,189	62,695	50.89%
1691 - FORESTRY	65,936	37,480	56.84%	88,146	30,017	34.05%
1694 - LAND CONSERVATION	477,516	234,164	49.04%	514,528	278,828	54.19%
1698 - ZONING	144,886	72,746	50.21%	153,516	80,496	52.43%
100 - GENERAL FUND Total	14,622,466	7,759,993	53.07%	15,342,686	8,181,647	53.33%
213 - CHILD SUPPORT	624,209	340,371	54.53%	661,491	352,332	53.26%
241 - HEALTH DEPARTMENT	1,304,139	615,389	47.19%	1,275,822	613,752	48.11%
249 - HUMAN SERVICES	6,726,647	3,635,320	54.04%	7,659,869	4,161,025	54.32%
633 - SOLID WASTE	166,273	93,168	56.03%	173,300	96,475	55.67%
642 - ROLLING HILLS	6,588,341	3,250,910	49.34%	7,898,037	3,875,916	49.07%
714 - INFORMATION SYSTEMS	384,684	214,138	55.67%	405,232	225,128	55.56%
732 - HIGHWAY	4,076,762	2,281,817	55.97%	4,202,626	2,298,107	54.68%
Grand Total	34,493,521	18,191,107	52.74%	37,619,063	19,804,382	52.64%

This is 7 out of 12 months Insurance and 15/26 Payrolls

RESOLUTIONS AND ORDINANCES – AUGUST 28, 2024

08-24-01

**RESOLUTION IN SUPPORT OF STATE INVESTMENT IN COUNTY
COMMUNITY SUPPORT PROGRAMS AND CRISIS SERVICES**

Offered by the Health & Human Services Committee

08-24-02

**RESOLUTION AUTHORIZING AND APPROVING THE NATURAL
RESOURCE CONSERVATION SERVICE PLAN FOR THE
DECOMMISSIONING OF DAMS IN THE COON CREEK WATERSHED AND
SECURING GRANT AGREEMENTS FOR SERVICES**

Offered by the Natural Resources and Extension Committee

08-24-03

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

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

08-24-04

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

Offered by the Administration & Personnel Committee

08-24-05

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

Offered by the Administration & Personnel Committee

RESOLUTION NO. 08-24-01

RESOLUTION IN SUPPORT OF STATE INVESTMENT IN COUNTY COMMUNITY SUPPORT PROGRAMS AND CRISIS SERVICES

1 **WHEREAS**, Monroe County is concerned that the public mental health system in Wisconsin is in need of
2 additional resources to respond appropriately to the needs of individuals with persistent mental illness and those
3 experiencing a mental health crisis; and
4

5 **WHEREAS**, state law designates counties with the responsibility for the well-being, treatment, and care of
6 individuals with mental illness, and serving those without private insurance coverage; and
7

8 **WHEREAS**, the Medical Assistance program (MA) covers an array of mental health services, ranging from office-
9 based therapy to inpatient hospitalization, and many of these services are delivered by counties; and
10

11 **WHEREAS**, Community Support Programs (CSP) offer intensive community-based care for adults whose mental
12 illness and functional limitations might otherwise require them to need institutionalized care. Counties use CSP
13 services to keep people out of extended hospitalizations and support people in the community following
14 emergency detentions; and
15

16 **WHEREAS**, counties are required to provide Crisis intervention services including an emergency mental health
17 services program to serve persons in crisis situations; at a minimum, 24-hour crisis telephone service and 24-hour
18 in-person response on an on-call basis; and
19

20 **WHEREAS**, while the state pays the full cost of most MA services, when it comes to county-based CSP and
21 Crisis mental health services, the county finances the cost of the services up front, and receives MA
22 reimbursement for only the federal share for that service; and
23

24 **WHEREAS**, Community Aids funding has not kept pace over the years with increased county costs for services,
25 resulting in counties bearing a disproportionate share of CSP and Crisis service costs from county tax levy; and
26

27 **WHEREAS**, counties are limited in their capacity to use tax levy revenue due to state levy limits, so the lack of
28 Community Aids increases combined with strict property tax controls makes it difficult for counties to maintain
29 Crisis and CSP services; and
30

31 **WHEREAS**, in addition to the costs to county human service departments, counties and municipalities also incur
32 law enforcement costs to transport and provide security for persons in a crisis; and
33

34 **WHEREAS**, the awareness of the 988 National Suicide & Crisis Lifeline has made mental health assessment and
35 referral more readily available, resulting in more demand on the mental health crisis systems; and
36

37 **WHEREAS**, stagnant state funding results in variations in the extent of services available across counties, wait
38 lists for services, and eligible people receiving limited services; and
39

40 **WHEREAS**, the limited state funding for Crisis services makes it difficult for counties to implement new evidence-
41 based services, such as mobile crisis workers that could meet law enforcement officers in the field for crisis calls,
42 that would reduce the need for law enforcement involvement and provide a more trauma-informed response to
43 crisis situations; and
44

45 **WHEREAS**, Wisconsin's counties continue to cover the costs of mental health services for individuals who are not
46 Medicaid eligible.
47

48 **NOW, THEREFORE BE IT RESOLVED** that the Monroe County Board of Supervisors does hereby request that
49 the state of Wisconsin, in its 2025-27 state biennial budget, provide state GPR funding to cover the full non-
50 federal share of MA CSP and Crisis services; and
51

52 **BE IT FURTHER RESOLVED**, that the Monroe County Clerk is hereby authorized and directed to send a copy of
53 this Resolution to the Governor of the State of Wisconsin, Wisconsin State Legislators with a constituency within
54 Monroe County, and the Wisconsin Counties Association.

Dated this 28th day of August, 2024.

Offered by the Health and Human Services Committee

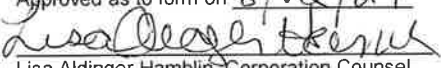
Fiscal note: No county funding. Any funding related to this resolution will need to be addressed in the 2025-2027 biennial state budget.

Purpose: To emphasize the importance of mental health funding for counties as we approach the 2025-2026 legislative session, as well as the 2025-2027 biennial state budget.

Drafted by: Tracy Thorsen, Human Services Director

Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent

Committee of Jurisdiction Forwarded on: <u>8/6</u> , 20 <u>24</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent
--

Approved as to form on <u>8/12/24</u>  Lisa Aldinger Hamblin, Corporation Counsel
--

Committee Chair: <u>Jason [Signature]</u> <u>David [Signature]</u> <u>James [Signature]</u> <u>Jay [Signature]</u> <u>Emma [Signature]</u>
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<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent

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

RESOLUTION AUTHORIZING AND APPROVING THE NATURAL RESOURCE CONSERVATION SERVICE PLAN FOR THE DECOMMISSIONING OF DAMS IN THE COON CREEK WATERSHED AND SECURING GRANT AGREEMENTS FOR SERVICES.

1 **WHEREAS**, on the night of August 27, 2018, seven Coon Creek (CC) Watershed dams in Monroe,
2 Vernon and La Crosse Counties over-topped and three dams failed, those dams being Luckasson Dam (CC21),
3 Blihovde Dam (CC23) and Korn Dam (CC29). Rainfall amounts up to eleven inches were reported the evening of
4 August 27 and early morning hours of August 28, 2018, which led to the failure of the dams; and
5

6 **WHEREAS**, the sponsors, Monroe, Vernon and La Crosse Counties, requested a Watershed Project Plan
7 and Environmental Impact Study from the Natural Resource Conservation Service (NRCS) to evaluate the
8 fourteen Public Law (PL) 566 Dams in the Coon Creek Watershed; and
9

10 **WHEREAS**, the NRCS has conducted that environmental impact study regarding the Coon Creek
11 Watershed and existing dams in the watershed; and
12

13 **WHEREAS**, the environmental study conducted have resulted in a decision recommending the
14 decommissioning of all 14 PL 566 dams (7 in Monroe County) in the Coon Creek Watershed as well as securing
15 engineering services to achieve the decommissioning of these dams; and
16

17 **WHEREAS**, the above-named sponsors acknowledge and accept the public participation (scoping)
18 process; and
19

20 **WHEREAS**, Monroe County acknowledges and accepts that the evaluation of alternatives was
21 comprehensive; and
22

23 **WHEREAS**, it has been determined that this decommissioning is necessary to protect life and property
24 affected by the Coon Creek Watershed.
25

26 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby
27 support and authorize the decommissioning of 7 (seven) PL (public law) 566 dams in the Coon Creek Watershed.
28

29 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby also authorize
30 the securing of the grant agreement for the Natural Resource Conservation Service to hire a private engineer to
31 complete the designs to facilitate this decommissioning of the above referenced dams.
32

33 **BE IT FURTHER RESOLVED** that the Monroe County Board of Supervisors does hereby also authorize
34 the securing of grant agreement(s) to facilitate this decommissioning of the above referenced dams.

Dated this 28th day of August, 2024.

Offered By The Natural Resources & Extension Committee.

Fiscal note: This resolution will authorize Monroe County to secure grants to cover the future costs of design to decommission and the decommissioning of 7 (seven) PL (public law) 566 dams in the Coon Creek Watershed. Future budgets will be adjusted as grant funds are secured for design and decommissioning. No county levy dollars required for design or decommissioning of dam. Simple majority vote is required.

Statement of purpose: This resolution will authorize the decommissioning of 7(seven) dams in the Coon Creek Watershed and will allow securing engineering services to facilitate this decommissioning.

Finance Vote (If required):

4 Yes 0 No 1 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: August 19, 2024

VOTE: 5 Yes 0 No 1 Absent

Committee Chair: *[Signature]*

[Signature]

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.



RECORD OF DECISION
Coon Creek Watershed Project Plan
LaCrosse, Monroe, and Vernon Counties, Wisconsin
August 2024

Introduction

This Record of Decision (ROD) summarizes the findings of the programmatic environmental impact statement and provides the basis for a decision to decommission 14 flood control dams in the Coon Creek watershed. The watershed project plan and the environmental document were combined in a single document called the Watershed Project Plan - Programmatic Environmental Impact Statement (Plan-PEIS). NRCS is the lead Federal agency responsible for the content and quality of the Plan-EIS for the purposes of NEPA, PR&G and NHPA compliance.

The ROD is issued pursuant to the NEPA process (42 U.S.C. §4321 et seq.) which follows the NRCS NEPA rules published in 7 CFR Part 650, Subpart A, and 7 CFR Part 622. The NRCS NEPA rules adopt the Council of Environmental Quality (CEQ) NEPA regulations (40 CFR Parts 1500-1508) in total. The general procedures for NRCS program compliance with NEPA are in 7 CFR 650, Department of Agriculture Secretary's Memorandum 1695 (as supplemented), Protecting and Improving the Quality of the Environment; and 7 CFR 3100.

An EIS was prepared because watershed project plan has the potential to significantly affect the quality of the human environment. The proposed Federal action would remove legacy dams that have provided 60 years of flood protection in the Coon Creek valley. The decision to pursue a programmatic EIS versus a standard EIS was based on a need for watershed management decisions on 14 individual flood control dams in various conditions distributed over 20 square miles and three counties. A programmatic EIS applies to broad proposals or planning-level decisions targeted to a large number of individual projects, implemented over a long period of time, or covering a large geographic area.

The Plan-PEIS was formulated in accordance with the "Principles, Requirements, and Guidelines for Federal Investments in Water Resources" (PR&G) and follows guidelines in Departmental Manual DM 9500-13 on how to analyze Federal investments in water resources. The Plan-PEIS identifies tradeoffs between environmental, economic, and social goals with their associated monetized and non-monetized effects. PR&G also applies to the programmatic EIS approach when an agency proposes a number of similar projects that can be analyzed by one decision document where the only consequential water resources effects would occur through a cumulative response of all of the projects.

Background

The Coon Creek watershed has an area of 90,601 acres (141.6 square miles) to the confluence with the Mississippi River. The focused planning area for the Plan-PEIS is 68,762 acres (107.4 square miles). The Plan-PEIS is subsequent to an original Watershed Work Plan developed in 1958 to reduce flood damages in the Coon Creek valley under the Watershed Protection and Flood Prevention Act of 1954 (Public Law 566, 83rd Congress), as amended by the Act of 1956 (Public Law 1018, 84th Congress).

The major problems in the watershed in 1958 were floodwater damages to crops and pasture, fences, farmsteads, machinery, buildings, and livestock, county and township roads and bridges, and urban areas of Coon Valley and Chaseburg. Project measures implemented under the original Watershed Work Plan included 14 flood control dams installed between 1960 and 1963 with a total capacity of 1,160 acre-feet to regulate flood flows from 21 square miles, or 27 percent of the watershed above the village of Coon Valley. Project measures also included a multitude of land treatment practices to reduce erosion and sediment accumulations behind the dams. The dams have now completed their Federal interest or original economic evaluation period of 50 years.

On the night of August 27, 2018, seven watershed dams over-topped and three dams failed; Luckasson Dam (CC 21), Blihovde Dam (CC23), Korn Dam (CC 29). Rainfall amounts up to 11 inches were reported on the night of August 27 and early morning of August 28. Additional rainfall amounts up to 7 inches were reported in the afternoon of August 28 after the dam failures.

The dams failed (breached) along the interface between the earthfill and highly jointed sandstone abutments. Each breach extended full depth to the valley floor. No one was injured or killed. Large debris fields were observed downstream of the dams for about 2 miles. Barns and outbuildings were destroyed. An unoccupied house was moved off its foundation. Agricultural lands and road crossings were damaged. Engineering investigations concluded that flow through the jointed sandstone during high pool stage caused internal erosion and piping of the earthfill dam and contributed to the failures. The Sponsors and NRCS are concerned that a similar vulnerability exists in the remaining 11 dams.

Purpose and Need

The purpose for Federal action is Watershed Protection that eliminates the potential for dam breach and the resulting downstream property damage, erosion, and sedimentation. The subsidiary purpose for action is stream channel connectivity and the restoration of alluvial channel morphology and associated stream and riparian habitat for the breeding, growth, and development of fish and wildlife. The need for Federal action arises from the failure of three dams and the subsequent engineering investigations which determined that the remaining 11 dams present a high risk of failure.

Alternatives Considered

Nine alternatives were evaluated to address flood prevention or flood damage reduction in the Coon Creek Watershed.

- 1) No Action
- 2) Decommission All Dams
- 3) Replacement of Dams
- 4) Rehabilitation of Dams
- 5) Land Management Changes to replace the function of large, flood control dams
- 6) Multitude of Small Retention Ponds to replace the function of large, flood control dams
- 7) Repair of Failed Dams
- 8) Relocation of Dams
- 9) Construction of Additional Dams

Two alternatives were carried forward for detailed study:

- 1) No Action
- 2) Decommission All Dams

The benefit-cost analyses do not support the replacement, rehabilitation, or relocation, or the construction of additional dams for flood protection. In general, the benefits of dam protection in the Coon Creek valley remain largely unchanged over the last 60 years, but the cost of dam construction to current safety standards has increased by a factor of 7. Additional complications prevented dam repair, land management changes, and small farm pond strategies from moving forward for detailed study.

Repair of breached dams would not address the primary mechanism for failure, and as such, the cost of repair is not eligible for Federal and state cost-share funding. Due to the complexities of the highly jointed sandstone geology under the dams, this alternative is not reliable for long-term stability of the dams and the risk of breach remains high.

Rehabilitation of dams would require extensive modifications to the principal spillway, auxiliary spillway, internal drainage system, and foundation cutoffs to meet current dam safety standards. Not much of the original structure would remain and the cost would be 50% higher than replacing the dams.

Land management (treatment) changes in the upper watershed, such as contour strips, reduced tillage, and crop rotations present a relevant, non-structural alternative to improve water quality and land productivity, but it would have a minimal effect on flood prevention and flood damage reduction for large storms. Land management alternatives are complicated by land ownership, land leasing, and continuous changes in farm operations; and therefore, it is deferred to other Federal, state, and local programs.

Small farm ponds are considered land management practices that capture and reduce upland runoff rates from small storm events. Due to their small stature in upland landscape positions, a multitude of small ponds would not have sufficient water storage capacity to attenuate or reduce runoff from large storms and provide the same level of flood protection as a large flood control dam in the valley.

Relocation of existing dams to more stable, cost-effective locations with higher flood control benefits did not provide cost or performance advantages. Alternative tributary locations were not found due to limitations in the topography, lack of flood storage potential, and land rights complications. Dam construction sites along the main stem of Coon Creek were eliminated because the controlled drainage areas would require larger, more expensive dams.

Construction of additional dams was evaluated to complement the existing 14 dams in order to further reduce flood damages. The benefit-cost ratio was much less than 1:1 on replacement of dams in the retrospective and projected economic analysis and so additional dams were dismissed from further consideration.

Preferred Alternative

The Preferred Alternative is to decommission all 14 dams which includes stabilizing the failed dam sites and decommissioning 11 dams that have not yet failed by excavating a notch that could pass the 100-year frequency, 24-hour storm runoff event without significant impoundment. The no action alternative is untenable with regards to dam safety. Three failed dams, plus the failure of Dahlen Dam (CC 41) in 1978, present a high probability for future failures. The State Dam Safety Program has issued an administrative order to the owner (County) to repair or remove the three failed dams. Similarly, they would order the repair or removal of the 11 remaining dams if they fail in the future. The methods and costs for dam removal would follow closely with the preferred alternative for dam decommissioning.

Public Involvement

A Public Participation Plan was developed to ensure outreach to local citizens and provided opportunities to solicit input on the development of the NEPA document. The Public Participation Plan approved by the Sponsors outlined a specific strategy, including tools that would be used to inform the public and reach the goals of their participation and input.

Several Federal and State agencies were invited to be cooperating agencies in the planning process and preparation of the NEPA document, including: U.S. Environmental Protection Agency, U.S. Army Corps of Engineers, U.S. Fish & Wildlife Service, Wisconsin Department of Agricultural, Trade, and Consumer Protection, Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Wisconsin Historical Society-State Historic Preservation Office. All of these agencies appointed a liaison(s) to the project and their comments are presented in the Plan-PEIS, Appendix A.

A stakeholder orientation meeting was held on August 4, 2020 in the Cashton Community Center to commence the watershed planning study, introduce key county and state officials, introduce the planning team, explain the NRCS Watershed Program, and review the Public Participation Plan with the schedule of planning activities and dates.

Two public scoping meetings were held to ensure the Plan-PEIS addressed and focused on issues of concern to the public. Information was gathered to aid in refining and carrying forward alternatives for detailed study, and identify potential environmental and socio-economic issues. The first meeting was held on September 17, 2020 at the Coon Valley Legion. The goal of the meeting was to ensure that all problems, opportunities, historical studies, and current developments in these watersheds were disclosed so that the planning team could pursue an efficient analysis of alternatives for future flood prevention and flood damage reduction measures. The second meeting was held on June 23, 2021. The goal of the meeting was to present new information, receive comments, and refine alternatives to be carried forward for detailed study.

A public meeting on the DRAFT Plan-PEIS was held on January 18, 2024 at the Coon Valley Legion. The sponsoring local organizations (SLO) and NRCS solicited public and agency review comments on the preferred alternative.

Twelve Tribes with interest in this geographic area of the state were invited to become cooperating agencies in the planning process. The Tribes were also invited to the public scoping meetings and Draft Plan-PEIS public meeting. They were also informed of the UW-Milwaukee Cultural Resources Report and invited to participate in Section 106 consultation.

Old Order Amish living in Monroe and Vernon Counties were notified about various stages of the planning process through public notices and personal contacts. Members attended the DRAFT Plan-PEIS public meeting and provided written comments.

NRCS filed the Notice of Availability of the Draft Plan-PEIS in the Federal Register on December 22, 2023 with a 45-day public comment period. NRCS responses to comments on the Draft are included in Appendix A of the Final Plan-PEIS. The Notice of Availability of the Final Plan-PEIS was filed in the Federal Register by NRCS on May 17, 2024 with a 30-day public comment period.

Special Conditions

The Plan-PEIS will be tiered to environmental evaluation at each dam site during the design phase, prior to construction. Rather than prepare a PEIS as the basis for approving the entire project, the NRCS will prepare

an additional NEPA document which examines an individual dam in greater detail. The concept of tiering is defined in the NEPA regulations issued by the Council on Environmental Quality. The Sponsor's decision to pursue the decommissioning of a dam would trigger the need for the NRCS to complete an Environmental Evaluation using the CPA-52 analysis to determine whether the work falls within the purview of the PEIS or whether additional NEPA documentation would be required.

Although a PEIS was selected for this project, a considerable amount of site-specific work was completed at each dam, including: Endangered Resources Review by the DNR; Section 106 Phase I cultural resource investigation by UW-Milwaukee; Section 106 consultation with SHPO; and sediment sampling and soil contaminant testing at CC-25 and CC-53 dams.

Mitigation Commitments

Additional work anticipated under an NRCS Environmental Evaluation includes site surveys in high potential zones for the presence of endangered resources including the timber rattlesnake, Rusty Patch Bumble Bee habitat, and mature trees for northern long-eared bats. If these species are habitats are encountered, mitigation measures are presented in the Final Plan-PEIS which include, but are not limited to, seasonal and spatial restrictions on construction (as need or required) to avoid adverse impacts to species or habitats. Mitigation measures will be coordinated with the USFWS and WDNR for each individual dam site regarding potential impacts to both Federally and state-listed threatened or endangered species.

Sediment sampling and testing will be required upstream of the 12 untested dam sites to detect nutrient or contamination concentrations and determine whether further treatment or even removal of the sediment would be necessary. Concerns raised during scoping and initial agency reviews include the need for seeding and stabilization of the soils behind each of the remaining dams to reduce loss of soil and excessive sedimentation in the downstream channel. Best management practices would be designed into a decommissioning plan to reduce sediment transport downstream during and after construction.

Formal wetland delineations were not completed during the study to determine actual wetland acreages in the vicinity of each dam to be decommissioned. The actual extent of impacts on Federal jurisdictional wetlands or other Waters of the United States (WOTUS) will need to be determined at each dam location prior to decommissioning. Fill into Federal jurisdictional wetlands or fill below the Ordinary High Water Mark of other WOTUS will trigger the need for Clean Water Act (CWA) Section 404 permitting and the need for CWA Section 401 Water Quality Certification. Additionally, state and local permitting under Wisconsin law will be required for impacts to Waters of the State. NRCS will commit to undertaking a formal wetland and WOTUS delineation at each specific dam to know definitively where wetlands, streams, and other regulated WOTUS are located. NRCS is committed to avoiding or mitigating wetland impacts as dams are decommissioned.

Best management practices will be required during construction in accordance with Wisconsin Administrative Code NR 40 to prevent the spread of non-native invasive species whose introduction is likely to cause harm to the economy, environment, or human health.

All necessary Federal and State permits will be obtained prior to construction.

Decision & Rationale

The purpose and need for the Plan-PEIS was flood prevention or flood damage reduction in the Coon Creek valley. The purpose and need for Federal action were refined as alternatives such as land management (upland treatment) were evaluated and dismissed due to minimal effect on large storm flooding. Attention

focused on Watershed Protection and dam decommissioning due to the high potential for dam breach and resulting property damage, erosion, and sedimentation.

All of the programmatic alternatives have submarginal economic performance. They have negative discounted net economic efficiency and very low benefit to cost ratios. The preferred alternative also has a low negative net economic efficiency at -\$3.06 million. In other words, the decommissioning of dams incurs costs without presenting monetized benefits. Monetizing dam failure prevention is not possible when the exact time, place, and extent of a failure are unknown. However, PR&G allows for a trade-off analysis. The preferred alternative decreases People at Risk (PAR) from a dam failure and increases length of natural stream connectivity for habitat and recreation. Those values are weighed against increases in property damages from the standard storm series through the decommissioned dam sites. The preferred alternative is justified by the social (PAR and recreation) and environmental (stream restoration) accounts of PR&G.

The preferred alternative would decommission all flood control dams constructed in the 1960s which have served as a stalwart reminder of a highly valued, cooperative effort since 1938 to improve floodplain management in the Coon Creek watershed. The technical evaluations used to select this alternative have drawn attention to the limitations of large dams and upland treatment for flood prevention in the valleys. The decommissioning of dams may be an opportunity to pivot attention from flood control toward more realistic and beneficial land management objectives and a comprehensive land management plan that improves the watersheds for everyone, not just residents in the floodplain.

A forward-looking strategy to address the failure of dams to provide cost-effective, long-term flood protection should be similar to the current strategy applied since the 1970s: floodplain management (zoning) as prescribed by the FEMA National Flood Insurance Program, improvement of road crossings, and removal of infrastructure within the 100-year floodplain as interest and opportunities arise through Federal and State programs.

A comprehensive land management plan and coordination of planning on private lands across the watershed would provide the necessary justification for private landowners to actively engage with USDA programs like the Environmental Quality Incentive Program (EQIP), Regional Conservation Partnership Program (RCPP), and Conservation Reserve Program (CRP). However, this plan should focus on water quality and productive agricultural land through erosion control and soil health, not flood prevention.

Productive agricultural land and water quality should provide the necessary incentives for watershed-scale cooperation, and ultimately foster a renewal in pilot initiatives that can be replicated across the country. The above recommendations are based on the evaluation of two land management alternatives that were suggested during public scoping to provide the equivalent protection of flood control dams in reducing flood damages: (1) improvement of land treatment in the upper watershed, and (2) replacement of large dams with a multitude of smaller farm ponds. Both alternatives were evaluated and resulted in a minimal reduction in flood damages during large storms (greater than the 25-year frequency event). These alternatives in the Plan-PEIS were not moved forward for detailed study but deferred as relevant land treatment alternatives to address erosion and water quality under other Federal, state, and local programs.

Approving Official:

NATHAN FIKKERT Digitally signed by NATHAN FIKKERT
Date: 2024.08.11 21:05:41 -05'00'

NATHAN FIKKERT
State Conservationist

RESOLUTION No. 08-24-03

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

1 **WHEREAS**, Monroe County has acquired open space properties through voluntary buy-out grant
2 programs funded by the Federal Emergency Management Agency (FEMA), Wisconsin Emergency
3 Management (WEM), Wisconsin Department of Natural Resources (DNR), and Couleecap Inc; and
4

5 **WHEREAS**, the terms of the grant program statutory authorities, Federal program requirements
6 consistent with 44 C.F.R. Part 80, grant agreements, and State-local agreements require that the Grantee
7 agree to conditions that restrict the use of the land to open space in perpetuity in order to protect and
8 preserve natural floodplain functions; and
9

10 **WHEREAS**, the plan document reflects the conditions and restrictions described in the FEMA and DNR
11 Deed Restrictions that were recorded with the properties; and
12

13 **WHEREAS**, the plan document outlines goals, objectives, and management considerations for the open
14 space properties while also considering compatible uses, such as flood mitigation, passive outdoor
15 recreation, and environmental education activities; and
16

17 **WHEREAS**, the plan is a dynamic document and will be reviewed and updated periodically to address
18 changing community needs or environmental conditions and to ensure consistency with County planning,
19 policies and regulation; and
20

21 **WHEREAS**, the Monroe County Land Conservation Department will be responsible for the general
22 administration, updates, and amendments to this plan; and
23

24 **WHEREAS**, this plan has been reviewed and approved by the Monroe County Natural Resource and
25 Extension Committee and the Sanitation and Zoning Committee and is being submitted for approval of
26 the Monroe County Board of Supervisors.
27

28 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Board of Supervisors that they do
29 hereby approve the Monroe County Open Space Management Plan 2024 – 2029.

Dated this 28th day of August, 2024.

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

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

Fiscal Note: No direct impact on the budget.

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

Sanitation & Zoning

Finance Vote (If required):

___ Yes ___ No ___ Absent

Approved as to form:

Lisa Aldinger Hamblin, Corporation Counsel

Natural Resource & Extension Committee Forwarded on:

August 19, 2024

VOTE: 4 Yes 0 No 1 Absent

Committee Chair:

Jana B. Kuh
Mary G. Cook [Signature]
[Signature]

Natural Resources & Extension

Sanitation & Zoning Committee Forwarded on:

August 19, 2024

VOTE: 5 Yes 0 No 1 Absent

Committee Chair:

Nadya Kinnelgchen
[Signature] [Signature]
Joey Esterline [Signature]

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

___ Yes ___ No ___ Absent

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

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

RESOLUTION NO. 08-24-04

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


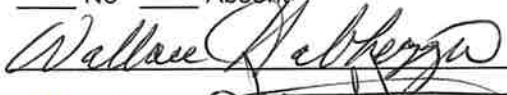
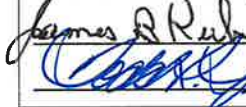
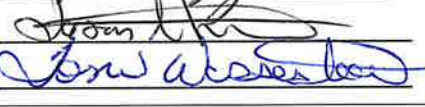
Dated this ^{28th} ~~29th~~ day of ^{August} ~~July~~, 2024.

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): <u>2</u> Yes <u>2</u> No <u>1</u> Absent</p> <p>***** Approved as to form: <u>8/20/2024</u>  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 13</u>, 20<u>24</u> VOTE: <u>3</u> Yes <u>2</u> No <u>0</u> Absent</p> <p>Committee Chair:   </p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__ _____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

New Position Analysis



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

Date: June 12, 2024	Department: Health
Department Head Name: 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.

Suggested Title: Environmental Health Coordinator			
Personnel Director's Recommended Classification:	Grade: 0	FLSA Class: Exempt	
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 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

28th August

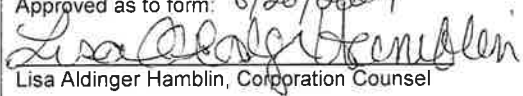
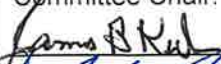

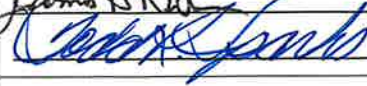
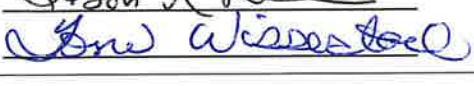
Dated this 29th day of July, 2024.

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

<p>Finance Vote (If required): <u>2</u> Yes <u>2</u> No <u>1</u> Absent</p> <p>*****</p> <p>Approved as to form: <u>8/20/2024</u>  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 23</u>, 20<u>24</u> VOTE: <u>3</u> Yes <u>2</u> No <u>0</u> Absent</p> <p>Committee Chair: <u>Wallace Habegger</u>    </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__ _____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

New Position Analysis



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

Date: June 12, 2024	Department: Health
Department Head Name: 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.

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