



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

SECOND AMENDED 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, November 16, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 10/10 & 10/19/2016
4. Justice Center Building Project
 - a. Justice Center Update – Discussion/Action
 - b. Approval of Justice Center Vouchers – Discussion/Action
 - c. Replacement of Unsuitable Soils – Discussion/Action
 - d. WE Energies Installation of Permanent Gas Service – Discussion/Action
5. Radio Tower Project
 - a. Radio Project Update – Discussion/Action
 - b. Approval of Radio Tower Project Vouchers – Discussion/Action
 - c. Approval of Radio Change Orders – Discussion/Action
6. Human Services Credit Card Approval – Discussion/Action
7. Line Item Transfer(s) – Discussion/Action
 - a. Health
 - b. Dispatch
 - c. Finance
 - d. Sheriff
8. Budget Adjustment(s) – Discussion/Action
 - a. Health
 - b. Rolling Hills
 - c. Circuit Court
 - d. Clerk of Court
 - e. Local History Room
 - f. County Clerk - Elections
9. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
10. Resolution Regarding Cancellation of Outstanding 2015 Checks – Discussion/Action
11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Financial Software Update – E-Procurement
 - d. Finance Department Staff Changes
 - e. Winter Conference – WGFOA (WI Governmental Finance Officers Assoc.) - Discussion/Action
 - f. Interim Audit
12. Resolution Approving Interim Monroe County Administrator – Discussion Action
13. Administrator Budget Adjustment – Discussion/Action
14. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval

AMENDED NOTICE OF MEETING

FINANCE MEETING

Wednesday, November 16, 2016

Continued Page 2

15. Items for next month's agenda
16. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: 11/14/2016

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.



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Conference Room
803 Washington Street
Sparta, WI 54656
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AMENDED NOTICE OF MEETING

FINANCE MEETING

Wednesday, November 16, 2016

Continued Page 2

15. Items for next month's agenda
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Cedric Schnitzler, Committee Chair
Date notices mailed: 11/14/2016

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NOTICE OF MEETING

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TIME: 9:00 a.m.
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a. Health	c. Finance
b. Dispatch	
8. Budget Adjustment(s) – Discussion/Action

a. Health	d. Clerk of Court
b. Rolling Hills	e. Local History Room
c. Circuit Court	f. County Clerk - Elections
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13. Items for next month's agenda

Cedric Schnitzler, Committee Chair

Date notices mailed: 11/09/2016

14. Adjournment

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
October 10, 2016

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path
Others: Cathy Schmit, Annette Erickson, Kurt Marshaus, Randy Williams, Ron Hamilton

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

- Next meeting date – Budget Meeting - October 19, 2016 at 9:00 a.m. at the Highway Department Conference Room. Regular meeting – November 16, 2016 at 9:00 a.m. at the Highway Department Conference Room.
- Minutes Approval – Motion by Pete Peterson second by Mark Halverson to approve the 09/21/16 minutes. Carried 5-0.
- Human Services Credit Card – Ron Hamilton explained the need for a Social Services Aide Credit Card in the amount of \$1,000.00 for Wendy Davey. Motion by P. Peterson second by Wallace Habegger to approve credit card. Carried 5-0.
- Human Services Budget Adjustment – Ron Hamilton explained the 2016 budget adjustment in the amount of \$402,542.00 for additional revenue from state WHEAP Program; ADRC advertising expense reimbursed by ADRC funds; State CLTS funds, local collections and Human Services reserve fund for increased placement expenses. Discussion. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Radio Tower Project
 - a. Radio Project Update – Randy Williams provided a project update to members.
 - b. Approval of Radio Tower Project Vouchers – Discussion. Motion by Wallace Habegger second by Douglas Path to approve the Radio Tower expenditures in the amount of \$236,720.70. Carried 5-0.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Douglas Path to approve the Justice Project expenditures in the amount of \$700,225.29. Carried 5-0.
 - c. Replacement of Unsuitable Soils – No Discussion.
 - d. Bids for Reconstruction of Parking Lot – Kurt provided one bid received for reconstruction of the bank building parking lot in the amount of \$95,600.00 from Mathy Construction Company. A credit is in the project fund in the amount of \$48,586.25 for the parking lot reconstruction. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve reconstruction of bank parking lot by Mathy Construction Company. Carried 5-0.
 - e. Bids for Concrete Work Associated with Parking Lot Reconstruction – Kurt provided 3 bids for concrete work associated with parking lot reconstruction. The low bid was Cory Smith/Smith Contracting in the amount of \$15,522.00, the bidder would have to be here by the 24th of October. Discussion. Motion by Douglas Path second by Mark Halverson to approve concrete work associate with parking lot reconstruction by Smith Contracting. Carried 5-0.
- Treasurer Report
 - a. Annette Erickson gave the monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review.
- Resolution Approving Offer to Purchase of 315 W. Oak Street, Sparta, WI 54656 – Ron Hamilton explained verbal feedback from the ADA assessment regarding the Gundersen Lutheran facility. Gundersen did good keeping up with most ADA requirements.
Feedback Highlights:

- One bathroom meets ADA requirements
- Some exterior work needs to be completed, striping of the parking lot to meet ADA requirements
- We are not required to have elevator if we did not meet with customers on the lower level
- A few doorways didn't meet ADA requirements

A written report will be received one week from Friday and available before the next board meeting.
Discussion. The county did request ADA funds from the state for the project.

- Resolution Authorizing the Redemption of General Obligation Refunding Bonds, Dated August 15, 2001 – Catherine Schmit explained that the resolution would be the process to follow for redemption of the Sand Creek 2 bonds. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve resolution and forward to the full board for approval. Carried 5-0.
- 2017 Budget Presentation – Catherine Schmit explained the budget index and summary and provided an overview of the budget. Levy limits are in place.
Highlights of the 2017 budget:
 - Equalized value is up
 - Net new construction is up
 - New positions approved are incorporated
 - Contingency Balance is \$458,995.00
 - Some departments may include Justice Center costs not incorporated into the project
 - Prisoner medical expenses will be charged out of the jail assessment fund along with maintenance damages to the building
 - Capital Outlay includes \$500,000.00 for Gundersen Lutheran Building; \$52,500.00 of Ho-Chunk for relocating/acquisition costs; Sheriff vehicles were reduced by one
 - Debt Service funds include paying off Sand Creek 2 bonds; 2015 committed debt service fund roll forward due to meeting minimum fund balance policy
 - UW Extension. The State received a budget cut and looking to regionalize. The budget will remain the same but we may have to share services.
- 2017 Budget Publication – The members discussed the publication. Motion by Wallace Habhegger second by Pete Peterson to approve the 2017 budget publication. Carried 5-0.
- Notice of Donations/User Fees Received Budget Adjustment – Catherine Schmit explained the adjustment to members. Motion by Mark Halverson second by Pete Peterson to approve Notice of Donations/User Fees Adjustment. Carried 5-0.
- Monthly County Disbursement Journal – Motion by Pete Peterson second by Cedric Schnitzler to approve Monthly County Disbursement Journal. Carried 5-0.
- Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda –
- Adjournment - Motion by Pete Peterson second by Wallace Habhegger to adjourn at 10:50 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
October 19, 2016

Present: Cedric Schnitzler, Wallace Habhegger, Mark Halverson, Douglas Path; Pete Peterson absent.
Others: Cathy Schmit, Gina Rae, Steve Thiry, Linda Anderson, Shirley Chapiewsky.

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

- County Administrator, Purchasing Coordinator Credit Card Request – Catherine Schmit explained \$2,500.00 credit card request for Purchasing Coordinator, Lisa Hanson. Motion by Wallace Habhegger second by Mark Halverson to approve credit card. Carried 4-0.
- Resolution Authorizing Contract Settlement for 2017-2018 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association – Wallace Habhegger explained 2% increase for 2017-2018. Catherine Schmit further explained uniform allowance update of an additional \$50 per year beginning in 2018. Discussion. Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Carried 4-0.
- 2017 County Budgets
 - a. In-County Library Reimbursement – Steve Thiry, Sparta Library and Gina Rae, Wilton Library were present to request 100% reimbursement for In-County Libraries. Library services were explained. Historically Monroe County has funded 70% for both In County and Out of County Libraries. Discussion. The cost difference for In-County libraries at 100% would add \$118,290.00 to the levy.

Chair Schnitzler opened the floor for discussion on the 2017 budget. Several line items were discussed in detail. Catherine Schmit and Tina Osterberg answered questions.

- Resolution Adopting the 2017 Budget and Authorizing Property Tax Levies - Motion by Wallace Habhegger second by Douglas Path to approve budget and property levies and forward to the full county board. Carried 4-0.
- Adjournment - Motion by Mark Halverson second by Wallace Habhegger to adjourn at 11:03 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

GIC

Request for Credit Card Approval

Department: Human Services

Committee: Health & Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Ashly Dieckman	Social Services Aide	\$ 1,000.00
Erica Brandau	Social Worker - increase credit limit from \$1,000	\$ 2,500.00

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.
The CLTS program, which Erica works with, often involves purchasing adaptive aids that are approved by the State. The current credit limit of \$1,000 is not adequate when purchasing the higher cost items for clients.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11/1/2016

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

Date Approved By Finance Committee: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Health
Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 511000	Salaries	\$ 451,090.00	\$ (1,500.00)	\$ 344,904.74	\$ 449,590.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ (1,500.00)		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 533200	Mileage	\$ 10,275.00	\$ 1,500.00	\$ 9,764.07	\$ 11,775.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer: Due to increased Public Health Nurse home visits to county residents, as well as an increase in follow up on reportable communicable diseases requiring home visits and additional public health program/clinic/services, it is anticipated that the mileage line item will be expended before year end. We will be not be utilizing the entire budgeted amount for Interpreter services in 2016 which would allow line item transfer to the public health mileage line item.

Department Head Approval

Maureen Nelson

Governing Committee Approval

Carol Quinn 11/1/16

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: Dispatch Date: 11/14/16
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 515700	EDUCATION AND TRNING	\$ 4,690.00	\$ 2,500.00	\$ 750.80	\$ 1,439.20
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12930000 53100	OFFICE SUPPLIES	\$ 4,325.00	\$ 2,500.00	\$ 4,747.66	\$ 2,077.34
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,500.00		

Explanation for Transfer:

My October YTD budget showed I was over my Office Supplies Line by \$422.66. This was mostly due to the purchase of two new dispatch chairs which I underbudgeted for (budgeted \$1,325; chairs cost \$1,695). I am requesting to take \$2,500 out of Education and Training Line and move it to my Office Supplies line to use for purchasing of Office Supplies for remainder of the year.

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Finance
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

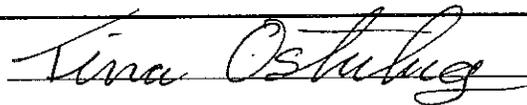
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 533010	Conference/Seminars	\$ 8,150.00	\$ 490.00	\$ 7,060.22	\$ 7,660.00
11510000 515700	Emp. Education & Training	\$ 770.00	\$ 635.00	\$ 135.00	\$ 135.00
11512000 521410	Financial & Auditing Services	\$ 44,000.00	\$ 1,050.00	\$ 42,950.00	\$ 42,950.00
11510000 522025	Telephone	\$ 160.00	\$ 80.00	\$ 54.39	\$ 80.00
				\$ -	-
				\$ -	-
				\$ -	-
Total Transfer			\$ 2,255.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 515020	Health Insurance	\$ 140,534.00	\$ 1,700.00	\$ 116,582.55	\$ 142,234.00
11510000 515025	Dental Insurance	\$ 8,682.00	\$ 45.00	\$ 7,081.28	\$ 8,727.00
11510000 532500	Dues	\$ 25.00	\$ 25.00	\$ 25.00	\$ 50.00
11510000 531000	Office Supplies	\$ 700.00	\$ 485.00	\$ 437.39	\$ 1,185.00
				\$ -	-
				\$ -	-
Total Transfer			\$ 2,255.00		

Explanation for Transfer: The Winter Wisconsin Governmental Finance Officer Association conference is going to be about basis governmental accounting. I feel this would be a great refresher for myself and a good learning experience for Ellie as the new Financial and System Controls Specialist starting in January. Ellie was not budgeted to attend any WGFOA conferences in 2016, so she will need to be approved to attend and to have dues paid. Also, an employee will be taking out family insurance coverage that currently has single insurance. The remaining portion of the transfer is to move funds available to Office Supplies to prepare for the move to the Citizens First Bank Building.

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: Sheriff Administratic
 Budget Year Amended: 2016

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12710120 521145 SH660	BRD Prisoner Out of Coun	\$ 62,405.66	\$ 331,000.00	\$ 251,252.99
	Total Transfer		\$ 62,405.66		

To Account	12715120 511000	Salaries	\$ 805.66	\$ -	\$ -
	12715120 511050	Salaried On-Call	\$ 53,000.00	\$ 55,000.00	\$ 90,767.19
	12715120 511200	Overtime	\$ 200.00	\$ -	\$ 196.62
	12715120 515005	Retirement	\$ 2,000.00	\$ 2,500.00	\$ 3,508.51
	12715120 515010	Social Security	\$ 3,400.00	\$ 3,410.00	\$ 5,721.07
	12715120 515015	Medicare	\$ 1,000.00	\$ 798.00	\$ 1,338.02
	12715120 515040	Workers Comp	\$ 2,000.00	\$ 1,062.00	\$ 2,452.73
	Total Transfer		\$ 62,405.66		

Explanation for Transfer: Transports following move into the new facility are higher than expected. This is due to transporting between buildings to and from court, increase in jury trials requiring escorts, and completing a portion of out of state extraditions from Minnesota and Illinois in-house rather than contracting.

Department Head Approval Scott Pukras

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 1, 2016
 Department: Health Department
 Amount: \$500.00
 Budget Year Amended: 2016

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

Received \$500.00 of additional funding from Remembering Jesse Parker, Inc for the purpose of providing car seats to income eligible families

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	Cribs for Kids	\$ 3,500.00	\$ 500.00	\$ 4,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant Supplies	\$ 19,022.41	\$ 500.00	\$ 19,522.41
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Department Head Approval: *Mason Johnson*
 Date Approved by Committee of Jurisdiction: *David Pucci 11/1/16*
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: November 1, 2016
 Department: Health Department
 Amount: \$1,000.00
 Budget Year Amended: 2017

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

Received a Theisens' More for Your Community Grant award of \$1000.00 to support the Health Department's "Reading Empowers Development (RED)" program. This funding will allow the RED program to expand partnerships, and provide books for program eligible children in 2017. The goal of the RED program is to improve the literacy of Monroe County children.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 485000	Theisen Grant	\$ -	\$ 1,000.00	\$ 1,000.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000 534050	Block Grant	\$ 16,685.00	\$ 1,000.00	\$ 17,685.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,000.00	

Department Head Approval: *Maura Johnson*
 Date Approved by Committee of Jurisdiction: *David Reese* 11/1/16
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: _____
 Department: Rolling Hills
 Amount: \$4,000.00
 Budget Year Amended: 2016

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

The Center for Medicare/Medicaid Services regulated that all direct care hours be reported via ZIP file quarterly. In order to do this we needed to have a program created and integrated into our software system. This was something that was not budgeted as it was regulated after the budget was finalized. We need to move money from our program costs to computer & comp supp.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
		\$ -	\$ -	\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210810 521415	COMPUTER & COMP SUPP	\$ 10,500.00	\$ 4,000.00	\$ 14,500.00
64210110 534260	NURSING NON-BILL SUPP	\$ 90,586.00	\$ (4,000.00)	\$ 86,586.00
Total Adjustment			\$ -	

Department Head Approval: *Linda Anderson AHA*
 Date Approved by Committee of Jurisdiction: 10/24/16

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: November 14, 2016
 Department: Circuit Court
 Amount: \$16,714.28
 Budget Year Amended: 2016

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

2016 revenue exceeded budgeted amounts for several accounts. These additional revenues are needed to help cover expenses for attorney 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	\$ 126,000.00	\$ 701.25	\$ 126,701.25
11210000 435110	State GAL Payment	\$ 36,000.00	\$ 6,589.80	\$ 42,589.80
11210000 451100 CC 010	JUV Fines	\$ 5.00	\$ 25.00	\$ 30.00
11210000 451100 CC 020	JUV Fines	\$ 245.00	\$ 5.00	\$ 250.00
11210000 461430 CC 270	Attorney / GAL	\$ 4,000.00	\$ 6,110.55	\$10,110.55
11210000 461450 CC 310	Copy Fee	\$ 750.00	\$ 55.90	\$805.90
11210000 461450 CC 330	Mail Fee	\$ 5.00	\$ 26.90	\$31.90
11210000 461460	Ch. 51 Legal Fees	\$ 250.00	\$ 110.00	\$360.00
11210000 461470	Doctor Evaluations	\$ 4,000.00	\$ 900.00	\$4,900.00
11210000 461500	Probate Fees	\$ 10,300.00	\$ 2,189.88	\$12,489.88
Total Adjustment			\$ 16,714.28	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000 539200	Contingency Fund	\$ 314,524.93	\$ (20,000.00)	\$ 294,524.93
11210000 521105 CC 600	Attorney Fees	\$ 52,000.00	\$ 36,714.28	\$ 88,714.28
Total Adjustment			\$ 16,714.28	

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: November 14, 2016
 Department: Clerk of Court
 Amount: \$32,951.92
 Budget Year Amended: 2016

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

2016 revenue exceeded budgeted amounts listed below. The additional revenues are need to cover expense line items that have exceeded budgeted amounts.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 435100	Judicial Reimbursement	\$ 60,000.00	\$ 8,223.75	\$ 68,223.75
11220000 435110	State GAL Payment	\$ 3,000.00	\$ 1,732.20	\$ 4,732.20
11220000 451000 CC120	Bail Forfeiture	\$ 7,500.00	\$ 2,300.00	\$ 9,800.00
11220000 451210	IIDS-Ignition Interlock Srchg	\$ 4,500.00	\$ 813.04	\$ 5,313.04
11220000 451250 CC130	Penal Fines - SF348	\$ 500.00	\$ 324.80	\$ 824.80
11220000 461430	Attorney Fees	\$ 28,500.00	\$ 17,183.02	\$ 45,683.02
11220000 461440	Guardian Ad Litem Fees	\$ 3,000.00	\$ 1,182.76	\$ 4,182.76
11220000 461450 CC350	Passport Fees	\$ 8,000.00	\$ 800.00	\$ 8,800.00
11220000 461450 CC370	Interpreter Reimbursement	\$ 6,000.00	\$ 392.35	\$ 6,392.35
Total Adjustment			\$ 32,951.92	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11220000 514100 CC550	Witness Fees	\$ 2,500.00	\$ 500.00	\$ 3,000.00
11220000 514100 CC560	Juror Per Diem	\$ 17,500.00	\$ 17,000.00	\$ 34,500.00
11220000 514100 CC561	Juror Mileage	\$ 10,000.00	\$ 12,000.00	\$ 22,000.00
11220000 521015 CC510	Interpreter Per Diem	\$ 10,000.00	\$ 3,451.92	\$ 13,451.92
Total Adjustment			\$ 32,951.92	\$ -

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 24, 2016
 Department: Local History Room
 Amount: \$6,254.50
 Budget Year Amended: 2016

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

Cover cost of special county tax roll microfilming project (\$3754.50) and development of new LHR logo (\$2500) for a total of \$6,254.50. This budget adjustment authorizes a funds transfer from the Local History Room Trust account to cover additional expenses.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 485000 LHR10	LOCAL HISTORY ROOM TRUST	\$ 15,000.00	\$6,254.50	\$ 21,254.50
15120000 492800	TRANSFER IN LOCAL HISTORY ROC	\$ 15,000.00	\$6,254.50	\$ 21,254.50
				\$ -
				\$ -
Total Adjustment			\$ 12,509.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
85120000 599999	TRANSFER OUT	\$ 15,000.00	\$6,254.50	\$ 21,254.50
15120000 534005	LHR OPERATING EXPENSE	\$ 15,000.00	\$6,254.50	\$ 21,254.50
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 12,509.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11-8-16

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: November 8, 2016
 Department: County Clerk - ELECTIONS
 Amount: \$5,000.00
 Budget Year Amended: 2016

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

The Election Budget is over due to several Municipalities purchasing additional Voting Machines.
Therefore, additional machines were programmed for both the August and November Elections.
General Election ballots have been ordered by Municipalities at an unprecedented 100%
voter turnout causing our printing line to also be over budget.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 521420	Election Programming	\$ 55,000.00	\$ 1,739.00	\$ 56,739.00
11421000 531060	Election Printing	\$ 20,000.00	\$ 3,261.00	\$ 23,261.00
10010000 539200	Contingency Fund	\$ 314,524.93	\$ (5,000.00)	\$ 309,524.93
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: *Shelley Bone*
 Date Approved by Committee of Jurisdiction: *Dallas K. Hays* 11/08/16
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: _____

RESOLUTION NO. _____

REGARDING CANCELLATION OF OUTSTANDING 2015 CHECKS

WHEREAS, The checks listed on the attachment, 2015 Outstanding Checks, are outstanding and demand special accounting and extra work listing them as outstanding due to not being timely presented for payment; and

WHEREAS, The checks read "Void 90 days after date of issue" and more than 90 days have passed since the checks were issued; and

WHEREAS, The auditors for the county recommend a policy and practice of canceling outstanding checks on a yearly basis.

NOW THEREFORE BE IT RESOLVED that the Monroe County Treasurer, in accordance with §59.64(4)(e) of the Wisconsin Statutes, is instructed to:

1. Cancel the attached list of checks issued in the calendar year of 2015; and
2. Credit the amount of the outstanding checks to the General Fund; and
3. If a listed check is presented at a later date and within six years of the date of the check, issue a new check in payment thereof.

Dated this 22nd day of November, 2016.

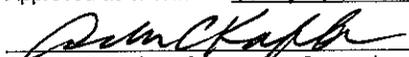
OFFERED BY THE FINANCE COMMITTEE:

Fiscal Note: Passage would increase the General Fund by the amount of \$1847.32.

Statement of purpose: The purpose of this resolution is to clear Monroe County's books of old outstanding checks.

Finance Vote (If required):
 ___ Yes ___ No ___ Absent

Committee of Jurisdiction Forwarded on: _____, 20__
 ___ Yes ___ No ___ Absent

Approved as to form on 11-9-16

 Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
 County Board Vote on: _____ 20__
 ___ Yes ___ No ___ Absent

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

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

CHECK #	AMOUNT	NAME	VENDOR	DEPARTMENT	DATE
1002102	\$ 20.00	Timothy D Callahan	15123	Clerk of Court	1/23/2015
1002658	\$ 27.91	Tiffany M Coenen	3115	Employee: Jail Admin	2/13/2015
1002661	\$ 203.68	Gundersen Clinic LTD	7368	Sheriff's/Jail	2/13/2015
1002838	\$ 10.75	County of La Crosse WI	4220	DA	2/20/2015
1003183	\$ 19.02	Danielle Lee Keenan	2	Juror: Clerk of Court	3/6/2015
1003215	\$ 42.34	Wayne L Schindler	2	Juror: Clerk of Court	3/6/2015
1004145	\$ 34.36	Ethan Young	3507	Employee: Patrol	4/10/2015
1004298	\$ 43.36	Erin L Jorgensen	2	Juror: Clerk of Court	4/17/2015
1004310	\$ 20.55	Mark A Mashak	2	Juror: Clerk of Court	4/17/2015
1004645	\$ 25.65	Jeremiah D Godfrey	2	Juror: Clerk of Court	5/1/2015
1004659	\$ 26.02	Sean D Hogan	2	Juror: Clerk of Court	5/1/2015
1004676	\$ 24.00	Tara Nichols	5178	Employee: Justice	5/1/2015
1005336	\$ 28.20	Candi M Donoho	2	Juror: Clerk of Court	5/29/2015
1005359	\$ 88.77	Paul L Pfaff	2	Juror: Clerk of Court	5/29/2015
1005715	\$ 23.10	Martin T Egbert	2	Juror: Clerk of Court	6/12/2015
1006788	\$ 22.94	Eldre Schroeder	9721	Human Services	7/24/2015
1007012	\$ 6.33	William P Fleming	15410	Treasurer	8/7/2015
1007027	\$ 18.30	James Kast	15412	Treasurer	8/7/2015
1008450	\$ 26.16	Cynthia A Schmitz	2	Juror: Clerk of Court	10/2/2015
1008471	\$ 19.02	Katelynn A Clark	2	Juror: Clerk of Court	10/2/2015
1008646	\$ 38.40	Amy L Brandau-Sharpe	2	Juror: Clerk of Court	10/9/2015
1008667	\$ 27.18	Joshua A Epps	2	Juror: Clerk of Court	10/9/2015
1008670	\$ 38.40	Judith A Koehler	2	Juror: Clerk of Court	10/9/2015
1008694	\$ 28.20	Theresa M Garrett	2	Juror: Clerk of Court	10/9/2015
1008747	\$ 29.94	Declan Stuart	15504	Treasurer	10/9/2015
1008815	\$ 1.75	Mary Cheever	4113	Public Health	10/16/2015
1009098	\$ 45.40	Kasey M Pierce	2	Juror: Clerk of Court	10/23/2015
1009213	\$ 150.00	Christopher Brigson	15268	Human Services	10/30/2015
1009304	\$ 90.30	Matt W Henthorne	2	Juror: Clerk of Court	10/30/2015
1009541	\$ 18.51	Jill M Guns	2	Juror: Clerk of Court	11/6/2015
1009579	\$ 175.08	Fay-Marie Filipiak	6311	Clerk of Court	11/6/2015
1009594	\$ 6.00	Rene Pratt	2782	Senior Services	11/6/2015
1009844	\$ 70.00	Fawn Brickman	15571	Children Services	11/20/2015
1009866	\$ 13.45	Angelina Eagleson	15580	Treasurer	11/20/2015
1010115	\$ 54.39	Wisconsin Power & Lgt	5293	Highway	12/4/2015
1010523	\$ 38.40	Dakota L Roberts	2	Juror: Clerk of Court	12/18/2015
1010536	\$ 38.40	Karen M Olson	2	Juror: Clerk of Court	12/18/2015
1010554	\$ 21.06	Timothy A Willis	2	Juror: Clerk of Court	12/18/2015
1010658	\$ 232.00	Sue Krauss	3032	Human Services	12/18/2015
Total	\$ 1,847.32				

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 14, 2016
 Department: Administrator
 Amount: \$11,432.50
 Budget Year Amended: 2016

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

This adjustment will cover the salary and fringe payouts for the County Administrator position from the contingency fund.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000 511000	Salaries	\$ 116,651.00	\$ 9,957.40	\$ 126,608.40
11410000 515005	Retirement	\$ 14,428.00	\$ 617.36	\$ 15,045.36
11410000 515010	Social Security	\$ 7,430.00	\$ 144.38	\$ 7,574.38
11410000 515015	Medicare	\$ 1,739.00	\$ 701.41	\$ 2,440.41
11410000 515040	Work Comp	\$ 156.00	\$ 11.95	\$ 167.95
10010000 539200	Contingency Fund	\$ 314,524.93	\$ (11,432.50)	\$ 303,092.43
Total Adjustment			\$ -	

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: _____