



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

NOTICE OF MEETING

COMMITTEE: FINANCE COMMITTEE
TIME: 9:00 a.m.
**PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656**
DATE: Wednesday, September 18, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of August 21, 2024 and August 28, 2024
4. Public Comment
5. Notice of Budgetary Adjustment – Discussion/Action
 - a. Jail
6. Fiscal Note on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing Applications for County Conservation Aids
 - b. Resolution Authorizing 2025 County Aid for Bridge or Culvert Construction and Repair Under WI Statutes Sections 82.08 & 61.48
 - c. Resolution Authorizing 2025 County Highway Bridge & Culvert Special Assessments Under WI Statute 83.03(2)
7. Resolution(s) – Discussion/Action
 - a. Resolution Creating Monroe County Grant Administration Policy
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
 - c. Resolution Establishing Ho-Chunk Funds Allocation for 2025 Budget
8. Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Discussion/Action
9. Procedure and Form for Opioid Settlement Funding Request – Discussion/Action
10. Update on Human Services 2024 Budget Shortfall – Discussion
11. Update on Solid Waste Phase 5 New Cell Construction Project - Discussion
12. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Investment Interest Rates Update
 - d. Pending Tax Appeals - Discussion
 - e. In-Rem – Discussion
 - f. Delinquent Tax Process - Discussion/Action

**FINANCE MEETING
September 18, 2024 Agenda**

13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Health Insurance Update
14. Document Central for Grant Funding to Include Grant Funded Positions
15. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
16. Next Month's Agenda Items
17. Adjournment

Toni Wissestad, Committee Chair
Date notices mailed: September 13, 2024

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee
August 21, 2024

Present: Toni Wissestad, Wallace Habhegger, Doug Rogalla, David Pierce

Absent: Cedric Schnitzler

Others: Tina Osterberg, Mindy Hemmersbach, Diane Erickson, Adrian Lockington, Charles Weaver, Tracy Thorsen, Christopher Weaver, Wes Revels, Derek Pierce, Tara Nichols, Eric Weihe, Bob Micheel, Jeremiah Erickson, Ed Smudde, David Ohnstad, Lisa Aldinger-Hamblin, Press Kyle Evans

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

- Next Meeting Date – Wednesday, September 18, 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Doug Rogalla second by Wallace Habhegger to approve the July 17, 2024 minutes. Carried 4-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Human Resources Credit Card – Motion by Doug Rogalla second by Wallace Habhegger to approve credit card. Ed Smudde, Human Resources Director explained request for Human Resources Coordinator. Carried 4-0.
- Re-Purpose of Funds –
 - a. Rolling Hills – Motion by Doug Rogalla second by David Pierce to approve re-purpose of funds. Linda Smith explained the 2024 re-purpose of funds in the amount of \$ 1,135.00 for the unexpected change with the electrical to the pergola unit. Discussion. Carried 4-0.
Rolling Hills – Motion by carried by above Doug Rogalla second by David Pierce to approve re-purpose of funds. Linda Smith explained the 2024 re-purpose of funds in the amount of \$ 815.00 for the auto door opener electrical cost. Discussion. Carried 4-0.
 - b. Highway – Motion by David Pierce second by Wallace Habhegger to approve re-purpose of funds. David Ohnstad explained the 2024 re-purpose of funds in the amount of \$500,000 for equipment. Discussion. Carried 4-0.
Highway – Motion by Wallace Habhegger second by David Pierce to approve re-purpose of funds. David Ohnstad explained the 2024 re-purpose of funds in the amount of \$22,845.00 for building improvements. Discussion. Carried 4-0.
- Budget Adjustments:
 - a. Land Records – Motion by Wallace Habhegger second by David Pierce to approve budget adjustment. Jeremiah Erickson explained the 2024 budget adjustment in the amount of \$1,350.00 for ESRI Software. Discussion. Carried 4-0.
 - b. Veterans Services – Motion by Wallace Habhegger second by Douglas Rogalla to approve budget adjustment. Charles Weaver explained the 2024 budget adjustment in the amount of \$3,163.00 for grant funding. Discussion. Carried 4-0.
 - c. Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$55,593.00 for WIC funding. Discussion. Carried 4-0.
Health Department – Motion by carried from above David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$ 900.00 for immunization consolidated contract. Discussion. Carried 4-0.
Health Department – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Tina Osterberg explained the 2024 budget adjustment in the amount of \$8,934.00 for Environmental Public Health Tracking Grant. Discussion. Carried 4-0.
- New Bank Account for Economic Development & Tourism Conference – Motion by Doug Rogalla second by David Pierce to create the Economic Development & Tourism Conference Bank Account as recommended. Carried 4-0.

- Fiscal Note of Resolution(s)
 - a. 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 – Motion by Doug Rogalla second by David Pierce to approve fiscal note. Bob Micheel explained. Discussion. Carried 4-0.
 - b. Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg explained. Discussion. Carried 2-2.
 - c. Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Tina Osterberg explained. Discussion. Carried 2-2.
- Resolutions
 - a. Resolution Creating Monroe County Grant Administration Policy – Motion by Doug Rogalla second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin explained. Diane Erickson explained exemptions to this policy and the involvement of departments. Discussion. Doug Rogalla withdraws motion. Motion by David Pierce second by Doug Rogalla to table until September. Carried 4-0.
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing – Motion by Doug Rogalla second by David Pierce to approve resolution. Tina Osterberg explained. Discussion. David Pierce withdraws motion. Motion by Doug Rogalla second by Wallace Habegger to table to September. Carried 4-0.
- Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures – Motion to table by Doug Rogalla second by David Pierce. Carried 4-0
- Procedure and Form for Opioid Settlement Funding Request – Toni Wissestad explained. Further direction of Task Force and Committee roles. Discussion. Recommendations of procedure and form received. Will make changes for future discussion.
- Drug Court 2025 Budget – Eric Weihe explained the 2025 budget and future funding source. Committee recommendation is to budget the same method in prior years anticipating the federal funding. Enter into budget as the full four year grant cycle.
- Treasurer –
 - a. Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
 - c. Investment Interest Rates – Mindy Hemmersbach explains rates and limits on money market accounts. Provides information on investing across multiple financial institutions or by higher interest rates. Committee accepts recommendation to explore and move funds in the best interest of Monroe County. Will also be reviewing accounts and CD's.
 - d. Pending Tax Appeals – Notice of Preliminary numbers/appeals received by DOR. 4 municipalities included are the following: Town of Greenfield, Town of Jefferson, Town of Little Falls, Town of Sparta.
 - e. In-Rem – Mindy Hemmersbach provided update.
 - f. 2025 Budget Presentation – Mindy Hemmersbach provided update on the proposed budget for Treasurer Department.
- Finance –
 - a. Diane Erickson, Finance Director provided the Monthly Finance Director Report.
 - b. Finance Department Monthly Report Review. Tracy Thorsen explained the Human Services Financial Report. Diane Erickson and Tracy Thorsen answered questions. Recommendation of committee to discuss this every few months moving forward.
 - c. Health Insurance Update – Diane Erickson explained and answered questions. Tina Osterberg added additional information and answers questions.
 - d. 2025 Budget Presentation – Diane Erickson provided update on the proposed budget for Finance Department, Justice Bonds and Radio Tower

- Monthly Approvals –
 - a. Notice of Donations/User Fees Received Budget Adjustment - Motion by David Pierce second by Doug Rogalla to approve the Monthly Notice of Donations/User Fees Received Budget Adjustment. Carried 4-0.
 - b. County Disbursement Journal - Motion by Wallace Habhegger second by David Pierce to approve the monthly disbursement journal. Carried 4-0.
 - c. County Board Monthly Per Diem and Voucher – Motion by David Pierce second by Wallace Habhegger to approve the monthly Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda –
 - Resolution Creating Monroe County Grant Administration Policy
 - Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing
 - Monroe County Accounting & Financial Policies Procedures Manual Update – Purchasing Policies and Procedures Discussion/Action
 - Human Services Financial Report to be included with the Finance Department Monthly Report
 - Procedure and Form for Opioid Settlement Funding Request Discussion/Action
 - Document Central for Grant Funding to include grant funded positions
- Motion by Toni Wissestad second by Doug Rogalla to adjourn meeting at 12:10 p.m. Carried 4-0.

Adrian Lockington
Recorder

Finance Committee
August 28, 2024

Present: Toni Wissestad, Cedric Schnitzler, Wallace Habegger, Doug Rogalla, David Pierce
Others: Tina Osterberg, Mary Cook, Zach Zebell, David Kuderer, Derek Pierce, Joey Esterline, Adam Balz

The meeting was called to order at the Monroe County Board Assembly Room at 5:30 p.m. by Chair Toni Wissestad.

- Maintenance Budget Adjustment – Motion by Doug Rogalla second by David Pierce to approve budget adjustment. Derek Pierce, Facilities & Property Director explained the 2024 budget adjustment in the amount of \$9,430.00 for north complex building demolition. Discussion. Carried 5-0.
- Motion by David Pierce second by Doug Rogalla to adjourn meeting at 5:32 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

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

Date: September 12, 2024
 Department: Monroe County Jail
 Amount: \$7,500.00
 Budget Year Amended: 2024

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

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

Requesting an increase to the Jail Assessment medical expense line in the amount of \$7,500.00 due to the cost of hospitalizations and required specific medication for inmates.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	493000		Fund Balance Applied	\$ 15,000.00	\$ 7,500.00	\$ 22,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 7,500.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
82700000	521158		Medical Expense	\$ 90,000.00	\$ 7,500.00	\$ 97,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 7,500.00	

Department Head Approval: *Wendy D. Powell*

Date Approved by Committee of Jurisdiction: *Ortega*

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

Date *9/12/24*

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

RESOLUTION AUTHORIZING APPLICATIONS FOR COUNTY CONSERVATION AIDS

1 **WHEREAS**, Monroe County is interested in obtaining cost share grants from the Wisconsin
2 Department of Natural Resources for the purpose of funding fish and wildlife habitat projects,
3 in particular, the development of outdoor recreation opportunities, habitat projects, stocking
4 projects and maintenance projects; and
5

6 **WHEREAS**, grants are fifty percent cost-sharing grants, the cost-share can be in the form of
7 funding, labor, materials and equipment; and
8

9 **WHEREAS**, Monroe County has anticipated seeking financial aid for projects by creating a
10 budget sufficient to complete the projects.
11

12 **NOW, THEREFORE, BE IT RESOLVED**, that the Monroe County Forestry & Parks
13 Administrator is authorized to act on behalf of Monroe County to:
14

- 15 1. Submit an annual application to the State of Wisconsin Department of
- 16 Natural Resources for any financial aid that may be available; and
- 17 2. Enter into a grant agreement with the WDNR; and
- 18 3. Submit reimbursement claims along with necessary supporting
- 19 documentation; and
- 20 4. Submit signed documents for completing the project; and
- 21 5. Take necessary action to undertake, direct and complete the approved
- 22 project.
23

24 **BE IT FURTHER RESOLVED** that Monroe County will comply with all local, state and federal
25 rules, regulations and ordinances relating to this project and the cost-share agreement.
26

27 Offered this 25th day of September, 2024 by the Natural Resources and Extension Committee.
28

29 Purpose: To apply for and receive County Conservation Aids annually for funding fish and
30 wildlife habitat projects, in particular, the development of outdoor recreational opportunities,
31 habitat projects, stocking projects and maintenance projects.
32

33 Fiscal Note: This resolution will allow Monroe County to apply for County Conservation Aids
34 which will be a 50% cost-share of approximately \$2,500.00 on an annual basis. Funding for
35 the grant comes from the sale of hunting and fishing licenses and state sales tax on hunting and
36 fishing equipment. A simple majority of the board of supervisors is required for approval.

Drafted by: Chad Ziegler, **Forestry & Parks Administrator**

Reviewed as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>9-9</u> 20 <u>24</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent Committee Chair: <u><i>Noddy Van Wyck</i></u> <u><i>Paul Ziegler</i></u> <u><i>Chad Ziegler</i></u> <u><i>Paul Ziegler</i></u> <u><i>Chad Ziegler</i></u>
Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent	<u><i>Paul Ziegler</i></u> <u><i>Chad Ziegler</i></u> <u><i>Paul Ziegler</i></u> <u><i>Chad Ziegler</i></u>
<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 County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)



COUNTY CONSERVATION AIDS

County conservation grants provide financial assistance to enhance county/tribal fish and wildlife programs.

This Fish and Wildlife Management Grant Program was created to assist counties in the improvement of the fish and wildlife resources. The fund was established by the Wisconsin Legislature in 1965 as an alternative to bounty payments on coyote, foxes and bobcats. Every year since the bounty program was canceled, a state allocation equal to the average annual bounty payment has been earmarked as matching money for a growing list of county-sponsored fish and wildlife habitat projects.

After the state budget is approved, funds are allocated to each county in proportion to the ratio of the size of each county to the total area of the state.

READ PROGRAM GUIDANCE BEFORE COMPLETING AN APPLICATION [Program Guidance & Instructions for Applying \[PDF\]](#)! The deadline for CCA applications is October 1.

****If you are having problems opening forms, please visit our [PDF Help page](#).****

[Who can apply](#) [Eligibility](#) [Allocation](#) [Applying](#) [Reimbursement](#) [Forms](#) [Laws](#) [Contact](#)

ELIGIBLE APPLICANTS

County and tribal governing bodies participating in the county fish and wildlife programs are eligible for this program.

Category Project Description Codes

- 1 **Development project** -- The development of structures, utilities, facilities or landscaping necessary for outdoor recreation use of an area
 - 1A new trails
 - 1B new fish cribs
 - 1C stream crossing
 - 1D kayak and boat launches or dock
 - 1E gun range development
 - 1F parking lot development
 - 1G constructing new fishing piers
 - 1H new boat launch ramp
 - 1J new accessibility upgrades
- 2 **Habitat projects** -- The implementation of a specific activity or set of activities to restore or enhance wildlife or fish habitat, natural communities or shorelines



- 2B prairie planting
- 2C food plots
- 2D stream restoration
- 2E streambank stabilization
- 3 **Stocking projects** -- The placement of fish or wildlife into their natural environment to improve population numbers.
 - 3A fish stocking
 - 3B wildlife stocking
- 4 **Maintenance projects** – Repair or refurbishment of structures, fixtures, or substrates to restore to functional condition in a routine, scheduled, or anticipated fashion
 - 4A repairs to trails
 - 4B repairs to culverts
 - 4C flowage maintenance
 - 4D barrens maintenance
 - 4E gun range repairs
 - 4F repairs to boat docks/ boat launch ramps
 - 4G accessibility upgrades
- 5 **Miscellaneous projects** -- Any project that does not fit in categories 1 through 4.

ANNUAL ALLOCATION OF STATE FUNDS

After the state budget is approved, funds are allocated to each county in proportion to the ratio of the size of each county to the total area of the state.

The revenue to operate the program comes from the sale of hunting and fishing licenses and state sales tax on hunting and fishing equipment. The program allocates funds to each county in proportion to the ratio of the size of each county to the total area of the state. After annual allocation, unused funds revert to five regions available to county and tribal government within region boundaries.

ANNUAL ALLOCATION

The statewide allocation for the current fiscal year is \$148,500. Funds were allocated as indicated in the following table.

County	Allocation (\$)	County	Allocation (\$)	County	Allocation (\$)
Adams	1,713	Iowa	2,030	Polk	2,577
Ashland	2,576	Iron	2,060	Portage	2,175
Barron	2,372	Jackson	2,664	Price	3,432
Bayfield	3,993	Jefferson	1,560	Racine	914
Brown	1,396	Juneau	2,142	Richland	1,558
Buffalo	1,899	Kenosha	742	Rock	1,927
Burnett	2,348	Kewaunee	884	Rusk	2,452
Calumet	840	La Crosse	1,251	St. Croix	1,988
Chippewa	2,806	Lafayette	1,715	Sauk	2,245
Clark	3,271	Langlade	2,328	Sawyer	3,463

Monroe County Allocation = \$2,442.00

RESOLUTION NUMBER _____

RESOLUTION AUTHORIZING 2025 COUNTY AID FOR BRIDGE OR CULVERT CONSTRUCTION AND REPAIR UNDER WI STATUTES SECTIONS 82.08 & 61.48

WHEREAS, the various towns and villages hereinafter named have filed petitions for county aid in the construction or repair of bridges or culverts under Wisconsin Statutes Sections 82.08 or 61.48:

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Township or Village	Bridge/Culvert	Bridge/Culvert Location	Total Amount	Total Co Aid (50%)
Town of Byron	Culvert	Grover Rd	\$7,332	\$3,666
Town of Greenfield	Culvert	Elder Rd	\$2,011	\$1,006
Town of Greenfield	Culvert	Elgin Rd	\$23,260	\$11,630
Town of Jefferson	Culvert	Matchbox Rd	\$10,983	\$5,492
Town of Lincoln	Culvert	Broadhorn Rd	\$7,825	\$3,912
Town of Lincoln	Culvert	Concord Ave	\$30,985	\$15,493
Town of Sheldon	Culvert	Newport Rd	\$2,179	\$1,089
Town of Sheldon	Culvert	Niagara Rd	\$2,179	\$1,089
Town of Sheldon	Culvert	Niagara Rd	\$2,179	\$1,089
Town of Sheldon	Culvert	Nickel Rd	\$1,654	\$827
Town of Sheldon	Culvert	Nickel Rd	\$1,654	\$827
TOTALS:			\$92,241	\$46,120

and

WHEREAS, the petitions have been reviewed and the Monroe County Highway Committee requests that said petitions be granted and provisions have been made in the 2025 budget for the amount of the Total County Aid which is to be apportioned to all Towns and Villages in Monroe County (except the Villages of Cashton, Oakdale, Warrens, & Wilton) based on equalized value.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that said petitions are hereby granted and the county aid is appropriated as follows:

Township or Village	Bridge/Culvert	Bridge/Culvert Location	Total Amount	Total Co Aid (50%)	Administration Charge (4.3%)	Net County Aid (45.7%)	Total Amt of Check
Town of Byron	Culvert	Grover Rd	\$7,332	\$3,666	\$315	\$3,351	\$3,351
Town of Greenfield	Culvert	Elder Rd	\$2,011	\$1,006	\$86	\$919	\$919
Town of Greenfield	Culvert	Elgin Rd	\$23,260	\$11,630	\$1,000	\$10,630	\$10,630
Town of Jefferson	Culvert	Matchbox Rd	\$10,983	\$5,492	\$472	\$5,019	\$5,019
Town of Lincoln	Culvert	Broadhorn Rd	\$7,825	\$3,912	\$337	\$3,576	\$3,576
Town of Lincoln	Culvert	Concord Ave	\$30,985	\$15,493	\$1,332	\$14,160	\$14,160
Town of Sheldon	Culvert	Newport Rd	\$2,179	\$1,089	\$94	\$996	\$996
Town of Sheldon	Culvert	Niagara Rd	\$2,179	\$1,089	\$94	\$996	\$996
Town of Sheldon	Culvert	Niagara Rd	\$2,179	\$1,089	\$94	\$996	\$996
Town of Sheldon	Culvert	Nickel Rd	\$1,654	\$827	\$71	\$756	\$756
Town of Sheldon	Culvert	Nickel Rd	\$1,654	\$827	\$71	\$756	\$756

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TOTALS: \$92,241 \$46,120 \$3,966 \$42,155 \$42,155

and

BE IT FURTHER RESOLVED, that pursuant to Wisconsin Statutes Section 82.08(2)(a) the above Net County Aid shall be held in a separate account administered by the County Highway Committee; and

BE IT FURTHER RESOLVED, that pursuant to Wisconsin Statutes Section 82.08(8) the above Administration Charge shall be transferred to the Highway General Government Local Collections revenue account (73300112.473110), as this amount was included in its 2025 budget under Highway Administration.

Dated this 6th day of November, 2024.

Offered by the Highway Committee.

Fiscal Note: Special Purpose Levy - \$42,155, County Operating Tax Levy - \$0, Highway Administration Revenue - \$3,966.

Purpose: Approve 2025 County Bridge Aids special purpose levy & administration charges revenue.

Reviewed as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20 _____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ 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 County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20 _____ ___ Yes ___ No ___ Absent	

RESOLUTION NO. _____

RESOLUTION AUTHORIZING 2025 COUNTY HIGHWAY BRIDGE & CULVERT SPECIAL ASSESSMENTS UNDER WI STATUTE 83.03(2)

WHEREAS, Wisconsin Statutes Section 83.03(2) authorizes the County Board to improve any portion of the county trunk highway system with county funds and it may assess not more than 40 (forty) percent of the cost of the improvement and not over One Thousand Dollars (\$1,000.00) in any year against the town, village or city in which the improvement is located and the County Clerk is to certify such special tax to the town, village or city who shall put the same in the next tax roll to be collected and paid into the County Treasury; and

WHEREAS, various bridges & culverts have been or are in the process of being improved on the County Trunk Highway system and provisions have been made in the 2025 budget for the amount of the total special assessments to offset costs in the CTH Bridges account; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that pursuant to Wisconsin Statutes Section 83.03(2) the following improvements have been or are in the process of being made on the county trunk highway system with the following assessments:

Town of Village	CTH	Bridge/Culvert Name	Year Constr-ucted	Total Cost (Final to Dec 2023)	Town or Village Share (40%)	Paid by Town/Village to date	To be paid by town/village at tax time in 2025	Balance Due for Future tax purposes
Angelo	Q	Branch / LaCrosse River	2019	\$135,744	\$54,298	\$7,000	\$1,000	\$46,298
Byron	G	Brandy Creek	2002	\$111,437	\$44,575	\$22,000	\$1,000	\$21,575
Byron	N	S Fork Lemonweir R (Fed. Aid)	2004	\$80,154	\$32,062	\$21,000	\$1,000	\$10,062
Byron	PP	E Fork Lemonweir R (Fed Aid)	2021	\$205,506	\$82,202	\$3,000	\$1,000	\$78,202
Clifton	N	Little Lemonweir River (Fed Aid)	2018	\$171,352	\$68,541	\$8,000	\$1,000	\$59,541
Clifton	N	Br Little Lemonweir R. (Fed Aid)	2018	\$136,165	\$54,466	\$8,000	\$1,000	\$45,466
Clifton	N	Spring Valley Creek (Fed Aid)	2017	\$137,257	\$54,903	\$8,000	\$1,000	\$45,903
Clifton	N	Little Lemonweir R.	2022	\$12,848	\$7,709	\$1,000	\$1,000	\$5,709
Clifton	W	Little Lemonweir R. (Fed. Aid)	2005	\$61,857	\$24,743	\$21,000	\$1,000	\$2,743
Clifton	N	Spring Valley Creek	2021	\$316,620	\$126,648	\$2,000	\$1,000	\$123,648
LaGrange	M	Br. Mill Creek (culvs repld bridge).	2012	\$57,198	\$22,879	\$12,000	\$1,000	\$9,879
Leon	J	Pleasant Valley Creek (Fed Aid)	2004	\$56,604	\$22,642	\$21,000	\$1,000	\$642
Leon	X	Leis/Mlsna	1997-1998	\$121,434	\$48,574	\$27,000	\$1,000	\$20,574
Leon	X	Cannon Valley Creek	2023	\$3,500	\$1,400	\$0	\$1,000	\$400
Little Falls	B	Sopher Creek (Federal Aid)	1997-1998	\$66,549	\$26,620	\$26,620	\$0	\$0
Little Falls	SA	Dustin Creek	2001	\$98,348	\$39,339	\$23,000	\$1,000	\$15,339
Oakdale	CA	Indian Ck (abut ties & gd rt)	2012-2013	\$41,373	\$16,549	\$11,000	\$1,000	\$4,549
Oakdale	PP	Bear Creek (Federal Aid)	2011	\$103,488	\$41,395	\$16,000	\$1,000	\$24,395
Ridgeville	T	Br. Morris Creek (Fed. Aid)	2003	\$81,292	\$32,517	\$24,000	\$1,000	\$7,517
Scott	EW	E Fork Lemonweir R (Fed. Aid)	2013	\$80,395	\$32,158	\$12,000	\$1,000	\$19,158
Sheldon	F	Br. Morris Creek (Fed. Aid)	2002	\$61,541	\$24,616	\$24,000	\$616	\$0
Sheldon	T	Morris Creek (Fed. Aid)	1995-1996	\$71,303	\$28,521	\$28,521	\$0	\$0
Sheldon	T	Morris Creek (Fed. Aid)	2007	\$90,294	\$36,118	\$17,000	\$1,000	\$18,118
Tomah	M	Tributary / S Fork Lemonweir R.	2017	\$191,651	\$76,660	\$7,000	\$1,000	\$68,660
Wellington	Z	Poe Creek (Federal Aid)	2018	\$120,334	\$48,134	\$9,000	\$1,000	\$38,134
Wellington	Z	Poe Creek	2021	\$381,727	\$152,691	\$2,000	\$1,000	\$149,691
Wellington	Z	Billings Creek	2022	\$43,593	\$17,437	\$1,000	\$1,000	\$15,437
Wilton	M	Sleighton Creek N (Fed. Aid)	2007	\$55,812	\$22,325	\$18,000	\$1,000	\$3,325
Wilton	M	Sleighton Creek S (Fed. Aid)	2007	\$104,960	\$41,984	\$18,000	\$1,000	\$22,984
Wilton	M	Br. Sleighton Creek (Fed. Aid)	2017	\$121,058	\$48,423	\$9,000	\$1,000	\$38,423
Wilton	M	Sleighton Creek-North Wilton	2021	\$395,086	\$158,034	\$2,000	\$1,000	\$155,034
Wilton	MM	Sleighton Creek (Fed. Aid)	2007	\$66,621	\$26,648	\$18,000	\$1,000	\$7,648
V Kendall	W	Branch Baraboo River	2019	\$349,309	\$139,724	\$7,000	\$1,000	\$131,724
V Kendall	P	Brandau	1990-1991	\$113,615	\$45,446	\$34,000	\$1,000	\$10,446
V Norwalk	U	Morris Creek	2021	\$256,766	\$102,706	\$3,000	\$1,000	\$98,706
TOTALS =				\$4,502,791	\$1,803,687	\$471,141	\$32,616	\$1,299,930

and;

BE IT FURTHER RESOLVED, that the above assessments shall be transferred to the Local Charges revenue account (73330318.473300), as this amount was included in its 2025 budget under CTH Bridge Construction.

Dated this 6th day of November, 2024.

Offered by the Highway Committee.

Fiscal Note: Special Purpose Levy - \$32,616, County Operating Tax Levy - \$0

Purpose: Approve 2025 County Highway Bridge & Culvert special assessments revenue.

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

RESOLUTION CREATING MONROE COUNTY GRANT ADMINISTRATION POLICY

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

Dated this 25th day of September, 2024.

Offered by the Finance Committee.

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

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

Drafted by: Diane Erickson, Finance Director

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

Monroe County Grant Administration Policy

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INTRODUCTION

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

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

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

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

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

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

SECTION I: GENERAL INFORMATION & PURPOSE

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

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

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

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

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

Contracted services or purchases funded through grants shall follow the Monroe County procurement and RFP bid processes.

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

SECTION II: ROLES AND RESPONSIBILITIES

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

2.1 Responsible Department

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

2.2 Grant Project Manager

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

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

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

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

Full approval process of Budget Adjustment or Resolution approval of County Board of Supervisors must be completed before any grant award is accepted and before any grant agreement is executed.

AFTER AWARD

Grant funds received by GPM need to be deposited with the Treasurer's office on the same day or safely locked up to be delivered on the next business day.

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

Cost Considerations & Requirements

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

The GPM is responsible for identifying and reporting allowable costs as defined by the granting authority and ensuring that costs are budgeted. Line item expense changes to the County budget must be approved by the budget adjustment or resolution process.

Financial Standards—Payments & Reporting

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

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

Termination of Grant

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

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

Record Retention

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

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

2.3 Department Head

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

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

2.4 Committee of Jurisdiction

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

2.5 Corporation Counsel

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

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2.6 County Board

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

2.7 County Administrator

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

2.8 Information Technology

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

2.9 Finance Department

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

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

AFTER AWARD

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

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

2.10 Other Affected Departments

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

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

SECTION III: COUNTY FIDUCIARY RESPONSIBILITIES

3.1 Internal Controls

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

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

Conflict of Interest

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

No employee or officer shall have a direct or indirect interest (financial, personal or otherwise) in any activities relating to the selection, award or administration of a contract or grant.

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

Reimbursement

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

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

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

In order to minimize unrealized interest and to improve the County's cash flow, the Department Head shall request grant reimbursement as soon as provided for in the grant.

3.2 Administrative Responsibilities

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

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

3.3 Procurement

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

3.4 Matching Funds

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

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

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

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

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

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

3.5 Authority and Sources of Guidance

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

APPENDIX A

Acknowledgement of Review of Grant Management Policies and Statutes

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

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

Employee Signature

Employee Job Title

Date

Print Employee Name

RESOLUTION NO. _____

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

1 WHEREAS, Monroe County does currently have an ordinance that requires a competitive bid process for certain
2 public works, in conformity with Wisconsin Statutes; and
3

4 WHEREAS, Monroe County Ordinance Chapter 14, entitled Finance and Taxation, does outline financial
5 procedures for Monroe County including the competitive bid process; and
6

7 WHEREAS, Monroe County does have a process in place where specific Request for Proposals (RFP's) are
8 compiled with guidance set in the Monroe County Accounting & Financial Policies and Procedures Manual as a
9 part of any competitive bid process; and
10

11 WHEREAS, after review of this process, it has been determined that it would be appropriate for Monroe County to
12 revise its finance ordinance to include specific requirements for responsible bidders and to incorporate the current
13 Monroe County Accounting & Financial Policies and Procedures Manual and RFP policy into the ordinance for
14 Monroe County projects.
15

16 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the attached
17 amendment that will replace Chapter 14, Section 14-72 of the Monroe County Code of Ordinances which allows
18 for consistency between Ordinance Chapter 14 Finance and Taxation, the updated Monroe County Accounting &
19 Financial Policies and Procedures Manual and RFP policy for bidders of Monroe County projects.

Dated this 25th day of September, 2024.

Offered by the Finance Committee.

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

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

Drafted by Tina Osterberg, County Administrator

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

Amendment to Monroe County Purchasing Ordinance

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

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

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

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

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

c. "Public works contract" means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §59.52(29) and Monroe County Ordinance Chapter 14. Wis. Stat. §59.52(29) exempts highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make.

(3) Purchases made or authorized by department head. The purchase of any public work wherein the total purchase price amounts up to \$5,000.00 or less from any line item that is part of their approved budget subject to availability of funds.

(4) Purchases made \$5,000-\$19,999. Three documented price quotes are required. As part of the review process the staff member/project manager requesting the quotes shall document and report all quotes to County Administration.

(5) Purchases \$20,000 or more - Sealed Bids. Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the staff member requesting the bid shall state his/her recommendation to the oversight committee for which bid to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a final decision in regards to the recommendation.

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

Emergencies:

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

Emergency purchases shall only be made to:

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

- c. To meet emergencies that may cause financial harm to people or private assets
- d. To stay an immediate threat to the health or safety of the public and employees

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

Single Distributor/Source:

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

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

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

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

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

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

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

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

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

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

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

RESOLUTION ESTABLISHING HO-CHUNK FUNDS ALLOCATION FOR 2025 BUDGET

1 **WHEREAS**, The County and the Ho-Chunk Nation have been good neighbors and desire the
2 spirit of cooperation to continue between the two governments; and
3

4 **WHEREAS**, on November 1, 1994, the United States Secretary of the Interior approved a
5 new Constitution for the Ho-Chunk Nation, formerly known as the Wisconsin Winnebago Tribe; and
6

7 **WHEREAS**, the Ho-Chunk Nation is a federally recognized Indian Tribe, pursuant to the
8 Indian Reorganization Act of 1934; and
9

10 **WHEREAS**, the Nation is a sovereign government possessed of all sovereign powers and
11 rights thereto pertaining; and
12

13 **WHEREAS**, Article V, Section 2(i) of the Ho-Chunk Nation Constitution grants the Ho-
14 Chunk Nation Legislature the power to negotiate and enter into treaties, compacts, contracts, and
15 agreements with other governments, organizations, or individuals; and
16

17 **WHEREAS**, the Congress of the United States has enacted into law the *Indian Gaming*
18 *Regulatory Act*, (hereinafter “IGRA”) P.L. 100-497, 25 U.S.C. §2701, et seq., which provides in part
19 that a tribal/state compact may be negotiated between a tribe and a state to set forth the rules,
20 regulations and conditions under which a tribe may conduct Class III gaming, as defined in the Act,
21 on Indian lands within a state permitting Class III gaming; and
22

23 **WHEREAS**, pursuant to IGRA, the Nation and the State of Wisconsin entered into a
24 Compact on June 11, 1992; and
25

26 **WHEREAS**, the Nation and State subsequently amended the Compact three times; and
27

28 **WHEREAS**, in relevant part the Third Amendment to the Compact with the State of
29 Wisconsin provides:

30 Payment to Counties. Commencing May 1, 2010, to make the Annual Payment, the Nation
31 shall deduct from its Annual Payment One Thousand Dollars (\$1,000.00) paid to each county for
32 every acre of land owned by the United States of America in trust for the Nation as of the effective
33 date of this Compact and the Second Amendment which is located within the county’s jurisdiction;
34 and
35

36 **WHEREAS**, the effective date of the Compact and the Second Amendment was July 3,
37 2003; and
38

39 **WHEREAS**, Patricia Olby, Realty Officer of the Midwest Regional Office of the Bureau of
40 Indian affairs, sent a letter dated July 29, 2009 to Sheena Schoen, Department of Heritage
41 Preservation, Division of Natural Resources of the Ho-Chunk Nation. The July 29, 2009 letter from
42 Ms. Olby provides that pursuant to documents of record retained in the Bureau of Indian Affairs and
43 approved by the Secretary of Interior of the United States government had taken title to land on
44 behalf of the Ho-Chunk Nation geographically located within the borders of twelve Wisconsin
45 Counties as of July 3, 2003; and

46 **WHEREAS**, the Ho-Chunk Nation and the State of Wisconsin through the Wisconsin
47 Administrator of Gaming for the Department of Administration have agreed the amount and location
48 of acreage held in trust that qualifies for this credit is set out in the July 29, 2009 letter from Patricia
49 Olby, Realty Officer for the Bureau of Indian Affairs, Great Lakes Agency, to Sheena Schoen,
50 Department of Heritage Preservation, Division of Natural Resources of the Ho-Chunk Nation; and
51

52 **WHEREAS**, the County was one of the twelve Wisconsin Counties that the United States
53 government had taken title to land geographically located within the borders of the County on behalf
54 of the Ho-Chunk Nation; and
55

56 **WHEREAS**, according to the Midwest Regional Office of the Bureau of Indian Affairs, as
57 of July 3, 2003 the Department of Interior had taken title to 52.5 acres of land in trust for the Ho-
58 Chunk Nation, which were located within the geographic boundaries of the County of Monroe; and
59

60 **WHEREAS**, pursuant to the terms of the Compact the Nation may provide \$52,500 to the
61 County and, if it makes this payment, the Nation beginning with its payment due on May 1, 2010
62 will receive a corresponding reduction in the amount that is owed by the Nation to the State; and
63

64 **WHEREAS**, pursuant to Wis. Stat. § 59.01, the County “is a body corporate, authorized to
65 sue and be sued, to make such contracts and to do such other acts as are necessary and proper to the
66 exercise of the powers and privileges granted and the performance of the legal duties charged upon
67 it”; and
68

69 **WHEREAS**, in order to clarify the terms and conditions associated with the County’s receipt
70 of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter
71 into an Intergovernmental Agreement (“Agreement”); and
72

73 **WHEREAS**, that consistent with the terms of Monroe County Resolution 04-10-06 the
74 Treasurer is authorized to accept money from the Nation pursuant to the Agreement and to be used
75 in a manner consistent with the Agreement; and
76

77 **WHEREAS**, that consistent with the terms of the Agreement upon the Nation providing the
78 payment, the County shall provide written notification to the State of Wisconsin of the amount of
79 any payment received in order to ensure that the State has the written notification no later than April
80 2nd; and
81

82 **WHEREAS**, the County may use the money for any purpose as determined by the County in
83 its sole discretion, except that the County cannot use any of the funds paid to it in a manner that
84 would diminish the Nation’s governmental jurisdiction or have an adverse financial impact on the
85 Nation; and
86

87 **WHEREAS**, consistent with the Agreement, the County shall report to the Nation by March
88 1st of each year of the Agreement, how it intends to use the money provided by the Nation and
89 explain, if applicable, how the County believes its proposed use of the money benefits either the Ho-
90 Chunk Nation or Ho-Chunk Nation Tribal Members.
91

92 **NOW, THEREFORE BE IT RESOLVED**, that for the fiscal year 2025 the County will use
93 the money provided by the Nation for the following purpose:

94 **Purpose:** To replace the rubber roof on the Historic Courthouse and connecting portion of building
95 to Justice Center.

Offered by the Finance Committee this 25th day of September, 2024.

Fiscal Note: Will provide \$52,500 of non-levy funding for replacement of the rubber roof on the Historic Courthouse and connection portion of building to Justice Center in the 2025 fiscal year budget.

Drafted by: County Administrator, Tina Osterberg

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

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

OVERVIEW

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

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

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

RESPONSIBILITY FOR PURCHASING

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

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

The Administration Department coordinates the entire RFP process with the department head or project manager for any RFP in relation to a Public Works or Professional Services sealed bid solicitation not exempt through County Board resolution or ordinance, or State Statute, or Federal or State contract. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc. The Monroe County Highway Department is exempt from Administration Oversight; but shall file a copy of the RFP to the Administration Department prior to the letting.

CODE OF CONDUCT IN PURCHASING

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

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

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

- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

COMPETITION

(2 CFR Part 200.319)

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

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

NON-DISCRIMINATION POLICY AND BUSINESS CODE OF CONDUCT

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

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

PROCUREMENT PROCEDURES

The following are Monroe County's procurement procedures:

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

(2 CFR Part 200.323)

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

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

CAPITAL OUTLAY PURCHASES

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

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

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

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

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

LEVY OUTLAY PURCHASES

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

AUTHORIZATIONS AND PURCHASING LIMITS

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

1. County Authorization (pg. 51)
2. Capital Outlay Purchases (pg.52)
3. Federal Grant Authorization (pg. 53)

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

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

CAPITAL OUTLAY PURCHASES:	
Threshold	Procedures
\$20,000 or more	Request for Proposal (RFP) of sealed bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the RFP the department head and or project manager shall open the sealed bids with at least one other Monroe County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award
Exceptions:	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing

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

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

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

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

USE OF PURCHASE ORDERS (6/2023)

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

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

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

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

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

BLANKET PURCHASE ORDERS

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

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

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

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

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

VENDORS AND SUPPLIERS QUOTES LESS THAN \$20,000

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

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

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

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

NON-COMPETITIVE PURCHASES (SOLE SOURCE)

EMERGENCIES:

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

Emergency purchases shall only be made to:

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

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

SINGLE DISTRIBUTOR/SOURCE:

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

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

Approval from the awarding agency may be required.

REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS

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

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

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

EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS

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

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

EVALUATION OF ALTERNATIVE PROPOSERS

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

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

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

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

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

(2 CFR Part 200.321)

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

A list of labor surplus areas can be found at this link. www.doleta.gov/programs/lsa.cfm

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

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

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

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

AVAILABILITY OF PROCUREMENT RECORDS

(2 CFR Part 200.324(b))

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

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

PROVISIONS INCLUDED IN ALL FEDERAL AWARDED CONTRACTS

(2 CFR Part 200 Appendix II)

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

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

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

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

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

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

RIGHT TO AUDIT CLAUSE

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

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

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

PROCUREMENT GRIEVANCE PROCEDURES

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

Grievances are limited to violations of federal laws or regulations.

COUNTY OF MONROE, WISCONSIN

REQUEST FOR PROPOSAL (RFP) POLICY

OVERVIEW

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

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

PURCHASING THRESHOLDS

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

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

NON-COMPETITIVE PURCHASES (SOLE SOURCE) EMERGENCIES:

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

Emergency purchases shall only be made to:

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

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

EXCEPTIONS

Departments that have State and Federal required contract process obligations **not consistent with Monroe County purchasing policy above** such as Health, Highway and Human Services, etc. shall be exempt from the Monroe County RFP Policy process on those specific products or services only. The purchases for the required State and Federal obligatory contract services shall be identified as such and kept on record. All other funding sources must adhere to all of the Monroe County ordinances and policies.

GRANT RFP POLICY

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

ADMINISTRATION OVERSITE

1. Administration coordinates the entire RFP process with the department head or project manager for any RFP in 3a or 3b below. This may include the assistance in the compilation of the RFP, project timeline, advertisement publishing, deadlines, addenda, written questions, bid opening, award notifications, publication invoices, etc. The Monroe County Highway Department is exempt from Administration Oversight; but shall file a copy of the RFP to the Administration Department prior to the letting.
2. Administration shall administer the Monroe County DemandStar e-procurement solution site to increase bid responses, productivity and accessibility. Monroe County shall have one single account and departments are not authorized to create individual accounts. All bid solicitations shall be advertised on this portal except for the Monroe County Highway Department.
3. Monroe County shall have three RFP Templates used for solicitations:
 - a. Public Works
 - b. Professional Services
 - c. Purchases of Goods
4. Any RFP that is required for compilation of next years proposed budget must notify administration with details no later than March 31.
5. Departments should be discussing next year's budgeted RFP's during the budget process for proposed scheduling and timeline completion. To engage in the RFP process, Department Head/Project Manager shall obtain approval from the committee of jurisdiction.
6. Upon adoption of next year's budget, Departments shall provide all details for the RFP to Administration in a timely manner based on the proposed schedule. Department/Project Manager shall be responsible to submit any requested document (s), adhere to any necessary deadline or attend any RFP meeting as requested by Administration. It is the department head/project manager responsibility to assist as needed in the compilation of said RFP.
7. Department Head/project manager will be required to review and approve final RFP draft prior to County Administrator and Corporation Counsel Review.
8. County Administrator and Corporation Counsel shall review and approve the final RFP draft prior to publication.
9. All vendor/contractor questions in relation to the RFP must be submitted in writing. Questions received less than seven (7) days prior to bid opening may not be answered. Interpretations or clarifications considered necessary by owner in response to such questions will be issued by addenda posted to the Monroe County Website. Addenda may be issued to clarify, correct, or change the bidding documents as deemed advisable by owner. All information relayed between vendor and Department Head/project manager must be submitted to Administration for proper postings and notifications.
10. Upon the deadline of the sealed bids the department head/project manager shall open the sealed bids with at least one other Monroe County Administration staff member present. A bid tabulation form shall be drafted by Administration and returned to the Department Head/Project Manager to supply to the committee of jurisdiction.
 - Signed recommendation and award bid tabulation shall be returned to Administration.
11. Administration shall complete the awarding of the vendor/contractor. After the award is acknowledged, Administration shall work with the department head/project manager and vendor/contractor to produce the contract in relation to the RFP. Contract shall be reviewed and approved with the County Administrator and Corporation Counsel prior to the execution of documents.
12. Administration documents time allocated on each RFP Project.
13. Note: RFP/Contract process averages 4 - 6 months from start to finish.

RFP RELATED DOCUMENTS

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

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

6 STEPS TO OPIOID SETTLEMENT FUNDS REQUEST:



1. Program Design

Program/ project funding request shall be used for a one-time use of funds with no future expenditure requirements



2. Complete Form

Program/ project must meet all requirements of opioid use. Request form and attachments must be submitted at the same time.



3. Submission

Completed documents shall be submitted to Diane Erickson, Monroe County Finance Director no later than 12/6/2024



4. Submitted Programs/ Projects

Finance Director shall make available to the Task Force and Finance Committee all submitted requests by 12/18/2024



5. Review and Confirm

Finance committee will review all submitted requests and set presentation meeting dates. Any requestor shall be in attendance to be eligible for consideration.



6. Receive Confirmation

Recommendations by the Finance Committee shall be forwarded in resolution form to the Monroe County Board for considerations.

For more information contact diane.erickson@co.monroe.wi.us



OPIOID SETTLEMENT FUNDS REQUEST FORM

Policy Form

To request Monroe County Opioid Settlement Funds complete the form and attach additional information as necessary.

Objective

1. Requested Funds shall have a positive impact on opioid/drug use for Monroe County citizens.
2. Program/project shall be a one-time use of funds with no new future expenditure requirements.
3. Shall meet all requirements of opioid use.
4. Shall be an eligible use of funds. (It is the responsibility of the requesting party to provide proof of eligibility).
5. Must meet the requirements set by the Monroe County Finance Committee for eligible county departments and/or nonprofit organizations.

Criteria for Requests

The following information shall be included in all requests for opioid settlement funds.

1. Program/project title/name: _____
2. Purpose of Program: _____
3. Total Funding amount requested \$ _____
4. What will the funds be used for: _____

5. What is the timeline of the program/project? Please Explain _____

 Begin Date ____/____/____ End Date ____/____/____
6. What is the timeline of the use of funds? Please Explain _____

 Begin Date ____/____/____ End Date ____/____/____



OPIOID SETTLEMENT FUNDS REQUEST FORM

SELECT CATEGORY OF CORE STRATEGY AND/OR ELIGIBLE USES *(required)*
Attached List of Opioid Remediation Uses attached – see Exhibit E

Core Strategies

- Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdoses
- Medication-Assisted Treatment (“MAT”) Distribution and Other Opioid-Related Treatment
- Pregnant & Postpartum Women
- Expanding Treatment for Neonatal Abstinence Syndrome (“NAS”)
- Expansion of Warm Hand-off Programs and Recovery Services
- Treatment for Incarcerated Population
- Prevention Programs
- Expanding Syringe Service Programs
- Evidence-Based Data Collection and Research Analyzing the Effectiveness of the Abatement Strategies Within the State

Approved Uses

- Treat Opioid Use Disorder (OUD)
- Support People in Treatment and Recovery
- Connect People Who Need Help to the Help They Need (Connections to Care)
- Address the Needs of Criminal Justice-Involved Persons
- Address the Needs of Pregnant or Parenting Women and Their Families, Including Babies with Neonatal Abstinence Syndrome
- Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids
- Prevent Misuse of Opioids
- Prevent Overdose Deaths and Other Harms (Harm Reduction)
- First Responders
- Leadership, Planning and Coordination
- Training
- Research

How will you meet compliance regulations? Attach proof of eligible use.

What population does the program help? _____



OPIOID SETTLEMENT FUNDS REQUEST FORM

Request for Use Process

1. All requests for Opioid Settlement Funds shall be submitted to the Finance Director, Diane Erickson 124 N Court Street, Sparta, WI 54665 or diane.erickson@co.monroe.wi.us no later than **12/06/2024**
2. Finance Director shall make available to the task force and Finance Committee all submitted opioid settlement fund requests by 12/18/2024
3. Finance committee will review all submitted requests and set presentation meeting dates in early 2025.
4. Any requestor shall be in attendance to present the request at said meeting(s) for request to be eligible for consideration, absent any extenuating circumstance.
5. Recommendations by the Finance Committee will be forwarded in resolution form to the Monroe County Board for consideration.
6. Monroe County Board approval. Requestor shall be in attendance to present the request at said meeting for request to be eligible for consideration, absent any extenuating circumstance.

Reporting

The Finance Department with the assistance of the requestor shall prepare periodic reports providing detailed accounting of the uses of funds. In addition to regular reporting requirements, the requestor may be required to provide other additional information as may be necessary or appropriate.

Submission

Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____



OPIOID SETTLEMENT FUNDS REQUEST FORM

Internal Use Only

Finance Director Signature _____

Date Received _____

Finance Committee Vote Approved Yes No

Finance Committee Chair Signature _____

County Board Vote Approved Yes No

County Board Chair Signature _____

EXHIBIT E

List of Opioid Remediation Uses

**Schedule A
Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

- A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES**
1. Expand training for first responders, schools, community support groups and families; and
 2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.
- B. **MEDICATION-ASSISTED TREATMENT (“MAT”) DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT**
1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
 2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
 3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
 4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”)/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

**Schedule B
Approved Uses**

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“*MAT*”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. **CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED**
(CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARR*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
 2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
 3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
 7. Increasing electronic prescribing to prevent diversion or forgery.
 8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

Opioid Funds held at River Bank
as of September 10, 2024

9/7/2024 McKinsey	\$ 20,939.62
8/1/2024 CVS 2	\$ 20,368.80
8/1/2024 Allergan 2	\$ 19,652.38
8/1/2024 TEVA Payment 2	\$ 19,330.38
8/1/2024 National Opioids Settlement Fund-Distributor	\$ 67,241.15
4/1/2024 CVS 1	\$ 25,548.80
4/1/2024 Allergan 1	\$ 19,639.47
4/1/2024 TEVA Payment 1	\$ 17,749.25
4/1/2024 Walgreens 1	\$ 29,745.79
4/1/2024 Walgreens 2	\$ 19,634.21
4/1/2024 WalMart	\$ 172,968.06
3/15/2024 National Opioids Settlement Fund-Distributor 7	\$ 29,596.03
11/13/2023 National Opioids Settlement Fund-Distributor	\$ 14,510.89
8/2/2023 National Opioids Settlement Fund-Distributor	\$ 53,722.37
7/28/2023 Natl Opioid Abatement Trust II	\$ 12,334.25
11/30/2022 National Opioids Settlement Fund-Janssen(J&J)	\$ 204,647.45
11/10/2022 National Opioids Settlement Fund-Distributor	\$ 53,722.37
8/8/2022 Wilmington Trust-Distributor	\$ 51,117.85
Settlement Funds Received:	\$ 852,469.12

Current Interest Rate: 4.58%

2024	Interest Received to date in 2024	\$ 17,263.17
2023	Interest Received in 2023	\$ 13,857.91
2022	Interest Received in 2022	\$ 1,521.45
	Interest earned to date:	\$ 32,642.53

Total Funds:

\$ 885,111.65

8/31/2024	Bank Statement Balance	\$ 864,172.03
	Outstanding Deposit	20,939.62
	Reconciled Balance	\$ 885,111.65

Proposed OPIOID Settlement Payments

YEAR:	Janssen	Cencora Distributor	Cardinal Distributor 7	McKesson Distributor	NOAT II McKinsey	Walmart	Walgreens	CVS	Allergan	TEVA	Total Cummulative		
											Per Year	Total	
2022	204,647.45	32,501.00	32,395.00	39,944.00							309,487.45	309,487.45	Rec'd 2023
2023		16,654.00	16,600.00	20,468.00	26,845.14	65,727.86	29,745.79	25,548.80	19,639.47	17,749.25	238,978.31	548,465.76	Rec'd 4.1.24
2024		14,764.00	14,831.00	25,619.00	20,939.62	107,240.20	19,634.21	20,368.80	19,652.38	19,330.38	262,379.59	810,845.35	Red'd 3.15.24
2025		20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	164,969.93	975,815.28	red'd 7.2024 & 8.20
2026	10,321.79	20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	175,291.72	1,151,107.00	Rec'd 9.7.24
2027	10,321.79	20,845.00	20,778.00	25,619.00			19,634.21	40,705.00	19,639.47	17,749.25	175,291.72	1,326,398.72	
2028	10,321.79	24,516.00	24,437.00	30,131.00			19,634.21	40,705.00	19,639.47	17,749.25	187,133.72	1,513,532.44	
2029	13,141.44	24,516.00	24,437.00	30,131.00			19,634.21	38,672.00	19,639.47	17,749.25	187,920.37	1,701,452.81	
2030	13,141.44	24,516.00	24,437.00	30,131.00			29,745.79	36,638.00		17,749.25	176,358.48	1,877,811.29	
2031	13,141.44	20,608.00	20,542.00	25,328.00			29,745.79	36,606.00		17,749.25	163,720.48	2,041,531.77	
2032		20,608.00	20,542.00	25,328.00			29,745.79	36,606.00		17,749.25	150,579.04	2,192,110.81	
2033		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,306,083.85	
2034		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,420,056.89	
2035		20,608.00	20,542.00	25,328.00			29,745.79			17,749.25	113,973.04	2,534,029.93	
2036		20,608.00	20,542.00	25,328.00			59,491.58				125,969.58	2,659,999.51	
2037		20,608.00	20,542.00	25,328.00							66,478.00	2,726,477.51	
2038		20,608.00	20,542.00	25,328.00							66,478.00	2,792,955.51	
Total:	275,037.14	364,866.00	363,807.00	455,905.00	47,784.76	172,968.06	385,517.37	357,259.60	137,489.20	232,321.38	\$ 2,792,955.51		

9.10.24
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TREASURER'S REPORT
For the period of August 1, 2024 to August 31, 2024
Mindy Hemmersbach, County Treasurer

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 26,488,322.55
Wires & Disbursements for Current Month:	\$ 26,450,067.06

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 7,480,162.88	none	5.62%
State Investment Pool		\$ 2,580,217.45	none	5.41%
Citizens First Bank MM		\$ 3,166,715.47	none	
River Bank MM		\$ 3,558,236.08	none	4.58%
River Bank - CD		\$ 1,039,606.36	11/21/2024	5.32%
River Bank - CD		\$ 1,039,606.36	11/21/2024	5.32%
River Bank - CD		\$ 1,039,606.36	11/21/2024	5.32%
River Bank - CD		\$ 1,024,866.89	2/8/2025	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%
TOTAL GENERAL FUND INVESTMENTS		\$ 23,429,017.85		

GENERAL FUND BALANCES	
Month End Balance	\$ -
Outstanding Checks	\$ (531,321.27)
Outstanding Deposits	\$ 109,094.49
General Fund Investments	\$ 23,429,017.85
Totals	\$ 23,006,791.07

TOTAL GENERAL FUND AS OF August 2023	\$ 24,127,458.26
General fund is down from a year ago:	\$ (1,120,667.19)

DELINQUENT TAXES	
Delinquent Taxes in August 2024 were:	\$ 1,833,988.72
Delinquent Taxes in August 2023 were:	\$ 1,582,059.69
Delinquent Taxes are up from one year ago:	\$ 251,929.03

SALES & USE TAX	
Sales tax received August 2024	\$ 3,345,015.35
Sales tax is for the months of Nov thru June 2024	
Sales tax received August 2023	\$ 3,279,403.88
Sales tax is for the months of Nov thru June 2023	
SALES TAX IS UP FROM ONE YEAR AGO:	\$ 65,611.47

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 August 1, 2024 to August 31, 2024
Mindy Hemmersbach, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
State Bank-History Room MMI		\$ 72,788.07	None	5.62%
State Bank-History Room MMII		\$ 17,279.04	None	5.62%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 2,326,358.60	None	
State Bank-Wegner Grotto Trust		\$ 414,805.50	None	5.62%
Wegner Grotto Endowment-Raymond James		\$ 476,397.44	None	
Haney Fund				
State Bank of Sparta MM		\$ 1,038.16	None	5.62%
Transportation - ADRC				
State Bank-ADRC Transportation		\$ 41,272.36	None	5.62%
Jail Assessment				
Bank First MM		\$ 239,308.77	None	5.03%
Monroe County Land Information Board				
Bank First MM		\$ 100,021.81	None	5.03%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 223,457.94	11/29/2024	4.40196%
		\$ 225,928.19	11/29/2024	4.40196%
		\$ 228,152.36	11/29/2024	4.40196%
		\$ 239,342.01	11/29/2024	4.40196%
State Bank - Facility Reserve-MM		\$ 3,772.18	None	5.62%
State Bank - ICS		\$ 1,640,160.61	None	5.312%
Section 125 Plan				
State Bank of Sparta		\$ 38,717.64	None	5.62%
Worker's Comp				
State Bank of Sparta		\$ 2,330,992.21	None	5.62%
Self Funded - Employee Insurance				
State Bank of Sparta		\$ 1,262,314.12	None	5.62%
American Rescue Plan				
State Bank of Sparta		\$ 2,699,485.76	None	5.62%
Opioid Funds				
River Bank MM		\$ 864,172.03	None	4.58%
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 13,445,764.80		

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		\$ 2,027,801.01	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		

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	\$ 23,429,017.85	\$ 518,429.80 Sales Tax for June 2024	\$ 1,833,988.72
September		Sales Tax for July 2024	NOW INCLUDES ALL YEARS DELINQUENT TAXES
October		Sales Tax for Aug. 2024	
November		Sales Tax for Sept. 2024	
December		Sales Tax for Oct. 2024	

\$ 3,345,015.35 ← 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	\$ 22,744,070.43	\$ 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

FINANCE

FOR 2024 08		JOURNAL DETAIL 2024 8 TO 2024 8						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
11520000 TREASURER								
11520000 461900 OTH TREAS	-3,000	0	-3,000	-2,556.37	.00	-443.63	85.2%*	
2024/08/000768 08/30/2024 GEN	-18.75 REF					SALES TAX FOR JULY 2024		
TOTAL UNDEFINED ROLLUP CODE	-3,000	0	-3,000	-2,556.37	.00	-443.63	85.2%	
TR100 SALARIES & FRINGE BENEFITS								
11520000 511000 SALARIES	217,439	-470	216,969	129,129.86	.00	87,839.14	59.5%	
2024/08/000206 08/09/2024 PRJ	8,262.50 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
2024/08/000638 08/23/2024 PRJ	8,262.50 REF 240823					WARRANT=240823 RUN=1 BI-WEEKL		
11520000 511200 OVERTIME	600	0	600	16.50	.00	583.50	2.8%	
2024/08/000206 08/09/2024 PRJ	16.50 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
11520000 515005 RETIREMENT	14,978	-67	14,911	8,867.83	.00	6,043.17	59.5%	
2024/08/000206 08/09/2024 PRJ	571.25 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
2024/08/000638 08/23/2024 PRJ	570.11 REF 240823					WARRANT=240823 RUN=1 BI-WEEKL		
11520000 515010 SOC SEC	13,524	-51	13,473	7,141.64	.00	6,331.36	53.0%	
2024/08/000206 08/09/2024 PRJ	437.23 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
2024/08/000638 08/23/2024 PRJ	438.98 REF 240823					WARRANT=240823 RUN=1 BI-WEEKL		
11520000 515015 MEDICARE	3,164	-14	3,150	1,670.21	.00	1,479.79	53.0%	
2024/08/000206 08/09/2024 PRJ	102.26 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
2024/08/000638 08/23/2024 PRJ	102.66 REF 240823					WARRANT=240823 RUN=1 BI-WEEKL		
11520000 515020 HLTH INS	108,156	0	108,156	64,218.38	.00	43,937.62	59.4%	
2024/08/000206 08/09/2024 PRJ	4,406.35 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL		
2024/08/000638 08/23/2024 PRJ	4,406.35 REF 240823					WARRANT=240823 RUN=1 BI-WEEKL		

FINANCE

FOR 2024 08 JOURNAL DETAIL 2024 8 TO 2024 8

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11520000 515025 DENTAL INS	3,592	0	3,592	2,168.91	.00	1,423.09	60.4%
2024/08/000206 08/09/2024 PRJ	299.16 REF 240809				WARRANT=240809	RUN=1 BI-WEEKL	
11520000 515030 LIFE INS	72	0	72	43.50	.00	28.50	60.4%
2024/08/000206 08/09/2024 PRJ	6.00 REF 240809				WARRANT=240809	RUN=1 BI-WEEKL	
11520000 515040 WORK COMP	115	0	115	65.91	.00	49.09	57.3%
2024/08/000206 08/09/2024 PRJ	4.23 REF 240809				WARRANT=240809	RUN=1 BI-WEEKL	
2024/08/000638 08/23/2024 PRJ	4.22 REF 240823				WARRANT=240823	RUN=1 BI-WEEKL	
TOTAL SALARIES & FRINGE BENEFITS	361,640	-602	361,038	213,322.74	.00	147,715.26	59.1%

TR200 OFFICE ADMINISTRATIVE COSTS

11520000 521405 BANK SERV	7,200	0	7,200	4,866.97	.00	2,333.03	67.6%
2024/08/000242 08/09/2024 API	723.32 VND 010677 IN S. CHARGE JULY 2024			STATE BANK FINANCIAL JULY 2024 ACCOUNT		1075702	
11520000 531000 OFFIC SUPL	2,500	0	2,500	727.29	.00	1,772.71	29.1%
2024/08/000446 08/16/2024 API	222.36 VND 001824 IN 6009132271			STAPLES ADVANTAGE	OFFICE SUPPLIES	1075805	
11520000 531050 POSTAGE	6,000	0	6,000	1,653.15	.00	4,346.85	27.6%
11520000 532000 BK/PUB/SUB	0	0	0	680.21	.00	-680.21	100.0%*
TOTAL OFFICE ADMINISTRATIVE COSTS	15,700	0	15,700	7,927.62	.00	7,772.38	50.5%

TR300 TECHNOLOGY & EQUIPMENT

11520000 522025 TELEPHONE	531	-507	24	67.84	.00	-43.84	282.7%*
2024/08/000441 08/09/2024 API	6.74 VND 016567 IN 714300 JULY 2024			LVT CORP	ACCT #8100 8/1/24	1075779	

FINANCE

FOR 2024 08			JOURNAL DETAIL 2024 8 TO 2024 8					
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
11520000 553100 EQUIP SERV	6,434	0	6,434	2,354.11	.00	4,079.89	36.6%	
2024/08/000236 08/02/2024 API	242.83 VND 002162 IN 33759959			CANON FINANCIAL SERV CONTRACT NUMBER 14			12653	
2024/08/000668 08/23/2024 API	14.93 VND 006687 IN 4771017			LOFFLER COMPANIES IN CONTRACT CHARGES 0			12809	
2024/08/000814 08/23/2024 API	242.83 VND 002162 IN 34400928			CANON FINANCIAL SERV CONTRACT NUMBER 14			12834	
2024/08/000814 08/23/2024 API	36.17 VND 006687 IN 4773003			LOFFLER COMPANIES IN CONTRACT CHARGES 0			12844	
TOTAL TECHNOLOGY & EQUIPMENT	6,965	-507	6,458	2,421.95	.00	4,036.05	37.5%	
TR350 IT POOL								
11520000 599000 IT POOL	439	0	439	439.00	.00	.00	100.0%	
TOTAL IT POOL	439	0	439	439.00	.00	.00	100.0%	
TR400 CONF / EDUCATION & TRAVEL								
11520000 533010 CONF/SEM	2,433	0	2,433	1,193.40	.00	1,239.60	49.1%	
11520000 533200 MILEAGE	884	0	884	425.75	.00	458.25	48.2%	
TOTAL CONF / EDUCATION & TRAVEL	3,317	0	3,317	1,619.15	.00	1,697.85	48.8%	
TR600 PROGRAM COSTS								
11520000 531020 OFFIC ASR	5,300	0	5,300	.00	.00	5,300.00	.0%	
11520000 533210 MLG ASR	250	0	250	.00	.00	250.00	.0%	
11520000 556000 REF TX CNT	13,000	177,731	190,731	189,794.50	.00	936.00	99.5%	

FINANCE

FOR 2024 08			JOURNAL DETAIL 2024 8 TO 2024 8					
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
11520 TREASURER	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL	
11520000 556100 UNCOLL TAX	1,000	0	1,000	.00	.00	1,000.00	.0%	
TOTAL PROGRAM COSTS	19,550	177,731	197,281	189,794.50	.00	7,486.00	96.2%	
TOTAL TREASURER	404,611	176,622	581,233	412,968.59	.00	168,263.91	71.1%	
TOTAL TREASURER	404,611	176,622	581,233	412,968.59	.00	168,263.91	71.1%	
TOTAL REVENUES	-3,000	0	-3,000	-2,556.37	.00	-443.63		
TOTAL EXPENSES	407,611	176,622	584,233	415,524.96	.00	168,707.54		

FINANCE

FOR 2024 08		JOURNAL DETAIL 2024 8 TO 2024 8						
ACCOUNTS FOR:		ORIGINAL APPROP	TRNFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11521	TAX DEEDS							
11521000 TAX DEEDS								
11521000	418900 TX DEED R	-2,500	0	-2,500	-1,050.00	.00	-1,450.00	42.0%*
	2024/08/000785 08/28/2024 CRP	-350.00	REF 129763				141-00265-1800 - SALE	
	2024/08/000785 08/28/2024 CRP	-700.00	REF 129764				185-01455-0252 & 0253 - S	
	TOTAL UNDEFINED ROLLUP CODE	-2,500	0	-2,500	-1,050.00	.00	-1,450.00	42.0%
TX600 PROGRAM COSTS								
11521000	539200 TX DEED EX	15,000	0	15,000	30.00	.00	14,970.00	.2%
	TOTAL PROGRAM COSTS	15,000	0	15,000	30.00	.00	14,970.00	.2%
	TOTAL TAX DEEDS	12,500	0	12,500	-1,020.00	.00	13,520.00	-8.2%
	TOTAL TAX DEEDS	12,500	0	12,500	-1,020.00	.00	13,520.00	-8.2%
	TOTAL REVENUES	-2,500	0	-2,500	-1,050.00	.00	-1,450.00	
	TOTAL EXPENSES	15,000	0	15,000	30.00	.00	14,970.00	

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	\$	23,006,791	\$ (1,120,667)
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.

9/12/2024

Diane Erickson Monroe County Finance Director

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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	\$	85.50	
Dog Control 14195000 485000/579200	\$	68,444.70	
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	\$	1,252.40	
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 5791	\$	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	\$	5,575.00	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	\$	10,423.89
Youth Development Agent 15620615 579100	\$	9,527.40

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	\$	369,903.59

General Fund Total **\$ 2,441,409.12**

Proprietary & Internal Service Funds

Debt Service Fund - Resolution 06-13-02	\$	1,145,487.49	
Capital Project(s) 47100000 582950	\$	410,313.53	
Nonlapsing Technology Pool 71490000 599000	\$	555,555.25	
Hwy-Capital Equipment 73310281 581000	\$	1,995,670.01	Resolution 05-24-05
Hwy-Capital Bldgs & Imprvmts 73310283 580500	\$	59,143.94	
Hwy-Capital Hwy Improvemts 73330319 534005	\$	4,649,313.80	

Proprietary, Debt & Internal Service Funds **\$ 8,815,484.02**

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

9/12/2024

Diane Erickson Monroe County Finance Director

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MONROE COUNTY MINIMUM FUND BALANCE POLICY

August 2024

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

General and Special Fund Balance MM/ICS -	\$	16,363,105.10
General Fund CD's	\$	6,643,685.97
Total General Fund	\$	23,006,791.07

General and Special Revenue Fund Cash Balance 8/31/24 **\$ 11,423,600.33**

General Fund Restricted Total	\$	623,481.85
General Fund Committed Total	\$	112,929.32
General Fund Assigned Total	\$	1,704,997.95
General Fund Restricted, Committed and Assigned Funds Total:	\$	2,441,409.12

General Fund cash balance less Restricted, Committed and Assigned Funds: **\$ 8,982,191.21**

Proprietary, Debt & Internal Service Funds Cash:	\$	11,583,190.74
Proprietary, Debt & Internal Service Funds Committed:	\$	8,815,484.02
Proprietary, Debt & Internal Service Funds Cash Less Committed:	\$	2,767,706.72

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

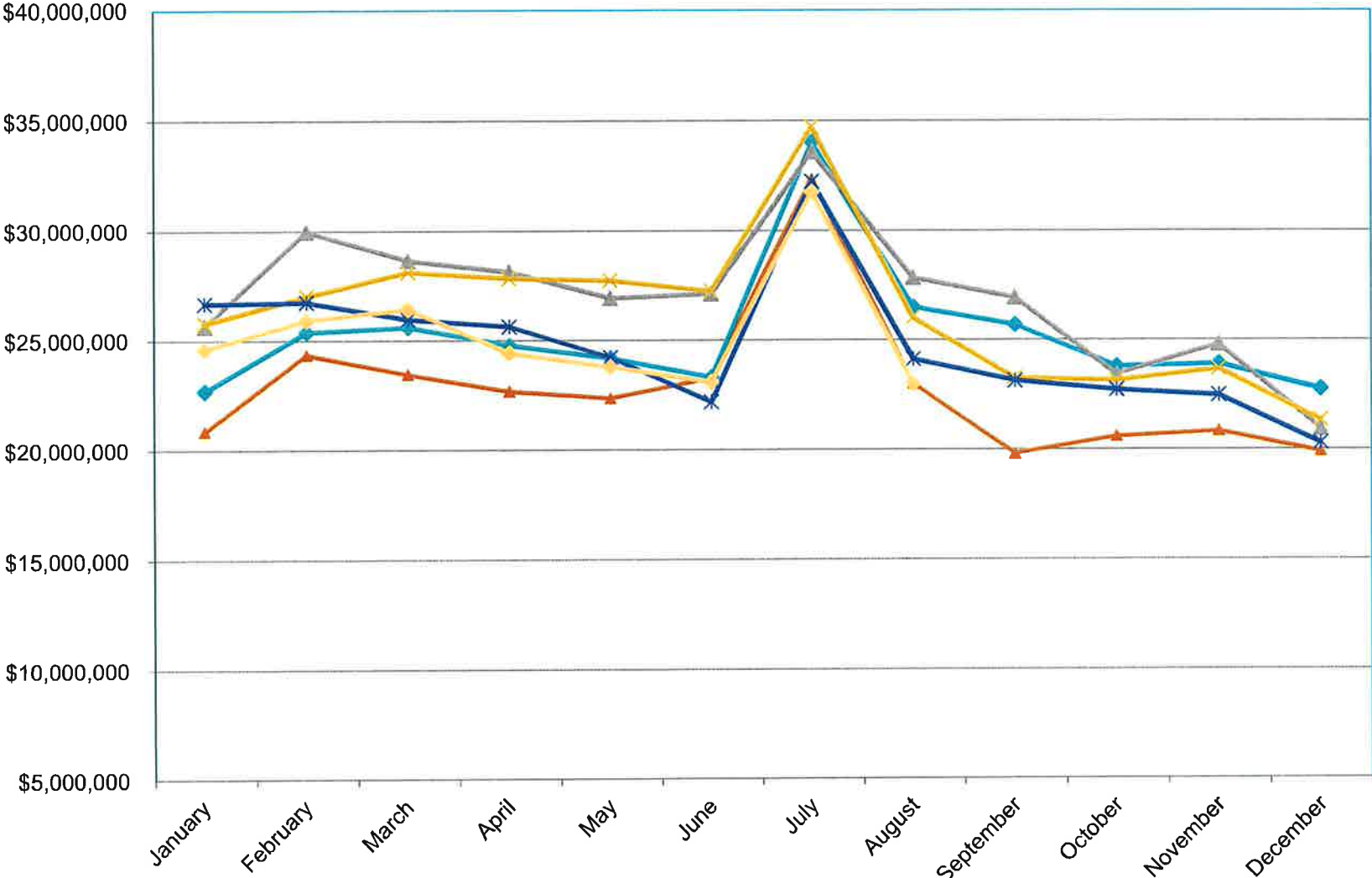
General Fund Cash Balance Over/(Under) Minimum Fund Balance Amount **\$ 41,526.81**

9/12/2024

Diane Erickson Monroe County Finance Director

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

County Total General Fund Cash Balance



2019 2020 2021 2022 2023 2024

9/12/2024

Diane Erickson

Monroe County Finance Director

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FINANCIAL DATA THROUGH AUGUST 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	12,047,677	47.76%	25,503,492	11,366,162	44.57%
1110 - COUNTY BOARD	0	0		0	0	0.00%
1121 - CIRCUIT COURT	248,225	238,696	96.16%	248,915	242,621	97.47%
1122 - CLERK OF COURT	569,210	402,456	70.70%	574,335	414,866	72.23%
1124 - FAMILY COURT COMMISSIONER	5,020	2,840	56.57%	5,000	2,540	50.80%
1127 - MEDICAL EXAMINER	44,905	35,157	78.29%	49,237	30,544	62.03%
1131 - DISTRICT ATTORNEY	79,171	29,977	37.86%	70,606	36,291	51.40%
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	26,301	101.08%	30,675	20,626	67.24%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	796,643	455,615	57.19%	817,679	492,115	60.18%
1152 - TREASURER	12,000	3,581	29.84%	5,500	3,606	65.57%
1160 - MAINTENANCE	1	1	100.00%	1,801	1	0.06%
1171 - REGISTER OF DEEDS	384,647	210,266	54.66%	387,326	214,130	55.28%
1172 - SURVEYOR	1,890	750	39.68%	1,500	1,200	80.00%
1175 - LAND RECORDS	178,127	136,259	76.50%	368,377	132,511	35.97%
1210 - SHERIFF DEPARTMENT	165,209	166,980	101.07%	104,414	123,207	118.00%
1270 - JAIL	99,305	92,698	93.35%	127,880	92,397	72.25%
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	152,133	33.27%	456,738	141,290	30.93%
1368 - SANITATION	139,500	62,885	45.08%	169,000	71,835	42.51%
1419 - DOG CONTROL	185,048	155,136	83.84%	165,915	160,295	96.61%
1470 - VETERANS SERVICE	34,833	30,278	86.92%	16,913	16,913	100.00%
1512 - LOCAL HISTORY ROOM	90,970	20,728	22.79%	126,045	34,986	27.76%
1520 - PARKS	231,305	177,741	76.84%	233,279	187,084	80.20%
1530 - SNOWMOBILE	481,300	257,177	53.43%	276,865	158,523	57.26%
1560 - UW-EXTENSION	12,564	4,218	33.57%	5,463	7,088	129.76%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	18,337	1,000	100.00%	8,185	8,939	100.00%
1691 - FORESTRY	175,535	96,001	54.69%	178,100	200,385	112.51%
1694 - LAND CONSERVATION	552,978	65,919	11.92%	627,793	241,490	38.47%
1698 - ZONING	39,824	36,586	91.87%	45,246	31,456	69.52%
1700 - CAPITAL OUTLAY	169,800	24,401	14.37%	88,050	52,500	59.63%
100 - GENERAL FUND Total	30,560,508	14,932,582	48.86%	30,801,430	14,468,125	46.97%
213 - CHILD SUPPORT	684,166	343,458	50.20%	714,323	409,186	57.28%
241 - HEALTH DEPARTMENT	1,510,765	807,189	53.43%	1,472,924	819,263	55.62%
249 - HUMAN SERVICES	20,032,913	10,056,528	50.20%	18,081,746	10,647,471	58.89%
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%	1,828,054	0	100.00%
633 - SOLID WASTE	3,653,328	1,322,569	36.20%	5,919,142	1,704,209	28.79%
642 - ROLLING HILLS	10,000,467	5,889,172	58.89%	11,726,371	5,799,214	49.45%
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	4,768,465	61.54%	8,171,545	6,883,246	84.23%
719 - WORKERS COMPENSATION	345,320	188,801	54.67%	347,620	203,097	58.43%
732 - HIGHWAY	20,857,740	8,864,237	42.50%	20,899,546	8,701,163	41.63%
820 - JAIL ASSESSMENT	131,689	52,821	40.11%	100,000	55,885	55.89%
830 - LOCAL HISTORY ROOM	90,970	181,252	199.24%	126,045	427,281	338.99%
856 - M.M. HANEY TRUST	0	1	100.00%	0	52	100.00%
Grand Total	103,275,602	52,740,966	51.07%	105,981,685	54,071,759	51.02%

This is 8 out of 12 months

66.67%

FINANCIAL DATA THROUGH AUGUST 31, 2024

Account Type	Expense			2024		
	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%	4,664,052	602,342	100.00%
1000 - GENERAL GOVERNMENT	2,027,308	0	0.00%	1,083,975	0	0.00%
1110 - COUNTY BOARD	123,555	77,003	62.32%	128,429	74,277	57.83%
1121 - CIRCUIT COURT	677,470	373,278	55.10%	690,668	426,082	61.69%
1122 - CLERK OF COURT	881,629	498,023	56.49%	926,174	518,520	55.99%
1124 - FAMILY COURT COMMISSIONER	40,800	23,800	58.33%	40,800	23,800	58.33%
1127 - MEDICAL EXAMINER	278,749	148,645	53.33%	282,786	146,548	51.82%
1131 - DISTRICT ATTORNEY	758,760	445,415	58.70%	771,404	463,762	60.12%
1132 - CORPORATION COUNSEL	339,538	189,960	55.95%	317,703	201,286	63.36%
1141 - ADMINISTRATOR	243,325	152,381	62.62%	255,469	155,950	61.04%
1142 - COUNTY CLERK	304,488	210,631	69.18%	392,806	208,355	53.04%
1143 - PERSONNEL	406,367	191,584	47.15%	424,312	189,770	44.72%
1151 - FINANCE DEPARTMENT	1,284,721	786,792	61.24%	1,334,733	793,714	59.47%
1152 - TREASURER	377,641	224,080	59.34%	599,233	415,555	69.35%
1160 - MAINTENANCE	1,221,680	684,367	56.02%	1,104,561	646,958	58.57%
1171 - REGISTER OF DEEDS	317,601	157,770	49.68%	359,103	169,155	47.11%
1172 - SURVEYOR	20,781	20,360	73.29%	27,781	24,098	86.74%
1175 - LAND RECORDS	182,851	92,168	50.41%	372,405	295,956	79.47%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	566,630	689,666	121.71%	593,795	761,241	128.20%
1210 - SHERIFF DEPARTMENT	3,580,121	2,192,352	61.24%	3,739,512	2,303,559	61.60%
1270 - JAIL	3,260,921	1,908,930	58.54%	3,400,110	2,067,839	60.82%
1290 - EMERGENCY MANAGEMENT	180,620	96,283	53.31%	202,235	121,277	59.97%
1293 - DISPATCH CENTER	1,376,692	828,660	60.19%	1,487,680	869,529	58.45%
1295 - JUSTICE DEPARTMENT	1,213,022	703,337	57.98%	1,258,192	725,116	57.63%
1368 - SANITATION	263,120	113,419	43.11%	296,335	133,232	44.96%
1419 - DOG CONTROL	313,543	132,350	42.21%	302,830	146,328	48.32%
1470 - VETERANS SERVICE	238,653	133,933	56.12%	229,155	133,426	58.23%
1511 - LIBRARY	459,426	459,426	100.00%	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	252,708	126,476	50.05%	310,105	143,744	46.35%
1520 - PARKS	223,389	117,857	52.76%	233,582	121,490	52.01%
1530 - SNOWMOBILE	481,300	143,152	29.74%	276,865	152,859	55.21%
1560 - UW-EXTENSION	178,008	63,965	35.93%	178,765	96,107	53.76%
1614 - CONSERV RESERVE ENHANCE PROGR	21,420	1,446	6.75%	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	1,768,020	1,701,977	96.26%	81,482	29,446	36.14%
1691 - FORESTRY	186,857	93,321	49.94%	258,157	93,173	36.09%
1694 - LAND CONSERVATION	1,251,112	382,194	30.55%	1,348,181	414,622	30.75%
1698 - ZONING	166,600	91,264	54.78%	179,225	106,584	59.47%
1700 - CAPITAL OUTLAY	3,005,685	1,189,994	39.59%	2,143,144	495,848	23.14%
100 - GENERAL FUND Total	30,560,508	17,320,109	56.67%	30,801,430	14,757,258	47.91%
213 - CHILD SUPPORT	684,166	426,477	62.34%	714,323	432,269	60.51%
241 - HEALTH DEPARTMENT	1,510,765	756,014	50.04%	1,472,924	782,476	53.12%
249 - HUMAN SERVICES	20,032,913	9,900,865	49.42%	18,081,746	11,767,987	65.08%
310 - DEBT SERVICE	4,007,994	2,471,945	61.68%	3,618,653	2,471,964	68.31%
410 - CAPITAL PROJECTS	1,534,623	0	100.00%	1,828,054	1,417,740	77.55%
633 - SOLID WASTE	3,653,328	1,381,582	37.82%	5,919,142	1,831,628	30.94%
642 - ROLLING HILLS	10,000,467	5,964,553	59.64%	11,726,371	6,877,593	58.65%
714 - INFORMATION SYSTEMS	1,428,148	784,963	54.96%	1,536,986	1,000,567	65.10%
715 - INFORMATION TECHNOLOGY POOL	688,301	67,212	9.76%	637,299	77,509	12.16%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,748,669	3,781,640	48.80%	8,171,545	5,059,172	61.91%
719 - WORKERS COMPENSATION	345,320	235,501	68.20%	347,620	183,462	52.78%
732 - HIGHWAY	20,857,740	7,063,911	33.87%	20,899,546	6,154,677	29.45%
820 - JAIL ASSESSMENT	131,689	48,616	36.92%	100,000	95,165	95.16%
830 - LOCAL HISTORY ROOM	90,970	20,728	22.79%	126,045	34,986	27.76%
Grand Total	103,275,602	50,224,116	48.63%	105,981,685	52,944,453	49.96%

FINANCIAL DATA THROUGH AUGUST 31, 2024

Account Type

Salary & Fringe Expense

	2023			2024		
	Total Annual Budget	Month Actual	2023 Actual to Annual Budget %	Total Annual Budget	Month Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	78,067	44,980	57.62%	80,777	37,257	46.12%
1121 - CIRCUIT COURT	396,509	250,867	63.27%	417,496	261,252	62.58%
1122 - CLERK OF COURT	627,543	387,084	61.68%	632,952	390,538	61.70%
1127 - MEDICAL EXAMINER	179,594	111,465	62.06%	187,835	113,219	60.28%
1131 - DISTRICT ATTORNEY	728,604	432,407	59.35%	740,611	452,084	61.04%
1132 - CORPORATION COUNSEL	328,440	184,234	56.09%	308,137	197,327	64.04%
1141 - ADMINISTRATOR	233,305	147,119	63.06%	245,403	151,384	61.69%
1142 - COUNTY CLERK	220,705	140,602	63.71%	234,242	129,965	55.48%
1143 - PERSONNEL	242,721	153,379	63.19%	258,971	157,891	60.97%
1151 - FINANCE DEPARTMENT	1,214,820	723,738	59.58%	1,264,445	730,355	57.76%
1152 - TREASURER	312,284	200,090	64.07%	361,038	213,323	59.09%
1160 - MAINTENANCE	403,057	253,961	63.01%	403,568	271,151	67.19%
1171 - REGISTER OF DEEDS	241,543	134,323	55.61%	225,892	143,313	63.44%
1175 - LAND RECORDS	83,665	52,768	63.07%	87,152	54,620	62.67%
1210 - SHERIFF DEPARTMENT	3,133,785	1,956,531	62.43%	3,265,069	2,050,075	62.79%
1270 - JAIL	2,394,140	1,415,738	59.13%	2,486,768	1,537,865	61.84%
1290 - EMERGENCY MANAGEMENT	147,895	91,012	61.54%	162,315	101,866	62.76%
1293 - DISPATCH CENTER	1,147,372	663,715	57.85%	1,251,363	703,454	56.22%
1295 - JUSTICE DEPARTMENT	808,595	505,114	62.47%	863,536	531,385	61.54%
1368 - SANITATION	197,071	106,058	53.82%	209,071	122,547	58.61%
1419 - DOG CONTROL	178,775	107,500	60.13%	187,030	112,892	60.36%
1470 - VETERANS SERVICE	192,200	120,795	62.85%	199,545	123,777	62.03%
1512 - LOCAL HISTORY ROOM	162,035	101,357	62.55%	224,539	122,298	54.47%
1520 - PARKS	162,482	96,271	59.25%	165,552	87,066	52.59%
1560 - UW-EXTENSION	118,921	42,957	36.12%	123,189	68,901	55.93%
1691 - FORESTRY	65,936	42,487	64.44%	88,146	34,174	38.77%
1694 - LAND CONSERVATION	477,516	268,739	56.28%	514,528	318,288	61.86%
1698 - ZONING	144,886	83,357	57.53%	153,516	92,619	60.33%
100 - GENERAL FUND Total	14,622,466	8,818,647	60.31%	15,342,686	9,310,886	60.69%
213 - CHILD SUPPORT	624,209	391,981	62.80%	661,491	401,951	60.76%
241 - HEALTH DEPARTMENT	1,304,139	701,002	53.75%	1,275,822	697,122	54.64%
249 - HUMAN SERVICES	6,726,647	4,164,407	61.91%	7,772,951	4,745,332	61.05%
633 - SOLID WASTE	166,273	105,954	63.72%	173,300	109,727	63.32%
642 - ROLLING HILLS	6,588,341	3,718,988	56.45%	7,898,037	4,420,577	55.97%
714 - INFORMATION SYSTEMS	384,684	244,174	63.47%	405,232	256,744	63.36%
732 - HIGHWAY	4,076,762	2,594,096	63.63%	4,202,626	2,616,954	62.27%
Grand Total	34,493,521	20,739,250	60.13%	37,732,145	22,559,292	59.79%

This is 8 out of 12 months Insurance and 17/26 Payrolls

HISTORIC YEAR COMPARISON

Account Type

REVENUE

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	577,514	0	548,619	0	0	100.00%
1000 - GENERAL GOVERNMENT	16,733,083	23,345,907	17,012,135	25,503,492	11,366,162	44.57%
1110 - COUNTY BOARD	0	0	0	0	0	0.00%
1121 - CIRCUIT COURT	304,834	282,557	272,779	248,915	242,621	97.47%
1122 - CLERK OF COURT	615,169	609,623	594,330	574,335	414,866	72.23%
1124 - FAMILY COURT COMMISSIONER	5,020	5,760	4,680	5,000	2,540	50.80%
1127 - MEDICAL EXAMINER	42,000	47,199	53,835	49,237	30,544	62.03%
1131 - DISTRICT ATTORNEY	80,871	76,580	75,155	70,606	36,291	51.40%
1132 - CORPORATION COUNSEL	0	0	0	0	0	100.00%
1141 - ADMINISTRATOR	0	0	0	0	0	100.00%
1142 - COUNTY CLERK	72,530	33,344	36,981	30,675	20,626	67.24%
1143 - PERSONNEL	0	0	0	0	0	100.00%
1151 - FINANCE DEPARTMENT	662,953	640,364	733,079	817,679	492,115	60.18%
1152 - TREASURER	4,947	4,035	4,856	5,500	3,606	65.57%
1160 - MAINTENANCE	1,050	1	47,001	1,801	1	0.06%
1171 - REGISTER OF DEEDS	442,283	375,178	322,126	387,326	214,130	55.28%
1172 - SURVEYOR	1,800	1,860	1,380	1,500	1,200	80.00%
1175 - LAND RECORDS	176,874	134,755	154,847	368,377	132,511	35.97%
1210 - SHERIFF DEPARTMENT	170,041	127,860	224,434	104,414	123,207	118.00%
1270 - JAIL	237,971	128,127	159,299	127,880	92,397	72.25%
1290 - EMERGENCY MANAGEMENT	80,712	79,480	68,245	82,938	1	0.00%
1293 - DISPATCH CENTER	712	58	17,475	24,165	17,475	100.00%
1295 - JUSTICE DEPARTMENT	306,636	346,769	403,869	456,738	141,290	30.93%
1368 - SANITATION	107,199	123,973	89,500	169,000	71,835	42.51%
1419 - DOG CONTROL	170,926	166,137	203,421	165,915	160,295	96.61%
1470 - VETERANS SERVICE	12,153	12,650	34,833	16,913	16,913	100.00%
1512 - LOCAL HISTORY ROOM	23,884	37,761	45,601	126,045	34,986	27.76%
1520 - PARKS	235,559	216,549	230,764	233,279	187,084	80.20%
1530 - SNOWMOBILE	163,428	109,187	254,188	276,865	158,523	57.26%
1560 - UW-EXTENSION	18,575	22,572	11,995	5,463	7,088	129.76%
1614 - CONSERV RESERVE ENHANCE PROGR	20,482	74	0	0	0	0.00%
1670 - ECON DEV COMMERCE & TOURISM	8,500	11,956	10,139	8,185	8,939	100.00%
1691 - FORESTRY	150,482	584,958	221,000	178,100	200,385	112.51%
1694 - LAND CONSERVATION	328,853	524,511	475,674	627,793	241,490	38.47%
1698 - ZONING	784,773	47,980	56,356	45,246	31,456	69.52%
1700 - CAPITAL OUTLAY	0	61,700	24,401	88,050	52,500	59.63%
100 - GENERAL FUND Total	22,541,812	28,159,465	22,392,993	30,801,430	14,468,125	46.97%
213 - CHILD SUPPORT	607,544	641,860	662,854	714,323	409,186	57.28%
241 - HEALTH DEPARTMENT	1,231,961	1,154,824	1,285,974	1,472,924	819,263	55.62%
249 - HUMAN SERVICES	15,815,473	18,835,088	19,906,735	18,081,746	10,647,471	58.89%
310 - DEBT SERVICE	4,913,051	114,953	3,904,472	3,618,653	2,332,864	64.47%
410 - CAPITAL PROJECTS	0	0	1,534,623	1,828,054	0	100.00%
633 - SOLID WASTE	2,937,166	2,758,564	2,975,528	5,919,142	1,704,209	28.79%
642 - ROLLING HILLS	8,143,430	9,518,157	10,500,382	11,726,371	5,799,214	49.45%
714 - INFORMATION SYSTEMS	1,806,990	1,261,543	1,413,989	1,536,986	1,527,192	99.36%
715 - INFORMATION TECHNOLOGY POOL	71,796	62,954	81,658	637,299	93,510	14.67%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,067,174	6,117,349	7,751,741	8,171,545	6,883,246	84.23%
719 - WORKERS COMPENSATION	126,572	207,182	295,101	347,620	203,097	58.43%
732 - HIGHWAY	9,614,392	14,467,404	10,645,346	20,899,546	8,701,163	41.63%
820 - JAIL ASSESSMENT	81,822	81,826	86,165	100,000	55,885	55.88%
830 - LOCAL HISTORY ROOM	425,075	116,422	297,934	126,045	427,281	338.99%
856 - M.M. HANEY TRUST	3	3	51	0	52	100.00%
Grand Total	75,384,257	83,264,750	83,735,445	105,981,685	54,071,759	51.02%

This is 8 out of 12 months

66.67%

HISTORIC YEAR COMPARISON

Account Type

Expense

	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,068,145	2,890,150	0	4,664,052	602,342	100.00%
1000 - GENERAL GOVERNMENT	0	0	0	1,083,975	0	0.00%
1110 - COUNTY BOARD	118,859	115,185	28,508	128,429	74,277	57.83%
1121 - CIRCUIT COURT	617,756	602,295	169,622	690,668	426,082	61.69%
1122 - CLERK OF COURT	681,958	776,912	214,483	926,174	518,520	55.99%
1124 - FAMILY COURT COMMISSIONER	40,800	40,800	10,200	40,800	23,800	58.33%
1127 - MEDICAL EXAMINER	169,587	226,068	70,162	282,786	146,548	51.82%
1131 - DISTRICT ATTORNEY	619,173	692,709	202,519	771,404	463,762	60.12%
1132 - CORPORATION COUNSEL	283,299	266,882	88,192	317,703	201,286	63.36%
1141 - ADMINISTRATOR	222,699	224,657	68,952	255,469	155,950	61.04%
1142 - COUNTY CLERK	453,602	333,231	130,945	392,806	208,355	53.04%
1143 - PERSONNEL	263,636	346,467	94,878	424,312	189,770	44.72%
1151 - FINANCE DEPARTMENT	1,055,083	1,084,786	357,105	1,334,733	793,714	59.47%
1152 - TREASURER	283,038	293,126	94,375	599,233	415,555	69.35%
1160 - MAINTENANCE	831,812	990,921	364,330	1,104,561	646,958	58.57%
1171 - REGISTER OF DEEDS	284,780	282,009	73,376	359,103	169,155	47.11%
1172 - SURVEYOR	27,288	27,437	14,855	27,781	24,098	86.74%
1175 - LAND RECORDS	184,682	130,767	57,707	372,405	295,956	79.47%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	528,402	461,885	426,262	593,795	761,241	128.20%
1210 - SHERIFF DEPARTMENT	3,021,138	3,316,696	1,039,794	3,739,512	2,303,559	61.60%
1270 - JAIL	2,765,958	2,901,747	897,059	3,400,110	2,067,839	60.82%
1290 - EMERGENCY MANAGEMENT	130,703	131,145	41,916	202,235	121,277	59.97%
1293 - DISPATCH CENTER	1,231,782	1,194,224	421,436	1,487,680	869,529	58.45%
1295 - JUSTICE DEPARTMENT	932,015	970,781	313,044	1,258,192	725,116	57.63%
1368 - SANITATION	138,956	184,974	48,950	296,335	133,232	44.96%
1419 - DOG CONTROL	177,718	185,973	58,761	302,830	146,328	48.32%
1470 - VETERANS SERVICE	141,969	167,949	61,783	229,155	133,426	58.23%
1511 - LIBRARY	456,430	388,328	445,711	485,712	485,712	100.00%
1512 - LOCAL HISTORY ROOM	146,993	177,972	57,608	310,105	143,744	46.35%
1520 - PARKS	112,527	120,798	35,225	233,582	121,490	52.01%
1530 - SNOWMOBILE	163,428	109,187	40,000	276,865	152,859	55.21%
1560 - UW-EXTENSION	193,264	168,513	18,751	178,765	96,107	53.76%
1614 - CONSERV RESERVE ENHANCE PROGR	2,000	0	0	19,975	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	26,134	85,654	1,055,164	81,482	29,446	36.14%
1691 - FORESTRY	103,273	181,451	67,333	258,157	93,173	36.09%
1694 - LAND CONSERVATION	620,443	743,517	156,877	1,348,181	414,622	30.75%
1698 - ZONING	844,417	123,899	40,163	179,225	106,584	59.47%
1700 - CAPITAL OUTLAY	433,092	1,154,900	858,017	2,143,144	495,848	23.14%
100 - GENERAL FUND Total	19,376,840	22,093,995	8,124,064	30,801,430	14,757,258	47.91%
213 - CHILD SUPPORT	607,544	645,376	192,852	714,323	432,269	60.51%
241 - HEALTH DEPARTMENT	1,231,961	1,123,586	337,643	1,472,924	782,476	53.12%
249 - HUMAN SERVICES	15,710,118	17,899,534	4,502,981	18,081,746	11,767,987	65.08%
310 - DEBT SERVICE	2,372,572	7,012,618	2,344,604	3,618,653	2,471,964	68.31%
410 - CAPITAL PROJECTS	0	0	0	1,828,054	1,417,740	100.00%
633 - SOLID WASTE	1,193,302	2,389,906	452,346	5,919,142	1,831,628	30.94%
642 - ROLLING HILLS	7,013,578	8,992,656	3,307,011	11,726,371	6,877,593	58.65%
714 - INFORMATION SYSTEMS	1,806,990	1,223,642	349,640	1,536,986	1,000,567	65.10%
715 - INFORMATION TECHNOLOGY POOL	83,241	10,212	20,345	637,299	77,509	12.16%
717 - SELF FUNDED EMPLOYEE INSURANCE	7,371,074	6,325,342	1,324,418	8,171,545	5,059,172	61.91%
719 - WORKERS COMPENSATION	275,666	295,160	104,001	347,620	183,462	52.78%
732 - HIGHWAY	10,248,040	7,378,340	2,942,814	20,899,546	6,154,677	29.45%
820 - JAIL ASSESSMENT	144,863	131,766	27,368	100,000	95,165	95.16%
830 - LOCAL HISTORY ROOM	23,884	37,761	8,455	126,045	34,986	27.76%
Grand Total	67,459,674	75,559,893	24,038,542	105,981,685	52,944,453	49.96%

This is 8 out of 12 months

66.67%

HISTORIC YEAR COMPARISON

Account Type	Salary & Fringe Expense					
	2021 Actual	2022 Actual	2023 Actual	2024 Total Annual Budget	2024 Actual	2024 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	81,185	73,502	77,623	80,777	37,257	46.12%
1121 - CIRCUIT COURT	344,063	364,388	394,972	417,496	261,252	62.58%
1122 - CLERK OF COURT	486,142	546,610	608,432	632,952	390,538	61.70%
1127 - MEDICAL EXAMINER	124,847	141,323	172,811	187,835	113,219	60.28%
1131 - DISTRICT ATTORNEY	602,254	666,876	682,854	740,611	452,084	61.04%
1132 - CORPORATION COUNSEL	278,414	261,750	289,427	308,137	197,327	64.04%
1141 - ADMINISTRATOR	217,611	216,755	232,870	245,403	151,384	61.69%
1142 - COUNTY CLERK	187,734	204,234	217,321	234,242	129,965	55.48%
1143 - PERSONNEL	202,253	222,209	240,759	258,971	157,891	60.97%
1151 - FINANCE DEPARTMENT	1,008,818	1,035,231	1,143,931	1,264,445	730,355	57.76%
1152 - TREASURER	242,820	260,566	312,283	361,038	213,323	59.09%
1160 - MAINTENANCE	318,739	369,943	403,055	403,568	271,151	67.19%
1171 - REGISTER OF DEEDS	226,071	222,261	212,794	225,892	143,313	63.44%
1175 - LAND RECORDS	73,718	78,399	83,407	87,152	54,620	62.67%
1210 - SHERIFF DEPARTMENT	2,586,284	2,815,027	3,015,962	3,265,069	2,050,075	62.79%
1270 - JAIL	2,041,873	2,167,767	2,303,940	2,486,768	1,537,865	61.84%
1290 - EMERGENCY MANAGEMENT	108,222	111,630	145,097	162,315	101,866	62.76%
1293 - DISPATCH CENTER	989,991	971,635	1,010,810	1,251,363	703,454	56.22%
1295 - JUSTICE DEPARTMENT	691,106	681,019	804,441	863,536	531,385	61.54%
1368 - SANITATION	126,595	142,116	168,958	209,071	122,547	58.61%
1419 - DOG CONTROL	134,546	140,472	170,671	187,030	112,892	60.36%
1470 - VETERANS SERVICE	126,502	157,934	191,324	199,545	123,777	62.03%
1512 - LOCAL HISTORY ROOM	122,640	140,564	160,401	224,539	122,298	54.47%
1520 - PARKS	76,336	82,609	156,341	165,552	87,066	52.59%
1560 - UW-EXTENSION	150,419	116,913	87,245	123,189	68,901	55.93%
1691 - FORESTRY	54,463	60,557	65,316	88,146	34,174	38.77%
1694 - LAND CONSERVATION	348,153	377,529	444,058	514,528	318,288	61.86%
1698 - ZONING	98,409	115,126	131,798	153,516	92,619	60.33%
100 - GENERAL FUND Total	12,050,208	12,744,944	13,928,903	15,342,686	9,310,886	60.69%
213 - CHILD SUPPORT	483,798	540,233	616,903	661,491	401,951	60.76%
241 - HEALTH DEPARTMENT	1,026,500	989,253	1,108,052	1,275,822	697,122	54.64%
249 - HUMAN SERVICES	5,243,972	5,619,736	6,663,677	7,772,951	4,745,332	61.05%
633 - SOLID WASTE	136,317	146,328	169,265	173,300	109,727	63.32%
642 - ROLLING HILLS	5,450,320	5,336,488	5,965,056	7,898,037	4,420,577	55.97%
714 - INFORMATION SYSTEMS	277,099	362,106	383,797	405,232	256,744	63.36%
732 - HIGHWAY	3,604,726	3,785,459	4,076,762	4,202,626	2,616,954	62.27%
Grand Total	28,272,941	29,524,547	32,912,414	37,732,145	22,559,292	59.79%

This is 8 out of 12 months Insurance and 17/26 Payrolls

CURRENT YEAR MONTHLY COMPARISON

Account Type	Revenue								2024 Total
	2024 JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	
Actual									
100 - GENERAL FUND									
0000 - UNDEFINED	0	0	0	0	0	0	0	0	0
1000 - GENERAL GOVERNMENT	7,169,894	224,379	487,198	401,334	801,178	475,232	1,051,083	755,866	11,366,162
1110 - COUNTY BOARD	0	0	0	0	0	0	0	0	0
1121 - CIRCUIT COURT	0	4,598	67,926	5,474	7,860	6,568	136,024	14,171	242,621
1122 - CLERK OF COURT	0	39,662	85,065	44,677	47,810	48,260	94,106	55,286	414,866
1124 - FAMILY COURT COMMISSIONER	140	0	160	540	360	380	300	660	2,540
1127 - MEDICAL EXAMINER	2,647	2,959	4,671	4,517	2,503	4,849	4,781	4,117	30,544
1131 - DISTRICT ATTORNEY	0	1,563	999	6,400	685	5,982	251	20,411	36,291
1132 - CORPORATION COUNSEL	0	0	0	0	0	0	0	0	0
1141 - ADMINISTRATOR	0	0	0	0	0	0	0	0	0
1142 - COUNTY CLERK	385	0	440	1,535	14,056	1,545	825	1,840	20,626
1143 - HUMAN RESOURCES	0	0	0	0	0	0	0	0	0
1151 - FINANCE DEPARTMENT	50,182	61,616	63,565	62,496	85,032	59,004	56,390	53,830	492,115
1152 - TREASURER	225	2,021	132	11	67	15	67	1,069	3,606
1160 - MAINTENANCE	1	0	0	0	0	0	0	0	1
1171 - REGISTER OF DEEDS	28,466	20,341	21,602	27,745	32,276	25,475	31,324	26,901	214,130
1172 - SURVEYOR	150	240	30	150	240	60	150	180	1,200
1175 - LAND RECORDS	4,169	3,927	5,041	55,771	4,847	4,400	49,430	4,926	132,511
1210 - SHERIFF DEPARTMENT	28,924	14,554	10,484	5,256	8,676	22,511	28,475	4,328	123,207
1270 - JAIL	26	48,915	6,707	6,316	9,808	6,225	9,760	4,640	92,397
1290 - EMERGENCY MANAGEMENT	0	0	0	69,120	23,908	45,212	0	0	1
1293 - DISPATCH CENTER	0	0	0	17,475	0	0	0	0	17,475
1295 - JUSTICE DEPARTMENT	11,839	11,404	11,253	12,995	32,668	20,097	14,672	26,362	141,290
1368 - SANITATION	5,350	3,915	7,575	10,175	9,050	13,980	11,815	10,575	71,835
1419 - ANIMAL CONTROL	16,037	15,459	45,159	29,275	9,684	8,333	20,982	15,366	160,295
1470 - VETERANS SERVICE	1,100	0	0	0	15,813	0	0	0	16,913
1512 - LOCAL HISTORY ROOM	3,045	1,917	6,182	903	6,911	1,103	13,469	1,456	34,986
1520 - PARKS	76	0	8,778	55,219	29,078	27,936	39,102	26,897	187,084
1530 - SNOWMOBILE	0	0	51,514	0	0	0	0	107,009	158,523
1560 - UW-EXTENSION	1,120	868	1,036	1,484	35	560	505	1,481	7,088
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	0	0	0	384	0	1,700	7,622	0	8,939
1691 - FORESTRY	48,448	12,655	12,502	76,984	1,800	29,632	15,665	2,700	200,385
1694 - LAND CONSERVATION	25,688	6,316	14,159	45,709	129,387	20,231	0	0	241,490
1698 - ZONING	1,100	5,360	4,670	5,256	3,610	3,690	4,400	3,370	31,456
1700 - CAPITAL OUTLAY	0	52,500	0	0	0	0	0	0	52,500
100 - GENERAL FUND Total	7,399,013	535,166	916,847	773,241	1,277,342	832,380	1,590,698	1,143,439	14,468,125
213 - CHILD SUPPORT	1,427	15	83	166,915	62	3,002	142,027	95,654	409,186
241 - HEALTH DEPARTMENT	455,806	13,973	82,690	44,168	29,325	86,153	67,681	39,467	819,263
249 - HUMAN SERVICES	4,316,779	478,605	201,982	829,403	536,045	1,363,171	2,114,483	807,003	10,647,471
310 - DEBT SERVICE	2,291,076	8,366	8,089	6,195	3,907	5,367	9,865	0	2,332,864
410 - CAPITAL PROJECTS	0	0	0	0	0	0	0	0	0
633 - SOLID WASTE	11,364	34,048	208,340	73,943	393,263	453,197	293,659	236,395	1,704,209
642 - ROLLING HILLS	2,019,427	705,979	741,082	708,401	712,512	903,846	5,011	2,956	5,799,214
714 - INFORMATION TECHNOLOGY	1,456,564	0	0	957	69,671	0	0	0	1,527,192
715 - INFORMATION TECHNOLOGY POOL	93,510	0	0	0	0	0	0	0	93,510
717 - SELF FUND EMPLOYEE INSURANCE	(\$1,144,276.73)	(\$567,291.97)	(\$615,395.05)	(\$1,384,014.65)	(\$644,027.69)	(\$800,234.71)	(\$892,687.75)	(\$835,317.65)	(\$6,883,246.20)
719 - WORKERS COMPENSATION	25,164	23,513	24,397	24,437	31,173	24,263	25,081	25,070	203,097
732 - HIGHWAY	5,658,665	21,063	913,344	424,852	239,977	484,003	710,223	249,035	8,701,163
820 - JAIL ASSESSMENT	1,251	7,631	7,556	7,991	8,045	8,055	7,257	8,100	55,885
830 - LOCAL HISTORY ROOM	8,347	33,302	96,990	497	85,545	7,300	109,026	87,268	427,281
856 - M.M. HANEY TRUST	52	0	0	0	0	0	0	0	52
860 - REVOLVING LOAN FUND	0	0	0	0	0	0	0	0	0
Grand Total	24,882,721	2,428,953	3,816,796	4,444,022	4,030,894	4,970,969	5,967,699	3,529,704	54,071,759

CURRENT YEAR MONTHLY COMPARISON

Account Type	Expense								
Actual	2024								2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	
100 - GENERAL FUND									
0000 - UNDEFINED	0	0	0	602,342	0	0	0	0	602,342
1000 - GENERAL GOVERNMENT	0	0	0	0	0	0	0	0	0
1110 - COUNTY BOARD	9,330	9,595	6,972	18,594	10,146	9,411	7,215	3,013	74,277
1121 - CIRCUIT COURT	26,659	50,415	53,561	51,561	72,104	55,148	57,670	58,965	426,082
1122 - CLERK OF COURT	43,459	57,838	53,424	64,069	80,791	81,055	72,012	65,871	518,520
1124 - FAMILY COURT COMMISSIONER	0	3,400	3,400	3,400	3,400	3,400	3,400	3,400	23,800
1127 - MEDICAL EXAMINER	13,944	18,593	18,823	19,627	25,116	14,585	20,714	15,145	146,548
1131 - DISTRICT ATTORNEY	45,120	55,429	56,122	56,585	78,620	58,654	55,364	57,867	463,762
1132 - CORPORATION COUNSEL	19,022	23,760	23,760	24,433	35,858	24,752	24,842	24,859	201,286
1141 - ADMINISTRATOR	15,242	18,210	18,921	16,505	28,019	18,752	18,935	19,365	155,950
1142 - COUNTY CLERK	22,800	14,308	18,837	51,999	21,986	15,459	49,275	13,690	208,355
1143 - HUMAN RESOURCES	15,681	39,138	20,452	23,249	29,079	20,058	22,137	19,976	189,770
1151 - FINANCE DEPARTMENT	99,354	93,598	93,124	96,091	143,103	89,124	96,722	82,597	793,714
1152 - TREASURER	21,002	34,826	28,249	26,648	36,911	30,901	207,637	29,379	415,555
1160 - MAINTENANCE	74,249	76,972	94,449	107,506	81,176	66,554	63,808	82,243	646,958
1171 - REGISTER OF DEEDS	19,183	17,781	23,058	17,706	29,472	22,600	19,613	19,743	169,155
1172 - SURVEYOR	7,115	0	11,020	0	2,923	720	0	2,320	24,098
1175 - LAND RECORDS	26,364	7,534	7,400	122,721	46,420	7,234	7,068	71,217	295,956
1190 - CNTY INS /MRRPC/SMRT/FARM ED	19,507	399,199	0	44,181	22,848	221,740	31,281	22,484	761,241
1210 - SHERIFF DEPARTMENT	225,751	260,639	280,571	289,921	383,559	289,567	277,195	296,355	2,303,559
1270 - JAIL	230,652	223,734	237,999	289,098	332,814	228,020	298,101	227,420	2,067,839
1290 - EMERGENCY MANAGEMENT	23,907	13,143	12,677	13,250	17,541	15,083	12,491	13,185	121,277
1293 - DISPATCH CENTER	144,401	95,104	94,918	91,584	135,779	105,157	107,755	94,831	869,529
1295 - JUSTICE DEPARTMENT	54,194	85,964	91,174	84,489	129,923	89,701	94,504	95,167	725,116
1368 - SANITATION	14,522	17,204	23,079	12,754	17,903	12,755	16,985	18,030	133,232
1419 - ANIMAL CONTROL	11,723	17,676	17,320	17,154	23,428	21,649	18,420	18,957	146,328
1470 - VETERANS SERVICE	12,299	15,411	20,631	15,533	23,846	15,579	14,669	15,459	133,426
1511 - LIBRARY	485,712	0	0	0	0	0	0	0	485,712
1512 - LOCAL HISTORY ROOM	11,565	17,458	14,991	16,879	22,965	22,060	17,809	20,018	143,744
1520 - PARKS	6,041	6,958	14,456	12,627	25,133	18,164	17,595	20,517	121,490
1530 - SNOWMOBILE	0	0	0	9,178	0	27	83,654	60,000	152,859
1560 - UW-EXTENSION	3,614	5,342	5,273	5,286	6,852	11,818	36,731	21,191	96,107
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	0	0	0	0	0	0	0
1670 - ECON DEV COMMERCE & TOURISM	675	2,000	7,063	1,000	7,407	1,500	6,270	3,531	29,446
1691 - FORESTRY	11,331	4,677	4,636	29,050	9,026	4,504	23,034	6,915	93,173
1694 - LAND CONSERVATION	38,413	44,094	45,220	66,350	71,361	43,980	56,024	49,180	414,622
1698 - ZONING	10,628	12,643	15,442	11,259	15,316	14,768	13,140	13,389	106,584
1700 - CAPITAL OUTLAY	66,813	1,939	89,050	176,445	38,703	57,048	3,862	61,987	495,848
100 - GENERAL FUND Total	1,830,274	1,744,582	1,506,073	2,491,076	2,009,525	1,691,528	1,855,934	1,628,267	14,757,258
213 - CHILD SUPPORT	44,539	52,836	50,946	51,734	74,158	52,953	52,462	52,642	432,269
241 - HEALTH DEPARTMENT	73,611	92,426	97,888	97,522	133,897	85,840	97,261	104,030	782,476
249 - HUMAN SERVICES	579,493	1,342,489	1,815,350	1,547,577	1,908,289	1,470,680	1,641,839	1,462,270	11,767,987
310 - DEBT SERVICE	0	2,367,341	0	0	0	0	0	104,623	2,471,964
410 - CAPITAL PROJECTS	0	360,000	41,496	170,595	170,000	156,050	219,600	300,000	1,417,740
633 - SOLID WASTE	26,520	54,193	164,411	268,196	252,725	242,541	520,570	302,472	1,831,628
642 - ROLLING HILLS	539,599	1,735,741	623,035	672,318	873,306	650,380	706,562	1,016,651	6,877,593
714 - INFORMATION TECHNOLOGY	187,389	57,707	185,698	111,901	174,183	94,497	141,508	47,683	1,000,567
715 - INFORMATION TECHNOLOGY POOL	2,965	0	1,358	0	0	58,746	7,936	6,504	77,509
717 - SELF FUND EMPLOYEE INSURANCE	\$162,042.93	\$613,962.26	\$694,239.81	\$716,300.07	\$571,621.08	\$744,470.53	\$642,388.20	\$914,147.23	\$5,059,172.11
719 - WORKERS COMPENSATION	1,200	10,200	105,789	37,122	12,231	5,488	10,233	1,200	183,462
732 - HIGHWAY	338,788	1,196,441	818,028	827,050	680,056	615,027	1,085,505	593,782	6,154,677
820 - JAIL ASSESSMENT	720	8,870	19,242	18,879	19,525	4,763	8,134	15,033	95,165
830 - LOCAL HISTORY ROOM	3,045	1,917	6,182	903	6,911	1,103	13,469	1,456	34,986
860 - REVOLVING LOAN FUND	0	0	0	0	0	0	0	0	0
Grand Total	3,790,187	9,638,704	6,129,737	7,011,174	6,886,426	5,874,065	7,063,401	6,550,759	52,944,453

CURRENT YEAR MONTHLY COMPARISON

Account Type SALARY EXPENSE

Actual	2024								2024 Total
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	
100 - GENERAL FUND									
1110 - COUNTY BOARD	607	597	4,958	12,144	7,460	5,335	5,559	597	37,257
1121 - CIRCUIT COURT	26,315	32,063	30,880	32,096	43,893	32,002	32,002	32,002	261,252
1122 - CLERK OF COURT	39,060	46,637	42,125	45,549	64,816	49,566	52,954	49,832	390,538
1127 - MEDICAL EXAMINER	10,878	13,876	14,066	13,733	19,471	14,232	13,862	13,102	113,219
1131 - DISTRICT ATTORNEY	43,353	54,836	54,862	54,490	77,721	56,028	54,202	56,592	452,084
1132 - CORPORATION COUNSEL	18,963	23,368	23,273	24,091	34,409	24,338	24,492	24,392	197,327
1141 - ADMINISTRATOR	14,090	18,153	18,077	18,350	26,922	18,573	18,573	18,645	151,384
1142 - COUNTY CLERK	21,249	13,618	14,878	15,362	21,564	15,341	14,871	13,081	129,965
1143 - HUMAN RESOURCES	15,171	18,932	19,531	19,088	27,028	19,364	19,320	19,456	157,891
1151 - FINANCE DEPARTMENT	72,380	90,837	93,327	92,850	125,981	87,770	84,738	82,463	730,355
1152 - TREASURER	20,239	22,271	26,319	25,004	35,802	27,899	27,899	27,890	213,323
1160 - MAINTENANCE	30,027	33,729	32,025	35,176	46,330	32,556	29,419	31,890	271,151
1171 - REGISTER OF DEEDS	13,626	17,324	17,152	17,415	25,106	17,564	17,564	17,564	143,313
1175 - LAND RECORDS	4,919	6,506	6,422	6,612	10,002	6,720	6,720	6,720	54,620
1210 - SHERIFF DEPARTMENT	196,820	239,897	246,625	248,783	346,990	252,741	260,681	257,536	2,050,075
1270 - JAIL	163,956	187,310	172,078	193,921	259,910	191,540	188,307	180,842	1,537,865
1290 - EMERGENCY MANAGEMENT	9,780	12,754	12,006	12,218	17,491	12,371	12,371	12,876	101,866
1293 - DISPATCH CENTER	67,469	77,144	79,873	80,263	123,463	96,242	96,216	82,784	703,454
1295 - JUSTICE DEPARTMENT	51,234	63,716	64,459	64,961	90,942	63,029	67,912	65,131	531,385
1368 - SANITATION	12,311	15,692	21,348	11,735	16,717	11,862	16,023	16,861	122,547
1419 - ANIMAL CONTROL	10,165	13,813	13,407	13,610	20,594	14,111	13,619	13,554	112,892
1470 - VETERANS SERVICE	11,133	14,835	14,834	15,209	22,876	15,368	14,318	15,203	123,777
1512 - LOCAL HISTORY ROOM	11,536	14,145	14,000	14,967	21,469	14,664	15,497	16,019	122,298
1520 - PARKS	5,710	5,597	10,776	9,944	17,730	12,491	12,556	12,262	87,066
1560 - UW-EXTENSION	3,073	4,090	4,088	4,157	6,300	5,611	35,377	6,206	68,901
1691 - FORESTRY	3,125	4,035	4,239	4,091	6,158	4,213	4,157	4,157	34,174
1694 - LAND CONSERVATION	30,425	38,504	37,967	38,958	57,111	36,403	39,460	39,460	318,288
1698 - ZONING	9,180	11,518	13,981	9,867	13,894	9,980	12,074	12,123	92,619
100 - GENERAL FUND Total	916,827	1,095,797	1,107,574	1,134,645	1,588,150	1,147,912	1,190,743	1,129,239	9,310,886
213 - CHILD SUPPORT	38,458	49,544	48,499	48,800	67,942	49,668	49,422	49,619	401,951
241 - HEALTH DEPARTMENT	69,747	88,610	84,599	80,391	117,490	83,436	89,479	83,370	697,122
249 - HUMAN SERVICES	441,042	567,123	567,615	575,596	825,629	591,720	592,301	584,307	4,745,332
633 - SOLID WASTE	10,414	12,826	12,967	13,905	19,578	13,385	13,399	13,252	109,727
642 - ROLLING HILLS	410,161	530,307	532,949	557,714	743,345	544,459	558,815	542,828	4,420,577
714 - INFORMATION TECHNOLOGY	24,692	30,869	30,630	31,203	44,501	31,616	31,616	31,616	256,744
732 - HIGHWAY	253,308	321,033	305,140	348,552	443,004	312,778	314,290	318,847	2,616,954
Grand Total	2,164,649	2,696,108	2,689,974	2,790,805	3,849,639	2,774,976	2,840,065	2,753,077	22,559,292

FINANCE

FOR 2024 08 JOURNAL DETAIL 2024 8 TO 2024 8

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11510 FINANCE DEPARTMENT							
11510000 FINANCE DEPARTMENT							
11510000 461900 OTH FIN R	-120	0	-120	-15.00	.00	-105.00	12.5%*
2024/08/000379 08/14/2024 CRP	-15.00 REF 129317						
							GARNISHMENT FEE TUCKER
11510000 474600 HS FEE	-528,327	0	-528,327	-309,558.28	.00	-218,768.72	58.6%*
2024/08/000250 08/09/2024 GEN	-12,427.42 REF						FINANCE DEPT CHARGES 240809
2024/08/000250 08/09/2024 GEN	-3,375.79 REF						FINANCE DEPT CHARGES 240809
2024/08/000802 08/23/2024 GEN	-12,151.26 REF						FINANCE DEPT CHARGES 240823
2024/08/000802 08/23/2024 GEN	-3,300.37 REF						FINANCE DEPT CHARGES 240823
11510000 474652 RH FEE	-289,232	0	-289,232	-182,541.32	.00	-106,690.68	63.1%*
2024/08/000250 08/09/2024 GEN	-11,443.63 REF						FINANCE DEPT CHARGES 240809
2024/08/000802 08/23/2024 GEN	-11,116.03 REF						FINANCE DEPT CHARGES 240823
TOTAL UNDEFINED ROLLUP CODE	-817,679	0	-817,679	-492,114.60	.00	-325,564.40	60.2%
FN100 SALARIES & FRINGE BENEFITS							
11510000 511000 SALARIES	822,166	1,558	823,724	480,211.88	.00	343,512.12	58.3%
2024/08/000206 08/09/2024 PRJ	26,124.67 REF 240809						WARRANT=240809 RUN=1 BI-WEEKL
2024/08/000638 08/23/2024 PRJ	26,090.05 REF 240823						WARRANT=240823 RUN=1 BI-WEEKL
11510000 511200 OVERTIME	500	0	500	4,682.90	.00	-4,182.90	936.6%*
2024/08/000206 08/09/2024 PRJ	605.75 REF 240809						WARRANT=240809 RUN=1 BI-WEEKL
2024/08/000638 08/23/2024 PRJ	325.75 REF 240823						WARRANT=240823 RUN=1 BI-WEEKL
11510000 515005 RETIREMENT	56,773	107	56,880	33,457.78	.00	23,422.22	58.8%
2024/08/000206 08/09/2024 PRJ	1,844.41 REF 240809						WARRANT=240809 RUN=1 BI-WEEKL
2024/08/000638 08/23/2024 PRJ	1,822.71 REF 240823						WARRANT=240823 RUN=1 BI-WEEKL
11510000 515010 SOC SEC	51,014	97	51,111	27,205.97	.00	23,905.03	53.2%
2024/08/000206 08/09/2024 PRJ	1,484.82 REF 240809						WARRANT=240809 RUN=1 BI-WEEKL
2024/08/000265 08/09/2024 GEN	-3.10 REF						A. SCHNUR EMP INCENTIVE
2024/08/000638 08/23/2024 PRJ	1,471.93 REF 240823						WARRANT=240823 RUN=1 BI-WEEKL

FINANCE

FOR 2024 08			JOURNAL DETAIL 2024 8 TO 2024 8						
ACCOUNTS FOR:	ORIGINAL	TRNFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT		
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL		
11510000 515015 MEDICARE	11,936	23	11,959	6,362.75	.00	5,596.25	53.2%		
2024/08/000206 08/09/2024 PRJ	347.26 REF 240809							WARRANT=240809 RUN=1 BI-WEEKL	
2024/08/000265 08/09/2024 GEN	-.72 REF							A. SCHNUR EMP INCENTIVE	
2024/08/000638 08/23/2024 PRJ	344.25 REF 240823							WARRANT=240823 RUN=1 BI-WEEKL	
11510000 515020 HLTH INS	309,126	0	309,126	172,057.30	.00	137,068.70	55.7%		
2024/08/000206 08/09/2024 PRJ	10,618.62 REF 240809							WARRANT=240809 RUN=1 BI-WEEKL	
2024/08/000638 08/23/2024 PRJ	10,618.62 REF 240823							WARRANT=240823 RUN=1 BI-WEEKL	
11510000 515025 DENTAL INS	10,456	0	10,456	5,965.80	.00	4,490.20	57.1%		
2024/08/000206 08/09/2024 PRJ	721.23 REF 240809							WARRANT=240809 RUN=1 BI-WEEKL	
11510000 515030 LIFE INS	261	0	261	163.74	.00	97.26	62.7%		
2024/08/000206 08/09/2024 PRJ	19.50 REF 240809							WARRANT=240809 RUN=1 BI-WEEKL	
11510000 515040 WORK COMP	427	1	428	247.27	.00	180.73	57.8%		
2024/08/000206 08/09/2024 PRJ	13.63 REF 240809							WARRANT=240809 RUN=1 BI-WEEKL	
2024/08/000638 08/23/2024 PRJ	13.48 REF 240823							WARRANT=240823 RUN=1 BI-WEEKL	
TOTAL SALARIES & FRINGE BENEFITS	1,262,659	1,786	1,264,445	730,355.39	.00	534,089.61	57.8%		
FN200 OFFICE ADMINISTRATIVE COSTS									
11510000 531000 OFFIC SUPL	1,600	0	1,600	239.77	.00	1,360.23	15.0%		
11510000 531050 POSTAGE	66	0	66	161.45	.00	-95.45	244.6%*		
2024/08/000692 08/02/2024 API	8.20 VND 015513 IN 200591							PCARD: USPS	
2024/08/000692 08/02/2024 API	9.85 VND 015513 IN 200592							PCARD: USPS	
11510000 532000 BK/PUB/SUB	200	0	200	.00	.00	200.00	.0%		
11510000 532500 DUES	50	0	50	50.00	.00	.00	100.0%		

FINANCE

FOR 2024 08 JOURNAL DETAIL 2024 8 TO 2024 8

ACCOUNTS FOR:	ORIGINAL	TRNFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
11510 FINANCE DEPARTMENT	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
TOTAL OFFICE ADMINISTRATIVE COSTS	1,916	0	1,916	451.22	.00	1,464.78	23.6%
FN300 TECHNOLOGY & EQUIPMENT							
11510000 522025 TELEPHONE	72	0	72	14.81	.00	57.19	20.6%
2024/08/000441 08/09/2024 API	1.80 VND 016567 IN 720300		JULY 2024	LVT CORP		ACCT #8100 8/1/24	1075780
11510000 553100 EQUIP SERV	1,140	0	1,140	594.49	.00	545.51	52.1%
2024/08/000236 08/02/2024 API	42.66 VND 002162 IN 33759959			CANON FINANCIAL SERV		CONTRACT NUMBER 14	12653
2024/08/000242 08/09/2024 API	.14 VND 006687 IN 4767605			LOFFLER COMPANIES IN		CONTRACT CHARGES B	12671
2024/08/000814 08/23/2024 API	42.66 VND 002162 IN 34400928			CANON FINANCIAL SERV		CONTRACT NUMBER 14	12834
2024/08/000814 08/23/2024 API	27.85 VND 006687 IN 4773003			LOFFLER COMPANIES IN		CONTRACT CHARGES 0	12844
TOTAL TECHNOLOGY & EQUIPMENT	1,212	0	1,212	609.30	.00	602.70	50.3%
FN350 IT POOL							
11510000 599000 IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%
TOTAL IT POOL	1,920	0	1,920	1,920.00	.00	.00	100.0%
FN400 CONF / EDUCATION & TRAVEL							
11510000 515700 ED & TRAIN	750	0	750	.00	.00	750.00	.0%
11510000 533010 CONF/SEM	6,260	0	6,260	4,879.58	.00	1,380.42	77.9%
11510000 533200 MILEAGE	655	0	655	137.55	.00	517.45	21.0%
2024/08/000206 08/09/2024 PRJ	15.72 REF 240809					WARRANT=240809 RUN=1 BI-WEEKL	



FINANCE

FOR 2024 08		JOURNAL DETAIL 2024 8 TO 2024 8					
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11510 FINANCE DEPARTMENT							
TOTAL CONF / EDUCATION & TRAVEL	7,665	0	7,665	5,017.13	.00	2,647.87	65.5%
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	246,238.44	.00	213,240.56	53.6%
TOTAL FINANCE DEPARTMENT	457,693	1,786	459,479	246,238.44	.00	213,240.56	53.6%
TOTAL REVENUES	-817,679	0	-817,679	-492,114.60	.00	-325,564.40	
TOTAL EXPENSES	1,275,372	1,786	1,277,158	738,353.04	.00	538,804.96	

FINANCE

FOR 2024 08				JOURNAL DETAIL 2024 8 TO 2024 8				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11512 AUDIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
11512000 FINANCIAL & AUDIT SERVICES								
AG613 PROFESSIONAL SERVICES								
11512000 521410 FINC AUDIT	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%	
TOTAL PROFESSIONAL SERVICES	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%	
TOTAL FINANCIAL & AUDIT SERVICES	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%	
TOTAL AUDIT	52,475	0	52,475	50,275.00	.00	2,200.00	95.8%	
TOTAL EXPENSES	52,475	0	52,475	50,275.00	.00	2,200.00		

FINANCE

FOR 2024 08		JOURNAL DETAIL 2024 8 TO 2024 8						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11513	INDIRECT COST ALLOCATION PLAN							
11513000 INDIRECT COST ALLOCATION PLAN								
IC613 PROFESSIONAL SERVICES								
11513000	521410 INDIR CST	5,100	0	5,100	5,100.00	.00	.00	100.0%
	TOTAL PROFESSIONAL SERVICES	5,100	0	5,100	5,100.00	.00	.00	100.0%
	TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	5,100.00	.00	.00	100.0%
	TOTAL INDIRECT COST ALLOCATION PLAN	5,100	0	5,100	5,100.00	.00	.00	100.0%
	TOTAL EXPENSES	5,100	0	5,100	5,100.00	.00	.00	

SELF FUNDED HEALTH INSURANCE SUMMARY

2023 DATES OF SERVICES

For Month Of 2023:	Month Paid												TOTAL CLAIMS BY DOS	Neighborhood Family Clinic	Professional Fees	Total for Month	YTD Total				
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23						Jan-24	Feb-24	Mar-24	
Prior Year				42,714	3,092	10,757	3,254	2,042		543	(2,633)	3,684					63,453		63,453		
January	58,744	66,210	44,078	193,193	6,897	313	-	401				30	783				370,814	8,902	78,868	458,584	522,037
February		52,774	82,244	153,027	18,311	5,268	-	347	1,980		(107)	89	-	(321)			313,612	6,646	81,987	402,245	924,282
March			78,240	143,823	97,389	16,050	3,497	950	1,912	540	479	3,186	394	-	2,455		348,915	6,090	81,407	436,412	1,360,694
April				57,990	178,844	181,402	1,961	18,349	3,381	669	515	5,511	-	-	84		448,706	8,176	83,928	540,810	1,901,504
May					96,418	263,863	62,338	52,813	5,170	1,793	1,097	177	-	540			484,209	7,425	84,268	575,902	2,477,406
June						82,950	222,423	385,473	20,421	137,671	56	3,866	33	-			852,893	8,702	83,047	944,642	3,422,048
July							57,816	259,066	252,181	64,147	36,222	4,314	461	1,893	973		677,073	6,528	83,665	767,266	4,189,314
August								137,323	475,217	86,963	64,092	2,360	2,708	769			769,432	8,701	85,419	863,552	5,052,867
September									85,637	390,001	16,690	3,525	1,583	394			497,830	9,685	87,103	594,618	5,647,485
October										130,594	423,066	25,184	1,063	81,050			660,957	6,928	98,359	766,244	6,413,729
November											131,399	389,833	41,775	1,641	118		564,766	7,021	95,654	667,441	7,081,170
December												194,474	326,586	19,445	24,810		565,315	6,845	100,173	672,333	7,753,503
																		12,218	23,072	35,290	7,788,793
	58,744	118,984	204,562	590,747	400,951	560,603	351,289	856,764	845,899	813,086	670,876	636,233	375,386	105,411	28,440		\$ 6,617,975	103,867	1,066,951	7,788,793	

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

Rebates Received from Insurance	402,116		402,116
Stop Loss Received	747,900		747,900
*Net Claim Expense after Rebates/Stop Loss	\$ 5,467,959	103,867	1,066,951
Stop Loss Premium included in Professional Fees total:		\$	730,896

2024 DATES OF SERVICES

For Month Of 2024:	Month Paid												TOTAL CLAIMS BY DOS	Neighborhood Family Clinic	Professional Fees	Total for Month	YTD Total					
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24						Jan-25	Feb-25	Mar-25		
Prior Year				854	(111)	13,937	1,507	1,350									17,637			17,637	17,637	
January	65,889	424,388	58,550	338	1,274	538	446	27,442									578,865	8,449	96,154	683,468	701,105	
February		87,733	385,092	113,371	62,646	3,936	8,789	23,228									684,795	6,598	93,392	784,785	1,485,890	
March			139,924	406,158	40,334	3,920	2,950	17,035									610,321	7,993	102,784	721,098	2,206,989	
April				180,811	441,478	75,872	1,431	8,852									708,444	7,344	96,929	812,717	3,019,705	
May					105,407	269,203	37,420	47,673									459,703	6,710	97,648	564,061	3,583,766	
June						144,997	390,282	127,983									663,262	7,937	94,469	765,668	4,349,434	
July							31,179	363,130									394,309	5,999	95,849	496,157	4,845,591	
August								220,846									220,846		98,422	319,268	5,164,860	
September																					5,164,860	
October																					5,164,860	
November																					5,164,860	
December																					5,164,860	
																			6,513	867	7,380	5,172,239
	65,889	512,121	583,566	701,532	651,128	512,403	474,004	837,539									\$ 4,338,182	57,543	776,515	5,172,239		

Interest earned on bank account	31,872
Cobra/Retiree Premiums received	12,235
Payroll Fees (approx \$570,000/mo)	4,562,197 (8 months)
Total Revenues:	\$ 4,606,304.03
Total Expenses:	\$ 3,928,230.48
Net Revenues less Expenses:	\$ 678,073.55

Rebates Received from Insurance	744,271		744,271
Stop Loss Received	499,738		499,738
*Net Claim Expense after Rebates/Stop Loss	\$ 3,094,173	57,543	776,515
Stop Loss Premium included in Professional Fees total:		\$	553,354

Notice of Donations/User Fees Received Budget Adjustment

MONROE COUNTY

Budget Year Amended: 2024

Unanticipated Revenue - Not Budgeted

<u>Donation/User Fee Fund</u>	<u>Month</u>	<u>Account #</u>	<u>Account Name</u>	<u>Budget Adjustment</u>	<u>Current Budget</u>	<u>Final Budget</u>	<u>Current Rev/Exp Balance</u>	<u>Remaining Balance</u>
K-9 Donations	August	12116000 485000	K-9 Donations Revenue	\$ 20.00	\$ 75.50	\$ 95.50	\$ 95.50	\$ -
K-9 Donations	August	12116000 579200	K-9 Donations Expense	\$ 20.00	\$ 141.25	\$ 161.25	\$ 75.75	\$ 85.50
Justice Dept	August	12950000 485000	Justice Donation Revnue	\$ -	\$ -	\$ -	\$ -	\$ -
Justice Dept	August	12950000 579200	Justice Donation Expense	\$ -	\$ 321.21	\$ 321.21	\$ -	\$ 321.21
Dog Control Donations	August	14195000 485000 DC900	Dog Control Donations Rev.	\$ 4,550.75	\$ 15,800.73	\$ 20,351.48	\$ 20,351.48	\$ -
Dog Control Donations	August	14195000 579200 DC900	Dog Control Donations Exp.	\$ 4,550.75	\$ 78,375.25	\$ 82,926.00	\$ 14,481.30	\$ 68,444.70
Veterans Service	August	14700000 485000	Veterans Service Donations R.	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Veterans Service	August	14700000 579200	Veterans Service Donations E.	\$ -	\$ 1,844.50	\$ 1,844.50	\$ -	\$ 1,844.50
Veterans-Suicide Preventic	August	14700000 485005	Suicide Prev Task Force Donator	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
Veterans-Suicide Preventic	August	14700000 579205	Suicide Prev Task Force Exp	\$ -	\$ 5,555.00	\$ 5,555.00	\$ -	\$ 5,555.00
Park Donations	August	15200000 485000	Park Donation Revenue	\$ 20.00	\$ 388.60	\$ 408.60	\$ 408.60	\$ -
Park Donations	August	15200000 579200	Park Donation Expense	\$ 20.00	\$ 1,232.40	\$ 1,252.40	\$ -	\$ 1,252.40
Ext. Health & Well Being	August	15620613 467700	Health & Well Being Contrib.	\$ -	\$ 1,979.25	\$ 1,979.25	\$ 1,979.25	\$ -
Ext. Health & Well Being	August	15620613 579100	Health & Well Being Expens	\$ -	\$ 11,021.08	\$ 11,021.08	\$ 597.19	\$ 10,423.89
Ext. Youth Dev Agent	August	15620615 467700	Youth Dev Agent Contributions	\$ 1,480.50	\$ 3,383.50	\$ 4,864.00	\$ 4,864.00	\$ -
Ext. Youth Dev Agent	August	15620615 579100	Youth Dev Agent Expense	\$ 1,480.50	\$ 15,334.47	\$ 16,814.97	\$ 7,287.57	\$ 9,527.40
Land Cons. Award Bnqt.	August	16940000 485000	Land Cons. Award Bnqt Rev.	\$ -	\$ 2,765.00	\$ 2,765.00	\$ 2,765.00	\$ -
Land Cons. Award Bnqt.	August	16940000 579200	Land Cons. Award Bnqt Exp.	\$ -	\$ 6,833.86	\$ 6,833.86	\$ 3,524.80	\$ 3,309.06
Land Cons. CCTF	August	16942200 485000	Climate Change Task Force	\$ -	\$ -	\$ -	\$ -	\$ -
Land Cons. CCTF	August	16942200 579200	CCTF Donations Exp	\$ -	\$ 384.94	\$ 384.94	\$ -	\$ 384.94
Land Cons. MDV	August	16942100 435800	MDV-Multi Discharge Variance	\$ -	\$ -	\$ -	\$ -	\$ -
Land Cons. MDV	August	16942100 534005	MDV - Operating	\$ -	\$ 31,047.10	\$ 31,047.10	\$ -	\$ 31,047.10
Land Cons. MDV	August	16942100 511000	Land Cons:MDV-Salaries	\$ -	\$ 1,020.00	\$ 1,020.00	\$ -	\$ 1,020.00
Land Cons. MDV	August	16942100 515010	Land Cons:MDV-Soc. Security	\$ -	\$ 63.00	\$ 63.00	\$ -	\$ 63.00
Land Cons. MDV	August	16942100 515015	Land Cons:MDV- Medicare	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ 15.00
Land Cons. MDV	August	16942100 515040	Land Cons:MDV-Work Comp	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ 1.00
Human Services	August	24900500 485000	Human Servcies Donations	\$ -	\$ 96.79	\$ 96.79	\$ 96.79	\$ -
Human Services	August	24900500 579200	Human Servcies Dona Exp	\$ -	\$ 693.62	\$ 693.62	\$ 96.79	\$ 596.83

Date Approved by Finance Committee: _____