

MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
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www.co.monroe.wi.us



NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

**PLACE: Monroe County Highway Department
Conference Room
803 Washington Street
Sparta, WI 54656**

DATE: Wednesday, January 20, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/roll call
2. Next Meeting date & time
3. Minutes approval 12/16/2015
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Change Orders for Secure HVAC Grilles in Pre Cast Cells \$66,736.00 – Discussion/Action
 - d. Change Order for Security Access Panels \$154,464.96 – Discussion/Action
 - e. Change Order to Connect Temporary Boiler \$57,699.26 – Discussion/Action
 - f. Consideration of Miron Delay Claim – Discussion/Action
 - g. Project Representative Contract Extension \$136,800.00 – Discussion/Action
5. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
6. Line Item Transfer(s)– Discussion/Action
 - a. Circuit Court
 - b. Human Services
 - c. Senior Services
 - d. Medical Examiner
 - e. County Clerk
7. Budget Adjustment(s) – Discussion/Action
 - a. Circuit Court
 - b. Human Services
 - c. Senior Services
 - d. Medical Examiner
 - e. Rolling Hills
 - f. Information Systems
 - g. Worker Compensation
 - h. Finance
 - i. Treasurer
8. Credit Card Approval(s) – Discussion/Action
 - a. Human Services
 - b. Veteran's Services
 - c. Maintenance
9. Fiscal Note Approval(s)-Discussion/Action
 - a. Resolution Authorizing the Establishment of an Assistant Jail Administrator Position in the Sheriff's Department
 - b. Resolution Concerning Elected Officials' Salary Adjustments for the Next Term of Office
 - c. Resolution Amending Monroe County Camping Fees
10. Treasurer
 - a. Monthly Financial Report
 - b. Treasurer Department Monthly Report Review
11. Finance Director
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update

12. Monthly County Disbursement Journal Approval – Discussion/Action
13. County Board Monthly Per Diem and Voucher Approval - Discussion/Action
14. Items for next month's agenda
15. Adjournment

James Kuhn, Committee Chair
Date notices mailed: January 15, 2016

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
December 16, 2015

Present: James Kuhn, Cedric Schnitzler, Pete Peterson, Sharon Folcey, Wallace Habegger
Others: Annette Erickson, Tina Osterberg, Catherine Schmit, Kurt Marshaus, Randy Williams, Linda Anderson, Rob Conroy, Jack Dittmar, Ken Kittleson, Sharon Nelson

The meeting was called to order in the Highway Department Conference Room at 9:00 a.m. by James Kuhn.

- Next meeting date – January 20, 2016 at 9:00 a.m., at the Highway Department Conference Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Pete Peterson to approve the 11/18/2015 minutes. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus explained the transition period. The outside work is almost completed. Work is continuing to be finished up inside. We are continuing to work on the delay claim.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the Justice Project expenditures in the amount of \$1,511,102.65. Carried 5-0.
 - c. Change Order for the Rental of the Temporary Hot Water Boiler – Kurt explained the change order in the amount of \$47,925.09 for the temporary rental of the hot water boiler. Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the change order. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams gave an update on the tower progress. A list of all change orders was provided to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Cedric Schnitzler second by Wallace Habegger to approve the Radio Tower change order requests/expenditures in the amount of \$471,018.30. Carried 5-0.
- Credit Card Approvals
 - a. Human Services – Tina Osterberg explained the need for a \$1,000.00 credit card for a social worker. Motion by Cedric Schnitzler second by Wallace Habegger to approve credit card. Carried 5-0.
 - b. Highway – Jack Dittmar explained the need for a \$1,000.00 credit card each for the Highway Commissioner, Patrol Superintendent and Shop Superintendent. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve credit cards. Carried 5-0.
 - c. Sheriff – Rob Conroy explained the need for a \$1,000.00 credit card for the Office Manager. Discussion. Motion by Wallace Habegger second by Sharon Folcey to approve credit card. Carried 5-0.
- Rolling Hills Repurpose of Funds – Linda Anderson explained the need for a 2015 repurpose of funds in the amount of \$9,723.00 for the cable wiring project. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve repurpose of funds. Carried 5-0. Linda explained the need for a 2015 repurpose of funds in the amount of \$9,428.00 for gazebo/shelter project. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve repurpose of funds. Carried 5-0.
- Budget Adjustment -
 - a. Child Support – Tina Osterberg explained 2015 budget adjustment in the amount of \$14,300.00 for family health and dental insurance. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.

- b. Capital Outlay/Maintenance – Cathy Schmitz explained 2016 budget adjustment in the amount of \$10,000.00 for parking lot expansion project. Discussion. Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
 - c. Jail – Rob Conroy explained 2015 budget adjustment in the amount of \$50,000.00 for prisoner out of county housing. Discussion. Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Carried 5-0.
 - d. Retirement/Fringe Pool – Tina Osterberg explained 2015 budget adjustment in the amount of \$51,370.34 for unknown health and dental costs at budget adoption. Motion by Cedric Schnitzler second by Pete Peterson to approve budget adjustment. Discussion. Carried 5-0.
 - e. Health – Sharon Nelson explained 2015 budget adjustment in the amount of \$500.00 for the Car Seat Program. Motion by Sharon Folcey second by Wallace Habegger to approve budget adjustment. Discussion. Carried 5-0.
- Line Item Transfer
 - a. Health – Sharon Nelson explained the 2015 line item transfer in the amount of \$3,000.00 for vaccine's. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.
 - b. Personnel – Ken Kittleson explained the 2015 line item transfer in the amount of \$2,000.00 for advertising expense. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Discussion. Carried 5-0.
 - c. Senior Services – Tina Osterberg explained the 2015 line item transfer in the amount of \$1,318.00 for dishwasher repair, travel and salaries. Motion by Cedric Schnitzler second by Wallace Habegger to approve line item transfer. Discussion. Carried 5-0.
- Treasurer
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Finance Director
 - a. Tina Osterberg gave the monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Financial Software Update – Tina Osterberg explained that they are working on cashiering, inventory, procurement, bids and contracts. Catherine Schmit explained the need for 5 printers for the cashiering piece of the system. Discussion. Motion by Sharon Folcey second by Wallace Habegger to purchase up to 5 printers not to exceed \$8,000.00 out of funds that are already in the project budget. Carried 5-0.
- Resolution Withdrawing from Local Government Property Insurance Fund – Shelley Bohl, County Clerk provided 4 bids to members from the Local Government Property Insurance Fund, Chubb, WI County Mutual and EMC. Premiums, deductibles and insurance coverage were discussed. Motion by Cedric Schnitzler second by Pete Peterson to withdraw from the Local Government Property Fund and elect property insurance through the EMC Company, the resolution will be forwarded to the board for full approval. Carried 5-0.
- Monthly County Disbursement Journal – Motion by Sharon Folcey second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda –
- Adjournment - Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 11:13 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

RESOLUTION NO. _____

APPROVAL OF REFITTING OF HVAC GRILLES IN PRE-CAST JAIL CELLS

WHEREAS, the pre-cast concrete jail cells contain DOC code compliant detention grade HVAC grilles; and

WHEREAS, the Jail Transition Team notes that smaller holed vents may reduce the ability of inmates to attempt suicide; and

WHEREAS, the Jail Transition Team believes the best practice is to refit the cells with smaller holed HVAC vent covers; and

WHEREAS, the Building Committee, by a vote of three "yes" and four "no" votes, did not support this change order; and

WHEREAS, this change order requires County Board approval due to it costing over \$50,000.00.

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the change order to refit the vent covers in the pre-cast cells to a smaller holed grille.

Dated this 27th day of January, 2016.

Offered by the Finance Committee:

Vote: Yes; No.

_____	_____
_____	_____
_____	_____

Purpose: To approve a change order under the Justice Center Project Change Order Policy.

Fiscal Note: Total cost: \$66,736.00. Monies to come from building project fund.

Drafted and approved by Corporation Counsel

RESOLUTION NO. _____

APPROVAL OF SECURITY DETENTION GRADE ACCESS PANEL CHANGE ORDER

WHEREAS, the original jail planning for the Justice Center Project did not include detention grade security access panels; and

WHEREAS, the security access panels are required under DOC code to prevent access to electrical wiring in all areas that allow access by inmates; and

WHEREAS, the change order for the detention grade security access panels is in the amount of \$154,464.96; and

WHEREAS, a change order for security detention grade access panels in the jail requires County Board approval due to it costing over \$50,000.00; and

WHEREAS, the Building Committee unanimously recommends approval of this change order.

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the change order to incorporate detention grade security access panels in the jail where required.

Dated this 27th day of January, 2016.

Offered by the Finance Committee:

Vote: __ Yes; __ No.

_____	_____
_____	_____
_____	_____

Purpose: To approve a change order under the Justice Center Project Change Order Policy.

Fiscal Note: Total cost: \$154,464.96. Monies to come from building project fund.

Drafted and approved by Corporation Counsel

RESOLUTION NO. _____

APPROVAL OF UTILITY CONNECTIONS FOR THE TEMPORARY BOILER FOR THE JUSTICE CENTER PROJECT

WHEREAS, the original jail planning for the Justice Center Project did not include temporary utility connections to operate the temporary boiler; and

WHEREAS, the temporary boiler is necessary for the operations of the jail and courthouse during Phase 2 of the Justice Center Project; and

WHEREAS, the permanent boiler will be located in the Phase 2 portion of the Justice Center Building; and

WHEREAS, the Building Committee unanimously supports this change order; and

WHEREAS, this change order requires County Board approval due to it costing over \$50,000.00

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the change order to incorporate utility connection for the temporary boiler.

Dated this 27th day of January, 2016.

Offered by the Finance Committee:

Vote: Yes; No.

_____	_____
_____	_____
_____	_____

Purpose: To approve a change order under the Justice Center Project Change Order Policy.

Fiscal Note: Total cost: \$57,699.26. Monies to come from building project fund.

Drafted and approved by Corporation Counsel

RESOLUTION NO. _____

APPROVAL OF DELAY CLAIMS AGREEMENT

WHEREAS, the Contractor, Miron Construction Co., Inc., has made multiple delay claims due to design changes, design errors and other factors beyond the Contractor's control; and

WHEREAS, the merit of the delay claims have been discussed and agreed upon by the County's representatives and the Contractor; and

WHEREAS, the agreement will be put in writing settling the claims; and

WHEREAS, the Building Committee has reviewed the tentative agreement and supports the negotiated settlement of the delay claims in the amount of \$423,946.52.

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby approves the settlement of delay claims as proposed and authorizes the County Chair to execute a written agreement to that effect.

Dated this 27th day of January, 2016.

Offered by the Finance Committee:

Vote: _____ Yes; _____ No.

Purpose: To approve negotiated settlement of contractor delay claims for Phase 1 of the Justice Center Project.

Fiscal Note: The amount of \$423,946.52 will come from the building project fund.

Drafted and approved by Corporation Counsel

RESOLUTION NO. _____

APPROVING EXTENSION JUSTICE CENTER PROJECT REPRESENTATIVE

WHEREAS, Monroe County contracted with Marshaus Engineering, LLC for Justice Center Project Representative services from March 1, 2013 to February 29, 2016; and

WHEREAS, the Justice Center project will take an additional year or more to complete; and

WHEREAS, the Building Committee finds that the work of Kurt Marshaus and Marshaus Engineering, LLC to have benefited the project greatly and that continuing services will be integral to timely and efficient completion of the project; and

WHEREAS the Building Committee unanimously supports the service agreement extension.

THEREFORE, BE IT RESOLVED that Monroe County agrees to extend the contract with Marshaus Engineering, LLC until February 28, 2017; paying \$136,800.00 for the additional year of services.

FURTHER BE IT RESOLVED that the County Board Chair is authorized to sign an addendum to that effect.

Dated this 27th day of January, 2016.

Offered by the Building Committee:

Vote: 7 Yes; 0 No.

And by the Finance Committee: Vote: ___ Yes; ___ No.

Dated this 27th day of January, 2016.

_____	_____
_____	_____
_____	_____

Purpose: To continue the services of Kurt Marshaus and Marshaus Engineering, LLC in representing the county with the Justice Center project.

Fiscal Note: \$136,800.00 for one year of services. Monies to come from building project fund.

Drafted and approved by Corporation Counsel

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Circuit Court
 Budget Year Amended: 2015

From Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
11210000 514100 CC550	Crt Exp Witness	\$ 200.00	\$ 48.92	\$ 151.08	\$ 151.08
11210000 514100 CC560	Crt Exp Jurors	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -
11210000 514100 CC561	Crt Exp Juror Mileage	\$ 2,150.00	\$ 2,150.00	\$ -	\$ -
11210000 514100 CC570	Crt Exp Bailiff Per Diem	\$ 400.00	\$ 400.00	\$ -	\$ -
11210000 514100 CC571	Crt Exp Bailiff Mileage	\$ 150.00	\$ 150.00	\$ -	\$ -
11210000 514100 CC580	Crt Exp Juror Food	\$ 100.00	\$ 100.00	\$ -	\$ -
11210000 533010	Conferences / Seminars	\$ 868.00	\$ 591.29	\$ 276.71	\$ 276.71
11210000 533200	Mileage	\$ 570.00	\$ 245.50	\$ 324.50	\$ 324.50
Total Transfer			\$ 7,685.71		

To Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
11210000 521110	Dr. Examinations	\$ 57,000.00	\$ 7,685.71	\$ 59,384.50	\$ 64,685.71
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 7,685.71		

Explanation for Transfer:

Doctor examinations for Chapter 51, 55, and juvenile competency-to-proceed examinations have exceeded the budgeted amount for 2015.

Department Head Approval

[Signature]

Dated 1-4-2016

Governing Committee Approval

[Signature]

Dated 01-11-16

Finance Committee Approval given on: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24900500.522025	AMSO TELEPHONE	\$ 7,510.00	\$ 22,630.00	\$ 15,120.00
	24900500. 522025 521310	AMSO COLLEC FEES	\$ 3,600.00	\$ 20,000.00	\$ 16,400.00
	Total Transfer		\$ 11,110.00		

To Account	24970595.515700	ADRC ED & TRAIN	\$ 1,160.00	\$ 850.00	\$ 2,010.00
	24900500.515700	AMSO ED & TRAIN	\$ 1,600.00	\$ 7,150.00	\$ 8,750.00
	24900500.531065	AMSO ADVERTISING	\$ 50.00	\$ 150.00	\$ 200.00
	24900500.531000	ASMO OFFICE SUPPL	\$ 3,800.00	\$ 12,592.00	\$ 16,392.00
	24970595.533250	ADRC STAFF TRAVEL	\$ 2,500.00	\$ 8,800.00	\$ 11,300.00
	24970595.522025	ADRC TELEPHONE	\$ 1,000.00	\$ 750.00	\$ 1,750.00
	24900503.527105	PROGRAM COSTS	\$ 1,000.00	\$ -	\$ 1,000.00
	Total Transfer		\$ 11,110.00		

Explanation for Transfer:
Employee Education & Training higher than budget due to staff turnover and increased training requirements from the State.
Office supplies for program needs and to replace worn out/broken chairs.
Staff travel and telephone expense for ADRC higher than budgeted.

Department Head Approval _____ *David A. Bruce*

Governing Committee Approval _____ *R/17/15*

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Human Services
 Budget Year Amended: 2015

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>Revised Budget</u>
From Account	24970595.511000	ADRC SALARIES (RC100)	\$ 1,532.00	\$ 227,858.00	\$ 226,326.00
	24900500.521310	AMSO COLLEC FEES (AM200)	\$ 3,000.00	\$ 16,400.00	\$ 13,400.00
	24910520.511000	CH RES SER (CD100)	\$ 50,000.00	\$ 349,988.00	\$ 299,988.00
	24910510.525005.HS250	STEIN CLSG (CX613)	\$ 30,000.00	\$ 150,000.00	\$ 120,000.00
	24950580.511000	AD COM LIV SALARY (MM100)	\$ 10,000.00	\$ 187,726.00	\$ 177,726.00
	24930550.525005.HS460	WRIC CLINICAL (CZ613)	\$ 30,000.00	\$ 70,000.00	\$ 40,000.00
	Total Transfer		\$ 124,532.00		

To Account	24970595.525005	ADRC CONT PURCH (HS600)	\$ 1,532.00	\$ -	\$ 1,532.00
	24900500.533250	AMSO TRAVEL (AM400)	\$ 3,000.00	\$ 90,100.00	\$ 93,100.00
	24910520.525005.HS355	WINNEBAGO MH INST(CD600)	\$ 120,000.00	\$ 128,353.00	\$ 248,353.00
	Total Transfer		\$ 124,532.00		

Explanation for Transfer:
ADRC consortium is paying for computer equipment due to changes in State requirements for service delivery/Salary lower than budget
Reallocate budgeted expenses for actual costs

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on :

_____ Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

12/22/2015

Department: Senior Services
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24650000 515700	IIIE Emp Ed and Training	\$ 500.00	\$ 470.00	\$ 30.00	\$ 30.00
24650000 532050	IIIE Newsletter Costs	\$ 1,500.00	\$ 240.00	\$ 1,150.58	\$ 1,260.00
24630330 533250	IIIB Staff Travel Meal Coord	\$ 500.00	\$ 100.00	\$ 342.50	\$ 400.00
24630350 515700	IIIB Educ and Training	\$ 1,219.00	\$ 972.00	\$ 246.75	\$ 247.00
24620200 533250	Ben Spec Staff Travel	\$ 1,300.00	\$ 250.00	\$ 610.00	\$ 1,050.00
24600001 534105	Cong Site Supplies	\$ 2,969.00	\$ 650.00	\$ 2,018.94	\$ 2,319.00
24600050 534105	HD Site Supplies	\$ 6,776.00	\$ 350.00	\$ 5,460.21	\$ 6,426.00
Total Transfer				\$ 3,032.00	

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24650000 539200	IIIE Expense	\$ 8,482.00	\$ 710.00	\$ 7,859.67	\$ 9,192.00
24630330 511000 SS130	IIIB Meal Coordinator Salary	\$ 5,864.00	\$ 160.00	\$ 5,435.99	\$ 6,024.00
24630300 533250	IIIB Staff Travel Admin	\$ 700.00	\$ 50.00	\$ 692.25	\$ 750.00
24630370 527105	IIIB Other Services to clients	\$ 6,826.00	\$ 862.00	\$ 4,822.00	\$ 7,688.00
24620200 511000	Ben Spec Salary	\$ 31,185.00	\$ 250.00	\$ 28,904.44	\$ 31,435.00
24600005 521380	Cong Cashton	\$ 8,169.00	\$ 200.00	\$ 7,764.68	\$ 8,369.00
24600010 521380	Cong Cataract	\$ 6,181.00	\$ 76.00	\$ 5,070.51	\$ 6,257.00
24600015 521380	Cong Kendall	\$ 7,133.00	\$ 50.00	\$ 6,728.73	\$ 7,183.00
24600020 521380	Cong Norwalk	\$ 7,315.00	\$ 50.00	\$ 6,968.82	\$ 7,365.00
24600025 521380	Cong Sparta	\$ 9,708.00	\$ 70.00	\$ 9,166.50	\$ 9,778.00
24600035 521380	Cong Tomah	\$ 17,767.00	\$ 150.00	\$ 17,052.56	\$ 17,917.00
24600045 521380	Cong Wilton	\$ 6,398.00	\$ 54.00	\$ 5,557.15	\$ 6,452.00
24600065 529020	HD Kendall meal delivery	\$ 500.00	\$ 350.00	\$ 2,889.08	\$ 850.00
Total Transfer				\$ 3,032.00	

Explanation for Transfer:
End of year transfers to balance out line items.

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

1/15/2016

Department: Senior Services
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600015 511000	Cong Kendall Salary	\$ 6,721.00	\$ 2,400.00	\$ 4,177.53	\$ 4,321.00
24600065 511000	HD Kendall Salaries	\$ 5,281.00	\$ 1,968.00	\$ 3,284.78	\$ 3,313.00
24600055 511000 SS150	HD Cashton Driver Salary	\$ 5,929.00	\$ 1,300.00	\$ 4,485.52	\$ 4,629.00
24600070 511000	HD Norwalk Salary	\$ 6,411.00	\$ 174.00	\$ 6,177.38	\$ 6,237.00
24600075 515005	HD Sparta Retirement	\$ 315.00	\$ 300.00	\$ 10.90	\$ 15.00
24600095 511000	HD Wilton Salaries	\$ 3,829.00	\$ 300.00	\$ 3,496.41	\$ 3,529.00
24600050 531000	HD Office Supplies	\$ 550.00	\$ 299.00	\$ 160.70	\$ 251.00
24600050 531065	HD Advertising	\$ 293.00	\$ 293.00	\$ -	\$ -
24600060 524600	HD Equipment Maint	\$ 100.00	\$ 100.00	\$ -	\$ -
24600085 524600	HD Equipment Maint	\$ 100.00	\$ 100.00	\$ -	\$ -
24600070 522000	HD Utility Services	\$ 119.00	\$ 119.00	\$ -	\$ -
				\$ -	\$ -
Total Transfer			\$ 7,353.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600040 521380	Cong Warrens Cont Meals	\$ 38,256.00	\$ 1,960.00	\$ 37,209.66	\$ 40,216.00
24600035 521380	Cong Tomah Meals	\$ 17,767.00	\$ 440.00	\$ 17,062.54	\$ 18,207.00
24600065 529020	HD Kendall Meal Delivery	\$ 500.00	\$ 1,368.00	\$ 2,159.22	\$ 1,868.00
24600060 534105	HD Cataract Meal Delivery	\$ 400.00	\$ 350.00	\$ 847.00	\$ 750.00
24600055 521380	HD Cashton Meals	\$ 10,290.00	\$ 800.00	\$ 9,882.32	\$ 11,090.00
24600075 521380	HD Sparta Meals	\$ 12,432.00	\$ 900.00	\$ 12,299.00	\$ 13,332.00
24600085 521380	HD Tomah Meals	\$ 16,898.00	\$ 1,535.00	\$ 17,053.75	\$ 18,433.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
Total Transfer			\$ 7,353.00		

Explanation for Transfer:

Year end adjustment - Congergate meal program.

Year end adjustment - Home Delivered meal program.

Year end adjustment - Kendall HD meal mileage is higher than budgeted.

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Medical Examiner
 Budget Year Amended: 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 531000	OFFICE SUPPLIES	\$ 700.00	\$ 540.00	\$ 155.91	\$ 160.00
11270000 522025	TELEPHONE	\$ 1,082.00	\$ 600.00	\$ 355.71	\$ 482.00
11270000 553100	EQUIPMENT SERVICE	\$ 381.00	\$ 21.00	\$ 360.00	\$ 360.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,161.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11270000 521170	LABORATORY & TOXIC	\$ 4,140.00	\$ 1,161.00	\$ 4,655.00	\$ 5,301.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,161.00		

Explanation for Transfer:

Laboratory is over due to the increase in rates for part of 2015

Department Head Approval

Tom E. Weststad

Governing Committee Approval

01-11-16 Tom E. Weststad

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2015

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 521420	Election Programming	\$ 25,010.00	\$ 1,632.00	\$ 11,612.75	\$ 23,378.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,632.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531050	Postage	\$ 3,145.00	\$ 470.00	\$ 4,422.73	\$ 3,615.00
11420000 553100	Equipment Service Contract	\$ 2,508.00	\$ 1,162.00	\$ 3,926.64	\$ 3,670.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,632.00		

Explanation for Transfer:

Countywide postage is over budget; A new copier was not anticipated.

The County didn't require a Primary Election in 2015, therefore the Election Budget has funds to cover the overages in the Clerk's Budget.

Department Head Approval

Shelley Ball 01/04/2016

Governing Committee Approval

01/12/16 (SB)

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ Date

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 4, 2016
 Department: Circuit Court
 Amount: \$73,108.53
 Budget Year Amended: 2015

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

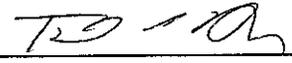
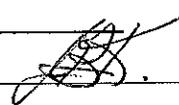
2015 revenue exceeded budgeted amounts for State GAL payments, judicial reimbursement and reimbursement for dr evals, attorney/GAL fees, and fines/fees. These additional revenues are needed to help cover expenses for attorney fees & GAL fees. Our department is also requesting additional funds from the contingency fund.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 435100	Judicial Reimbursement	\$ 116,000.00	\$ 10,698.00	\$ 126,698.00
11210000 435110	State GAL Payment	\$ 36,000.00	\$ 5,775.30	\$ 41,775.30
11210000 451100 CC010	Juvenile Fines	\$ 5.00	\$ 15.50	\$ 20.50
11210000 461430 CC270	Atty / GAL Fees	\$ 2,000.00	\$ 4,959.33	\$ 6,959.33
11210000 461450 CC310	CC Copy Fees	\$ 790.00	\$ 385.55	\$ 1,175.55
11210000 461450 CC330	CC Mail Fees	\$ 5.00	\$ 22.35	\$ 27.35
11210000 461450 CC340	CC Fees Other	\$ 5.00	\$ 5.00	\$ 10.00
11210000 461460	CH 51 Legal Fees	\$ 250.00	\$ 167.50	\$ 417.50
11210000 461470	Dr. Evaluations	\$ 4,000.00	\$ 1,080.00	\$ 5,080.00
Total Adjustment			\$ 23,108.53	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 521105 CC600	Atty Fees	\$ 20,000.00	\$ 50,000.00	\$ 70,000.00
11210000 521105 CC700	GAL Fees	\$ 60,000.00	\$ 23,108.53	\$ 83,108.53
10010000 539200	Contingency Fund	\$ 161,535.37	\$ (50,000.00)	\$ 111,535.37
Total Adjustment			\$ 23,108.53	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 01-11-16 

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 12/17/2015
 Department Human Services
 Amount: \$211,146.00
 Budget Year Amended: 2015

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

WHEAP, Parenting Certification, CLTS State Revenue/Expense Increase
3rd Party Liability collected-allowed to keep 15%

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.435608	State Aid-Econ Assist	\$ 73,244.00	\$ 15,562.00	\$ 88,806.00
24990400.435608	State Aid-Econ Assist	\$ 57,922.00	\$ 1,434.00	\$ 59,356.00
24900500.435603	State Aid-Social Services	\$ 677,003.00	\$ 25,000.00	\$ 702,003.00
24950580.435601.LC346	WRIC Crisis Grant	\$ -	\$ 43,691.00	\$ 43,691.00
24950580.435601.LC345	WRIC CCS Revenue	\$ 184,123.00	\$ 83,459.00	\$ 267,582.00
24900500.466800.LC260	3rd Party Liability	\$ -	\$ 42,000.00	\$ 42,000.00
Total Adjustment			\$ 211,146.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900505.525005	WHEAP Contracted WP613	\$ 73,244.00	\$ 15,562.00	\$ 88,806.00
24990400.525005.HS810	CS Parent Certification	\$ 14,816.00	\$ 1,434.00	\$ 16,250.00
24910510.525005.HS225	CS CLTS Services CX613	\$ 30,000.00	\$ 15,000.00	\$ 45,000.00
24910510.525005.HS230	TPR Adopt CS613	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
24930550.525005.HS440	Psychiatric Services	\$ 100,000.00	\$ 87,150.00	\$ 187,150.00
24910510.527105.HS215	Child Services	\$ 120,000.00	\$ 46,300.00	\$ 166,300.00
24900001.525005	Contract Program Provider	\$ -	\$ 35,700.00	\$ 35,700.00
Total Adjustment			\$ 211,146.00	

Department Head Approval: *Ryan Hamilton* 12/17/15
 Date Approved by Committee of Jurisdiction: *David A. Puer*

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 1/21/2016
 Department Human Services
 Amount: \$ 137,090.00
 Budget Year Amended: 2015

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

WIMCR funds received Dec 2015

MA Collections incentives received from DCF that have to be paid to WREA consortium

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24900500.435603	State Aid-Social Services	\$ 702,003.00	\$ 135,323.00	\$ 837,326.00
24990400.435608	State Aid-Econ Assistance	\$ 59,366.00	\$ 1,767.00	\$ 61,123.00
Total Adjustment			\$ 137,090.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
24950560.525005.HS520	Tremp. Cty H. Care (AE613)	\$ 50,000.00	\$ 100,000.00	\$ 150,000.00
24910520.525005.HS355	Winnebago MH Inst (CD600)	\$ 248,353.00	\$ 35,323.00	\$ 283,676.00
24990400.525005.HS805	ESS Misc Expense (ES600)	\$ -	\$ 1,767.00	\$ 1,767.00
Total Adjustment			\$ 137,090.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 22, 2015
 Department: Senior Services
 Amount: \$336.00
 Budget Year Amended: 2015

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

Reimbursement from the VA for collaborative event.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24650000 466500	IIIE Program Income	\$ -	\$ 336.00	\$ 336.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 336.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24650000 539200	IIIE Expenses	\$ 8,482.00	\$ 336.00	\$ 8,818.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 336.00	

Department Head Approval: _____
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 7, 2016
 Department: Medical Examiner
 Amount: \$12,500.00
 Budget Year Amended: 2015

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

The number of cases for the Medical Examiner's office where up during 2015 causing the salaries and fringe benefits lines to go over budget.

Autopsies are over due to the increased number of cases investigated.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 462850 ME120	DEATH CERTIFICATE	\$ 6,700.00	\$ 4,300.00	\$ 11,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 4,300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11270000 511000	SALARIES	\$ 70,546.00	\$ 2,053.72	\$ 72,599.72
11270000 515005	RETIREMENT	\$ 4,576.00	\$ 58.49	\$ 4,634.49
11270000 515010	SOCIAL SECURITY	\$ 4,375.00	\$ 126.29	\$ 4,501.29
11270000 515015	MEDICARE	\$ 1,025.00	\$ 27.68	\$ 1,052.68
11270000 515030	LIFE INSURANCE	\$ 23.00	\$ 0.45	\$ 23.45
11270000 515040	WORKERS COMP	\$ 1,580.00	\$ 66.85	\$ 1,646.85
11270000 521165	AUTOPSIES, PATHOLOGIC	\$ 33,000.00	\$ 10,166.52	\$ 43,166.52
10010000 539200	CONTINGENCY FUND	\$ 161,535.37	\$ (8,200.00)	\$ 153,335.37
Total Adjustment			\$ 4,300.00	

Department Head Approval:

[Signature]

Date Approved by Committee of Jurisdiction:

7/11/16

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 12/21/2015
 Department: Rolling Hills
 Amount: \$93,823.00
 Budget Year Amended: 2016

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

The upgrade/replacement of the fire panel alarm system is not able to be completed in 2015 but will be started in 2016. We would like to carry forward the money budgeted in 2015 to 2016.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210560.493000	FUND BALANCE APPLIED	\$ -	\$ 93,823.00	\$ 93,823.00
Total Adjustment			\$ 93,823.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210990.581050.61600	CAPITAL OUTLAY-FIXED	\$ -	\$ 93,823.00	\$ 93,823.00
Total Adjustment			\$ 93,823.00	

Department Head Approval: *Anda Adewo - NHA*
 Date Approved by Committee of Jurisdiction: 12/21/15

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: 12/21/2015
 Department: Rolling Hills
 Amount: \$106,461.00
 Budget Year Amended: 2016

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

We are replacing our current fire panel alarm system at a cost of \$200,284. Rolling Hills has a prior Budget Adjustment request to carry forward \$93,823 from a budgeted capital outlay line in 2015. The remainder amount we would like to carry over from excess ITP funds that we are receiving in 2015 that were not a previously budgeted item. We want to keep this project off of future tax levies by using these excess funds from 2015.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210560.493000	FUND BALANCE APPLIED	\$ -	\$ 106,461.00	\$ 106,461.00
Total Adjustment			\$ 106,461.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210990.581050.61600	CAPITAL OUTLAY-FIXED	\$ -	\$ 106,461.00	\$ 106,461.00
Total Adjustment			\$ 106,461.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: 12/21/15

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 5, 2016
 Department: INFORMATION SYSTEMS
 Amount: \$30,000.00
 Budget Year Amended: 2016

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

CARRY OVER UNSPENT COMPUTER OPERATIONS MONEY FROM 2015 BUDGET TO
2016 COMPUTER OPERATIONS BUDGET PRIMARILY FOR TECHNOLOGY NEEDS
RELATED TO NEW JUSTICE CENTER/RELOCATION OF TECHNOLOGY COSTS
DEFERRED TO 2016.

2015 Budget Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000.521415.19914	COMPUTER OPS	\$ 290,289.00	\$ (30,000.00)	\$ 260,289.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (30,000.00)	

2016 Budget Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000.521415.19914	COMPUTER OPS	\$ 276,574.00	\$ 30,000.00	\$ 306,574.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 30,000.00	

Department Head Approval: John M Mehtala

Date Approved by Committee of Jurisdiction: 01/12/16 

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 11, 2016
 Department: Worker Compensation
 Amount: \$135,014.00
 Budget Year Amended: 2016

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

When preparing the 2016 budget no expenditures were budgeted for workers compensation contracted Services. The following should have been included, Excess insurance costs of \$89,110.00, \$3,722.00 per month for Loss Control Services and TPA services combined. Also, once a year we receive a bill for a WC general assessment from the Department of workforce Development for \$1,240.00.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 474000	WORK COMP PAYROLL FE	\$ -	\$ 135,014.00	\$ 135,014.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 135,014.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000 521000	PROFESSIONAL SERVICES	\$ -	\$ 135,014.00	\$ 135,014.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 135,014.00	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 14, 2016
 Department: Finance
 Amount: \$13,497.07
 Budget Year Amended: 2015

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

This Budget Adjustment is cleaning up some Salary and Fringe Benefit overages due to the increased health insurance premiums that came out of employees paychecks in December and staffing changes during 2015

Contingency Budget Line Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$ 161,535.37	\$ (13,497.07)	\$ 148,038.30
Total Adjustment			\$ (13,497.07)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11210000 511000	Circuit Court - Salaries	\$ 187,179.00	\$ 726.85	\$ 187,905.85
11420000 511000	County Clerk - Salaries	\$ 110,288.57	\$ 408.67	\$ 110,697.24
11420000 515020	County Clerk - Health Ins.	\$ 26,208.00	\$ 87.10	\$ 26,295.10
11710000 515020	Reg. of Deeds - Health Ins.	\$ 31,785.00	\$ 104.82	\$ 31,889.82
11710000 515025	Reg. of Deeds - Dental Ins.	\$ 1,657.00	\$ 105.39	\$ 1,762.39
12700000 511000	Jail Administration - Salaries	\$ 63,142.00	\$ 283.78	\$ 63,425.78
12930000 515020	Dispatch - Health Ins.	\$ 134,667.00	\$ 5,673.25	\$ 140,340.25
13680000 515020	Sanitation - Health Ins.	\$ 13,301.00	\$ 95.16	\$ 13,396.16
15120000 515020	Local History Rm - Health Ins	\$ 13,104.00	\$ 43.55	\$ 13,147.55
71470000 511000	Information Systems-Salary	\$ 210,968.00	\$ 4,771.01	\$ 215,739.01
71470000 515005	Information Systems -Retiree	\$ 14,349.00	\$ 299.69	\$ 14,648.69
71470000 515010	Information Systems-S.S.	\$ 12,600.00	\$ 643.65	\$ 13,243.65
71470000 515015	Information Systems-Medica	\$ 2,951.00	\$ 146.14	\$ 3,097.14
71470000 515020	Information Systems-Health	\$ 26,208.00	\$ 87.10	\$ 26,295.10
71470000 515040	Information Systems-WC	\$ 550.00	\$ 20.91	\$ 570.91
Total Adjustment			\$ 13,497.07	

Department Head Approval:

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 15, 2016
 Department: Treasurer
 Amount: \$11,000.00
 Budget Year Amended: 2015

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

Increase in budget due to publication cost of the Warrens lots and foreclosure properties taken in September, 2015. There has also been additional cost for monthly electric bills on property taken in the Town of Little Falls - former Clifford Snow residence.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 483000	Land Acquisition Revenue		\$ 11,000.00	\$ 11,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 11,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11521000 539200	Tax Deed Expense	\$ 15,000.00	\$ 11,000.00	\$ 26,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 11,000.00	

Department Head Approval: AE
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

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

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

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Position	Credit Card Limit
Chasity Walter	Social Worker	\$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval: David A. Pucin Jan 17/15

Date Approved by Committee of Jurisdiction: 12/17/15

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: VETERAN SERVICES
 Committee: ADMINISTRATIVE

Name of Card Holder	Title of Postion	Credit Card Limit
DAVID A. HOTTENSTINE	DEPUTY VETERAN SERVICE OFFICER	\$ 1000 ⁰⁰
CHARLES E. WEAVER JR	VETERAN SERVICE OFFICER	1000 ⁰⁰ (INCREASE TO)

Justification for Credit Card(s):

Conventions and Training Seminars, Postage for David
INCREASE CARD FROM 600 ⁰⁰ to \$1000 ⁰⁰ for Charles

Department Head Approval: *C E Weaver Jr*

Date Approved by Committee of Jurisdiction: 01/12/2016

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Maintenance

Committee: Property and Purchasing

Name of Card Holder	Title of Postion	Credit Card Limit
Ryan Smith	Maintenance Technician	\$ 1,000.00
James Gade	Maintenance Technician	\$ 1,000.00
Richard Ballard	On Call assistant	\$ 1,000.00
Kathy Thrasher	Custodian	\$ 1,000.00
William Mantze	Custodian	\$ 1,000.00
Dawn Schaller	Custodian	\$ 1,000.00

Justification for Credit Card(s):

Suggested by finance to allow staff to purchase needed supplies.

Department Head Approval: *Gary Lofgren*

Date Approved by Committee of Jurisdiction: January 13, 2016

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

Date Approved By Finance Committee: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN ASSISTANT
JAIL ADMINISTRATOR POSITION IN THE SHERIFF'S DEPARTMENT

WHEREAS, the Monroe County Public Safety and Justice Coordinating Committee and the Personnel and Bargaining Committee request the establishment of an Assistant Jail Administrator position and the elimination of a Jail Sergeant position in the Sheriff's Department; and

WHEREAS, the Assistant Jail Administrator would replace a current Jail Sergeant and would supervise the remaining three Jail Sergeants. In 2009, the Jail Inspector provided Monroe County with a staffing analysis for the new jail which included an Assistant Jail Administrator position. Duties of the position include supervision, scheduling, safety, standards compliance, and overseeing contracted services. The elimination of a full-time Jail Sergeant position in conjunction with this request assures that there will be no net increase in cost or employment numbers in the Sheriff's Department.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of an Assistant Jail Administrator and the elimination of a Jail Sergeant position in the Sheriff's Department at no additional cost.

Dated this 27th day of January 2016.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Public Safety & Justice Coordinating Committee vote: 5 yes,
1 no

Personnel & Bargaining Committee vote: 5 yes, 0 no

Finance Committee vote:

Approved by Corporation Counsel: ACK

Fiscal note: No additional funds needed in 2016 since the amount budgeted for the Jail Sergeant position is sufficient to cover the Assistant Jail Administrator position.

PURPOSE: Establish an Assistant Jail Administrator position for the new jail and eliminate a Jail Sergeant position to offset the cost

RESOLUTION NO. _____

RESOLUTION CONCERNING ELECTED OFFICIALS' SALARY ADJUSTMENTS
FOR THE NEXT TERM OF OFFICE

WHEREAS, Wisconsin Statutes require that an elected official's compensation must be set prior to the date when candidates may take out papers to run for local office (positions for this term include County Clerk, County Treasurer, and Register of Deeds); and

WHEREAS, the Personnel and Bargaining Committee met on January 13, 2016, reviewed current wage information, and authorized the following salary rates for Monroe County elected official positions:

POSITION	2017	2018	2019	2020
County Clerk	60,210	62,618	65,123	67,728
County Treasurer	54,699	56,887	59,162	61,528
Register of Deeds	53,137	55,262	57,472	59,771

The above rates include four percent wage adjustments effective with the first full pay period in January for each of the four years of the term. Benefits for elected officials are not included in the compensation rates listed above and are similar to benefits received by other county employees, as outlined in personnel policy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the Personnel and Bargaining Committee is authorized to adjust elected official compensation effective with the first full pay period in January of each year as indicated for the terms listed above.

Dated this 27th day of January 2016.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Approved by Corporation Counsel: ACK

Personnel and Bargaining Committee vote: 4 yes, 1 no

Finance Committee vote:

Fiscal note: There is no fiscal impact in 2016, with subsequent years to be budgeted.

Purpose: Elected official pay adjustments in next term

RESOLUTION AMENDING MONROE COUNTY CAMPING FEES

WHEREAS, the Monroe County Land Conservation, Forestry & Parks Committee has reviewed the camping fee structure at McMullen Memorial County Park and determined that changes would be appropriate.

WHEREAS, a *camping unit* is defined as any single shelter except sleeping bags and hammocks used for a camp by a camping party except those used exclusively for dining purposes or as otherwise as interpreted and applied by the Parks Department.

WHEREAS, the Monroe County Land Conservation, Forestry & Parks Committee recommends the following adjustment of fees for the Parks Department:

- (a) Daily Rates. **\$20.00** per day per camping unit for all sites except the primitive sites.
(Amended from \$19.00)
- (b) Weekly Rates. **\$120.00** per camping unit for any consecutive seven day period for all sites.
(Amended from \$110.00)
- (c) Monthly Rates. **\$375.00** per camping unit for any consecutive thirty day period for all sites.
(Amended from \$350.00)
- (d) Seasonal Rate. **\$1,600.00** per camping unit for the period of time between April 15th and October 15th. (unchanged)

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the camping fees for the Monroe County Parks Department are adjusted as stated above and shall be effective upon passage.

BE IT FURTHER RESOLVED that going forward the camping fees shall be reviewed and determined by the Land Conservation, Forestry & Parks Committee or subsequent committee having jurisdiction over the Monroe County Parks Department.

Dated this 27th day of January, 2016.

OFFERED BY THE LAND CONSERVATION, FORESTRY & PARKS COMMITTEE:

Committee vote: -

Finance vote: -

Fiscal Note: May increase park revenue.

Statement of purpose: Establish camping rates and the process of committee review and determination of camping rates.

Drafted by Chad Ziegler, Forest & Parks Administrator

Reviewed by Corporation Counsel _____