MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
Phone 608-269-8705
Fax 608-269-8747
www.co.monroe.wi.us

MONROE COUNTY BOARD AGENDA
Wednesday, August 24, 2016
Rolling Hills Rehab Center
Auditorium
14345 County Hwy B
Sparta, WI 54656

6:00 p.m. Call to Order/Roll Call/Pledge of Allegiance

Approval of Minutes 07/26/2016

Public Comment Period
**Public sign up before meeting. An individual may only speak once and is limited to 3 minutes*

Appointments

Announcements

Review & Approve new Monroe County Local History Room Logo – Jarrod Roll

Update on Justice Center Building Project – Kurt Marshaus

Update on Radio Tower Project – Randy Williams

Monthly Treasurers Report – Annette Erickson

Monthly Financial Report – Tina Osterberg

Monthly Administrators Report – Catherine Schmit

Budget Adjustments –

Senior Services	Contingency
Rolling Hills	Sheriff
Retirement/Fringe Pool	

Resolutions – Discussion/Action (listed on separate sheet)

Adjournment

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

The July meeting of the County Board of Supervisors convened at the Rolling Hills Auditorium in the Town of Sparta, Wisconsin, on Tuesday, July 26, 2016 at 6:00 p.m. Chair Cedric Schnitzler presided. Roll Call was called with 14 Supervisors present; Supervisor D. Peterson joined the meeting at 6:03 p.m.; Supervisor Schroeder joined the meeting at 6:21 p.m. The Pledge of Allegiance was recited.

Motion by Supervisor Olson second by Supervisor Von Ruden to approve the minutes of the 06/22/16 meeting. Carried by voice vote.

Supervisor D. Peterson joined the meeting at 6:03 p.m.

Public Comment Period - Two individuals from the public spoke.

Appointments - Chair Schnitzler presented the following appointments:
-Economic Development, Dennis Berg for a term ending 05/18;
-Aging & Disability Resource Center of Western WI, Mary Von Ruden for a term ending 05/18;
-Ethics, Chris Anderson for a term ending 01/31/18; Scott Wall for a term ending 01/31/19;
-Monroe County Safe Communities Coalition for a term ending 05/18,

Sergeant Jeff Leis	Traffic Safety Commission (TSC) Chair
Hwy Patrol Superintendent Jon Pauley	Traffic Safety Commission (TSC) Vice-Chair

Motion by Supervisor Pierce second by Supervisor Folcey to approve all appointments presented to the board. Carried by voice vote.

Announcements – Chair Schnitzler explained that business after five will be held tomorrow night at the Monroe County Fair.

Supervisor Schroeder joined the meeting at 6:21 p.m.

Dave Maccoux provided the 2015 Audit Report and answered questions.

Jack Dittmar provided the 2015 Highway Department Annual Financial Report and answered questions.

Kurt Marshaus provided the Justice Center Building Project report and answered questions.

Randy Williams provided the Radio Tower Project Update and answered questions.

Annette Erickson, County Treasurer has been excused from tonight's meeting.

Tina Osterberg provided the monthly Financial report and answered questions.

Catherine Schmit provided the monthly Administrators report and answered questions.

A short recess was taken at 7:58 p.m., the meeting reconvened at 8:11 p.m.

Supervisor Olson left the meeting briefly at 8:11 p.m.

Budget Adjustments:
Land Records – Motion by Supervisor Schroeder second by Supervisor Pierce to approve budget adjustment. Jeremiah Erickson, Real Property Coordinator/LIO explained the 2016 budget adjustment in the amount of $1,000.00 for rural addressing. A roll call vote was taken. The budget adjustment passed with all 15 Supervisors present voting yes.

Senior Services – Motion by Supervisor Schroeder second by Supervisor Pierce to approve budget adjustment. Tina Osterberg, Finance Director explained the 2016 budget adjustment in the amount of $21,536.00 for state funding increase from Greater WI Agency on Aging Resources and home delivered meals no longer needed. Discussion. A roll call vote was taken. The budget adjustment passed with all 15 Supervisors present voting yes.

Sheriff – Motion by Supervisor Steele second by Supervisor Schroeder to approve budget adjustment. Tina Osterberg, Finance Director explained the 2016 budget adjustment in the amount of $7,995.83 for equipment grants. A roll call vote was taken. The budget adjustment passed with all 15 Supervisors present voting yes.

Emergency Management – Motion by Supervisor Steele second by Supervisor Pierce to approve budget adjustment. Tina Osterberg, Finance Director explained the 2016 budget adjustment in the amount of $533.86 for Homeland Security Grant. A roll call vote was taken. The budget adjustment passed with all 15 Supervisors present voting yes.

Solid Waste – Motion by Supervisor Steele second by Supervisor Las to approve budget adjustment. Tina Osterberg, Finance Director explained the 2016 budget adjustment in the amount of $39,530.97 for State Recycling Grant. A roll call vote was taken. The budget adjustment passed with all 15 Supervisors present voting yes.

Supervisor Olson joined the meeting at 8:21 p.m.

Solid Waste (Repurpose of Funds) – Motion by Supervisor Steele second by Supervisor Las to approve repurpose of funds. Tina Osterberg, Finance Director explained the 2016 repurpose of funds in the amount of $40,000.00 for Junco Road pavement. Discussion. A roll call vote was taken. The repurpose of funds passed with all 16 Supervisors present voting yes.

RESOLUTION 07-16-01

RESOLUTION AMENDING THE POLICY ON REMNANT PARCELS

The foregoing resolution was moved for adoption by Supervisor P. Peterson second by Supervisor Pierce. Chair Schnitzler recognized Jeremiah Erickson, Real Property Coordinator/LIO to explain. Discussion. A roll call vote was taken. The resolution passed (15 Y - 1 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: Y	Von Ruden voted: Y	Halverson voted: Y
Path voted: N	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-02

RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ADDITIONAL STATE-FUNDED PUBLIC WORKS LABORER POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT

The foregoing resolution was moved for adoption by Supervisor Steele second by Supervisor Schroeder. Supervisor Schroeder recognized Jack Dittmer, Highway Commissioner to explain. Discussion. A roll call vote was taken. The resolution passed with all 16 Supervisors present voting yes.

RESOLUTION 07-16-03

RESOLUTION AUTHORIZING ESTABLISHMENT OF A MAINTENANCE TECHNICIAN POSITION IN THE MAINTENANCE DEPARTMENT

The foregoing resolution was moved for adoption by Supervisor Sherwood second by Supervisor Steele. Chair Schnitzler recognized Garry Spohn, Property Manager to explain. Discussion. A roll call vote was taken. The resolution passed (15 Y - 1 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: N	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-04

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Folcey. Supervisor Pierce recognized Ron Hamilton, Human Services Director to explain. Discussion. Motion to amend resolution by Supervisor Olson second by Supervisor Steele by changing review to terminated in the Now, Therefore Be It Resolved paragraph. A roll call vote was taken. The amendment failed due to tie vote (8 Y - 8 N - 0 Absent).

Las voted: N	Pierce voted: N	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: Y	Von Ruden voted: N	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: N
Peterson, Dean voted: N	Folcey voted: N	Schroeder voted: N	Cook voted: N

The discussion continued. A roll call vote was taken. The resolution passed (15 Y - 1 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: N	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-05

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Von Ruden. Chair Schnitzler recognized Ron Hamilton, Human Services Director to explain. A roll call vote was taken. The resolution passed (15 Y - 1 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: N	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-06

RESOLUTION AUTHORIZING LETTER TO REQUEST REALLOCATION FOR PROFILE #516 OF THE STATE AND COUNTY CONTRACT FOR SOCIAL AND COMMUNITY PROGRAMS

The foregoing resolution was moved for adoption by Supervisor Von Ruden second by Supervisor Pierce. Chair Schnitzler recognized Ron Hamilton, Human Services Director to explain. Discussion. A roll call vote was taken. The resolution passed with all 16 Supervisors voting yes.

RESOLUTION 07-16-07

RESOLUTION AMENDING LOCAL HISTORY ROOM INVESTMENT OPTIONS

The foregoing resolution was moved for adoption by Supervisor VanWychen second by Supervisor Folcey. Chair Schnitzler recognized, Jarrod Roll, Director - County Historian to

explain. Discussion. A roll call vote was taken. The resolution passed with all 16 Supervisors present voting yes.

RESOLUTION 07-16-08

RESOLUTION TO ESTABLISH AUTHORITY FOR APPROVAL OF DONATION AND USER FEES BUDGET LINE ADJUSTMENT FOR USE

The foregoing resolution was moved for adoption by Supervisor Halverson second by Supervisor Pierce. Chair Schnitzler recognized Tina Osterberg, Finance Director to explain. Discussion. A roll call vote was taken. The resolution passed (11 Y - 5 N - 0 Absent).

Las voted: N	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: N	Von Ruden voted: Y	Halverson voted: Y
Path voted: N	Sherwood voted: N	Steele voted: N	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-09

RESOLUTION AUTHORIZING AMENDMENT TO LEASE OF ROLLING HILLS BUILDING C, 14307 COUNTY HIGHWAY B, SPARTA, WI

The foregoing resolution was moved for adoption by Supervisor Sherwood second by Supervisor P. Peterson. Supervisor D. Peterson explained. Discussion. A roll call vote was taken. The resolution passed (14 Y - 2 N - 0 Absent).

Las voted: N	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: Y	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: N	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-10

RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCELS NO. 281-02378-0000 & 281-01740-0000

The foregoing resolution was moved for adoption by Supervisor D. Peterson second by Supervisor Folcey. Chair Schnitzler recognized Andrew Kaftan, Corporation Counsel to explain. Discussion. A roll call vote was taken. The resolution passed with all 16 Supervisors present voting yes.

RESOLUTION 07-16-11

RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO. 161-00014-0000

The foregoing resolution was moved for adoption by Supervisor D. Peterson second by Supervisor Von Ruden. Supervisor D. Peterson explained. Discussion. A roll call vote was taken. The resolution passed (15 Y - 1 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: Y	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: N	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 07-16-12

RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCELS NO. 141-00074-0000 & 141-00078-0000

The foregoing resolution was moved for adoption by Supervisor Cook second by Supervisor D. Peterson. Supervisor D. Peterson explained. Discussion. A roll call vote was taken. The resolution passed (14 Y - 2 N - 0 Absent).

Las voted: Y	Pierce voted: Y	VanWychen voted: Y	Schnitzler voted: Y
Habhegger voted: Y	Olson voted: Y	Von Ruden voted: N	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: N	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

Chair Schnitzler asked for a show of hands to those that would like to see committee reports placed back onto the agenda. 9 yes – 7 no.

Motion by Supervisor P. Peterson second by Supervisor Von Ruden to adjourn at 9:35 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the July meeting of the Monroe County Board of Supervisors held on July 26, 2016.

TREASURER'S REPORT
For the period of
July 1, 2016 to July 31, 2016
Annette M. Erickson, County Treasurer

General Checking Balances	
Month End Balance	$ 496,968.81
Outstanding Checks	$ (1,010,084.77)
Outstanding Deposits	$ 932,460.53
General Fund Investments	$ 36,763,529.96
Totals	**$ 37,182,874.53**

Receipts for Current Month:	**$ 14,526,287.77**
Wires & Disbursements for Current Month:	**$ 14,185,839.05**

INVESTMENTS

General Fund				
Bank	**ACCOUNT #**	**AMOUNT**	**DUE DATES**	**RATE**
State Bank		$ 11,237,394.46	none	0.25%
State Investment Pool		$ 5,010,796.26	none	0.39%
River Bank CD		$ 501,005.73	3/18/2017	0.80%
Citizens First Bank CD		$ 500,000.00	2/1/2017	0.75%
River Bank CD		$ 501,005.46	3/7/2017	0.80%
Timberwood Bank MM		$ 1,628,363.69	none	0.50%
Timberwood Bank CD		$ 500,000.00	4/8/2017	0.80%
Timberwood Bank MM		$ 3,631,311.38	none	0.35%
Timberwood Bank CD		$ 1,000,000.00	7/22/2017	0.75%
Partnership Bank CD		$ 500,000.00	10/1/2016	0.70%
River Bank CD		$ 2,000,000.00	7/22/2017	0.80%
River Bank CD		$ 1,003,985.52	11/5/2016	0.80%
F & M Bank of Tomah Cdars		$ 826,606.02	6/22/2017	1.00%
F & M Bank of Tomah Cdars		$ 503,325.99	12/1/2016	1.00%
F & M Bank of Tomah		$ 3,007.52	none	0.94%
F & M Bank of Kendall		$ 500,000.00	3/18/2017	1.10%
Citizens First Bank MM		$ 2,819,674.03	none	0.50%
River Bank MM		$ 2,617,053.90	none	0.40%
ADM-CD's		$ 980,000.00	none	1.10%
Union National CD		$ 500,000.00	2/18/2017	0.50%
TOTAL GENERAL FUND =		**$ 36,763,529.96**		

Total General Fund:	$ 36,763,529.96
General Fund Reserve Balance:	$ (15,113,159.00)
Restricted/Committed Fund Balance:	$ (10,072,620.18)
	$ 11,577,750.78

TOTAL GENERAL FUND AS OF July, 2015 WAS:	**$ 34,900,341.39**
DIFFERENCE FROM ONE YEAR AGO:	**$ 1,863,188.57**

Delinquent Taxes in July, 2016 were:	**$ 807,397.01** *
Delinquent Taxes in July, 2015 were:	**$ 1,018,636.17**
Delinquent Taxes are down from one year ago:	**$ (211,239.16)**

*This does not include the current year delinquent taxes

TREASURER'S REPORT
For the period of July 1, 2016 to July 31, 2016
Annette M. Erickson, County Treasurer

INVESTMENTS

BANK	ACCOUNT #	AMOUNT	DUE DATES	RATE
History Room				
Union National Bank MMI		$ 90,734.22	None	0.25%
Union National Bank MMII		$ 622,910.54	None	0.35%
Union National Bank Grotto MM		$ 95,087.74	None	0.25%
Wegner Grotto Endowment		$ 192,787.94	None	
Haney Fund				
State Bank of Sparta CD		$ 1,000.00	6/23/2017	0.20%
Transportation - Senior Services				
River Bank CD		$ 33,020.91	3/7/2017	0.80%
Union National Bank MM		$ 28,249.36	None	0.25%
Jail Assessment				
Timberwood Bank MM		$ 325,684.19	None	0.50%
Monroe County Land Information Board				
Timberwood Bank of Tomah		$ 185,643.37	None	0.33%
Community Development Block Grant Fund - Revolving Loan				
State Bank of Sparta MM		$ 677,843.70	None	0.25%
Solid Waste Management - State Bank				
Ridgeview II - Closure Escrow		$ 202,293.63	9/8/2016	0.30%
		$ 200,081.79	9/8/2016	0.30%
		$ 198,454.39	8/4/2016	0.30%
		$ 204,285.22	9/8/2016	0.30%
		$ 214,304.32	9/8/2016	0.30%
Facility Reserve		$ 229,977.58	None	0.25%
Section 125 Plan				
State Bank of Sparta		$ 10,221.62	None	0.25%
Worker's Comp				
State Bank of Sparta		$ 1,948,738.56	None	0.25%
F & M Bank-Tomah		$ 547,317.17	None	0.45%
Park Bank-Sparta		$ 259,835.87	None	0.21%
Justice Center				
ADM Investments- Bond 3		$ 2,469,466.36	None	0.27%
TOTAL OF RESTRICTED FUNDS NOT IN GENERAL FUND:		$ 8,737,938.48		

Sales & Use Tax		
January - May, 2016	$	1,348,689.10
January - May, 2015	$	1,373,540.28
Sales Tax down from 2015	**$**	**(24,851.18)**

2016 MONTHLY GENERAL INFORMATION

	GENERAL FUND	SALES TAX	CONTINGENCY FUND	DELINQUENT TAXES	
BALANCE AS OF 01/01/2016 →	**$26,177,989.19**	**$2,824,605.77**	**$161,535.37**	**$1,487,314.87 ***	
JANUARY	$29,931,985.35	$236,714.49	$508,800.00	$1,388,421.74 *	
FEBRUARY	$32,025,440.86	$287,811.35	$508,800.00	$1,207,874.74 *	
MARCH	$30,324,920.43	$212,456.05	$453,800.00	$1,130,496.27 *	
APRIL	$29,996,759.82	$309,998.17	$258,800.00	$1,036,494.76 *	
MAY	$28,798,778.86	$301,709.04	$258,800.00	$963,644.43 *	
JUNE	$29,850,517.47		$342,776.99	$928,771.78 *	
JULY	$36,763,529.96		$360,869.99	$807,397.01 *	
AUGUST					NOW INCLUDES ALL YEARS DELINQUENT TAXES
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

(CONTINGENCY FUND IS ACTUALLY PART OF THE TOTAL GENERAL FUND)
***THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2015**
TOTAL SALES TAX RECEIVED IN CALENDAR YEAR 2015 - $ 3,314,137.20

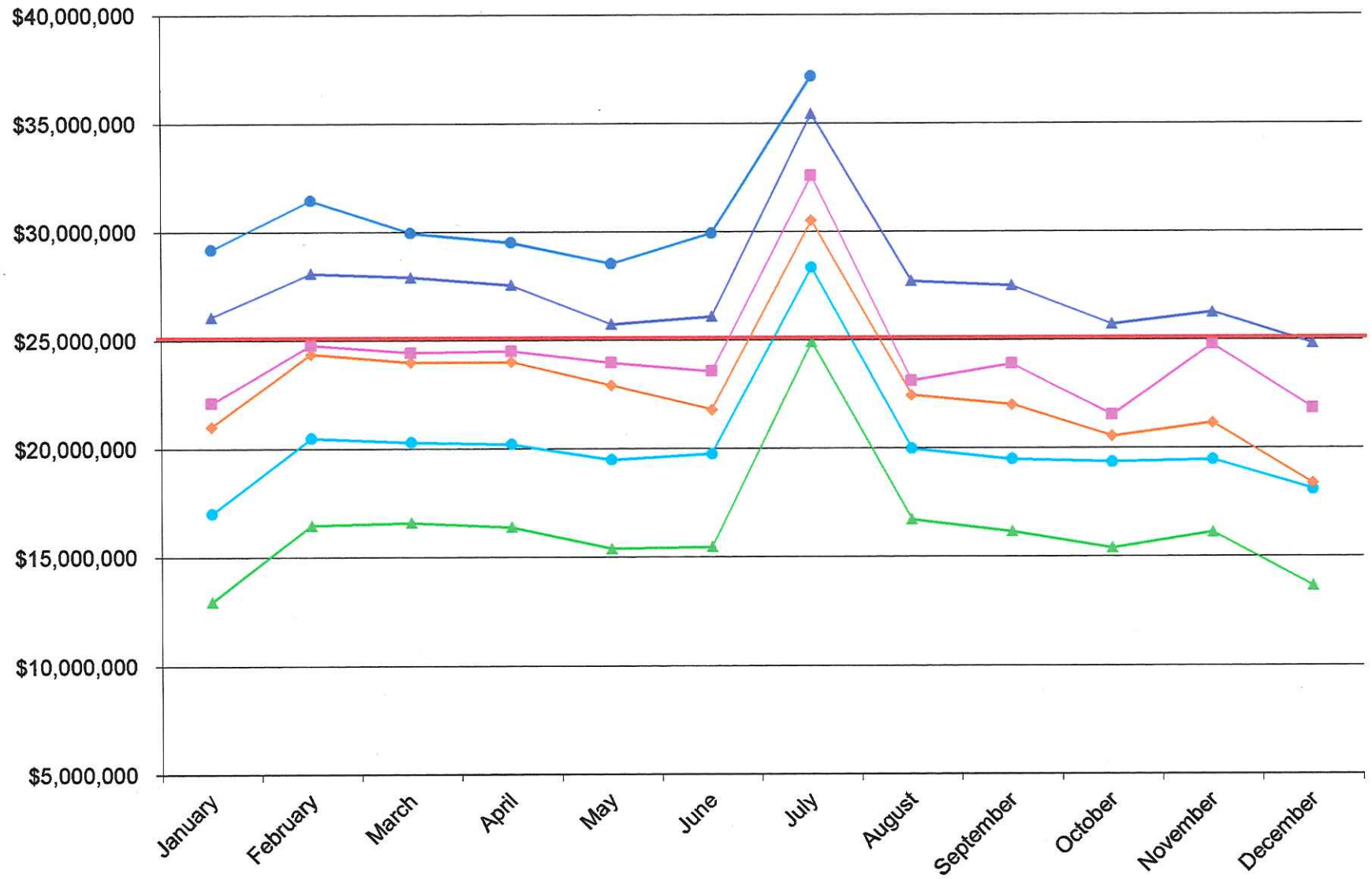
2015 MONTHLY GENERAL INFORMATION

	GENERAL FUND	SALES TAX	CONTINGENCY FUND	DELINQUENT TAXES	
BALANCE AS OF 01/01/2015 →	**$21,854,323.72**	**$2,591,913.94**	**$368,347.00**	**$1,702,727.90 ***	
JANUARY	$27,113,401.14	$228,755.85	$368,347.00	$1,600,670.48 *	
FEBRUARY	$28,420,154.68	$326,459.38	$368,347.00	$1,514,892.56 *	
MARCH	$27,970,412.57	$290,061.27	$368,347.00	$1,375,723.04 *	
APRIL	$29,385,234.82	$251,354.28	$368,347.00	$1,268,686.88 *	
MAY	$26,447,301.88	$276,909.50	$217,072.00	$1,176,777.96 *	
JUNE	$26,532,540.23	$334,985.36	$234,009.00	$1,100,716.45 *	
JULY	$34,900,341.39	$244,413.68	$234,009.00	$1,018,636.17 *	
AUGUST	$28,517,393.29	$336,007.78	$234,009.00	$2,271,919.03	NOW INCLUDES ALL YEARS DELINQUENT TAXES
SEPTEMBER	$27,558,354.45	$232,331.00	$234,009.00	$1,940,373.22	
OCTOBER	$26,122,431.29	$303,327.67	$234,009.00	$1,769,097.50	
NOVEMBER	$26,570,114.48	$278,313.52	$234,009.00	$1,634,403.28	
DECEMBER	$26,177,989.19	$211,217.91	$161,535.37	$1,487,314.87	

(CONTINGENCY FUND IS ACTUALLY PART OF THE TOTAL GENERAL FUND)
***THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2014**
TOTAL SALES TAX RECEIVED IN CALENDAR YEAR 2014 - $3,083,751.36

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

County Total General Fund Cash Balance



Minimum Fund Balance Reserve + Restricted/Committed Fd Balance

2016 2015 2014
2013 2012 2011

8/12/2016
Tina Osterberg
Monroe County Finance Director
K:\Finance Report\2016\General Fund Reserved-Committed 2016

Total General Fund Restrictions

General Fund Balance MM/ICS -	$	21,932,861.59	
General Fund CD's	$	7,996,551.43	
Total General Fund	$	29,929,413.02	$ 25,185,779.18 Reserve Policy - Incld.Restr/Com
Less Human Services Prepay	$	242,110.75	Prepay due back to state 12/31/2016 - $415,047
Total General Fund -Less Prepay	$	29,687,302.27	1/12 each month is approximately $34,587.25

Restricted Funds

MM Haney Res 10000000 342100 E2050-$1,000	$	865.66	
Child Support - Designated Fund Balance	$	51,330.16	
Software/computers 21300000 342100 E2200			
WEDCS Election Exp. Fund 11421000 579100	$	1,621.13	
Redaction Fees 11715000 461390/521350	$	34,496.16	
K-9 Donations 12116000 485000	$	11,583.77	
Dog Control 14195000	$	29,863.89	
Parks 15200000 485000/579200	$	5,188.65	
Crep Program 16140000	$	17,267.71	
Forestry Maint. Land Acq. 16919000 580100	$	49,254.58	
Forestry-Habelman Reforest 16919000 521700	$	1,471.13	
Wildlife Habitat 16913000 435800/534050	$	1,368.49	

Committed Funds

Debt Service Fund - Resolution 06-13-02	$	3,563,246.00	2015 rolled to debt service for future payments
Justice Center Reserve -Fund 47200000	$	3,090,000.00	3 M. plus rent proceeds
Farm Proceeds-Ed Fd 10000000 342400 E4050-11!	$	55,918.77	$5,968 approved to be spent
Nonlapsing Technology Pool 71490000	$	618,167.16	
Radio System Project 47260000	$	762,652.30	
Cloud-Based ERP Financial Software/(Avatar)	$	389,574.81	
Justice 12950000 485000/579200	$	530.00	
Angelo Wayside Improvement-17620620 582000	$	527.19	
Extension			
Leadership Prog. Exp. 15620611 579100	$	6,318.98	
Family Living Agent 15620613 579100	$	2,029.63	
Agriculture Agent 15620614 579100	$	12,607.71	
Youth Development Agent 15620615 579100	$	82.21	
Pesticide Certification 15620616 579100	$	2,295.97	

Assigned Funds

Human Services Reserve Fund 24900000 343000	$	300,000.00
Contingency Fund Balance 10010000 539200	$	360,869.99
Retirement/Fringe Pool 11435000 515200	$	38,606.94
Nonlapsing Capital Pool 17100169 582500	$	556,183.43
Nonlapsing Capital Vehicle Pool 17100169 581100	$	108,697.76
Total	$	10,072,620.18

Unassigned General Fund Balance	$	**19,614,682.09**

8/12/2016
Tina Osterberg Monroe County Finance Director
K:\Finance Report\2016\General Fund Reserved-Committed 2016

FINANCIAL DATA THROUGH JULY 31, 2016

REVENUES

FUND / DEPT	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
1190 Other Gen including Taxes	$ 17,661,384	$ 9,257,385	52.42%	$ 9,301,542	60.70%
1121 Circuit Court/Family Court	$ 188,640	$ 191,593	101.57%	$ 81,533	40.68%
1122 Clerk of Court	$ 398,590	$ 279,771	70.19%	$ 225,326	52.48%
1127 Medical Examiner	$ 27,000	$ 17,600	65.19%	$ 14,200	45.22%
1131 District Attorney	$ 28,200	$ 22,632	80.26%	$ 19,503	69.65%
1131 Victim Witness	$ 38,458	$ -	0.00%	$ -	0.00%
1132 Corportation Counsel	$ -	$ -	100.00%	$ -	100.00%
1142 County Clerk/Elections	$ 22,150	$ 15,395	69.50%	$ 19,249	90.39%
1143 Personnel	$ -	$ 38	100.00%	$ 5	100.00%
1151 Finance	$ 567,781	$ 309,699	54.55%	$ 296,499	53.87%
1152 Treasurer	$ 12,000	$ 8,195	68.29%	$ 11,759	97.99%
1160 Maintenance	$ 5,201	$ 5,792	111.35%	$ 2,586	7.79%
1170 Surveyor	$ -	$ 1,170	100.00%	$ 960	100.00%
1171 Register of Deeds	$ 255,070	$ 162,339	63.64%	$ 146,340	55.03%
1175 Land Records	$ 226,798	$ 113,340	49.97%	$ 35,107	30.32%
1210 Sheriff(Trib Law,Speed,Click-it,Tactical)	$ 126,078	$ 76,867	60.97%	$ 66,574	55.32%
1270 Jail	$ 73,880	$ 62,566	84.69%	$ 74,055	49.29%
1290 Emergency Mgmnt (EPCRA, Grants)	$ 67,662	$ 534	0.79%	$ (14,453)	-17.77%
1293 Dispatch	$ -	$ 112	100.00%	$ 225	100.00%
1295 Justice	$ 225,060	$ 125,833	55.91%	$ 103,757	37.07%
1368 Sanitation	$ 122,000	$ 44,282	36.30%	$ 39,580	32.44%
1419 Dog Control	$ 119,237	$ 94,912	79.60%	$ 95,788	87.00%
1470 Veterans Services	$ 10,000	$ 10,000	100.00%	$ 10,387	103.87%
1512 Local History Room	$ 15,000	$ 9,934	66.23%	$ 6,038	31.74%
1520 Parks	$ 150,563	$ 80,475	53.45%	$ 81,349	63.36%
1530 Snowmobile	$ 225,000	$ 37,288	16.57%	$ 37,288	16.57%
1560 Extension	$ 10,020	$ 9,382	93.64%	$ 8,234	381.93%
1670 Tourism/Hid Valley/Economic Dev	$ 10,508	$ 10,533	100.24%	$ 7,683	256.11%
1691 Forestry	$ 101,610	$ 51,795	50.97%	$ 100,765	100.86%
1694 Land Conservation(env, wild, land)	$ 534,316	$ 39,175	7.33%	$ 45,022	8.48%
1698 Zoning	$ 20,662	$ 15,475	74.90%	$ 11,956	57.87%
Capital Outlay	$ 39,420	$ -	0.00%	$ 18,725	40.07%
Total General Fund	$ 21,282,288	$ 11,054,110	51.94%	$ 10,847,581	57.12%

FUND / DEPT	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
100 General Fund	$ 21,282,288	$ 11,054,110	51.94%	$ 10,847,581	57.12%
213 Child Support	$ 517,155	$ 229,264	44.33%	$ 264,794	55.73%
241 Health	$ 861,499	$ 636,064	73.83%	$ 650,104	74.66%
246 Senior Services	$ 1,023,222	$ 592,115	57.87%	$ 635,409	68.04%
249 Human Services	$ 8,373,781	$ 4,978,605	59.45%	$ 5,216,066	61.69%
633 Solid Waste	$ 2,073,565	$ 1,141,308	55.04%	$ 921,224	48.76%
642 Rolling Hills	$ 8,058,709	$ 4,119,514	51.12%	$ 4,655,814	54.39%
714 Info Systems	$ 1,163,870	$ 949,956	81.62%	$ 949,699	83.37%
715 Nonlapsing-Technology Pool	$ 664,495	$ 136,237	20.50%	$ 135,220	22.86%
719 Workers Compensation	$ 135,014	$ 200,519	148.52%	$ 296,078	100.00%
732 Highway	$ 10,690,738	$ 6,397,542	59.84%	$ 5,844,206	60.31%
Total General Operating Rev.	$ 54,844,336	$ 30,435,236	55.49%	$ 30,416,194	58.95%
310 Debt Services	$ 6,575,968	$ 5,384,648	81.88%	$ 3,581,475	95.47%
420 Capital Projects	$ 11,584,769	$ 265,251	2.29%	$ 1,512,176	8.30%
820 Jail Assessment Fund	$ 118,500	$ 31,493	26.58%	$ 28,698	22.08%
830 Local History Room	$ 15,000	$ 49,798	331.99%	$ 354,421	1863.02%
856 M.M. Haney Trust Fund	$ -	$ 2	100.00%	$ -	100.00%
860 Revolving Loan Fund	$ 7,500	$ 3,837	100.00%	$ 4,477	100.00%
Total Revenues	$ 73,146,073	$ 36,170,265	49.45%	$ 35,897,441	48.70%

This is the 7 out of 12 months **59.00%**

These revenue numbers include the tax appropriations for 2016.

8/12/2016

Tina Osterberg Monroe County Finance Director

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FINANCIAL DATA THROUGH JULY 31, 2016

EXPENSES

FUND / DEPT	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
1190 Other Gen Including Taxes	$ 4,387,059	$ 4,108,394	93.65%	$ 2,351,656	101.66%
1110 County Board	$ 111,667	$ 67,059	60.05%	$ 80,691	53.85%
1121 Circuit Court/Family Court	$ 548,033	$ 289,383	52.80%	$ 286,554	50.55%
1122 Clerk of Court	$ 652,060	$ 346,205	53.09%	$ 352,715	53.38%
1127 Medical Examiner	$ 130,760	$ 74,505	56.98%	$ 63,909	44.18%
1131 District Attorney	$ 392,991	$ 192,793	49.06%	$ 198,689	52.40%
1131 Victim Witness	$ 77,439	$ 41,205	53.21%	$ 25,332	43.32%
1132 Corporate Counsel	$ 243,764	$ 130,286	53.45%	$ 125,949	53.42%
1141 Administrator	$ 162,486	$ 79,879	49.16%	$ 83,716	53.05%
1142 County Clerk/Elections	$ 247,817	$ 132,161	53.33%	$ 108,922	53.58%
1143 Personnel	$ 423,802	$ 205,296	48.44%	$ 187,319	49.97%
1151 Finance	$ 876,985	$ 486,893	55.52%	$ 471,788	55.32%
1152 Treasurer	$ 281,021	$ 164,173	58.42%	$ 170,688	56.60%
1160 Maintenance	$ 854,541	$ 364,134	42.61%	$ 301,863	44.01%
1170 Surveyor	$ 27,556	$ 15,855	57.54%	$ 7,210	26.16%
1171 Register of Deeds	$ 256,086	$ 126,949	49.57%	$ 134,693	48.92%
1175 Land Records	$ 229,462	$ 60,924	26.55%	$ 77,729	67.12%
1210 Sheriff(drugt,trib,speed,click, tactical)	$ 2,796,824	$ 1,455,662	52.05%	$ 1,423,820	50.51%
1270 Jail	$ 2,794,802	$ 1,535,345	54.94%	$ 1,456,510	47.87%
1290 Emergency Mgmnt (SARA, Grants)	$ 122,414	$ 55,708	45.51%	$ 63,293	44.61%
1293 Dispatch	$ 1,086,918	$ 615,264	56.61%	$ 582,759	55.93%
1295 Justice	$ 812,348	$ 384,671	47.35%	$ 293,548	32.28%
1368 Sanitation	$ 171,975	$ 64,084	37.26%	$ 64,036	37.97%
1419 Dog Control	$ 172,866	$ 84,519	48.89%	$ 75,418	46.14%
1470 Veterans Services	$ 111,323	$ 51,625	46.37%	$ 57,862	51.50%
1511 Library Grants	$ 340,781	$ 340,781	100.00%	$ 343,540	100.00%
1512 Local History Room	$ 106,173	$ 60,972	57.43%	$ 54,146	51.81%
1520 Parks	$ 135,613	$ 44,592	32.88%	$ 49,444	38.70%
1530 Snowmobile	$ 225,000	$ 74,575	33.14%	$ -	0.00%
1560 Extension	$ 226,593	$ 96,023	42.38%	$ 92,912	44.39%
1670 Tourism/Hid Valleys/Econmic Dev.	$ 117,484	$ 74,971	63.81%	$ 79,609	71.54%
1691 Forestry	$ 138,096	$ 31,108	22.53%	$ 27,051	19.44%
1694 Land Conservation(env, wild, land)	$ 621,065	$ 121,355	19.54%	$ 138,434	22.17%
1698 Zoning	$ 94,987	$ 51,169	53.87%	$ 49,533	53.81%
1700 Capital Outlay	$ 1,303,496	$ 337,091	25.86%	$ 100,624	9.06%
Total General Fund	$ 21,282,287	$ 12,365,610	58.10%	$ 9,981,963	52.56%

FUND / DEPT	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
100 General Fund	$ 21,282,287	$ 12,365,610	58.10%	$ 9,981,963	52.56%
213 Child Support	$ 517,155	$ 261,718	50.61%	$ 245,271	51.62%
241 Health	$ 861,499	$ 421,748	48.96%	$ 426,346	48.96%
246 Senior Services	$ 1,023,222	$ 437,013	42.71%	$ 468,485	50.16%
249 Human Services	$ 8,373,781	$ 4,208,376	50.26%	$ 3,823,173	45.22%
633 Solid Waste	$ 2,073,565	$ 1,084,776	52.31%	$ 1,043,692	55.24%
642 Rolling Hills	$ 8,058,709	$ 4,261,122	52.88%	$ 4,101,686	47.92%
714 Information Systems	$ 1,163,870	$ 572,404	49.18%	$ 603,839	53.01%
715 Nonlapsing-Technology Pool	$ 664,495	$ 46,328	6.97%	$ 37,489	6.34%
719 Workers Compensation	$ 135,014	$ 171,585	127.09%	$ 169,022	100.00%
732 Highway	$ 10,690,738	$ 2,815,700	26.34%	$ 2,470,751	25.50%
Total General Operating Exp.	$ 54,844,335	$ 26,646,381	48.59%	$ 23,371,716	45.30%
310 Debt Service	$ 6,575,968	$ 2,704,020	41.12%	$ 2,554,221	68.09%
410 Capital Projects	$ 11,584,769	$ 4,424,322	38.19%	$ 8,038,674	44.14%
820 Jail Assessment	$ 118,500	$ 31,256	26.38%	$ 20,826	16.02%
830 Local History Room	$ 15,000	$ 8,193	54.62%	$ 6,038	31.74%
860 Revolving Loan Fund	$ 1,400	$ 372	100.00%	$ 1,394	100.00%
Total Expenses	$ 73,139,973	$ 33,814,544	46.23%	$ 33,992,869	46.12%

This is the 7 out of 12 months **59.00%**

8/12/2016

Tina Osterberg Monroe County Finance Director

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FINANCIAL DATA THROUGH JULY 31, 2016

SALARY & FRINGE EXPENSE

FUND / DEPT	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
1110 County Board	$ 48,986	$ 24,968	50.97%	$ 34,635	41.82%
1121 Circuit Court	$ 297,271	$ 157,982	53.14%	$ 150,440	55.33%
1122 Clerk of Court	$ 497,793	$ 280,047	56.26%	$ 256,384	55.72%
1127 Medical Examiner	$ 83,867	$ 45,643	54.42%	$ 44,029	52.13%
1131 District Attorney	$ 348,307	$ 178,637	51.29%	$ 183,876	54.53%
1131 Victim Witness	$ 73,494	$ 39,653	53.95%	$ 23,246	43.12%
1132 Corporate Counsel	$ 233,509	$ 126,716	54.27%	$ 121,378	54.60%
1141 Administrator	$ 149,583	$ 72,902	48.74%	$ 76,615	53.20%
1142 County Clerk	$ 156,657	$ 84,400	53.88%	$ 85,957	55.55%
1143 Personnel	$ 157,914	$ 85,046	53.86%	$ 78,395	52.17%
1151 Finance	$ 811,480	$ 440,118	54.24%	$ 425,687	54.38%
1152 Treasurer	$ 213,734	$ 117,326	54.89%	$ 121,076	52.48%
1160 Maintenance	$ 266,068	$ 172,936	65.00%	$ 143,649	47.29%
1170 Register of Deeds	$ 190,840	$ 104,349	54.68%	$ 103,057	54.97%
1175 Land Records	$ 64,758	$ 34,722	53.62%	$ -	100.00%
1210 Sheriff (tribal law, speed, click-it)	$ 2,328,282	$ 1,243,065	53.39%	$ 1,201,240	58.27%
1270 Jail	$ 1,845,117	$ 1,037,323	56.22%	$ 956,053	60.56%
1290 Emergency Management(SARA)	$ 101,081	$ 48,212	47.70%	$ 56,123	54.46%
1293 Dispatch	$ 882,929	$ 497,524	56.35%	$ 493,523	60.80%
1295 Justice	$ 442,266	$ 231,342	52.31%	$ 180,765	50.09%
1368 Sanitation	$ 111,881	$ 60,353	53.94%	$ 59,739	62.00%
1419 Dog Control	$ 110,520	$ 65,689	59.44%	$ 54,061	55.88%
1470 Veterans Services	$ 83,170	$ 44,392	53.38%	$ 48,046	62.19%
1512 Local History Room	$ 86,483	$ 47,384	54.79%	$ 44,385	62.39%
1520 Parks	$ 76,919	$ 33,023	42.93%	$ 33,982	53.05%
1560 Extension	$ 161,630	$ 81,213	50.25%	$ 65,239	52.12%
1691 Forestry	$ 45,503	$ 24,674	54.22%	$ 22,441	58.65%
1694 Land Conservation	$ 194,967	$ 95,141	48.80%	$ 100,595	58.74%
1698 Zoning	$ 89,305	$ 47,844	53.57%	$ 46,796	62.24%
Total General Fund	$ 10,154,314	$ 5,522,622	54.39%	$ 5,211,411	52.02%

SALARY & FRINGE EXPENSES	TOTAL ANNUAL 2016 BUDGET	Actual YTD 2016	2016 Actual to Ann Budget %	Actual YTD 2015	2015 Actual to Ann Budget %
100 General Fund	$ 10,154,314	$ 5,522,622	54.39%	$ 5,211,411	52.02%
213 Child Support	$ 393,412	$ 211,998	53.89%	$ 211,219	54.76%
241 Health	$ 766,568	$ 386,725	50.45%	$ 392,851	50.73%
246 Senior Services	$ 523,573	$ 265,833	50.77%	$ 274,497	53.51%
249 Human Services	$ 3,236,217	$ 1,739,694	53.76%	$ 1,569,053	52.00%
633 Solid Waste	$ 145,508	$ 79,509	54.64%	$ 56,886	42.49%
642 Rolling Hills	$ 5,999,451	$ 3,037,853	50.64%	$ 3,043,396	49.16%
714 Info Systems	$ 287,474	$ 156,368	54.39%	$ 150,970	54.70%
732 Highway	$ 3,062,394	$ 1,556,196	50.82%	$ 1,574,350	52.92%
Total Salary Expenses	$ 24,568,911	$ 12,956,798	52.74%	$ 12,484,632	51.41%

This is 7 months of Insurance out of 12 with 14.1/26 payrolls

8/12/2016
Tina Osterberg Monroe County Finance Director
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MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 18, 2016
Department: Senior Services
Amount: $1,099.75
Budget Year Amended: 2016

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

Rolling over unused grant funds.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24687000 435600	Rural Housing State Aid		$ 1,099.75	$ 1,099.75
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Total Adjustment			$ 1,099.75	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24687000 524530	Rural Housing Home Repairs		$ 1,099.75	$ 1,099.75
				$ -
				$ -
				$ -
				$ -
				$ -
Total Adjustment			$ 1,099.75	

Department Head Approval: Laura Moriarty
Date Approved by Committee of Jurisdiction: David A. Pierce 8-2-16

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

Date Approved by Finance Committee: 08-17-16
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: 8/10/2016
Department: Rolling Hills
Amount: $21,223.00
Budget Year Amended: 2016

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

Front parkling lot replacement/regrading quote received was $47,540 with additional costs for stripping, burm, back fill, gravel base, and tree removal. The budget for this is $15,000 from Capital Outlay and $15,000 from Long Range Capital - Land Impr/Parking Lots. Rolling Hills Long Range Funds are available to cover the unanticipated overage of the quote.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210610.474100	LONG RANGE CAP REVEN	$ 58,625.00	$ 21,223.00	$ 79,848.00
Total Adjustment			$ 21,223.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
64210997.580150.61600	LONG RANGE CAP-LAND IMP	$ 15,000.00	$ 21,223.00	$ 36,223.00
Total Adjustment			$ 21,223.00	

Department Head Approval: Linda Anderson NHA
Date Approved by Committee of Jurisdiction: 8/10/16

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

Date Approved by Finance Committee: 08/17/16
Date Approved by County Board: _____

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

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

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 17, 2016
Department: Retirement/Fringe Pool
Amount: $43,526.00
Budget Year Amended: 2016

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

This budget adjustment is for funds out of the Retirement/Fringe Pool account to department budgets that have had either employees retire or had positions that were vacant at budget time last year that have taken out insurance. The Maintenance Department had an employee who picked up family health and dental insurance that had not taken out insurance prior due to a qualifying event.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11510000 474600	Finance Rev. H.S. Fees	$ 312,707.00	$ 4,003.00	$ 316,710.00
10000000 411100	General Fund Appropriations	$ 6,535,346.00	$ (4,003.00)	$ 6,531,343.00
24900001 411100	Human Services Appropriati	$ 2,880,816.00	$ 4,003.00	$ 2,884,819.00
Total Adjustment			$ 4,003.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11605610 515020	Adm Ctr PM - Health Ins.	$ 58.00	$ 103.00	$ 161.00
11630610 515020	Justice Cntr PM - Health Ins.	$ 1,450.00	$ 2,147.00	$ 3,597.00
11650610 515020	Bldg A PM - Health Ins.	$ 986.00	$ 3,066.00	$ 4,052.00
11655610 515020	Bldg B PM - Health Ins.	$ 58.00	$ 613.00	$ 671.00
11675610 515020	48 Addition PM - Health Ins.	$ 174.00	$ 1,022.00	$ 1,196.00
11605610 515025	Adm Ctr PM - Dental Ins.	$ 58.00	$ 6.00	$ 64.00
11630610 515025	Justice Cntr PM - Dental Ins.	$ 1,450.00	$ 123.00	$ 1,573.00
11650610 515025	Bldg A PM - Dental Ins.	$ 986.00	$ 176.00	$ 1,162.00
11655610 515025	Bldg B PM - Dental Ins.	$ 58.00	$ 35.00	$ 93.00
11675610 515025	48 Addition PM - Dental Ins.	$ 174.00	$ 59.00	$ 233.00
12110000 515020	Sheriff Admin - Health Ins.	$ 39,522.00	$ 11,360.00	$ 50,882.00
12110000 515025	Sheriff Admin - Dental Ins.	$ 3,038.00	$ 650.00	$ 3,688.00
14190000 515020	Dog Control - Health Ins.	$ 10,652.00	$ 8,051.00	$ 18,703.00
14190000 515025	Dog Control - Dental Ins.	$ 529.00	$ 528.00	$ 1,057.00
14700000 515025	Veteran Services - Dental In	$ -	$ 779.00	$ 779.00
11520000 515020	Treasurer - Health Ins.	$ 11,598.00	$ 10,221.00	$ 21,819.00
11520000 515025	Treasurer - Dental Ins.	$ 2,337.00	$ 584.00	$ 2,921.00

11510000 511000	Finance - Salaries	$ 580,375.00	$ 620.00	$ 580,995.00
11510000 515005	Finance - Retirement	$ 37,871.00	$ 41.00	$ 37,912.00
11510000 515010	Finance - Social Security	$ 36,105.00	$ 40.00	$ 36,145.00
11510000 515015	Finance - Medicare	$ 8,454.00	$ 11.00	$ 8,465.00
11510000 515020	Finance - Health Ins.	$ 137,634.00	$ 2,900.00	$ 140,534.00
11510000 515025	Finance - Dental Ins.	$ 8,292.00	$ 390.00	$ 8,682.00
11510000 515040	Finance - Work Comp	$ 767.00	$ 1.00	$ 768.00
24900500 511000	HS-AMSO - Salaries	$ 504,682.00	$ 620.00	$ 505,302.00
24900500 515005	HS-AMSO - Retirement	$ 32,753.00	$ 41.00	$ 32,794.00
24900500 515010	HS-AMSO - Social Security	$ 31,299.00	$ 40.00	$ 31,339.00
24900500 515015	HS-AMSO - Medicare	$ 7,326.00	$ 11.00	$ 7,337.00
24900500 515020	HS-AMSO - Health Ins.	$ 118,207.00	$ 2,900.00	$ 121,107.00
24900500 515025	HS-AMSO - Dental Ins.	$ 7,660.00	$ 390.00	$ 8,050.00
24900500 515040	HS-AMSO- Work Comp	$ 662.00	$ 1.00	$ 663.00
11435000 515200	Retirement/Fringe Pool	$ 38,606.94	$ (38,606.94)	$ -
10010000 539200	Contingency Fund Balance	$ 360,869.99	$ (8,922.06)	$ 351,947.93
Total Adjustment			$ -	

Department Head Approval: Tina Osthoff

Date Approved by Committee of Jurisdiction: 08/17/16

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

Date Approved by Finance Committee: 08/17/16

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: _____

Rev 3/15

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 17, 2016
Department: Contingency
Amount: $41,426.00
Budget Year Amended: 2016

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

During review of the Dispatch budget it was noted that on the detail document the salary for one of the positions reads as zero. When the projection was posted to the budget it did not bring the salary amount over from the projection to the budget. This adjustment will correct the shorted amount in the Dispatch 2016 budget. All related fringe benefits were appropriately budgeted.

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
12930000 511000	Dispatch - Salaries	$ 546,398.00	$ 41,426.00	$ 587,824.00
10010000 539200	Contingency Fund	$ 360,869.99	$ (41,426.00)	$ 319,443.99
				$ -
				$ -
				$ -
				$ -
Total Adjustment			$ -	

Department Head Approval: Tina Osterberg
Date Approved by Committee of Jurisdiction: 08/17/16

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

Date Approved by Finance Committee: 08/17/16
Date Approved by County Board: _____

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

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

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 1, 2016
Department: Sheriff's Office
Amount: $ 2,355.08
Budget Year Amended: 2016

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

The price for vehicles came in a little more than expected. Can cover the extra cost from the vehicle operations budget.

Revenue Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
12110000.52451SH510	Vehicle Operations		$ 2,355.08	$ 2,355.08
				$ -
				$ -
Total Adjustment			$ 2,355.08	

Expenditure Budget Lines Amended:

Account #	Account Name	Original Budget	Budget Adjustment	Final Budget
~~17210210.581100~~	~~Capital Outlay Vehicles - Sheri~~		~~$ 2,355.08~~	~~$ 2,355.08~~
17100169 581100	SH815 Non Lapsing	138,950.00	2,355.08	$ 141,305.08
	Sheriff Vehicles			$ -
				$ -
				$ -
				$ -
Total Adjustment			$ 2,355.08	

Department Head Approval: Scott Pukin

Date Approved by Committee of Jurisdiction: 08-08-16 Paul

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: _____

RESOLUTIONS AND ORDINANCES – August 24, 2016

1. **CHANGE ORDER FOR TEMPORARY BOILER FOR PHASE I OF THE JUSTICE CENTER** Offered by the Finance Committee (Not available at time of mailing)

2. **RESOLUTION AUTHORIZING USE OF GENERAL FUND RESERVES FOR JUSTICE CENTER CONSTRUCTION PROJECT**
   Offered by the Finance Committee

3. **RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TWO JAILER POSITIONS IN THE MONROE COUNTY SHERIFF'S DEPARTMENT IN 2017**
   Offered by the Administration & Personnel Committee

4. **RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A JAIL RECEPTIONIST/ADMINISTRATIVE ASSISTANT I POSITION IN THE MONROE COUNTY SHERIFF'S DEPARTMENT**
   Offered by the Administration & Personnel Committee

5. **RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FINANCIAL AND SYSTEM CONTROLS SPECIALIST IN THE FINANCE DEPARTMENT**
   Offered by the Administration & Personnel Committee

6. **RESOLUTION ESTABLISHING 2017 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE**
   Offered by the Administration & Personnel Committee

7. **MONROE COUNTY CONSERVATION AIDS PROGRAM**
   Offered by the Natural Resource & Extension Committee

8. **RESOLUTION APPROVING MONROE COUNTY FOREST ANNUAL WORK PLAN - 2017** Offered by the Natural Resource & Extension Committee

9. **RESOLUTION UNDER 59.69 WIS. STATS. TO AMEND AN ORDINANCE PERTAINING TO ZONING IN THE TOWN OF LITTLE FALLS**
   Offered by the Sanitation & Zoning Committee

10. **RESOLUTION UNDER 59.69 WIS. STATS. TO AMEND AN ORDINANCE PERTAINING TO ZONING IN THE TOWN OF LAGRANGE**
    Offered by the Sanitation & Zoning Committee

11. **RESOLUTION AMENDING DOG LICENSE FEES**
    Offered by the Sanitation & Zoning Committee

12. **RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 53 ZONING-SHORELAND**
    Offered by the Sanitation & Zoning Committee

13. **RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 47**
    Offered by the Sanitation & Zoning Committee

14. **RESOLUTION AMENDING ORDINANCES TO CONTINUE TO ADDRESS THE BOARD SIZE REDUCTION AND CORRECT ORDINANCES**
    Offered by the Administration & Personnel Committee

15. **RESOLUTION AUTHORIZING INCREASE IN MARRIAGE LICENSE FEE**
    Offered by the Administration & Personnel Committee

16. **RESOLUTION ESTABLISHING HO CHUNK FUNDS ALLOCATION FOR 2017 BUDGET** Offered by the Finance Committee

RESOLUTION NO. 08-16-02

RESOLUTION AUTHORIZING USE OF GENERAL FUND RESERVES FOR JUSTICE CENTER CONSTRUCTION PROJECT

WHEREAS, The Monroe County Board of Supervisors has proceeded with the construction of a Justice Center; and

WHEREAS, The final projected costs for the Justice Center project exceed amounts previously approved as part of the Justice Center project financing plan utilizing a combination of general fund reserves and bond proceeds; and

WHEREAS, The County has met its General Fund Reserve Policy and has a positive balance in the General Fund; and

WHEREAS, The Monroe County Finance Committee recommends consideration of using these funds in the financing of the Justice Center project; and

WHEREAS, Such use of the funds may be contrary to the minimum General Fund balance policy.

NOW, THEREFORE, BE IT RESOLVED, That the Monroe County Board of Supervisors hereby directs that the Justice Center project financing plan be modified to include using an additional amount not to exceed Four Million ($4,000,000) Dollars from the General Fund Reserve for the completion of the Justice Center project; and

BE IT FURTHER RESOLVED that any designated portion of these General Fund Reserve funds not required for completion of the Justice Center project, along with any funds recovered and received as compensation related to litigated or mediated actions related to the Justice Center project be returned to the General Fund Reserve.

Dated this 17th day of August, 2016.

Offered by the Monroe County Finance Committee.

Purpose: Plan for financing the costs of the Justice Center project that exceed amounts previously approved as part of the Justice Center project financing plan that includes a combination of bond proceeds and General Fund reserve funds.

Fiscal Note: Approve the use of General Fund Reserve funds in an amount not to exceed Four Million ($4,000,000) Dollars to cover the final costs for the Justice Center construction project. Monroe County has met its General Fund Reserve Policy and has a positive balance in the General Fund. Such use of the funds may be contrary to the minimum General Fund balance policy, negatively impacting our overall financial position. Directs that unused designated General Fund Reserve funds as well as any funds received or recovered as part of legal action be returned to the General Fund Reserve.

Reviewed as to form on _____

Andy Kalian Corporation Counsel

Finance Vote (if required)

_____ Yes _____ No _____ Absent

Committee of Jurisdiction Forwarded on: Aug. 17 20 16

5 Yes 0 No 0 Absent

Committee Chair

☐ ADOPTED ☐ FAILED ☐ AMENDED

☐ OTHER _____

County Board Vote on _____ _____ 20__

_____ Yes _____ No _____ Absent

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

SHELLEY R. BOHL, MONROE COUNTY CLERK

RESOLUTION NO. 08-16-03

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TWO JAILER POSITIONS IN THE MONROE COUNTY SHERIFF'S DEPARTMENT IN 2017

WHEREAS, the Monroe County Public Safety & Justice Coordinating Committee and the Administrative & Personnel Committee request the establishment of two additional jailer positions in the Sheriff's Department, one effective January 1 and the other effective March 1, 2017; and

WHEREAS, the addition of two jailer positions in 2017 will ensure that there are trained and qualified jail staff to safely and efficiently operate the new justice center.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of two additional jailer positions in the Sheriff's Department, one effective January 1 and the other effective March 1, 2017.

Dated this 24th day of August 2017.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:

Mary VonRuden

Sharon Falcey

Pete Peterson

Public Safety & Justice Coordinating Committee: August 8, 2016
Personnel & Bargaining Committee vote: 4 yes, 1 no
Finance Committee review: 4 yes, 1 no
Approved by County Administrator: CS
Approved by Corporation Counsel: ACK

Fiscal note: $118,579 to be budgeted for 2017; $64,691 for the position effective January 1 and $53,888 for the position effective March 1, 2017

PURPOSE: Approve two additional Jailer positions in the Sheriff's Department with effective dates of January 1 and March 1, 2017

NEW POSITION ANALYSIS

__X__ New position
_____ Increased part-time
_____ Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Sheriff's Office Date: July 7, 2016
Department Head: Monroe County Sheriff

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

When the new jail opened up we realized very quickly that the staffing level set by LBG did not meet the needs of the agency, and did not include coverage during absence due to sick leave or vacation.

In order to attempt to make the current staffing level work, 12 hours shifts were implemented. In order to cover staffing levels in lieu of earned time off, staff were consistently working 18 hour shifts. Mistakes began to surface due to exhaustion and burn out.

Approximately 1 month ago we staffed this problem and came to the realization that we need 4 more jail staff. Temporarily we have employed part time jail staff. This has helped a little. The problem with hiring part time jail staff is that I feel that we will be constantly training new jail staff because of them looking for full time work. Additionally all part time staff will need to attend the jail academy as mandated by the Department of Justice.

I would like to ask for 4 new jail staff. That way we would be able to cover for days off and sick leave.

Suggested Title: Jail Deputy Full Time X 40/hrs/WK

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 2017 Budget

C. General Description of the Position: See job description

D. Typical Examples of Work to be Performed (in detail):

1. See job description

E. Minimum Qualifications of a Candidate:

2. Education: See job description

Experience:

F: Funding:
Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire-ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11		$43,264	$2,856	$2,683	$13628	$779	$18.00	$835

1. Where will the funds for this position come from: 2017 Budget

2. What equipment will need to be purchased (desk, etc.)? N/A

Is office space presently available? YES Where? Jail

Estimated equipment cost: N/A

Is this cost in the department budget? To be budgeted in FY2017

3. Grand total cost, all items, this fiscal year: N/A

4. Thereafter, annual cost of salary and fringes: $258,764

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? Jail Administrator

****

COUNTY ADMINISTRATOR Action:

Approval date: _____

****

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of_____

Date: _____

****

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

****

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____nay, _____ absent/abstention

****

MONROE COUNTY
PERSONNEL COSTS
2016 BUDGET

DEPARTMENT: Jail

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Jailer	New	$ 43,264		$ 2,856	$ 2,683	$ 628	$ 13,628	$ 779	$ 18	$ 20,592	$ 835	$ 64,691
	Based on 2080 hours											
Grand Total		$ 43,264	$ -	$ 2,856	$ 2,683	$ 628	$ 13,628	$ 779	$ 18	$ 20,592	$ 835	$ 64,691

Wisconsin Retirement

General Employee -	0.0660

2016 Workers Compensation Rate

Street Const.	0.0390
Protective	0.0193
Municipal Oper.	0.0234
Office/Clerical	0.0013

2016 Health Insurance

	87% CoShare
Single	$483.24
Family	$1,135.66

Social Security	0.062
Medicare	0.0145

2016 Dental Insurance

	87% CoShare
Single	$20.86
Family	$64.88

Life Insurance $1.50

*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates

Title: Deputy Sheriff/Jailer
Department: Monroe County Sheriff (work site: Courthouse Annex)
Title of Immediate Supervisor: Lieutenant, Chief Deputy and/or Sheriff

Basic Functions and Responsibilities
Under supervision of the Lieutenant, Chief Deputy and/or Sheriff, the Deputy Sheriff/Jailer provides jail security through care, custody and control of inmates.

Essential Duties and Responsibilities
-Provides jail security through care, custody and control of inmates;
-Prepares paperwork, forms, booking, information, reports;
-Maintains public security and confidence in dealing with the public either in person or by phone;
-Feeds inmates and gives physician prescribed medications, including escorting inmates to doctors;
-Serves as court security when inmates are in court or if presence is requested by judge or District Attorney;
-Supervises jail canteen, GED programs, church programs, jail visitations, drug testing, domestic abuse contact situations, etc.;
-Supervises and collects fees from Huber/Work Release inmates;
-Transports inmates to and from jail and secures state's witnesses;
-Provides security for courthouse and offices;
-Provides information for District Attorney, Clerk of Courts, other court related offices.
-A MORE DETAILED LISTING OF SPECIFIC DUTIES IS AVAILABLE IN THE SHERIFF'S DEPARTMENT UPON REQUEST

Physical Demands: A large percentage of time is spent sitting, walking, standing, climbing, bending, talking, hearing, fingering, handling, using near vision, judgment, lifting, carrying up to 40 pounds, exposed to potential for physical attack. Stoops, crawls, runs, grapples, bends, reaches, uses far vision, lifts, carries, pushes/pulls 100 pounds or more, is exposed to adverse environmental and atmospheric conditions.

Supervision Exercised
None.

Qualifications
1. Valid Wisconsin driver's license.
2. Prefer law enforcement experience and/or education beyond high school graduation.
3. Computer literacy.

Closing Statement
This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category
Non-exempt.

_____
employee

approved by supervisor: _____
date: _____

revised: 12/93,4/03,1/05
shedsj

RESOLUTION NO. 08-16-04

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A JAIL RECEPTIONIST/ADMINISTRATIVE ASSISTANT I POSITION IN THE MONROE COUNTY SHERIFF'S DEPARTMENT

WHEREAS, the Monroe County Public Safety & Justice Coordinating Committee and the Administrative & Personnel Committee request the establishment of a Jail Receptionist/ Administrative Assistant position in the Sheriff's Department effective January 1, 2017; and

WHEREAS, the Jail Receptionist/Administrative Assistant I position would maintain records, calculate release dates, process confidential information, oversee jail visitation, balance accounts, and maintain a professional working relationship with internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of a Jail Receptionist/ Administrative Assistant I position in the Sheriff's Department effective January 1, 2017.

Dated this 24th day of August 2017.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:

Sharon Falcey

Pete Peterson

Public Safety & Justice Coordinating Committee: August 8, 2016
Personnel & Bargaining Committee vote: 3 yes, 2 no
Finance Committee review: 3 yes, 2 no
Approved by County Administrator: CS
Approved by Corporation Counsel: ACK

Fiscal note: $48,672 to be budgeted for 2017

PURPOSE: Approve a Jail Receptionist/Administrative Assistant I position in the Sheriff's Department effective January 1, 2017

NEW POSITION ANALYSIS

X New position
_____ Increased part-time
_____ Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Sheriff's Office Date: Aug 05, 2016
Department Head: Monroe County Sheriff

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

This position request follows a discussion between the County Administrator, Personnel Director, Sheriff and Jail Administrator. This position is being requested in lieu of one of the fully certified jail deputies. This will be a forty hour a week position but will not be included in the 24 hour staffing agreement.

When the jail opened up we realized very quickly that the staffing level set by LBG did not meet the needs of the agency, and did not include coverage during absence due to sick leave or vacation.

In order to attempt to make the current staffing level work, 12 hour shifts were implemented. In order to maintain minimum staffing levels during times of earned time off, staff were consistently working 18 hour shifts. Mistakes began to surface due to exhaustion and burn out. Approximately two months ago we staffed this problem and came to the realization that we need four more jail staff. This position was offered as a cost saving measure compared to a fully certified officer.

Suggested Title: Jail Administrative Assistant Full Time X Part Time 40/hrs

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: _____

General Description of the Position: **Job Duties**: Under the supervision of the jail administrators, the jail administrative assistant will be first contact with the public. This is a professional position maintaining the records management program, calculating release dates, processing confidential information, oversight of the jail visitation program, scheduling transports, balancing bank accounts, filing, and maintaining a working professional relationship with internal and external customers.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma or equivalent.

Experience:
1. Knowledge of record keeping principles and effective math skills.
2. Knowledge of supervisory techniques and methodology.
3. Knowledge of human relations dynamics and interpersonal relations.
4. Knowledge of modern office methods and procedures.
5. Knowledge of problem-solving techniques.
6. Knowledge of time management and organizational techniques..
7. Knowledge of data processing techniques and automated systems.
8. Knowledge of jail classification system.
9. Ability to gather, organize and prioritize incoming tasks.
10. Ability to process information quickly and independently decide on appropriate course of action.
11. Ability to be certified as a TIME System Operator and maintain certification.
12. Knowledge of dynamics of human relations and skill in using discretion in dealing with confidential communication and sensitive situations.
13. Ability to work in high stress environment and perform time sensitive tasks.
14. Effective written and oral skills.
15. Ability to talk with individuals who may be emotional or under the influence of drugs or alcohol.
16. Knowledge of culturally awareness and sensitivity.

F: Funding:
Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire-ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	14.37	29,890	2,033	1,854	13,628	779		

1. Where will the funds for this position come from: 2017 budget

2. What equipment will need to be purchased (desk, etc.)? N/A

Is office space presently available? YES Where? _____

Estimated equipment cost: N/A

Is this cost in the department budget? YES

3. Grand total cost, all items, this fiscal year: N/A

4. Thereafter, annual cost of salary and fringes: 48,672

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: Scheduling on-call transport officers.

2. Employees directly supervised: N/A Indirectly: _

List title of employees reporting to this position:

On-Call Transport _____ _____

_____ _____

_____ _____

H. Who will this person be responsible to? Jail Sergeants and Jail Lieutenants _____

****

COUNTY ADMINISTRATOR Action:

Approval date: _____

****

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

****

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

****

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____nay, _____ absent/abstention

****

RESOLUTION NO. 08-16-05

RESOLUTION AUTHORIZING ESTABLISHMENT OF A FINANCIAL AND SYSTEM CONTROLS SPECIALIST IN THE FINANCE DEPARTMENT

WHEREAS, the Monroe County Finance Committee and Administration & Personnel Committee request the establishment of a full-time Financial and System Controls Specialist position in the Finance Department; and

WHEREAS, this position prepares, compiles and analyzes County financial data, trains, troubleshoots and maintains financial software, enforces financial policies and procedures, reconciles general ledger cash and investment accounts, reconciles County taxes, prepares audit work papers, and performs other Finance Department duties as may be assigned.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

Dated this 24th day of August 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Mary Von Ruden

Sharon Folcey

Pete Peterson

Finance Committee review: July 20, 2016 & August 17, 2016 4 yes, 1 no
Administration & Personnel Committee action: 3 yes, 2 no
Approved by County Administrator: CS
Approved by Corporation Counsel: ACK

Fiscal note: $64,934 to be budgeted for 2017.

PURPOSE: Approve a Financial and System Controls Specialist position in the Finance Department effective January 1, 2017.

NEW POSITION ANALYSIS

__X__ New position
_____ Increased part-time
_____ Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: _Finance_____ Date: _07/20/2016_

Department Head: _Tina Osterberg_____

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Finance Department has been stretched very thin the last couple of years with the new software implementation in addition to the added controls that have been put in place over the last five years. With a new software that numerous departments and staff are utilizing every day comes challenges. The Finance Department is finding itself spending many hours assisting other departments with training, trouble shooting, calling support, along with continued updates and implementation. It has become very apparent that we need a professional that has a good understanding of accounting functionality of the software to facilitate end user assistance and training. The IS Department is great for technical support and works closely with the Finance Department when issues arise, but lacks accounting functionality knowledge. The Finance Department responsibilities have been taking a back seat to other department issues. Some of the tasks that are not being completed or completed timely are; final review of W-9 compliance, property tax reconciliations, vehicle insurance verifications, account reconciliations, payroll accumulator reconciling, retirement terms, time tracking of the revolving loan fund compliance and reporting, vendor cleanup/merging from old vendors that were imported from the previous financial software, State and Federal Awards report compiling, new software report development, creating and enforcing of financial policies and procedures, internal control documentation, keeping apprised of governmental accounting auditing and financial reporting, GAAP and GASB changes. Several new governmental accounting requirements have been released over the last few years and they seem to be making more significant changes to financial reporting due to the challenges created by the recession. We have had increased reporting to the Municipal Securities Rulemaking Board with the three Justice Center bonds. Also, tracking of the expenditures of the bond funds for monthly transfers to be made by the Treasurer's department. With the addition of new staffing positions the amount of time spent setting up and enrolling staff in benefits has increased. These new positions add to the payroll time entry process with payroll review. The Finance department is not able to assist other departments in a timely manner when request are made._____

Suggested Title: Financial and System Controls Specialist
Full Time _X_ Part Time ___/hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 3, 2017

C. General Description of the Position: See attached job description

D. Typical Examples of Work to be Performed: See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: See attached job description

F: Funding:
Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire-ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	20.61	43,034	2,926	3,293	13,628	779	18	56

1. Where will the funds for this position come from: 2017 budget

2. What equipment will need to be purchased (desk, etc.)? Small office equipment along with a computer will need to be purchased.

Is office space presently available? Yes Where? Central Finance and Personnel hallway

Estimated equipment cost: Approximately 1,200

Is this cost in the department budget? Yes, for 2017

3. Grand total cost, all items, this fiscal year: 64,934

4. Thereafter, annual cost of salary and fringes: 63,734

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

____N/A_____ _____

_____ _____

H. Who will this person be responsible to? Finance Director

****

COUNTY ADMINISTRATOR Action:

Approval date: _____

****

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of_____

Date: _____

****

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

****

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____nay, _____ absent/abstention

****

Title: Financial and System Controls Specialist
Department: Finance
Title of Immediate Supervisor: Finance Director

Basic Functions and Responsibilities

Under general supervision of the Finance Director the Financial and System Controls Specialist prepares, compiles and analyzes County financial data, reconciles general ledger cash and investment accounts, reconciles County taxes, trains and trouble shoots financial software, prepares necessary audit work papers, and performs other Finance Department duties as may be assigned.

Essential Duties and Responsibilities

PURCHASING AND FINACIAL CONTROLS
-Assist in the development of fiscal, billing and collections policies and procedures
-Enforcement of policies and procedures through internal audits
-Final review and posting of vendor changes in accordance with W-9 Compliance
-Onsite expert in W-9 compliance
-Produces and files annual County 1099's
-Assist with month end and year end software close
-Credit card website maintenance for cardholders (i.e. close cardholder accounts and assist with fraud documentation)
-Reviews and processes P-card transactions
-Produces monthly journal entries;
-Backup the Finance Director with workflow approvals in their absence

CASH MANAGEMENT CONTROLS
-Reconciles all general ledger fund cash and investment balances monthly with Treasurer's bank statements and report
-Conducts department petty cash audits;

FINANCIAL SOFTWARE MAINTENANCE
- Trouble shoot software issues
- Financial software support liaison
- Primary software trainer for new employees and new processes
- Maintains software (i.e. clean up spool files, etc.)
- Software update specialist
- Lead implementation team member
- Report development specialist;

TAXES
-Calculate and record annual tax apportionment to municipalities and county departments
-Reconcile and record February and August tax settlements
-Reconciles with postponed and delinquent tax reports from the Treasurer's office
-Reconciles delinquent and foreclosed tax specials monthly
-Reconcile County owned tax deeds
-Write off property tax on County owned tax parcels;
-Records and reconciles County foreclosure sales
-Record Treasurer's sale book entries

REVOLVING LOAN FUNDS
-Schedules revolving loan fund meetings as necessary
-Prepares meeting agendas and organizes confidential documentation for loan request
-Compiles necessary data for charges to the Revolving Loan investment funds
-Reconciles loan balances and keeps the Treasurer informed of any loan balance changes
-Compiles and files semi-annual compliance reports to DOA DEHCR (Department of Administration, Division of Energy, Housing and Community Resources)

AUDIT
-Prepare necessary financial audit work papers as directed by Finance Director
-Assists departments with grant documentation and entries
-Assists in review of the annual audit documents
-Prepare necessary work papers for annual cost allocation plan
-Prepare and schedule bi-annual Other Post Employee Benefits actuarial documentation for study;

BUDGET
-Assists in the preparation of annual budget salary and fringe projections;
-Assists County departments with budget questions and entry

-Complete other assignments and special projects as assigned by the Finance Director;

Skills and Abilities

1. Considerable knowledge of computerized financial systems
2. Considerable knowledge of GAAFR along with GAAP and GASB pronouncements
3. Ability to organize and prioritize tasks and maintain confidentiality
4. Analytical and problem solving skills
5. Work Independently as well as in a team environment
6. Demonstrate strong attention to detail
7. Effective interpersonal communication skills
8. Handle multiple projects simultaneously within established time constraints

Qualifications

1. Bachelor's in Accounting, Finance or closely related field.
2. Minimum of two years of financial experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
3. Accounting software knowledge; MUNIS software experience helpful

Physical Demands: A large percentage of time is spent sitting, talking, hearing, fingering, using near and far vision. Walks, stands, stoops, kneels, crouches, crawls, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently.

Supervision Exercised

None, but may exercise function supervision of various operations or projects delegated by the County Finance Director.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

_____

employee

approved by supervisor: _____

date: _____

revised: 7/16

RESOLUTION NO. 08-16-06

ESTABLISHING 2017 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the financial impact of County taxes on taxpayers, and

WHEREAS, Monroe County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, with the enactment of ACT 10 the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has now established a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator is developing the 2017 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2016, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2017 budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED that any performance based wage increases will be effective with the second payroll of April 2017 and the funds shall be awarded based strictly on the merits of the employees' performance; and

BE IT FURTHER RESOLVED that effective January 1, 2017 any non-union, non-elected staff who have held their current position for 5 years or more and have had Satisfactory (Score 3.0 or higher) performance evaluations for the past two years will be compensated at a minimum rate of 98% (100% equals market rate) of their current pay group; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments remaining after the annual performance review process has been completed shall be applied by the Finance Department to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Administration & Personnel Committee on August 24, 2016.
Vote: 3 yes 2 no 0 absent

Sharon Folcey Pete Peterson Wallace Hobbezzon

Purpose: To establish 2017 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Finance Committee Vote: 5 yes, 0 no

Fiscal Note: For 2017 the levied general pay increase based on employee performance shall not exceed $320,000.00. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Drafted by County Administrator, Catherine Schmit
Approved as to form: Corporation Counsel, Andrew Kaftan ACK

RESOLUTION NO. 08-16-07

MONROE COUNTY CONSERVATION AIDS PROGRAM

WHEREAS, Monroe County desires to participate in county fish and game projects pursuant to provision of s. 23.09 (12) of the Wisconsin Statutes,

WHEREAS, financial aid is required to carry out the program;

THEREFORE, BE IT RESOLVED, that Monroe County has budgeted a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES the Monroe County Conservationist, Land Conservation Department to act on behalf of Monroe County to:

Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Submit reimbursement claims to DNR along with necessary supporting documentation within one (1) year of project completion date;

Take necessary action to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED that Monroe County will comply with state or federal rules for the programs and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project site.

Dated the 24th day of August, 2016.

OFFERED BY THE NATURAL RESOURCE & EXTENSION COMMITTEE

Nodji VanWychen

David A Pierce

James L Schroeder

Donald Hall

Mark Helwa

PURPOSE: To meet requirements of State Statutes 23.09 (12) requiring county board approval for participation in County Conservation Aid funding.

Fiscal Note: Monroe County is eligible for $2,500 in matching grant funds in 2017. These funds are budgeted for in Land Conservation accounts.

Natural Resource & Extension Committee vote:
5 yes, 0 no, 1 absent

Approved as to form, Corporation Counsel ACK

RESOLUTION NO. 08-16-08

RESOLUTION APPROVING MONROE COUNTY FOREST
ANNUAL WORK PLAN - 2017

WHEREAS, it is required that the Monroe County Board of Supervisors approve the Monroe County Forest Annual Work Plan (see attached); and

WHEREAS, the Monroe County Natural Resources and Extension Committee has reviewed and approved this attached plan.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that they do hereby approve the attached Annual Work Plan for the calendar year of 2017 for the Monroe County Forest.

Dated this 24th day of August, 2016.

OFFERED BY THE NATURAL RESOURCES and EXTENSION COMMITTEE:

Nodji VanWychen

David A Reeve

James L Schroeder

Donald Hall

Mark Halvorson

Committee Vote:
Finance Vote: 5 yes, 0 no

Statement of purpose: To approve this Annual Forest Work Plan for the calendar year of 2017; which will allow Monroe County to apply for the County Forest Administrators Grant.

Fiscal Note: Revenue from the County Forest Administrators Grant from the WDNR will be approximately $43,000.00.

Drafted by Chad Ziegler, Forest & Parks Administrator

Reviewed and Approved as to Form by Corporation Counsel, _____
Andy Kaftan

MONROE COUNTY FOREST
ANNUAL WORK PLAN - 2017

REFERENCES:

1. Annual Planning Meeting (once per year with minutes)
2. Fifteen Year Comprehensive Plan (2006-2020)

INTRODUCTION:

This work plan is intended to give a general overview of the accomplishment goals for 2017, not be a blueprint of what will or will not be done. Issues such as funding, weather, harvesting activity and workload will ultimately impact what will be accomplished. Due to unforeseen circumstances it maybe expedient and prudent to perform more of one activity at the expense of another, with the understanding that at another time the situation may be reversed.

TIMBER SALE ADMINISTRATION:

As of August 8, 2016 there are seven inactive timber sales on the county forest. Normal administrative procedures for timber sales include:

- Advertising the sale and negotiating the contract.
- Meeting with the purchaser before the job is started to go over the sale requirements.
- Routinely inspecting the sale once the harvest has started to confirm contract compliance.
- Collecting load tickets and tracking the volume and type of wood being harvested.
- Making sure landing and road repair is done properly following the harvest.
- Balancing the sale ledger and completing the cutting report at sale close out.

TIMBER SALE PLANNING AND ESTABLISHMENT:

The goals for timber sale establishment and sale in 2017 are:

- Approximately 350 acres of timber will be sold.
- Three hundred acres will be even-aged harvests with reserve trees and reserve pockets of trees.
- Forty one acres will be pine thinning.

Normal sale establishment procedures include;

- Consulting the compartment reconnaissance to determine harvest needs for the year.
- Inspecting the scheduled stands to determine if a harvest is appropriate.
- Marking the timber to be sold in a manner appropriate for the type of sale.
- Preparing a sale prospectus and completing the cutting notice.

FOREST RECONNAISSANCE:

- The goal for compartment reconnaissance in 2017 is 354 acres.
- Reconnaissance of completed timber sales will be done as they are closed out.

TIMBER STAND IMPROVEMENT:

- Some buckthorn removal may be performed on timber sale areas via hand removal and herbicides.
- Prescribed burning may be used on a harvested timber sale to control buckthorn and prepare the site for oak and jack pine regeneration.
- Spotted knapweed treatments may occur in grassy openings and along county forest roads.
- Stump sprouts may be thinned mechanically to increase the vigor of the residual stems.

REFORESTATION:

Natural regeneration is anticipated on the mature sites that will be harvested. Site preparation and planting work will be completed on 30 acres to aid in regenerating trees.

FISH AND WILDLIFE MANAGEMENT ACTIVITIES:

The normal activities associated with the Karner blue butterfly program and the maintenance of wildlife openings will continue during 2017.

RESOLUTION NO. 08-16-09

Resolution Under § 59.69 Wis. Stats. to Amend an Ordinance
Pertaining to Zoning in the Town of Little Falls

WHEREAS, The Sanitation/Planning and Zoning/Dog Control Committee held a public hearing on August 22, 2016 on a petition from David A. Robertson to rezone the real property described below from General Forestry to R-3 Rural Residential; and

WHEREAS, The Town of Little Falls submitted a favorable recommendation on the petition; and

WHEREAS, The primary reason for the rezoning is to meet the minimum acreage requirement and reflect actual usage of property; and

WHEREAS, This resolution serves as written recommendation from the Sanitation/Planning and Zoning/Dog Control Committee for approval of adoption of the petition request changing county zoning as described in this resolution.

NOW THEREFORE the zoning of the real property described below shall now be designated as R-3 Rural Residential and the official zoning map of the General Code of the County of Monroe, Wisconsin is hereby amended accordingly.

That portion of the County of Monroe, State of Wisconsin, located in part of the NE¼ -SE¼ of Section 26, T19N, R4W, Town of Little Falls, Monroe County, Wisconsin, described as follows:
Commencing at the SE corner of said Section 26; thence N0°02'20"W along the East line of the said SE ¼, 1366.74 feet; thence West 322.42 feet to the Northerly line of C.T.H. "I" and also being the point of beginning; thence S65°19'25"W along the Northerly line of said C.T.H. "I", 34.20 feet; thence N8°14'25"W, 335.20 feet; thence S80°57'W, 157.00 feet; thence N8°14'25"W, 285.00 feet; thence N80°57'E, 190.00 feet; thence S8°14'25"E, 610.94 feet to the point of beginning.

Dated this 24th day of August 2016

Offered by:
Sanitation, Planning & Zoning,
Dog Control Committee

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Committee vote: yes, no

Statement of Purpose: To rezone this parcel to meet the minimum acreage requirement and reflect actual usage of the property.
Financial Impact: None.
Reviewed and Approved by Corporation Counsel ACK Date: 8-3-16
Drafted by: Alison Elliott, August 1, 2016

RESOLUTION NO. 08-16-10

Resolution Under § 59.69 Wis. Stats. to Amend an Ordinance
Pertaining to Zoning in the Town of LaGrange

WHEREAS, The Sanitation/Planning and Zoning/Dog Control Committee held a public hearing on August 22, 2016 on a petition from Reed Smith to rezone the real property described below from General Agriculture to R3 Rural Residential; and

WHEREAS, The Town of LaGrange submitted a favorable recommendation on the petition; and

WHEREAS, The primary reason for the rezoning is to reduce the minimum setback requirements; and

WHEREAS, This resolution serves as written recommendation from the Sanitation/Planning and Zoning/Dog Control Committee for approval of adoption of the petition request changing county zoning as described in this resolution.

NOW THEREFORE the zoning of the real property described below shall now be designated as R-3 Rural Residential and the official zoning map of the General Code of the County of Monroe, Wisconsin is hereby amended accordingly.

That portion of the County of Monroe, State of Wisconsin, located at 22341 Derby Ave., Tomah WI, in part of the NE1/4 of the SW1/4 and part of the SE1/4 of the NW1/4, Section 7, T18N, R1W, in the Town of LaGrange described as follows:

Lot 1 of 12CSM95 Doc # 471870.

Dated this 24th day of August 2016

Offered by:
Sanitation, Planning & Zoning,
Dog Control Committee

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Committee vote: yes, no

Statement of Purpose: To rezone this parcel to reduce the minimum setbacks required.
Financial Impact: None.
Reviewed and Approved by Corporation Counsel ACK Date: 8-3-16
Drafted by: Alison Elliott, July 29, 2016

RESOLUTION NO. 08-16-11

RESOLUTION AMENDING DOG LICENSE FEES

WHEREAS, the Monroe County Sanitation, Planning & Zoning and Dog Control Committee met on July 18, 2016 to consider the increase in dog license taxes; and

WHEREAS, Wisconsin Statutes Chap. 174.05 authorizes an increase in dog license tax in various categories; and

WHEREAS, the Sanitation, Planning & Zoning and Dog Control Committee does recommend to the County Board that a change in the dog license tax be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does ordain that the following fees be changed in the Monroe County Dog Control Dept. as follows:

Under Appendix A- Fee Schedule. The dog license tax shall be as follows:

Spayed:	**$11.00** increase from $10.00
Neutered:	**$11.00** increase from $10.00
Male:	**$26.00** increase from $25.00
Female:	**$26.00** increase from $25.00
Kennel (up to 12 dogs):	**$140.00** increase from $125.00

It is further resolved that this change shall take effect on December 1, 2016.

Dated this 24th day of August, 2016

Offered by:
Sanitation, Planning & Zoning,
Dog Control Committee

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Committee vote: 4 yes 0 no
Fiscal Note: Increase revenue. Will be budgeted in 2017.
Statement of Purpose: To offset the cost of the Dog Control Department. License fees were last increased in 2011.
Drafted By Alison Elliott July 21, 2016
Reviewed and Approved by Corporation Counsel AAE Date: 8-3-16

RESOLUTION NO. 08-16-12

RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 53 ZONING-SHORELAND

WHEREAS, The Wisconsin Department of Natural Resources has revised the state shoreland development rules to better balance protection of lakes and rivers and property owners flexibility in managing their land; and

WHEREAS, the Monroe County Sanitation, Planning & Zoning and Dog Control Committee has met and considered changes and revision to Chapter 53 of the Monroe County Code of Ordinances Entitled Zoning-Shoreland; and

WHEREAS, a public hearing was held on these changes on August 22, 2016, at which time all of the below outlined Ordinance changes were publicly discussed; and

WHEREAS, action was taken on these proposed amendments and the Monroe County Sanitation, Planning & Zoning and Dog Control Committee did vote to recommend these below outlined changes to the Monroe County Board of Supervisors and to recommend the amendments to Chapter 53 of the Monroe County General Code;

NOW, THEREFORE, BE IT RESOVED by the Monroe County Board of Supervisors that the General Code for Monroe County, specifically, Chapter 53, is amended and the Monroe County Board of Supervisors does hereby Ordain as follows:

Under ARTICLE II. - GENERAL PROVISIONS
Sec. 53-31. - Areas to be regulated.

(4) Add: "*...The county may work with surveyors with regard to s. 59.692(1h) Wis. Stats.*"

Sec. 53-35. - Abrogation and greater restrictions.

Add: "*(6) This chapter may not establish shoreland zoning standards that requires any of the following:*

(a) Approval to install or maintain outdoor lighting in shorelands, impose any fee or mitigation requirement to install or maintain outdoor lighting in shorelands, or otherwise prohibit or regulate outdoor lighting in shorelands if the lighting is designed or intended for residential use.

(b) An inspection or upgrade of a structure before the sale or other transfer of the structure may be made."

Add: "*(7) The construction and maintenance of a facility is considered to satisfy the requirements of a shoreland zoning ordinance if the Department of Natural Resources has issued all required permits or approvals authorizing the construction or maintenance under s. 30, 31, 281, or 283 Wis Stats.*"

Add: *Sec. 53-38. Relaxation of standards for persons with disabilities.*

The zoning administrator may issue a special permit to relax the standards of this ordinance in order to provide reasonable accommodations as required by provisions of the federal and state law. Such relaxation shall be the minimum necessary to be consistent with federal guidelines for accommodation of persons with disabilities and shall, where practical, be terminated when the facility is no longer used by the disabled person. A person applying for a permit for construction under this section shall establish the nature and extent of the disability and that the relaxation requested is the minimum necessary to provide reasonable use of the facility. An affidavit for the reasonable accommodation shall be filed with the Register of Deeds.

Under ARTICLE VI. - MINIMUM LOT SIZE AND SETBACKS
DIVISION 2. - SETBACKS
Sec. 53-181. - Shoreland setbacks.
(b) Exempt structures.

(1)Add: *"... The roof of a boathouse may be used as a deck provided that:*

(a) The boathouse has a flat roof.

(b) The roof has no side walls or screens.

(c) The roof may have a railing that meets the Department of Safety and Professional Services standards.

Add: *(7) Devices or systems used to treat runoff from impervious surfaces.*

Add: (c*) Existing exempt structures. Existing exempt structures may be maintained, repaired, replaced, restored, rebuilt and remodeled provided the activity does not expand the footprint and does not go beyond the three-dimensional building envelope of the existing structure. Expansion of a structure beyond the existing footprint may be allowed if the expansion is necessary to comply with applicable state or federal requirements.*

Sec. 53-182. - Reduced principal structure setbacks.
Delete: "Existing development pattern means that principal structures exist within 250 feet of the proposed principal structure in both directions along the shoreline. Where there is an existing development pattern, the shoreland setback for a proposed principal structure may be reduced to the average shoreland setback of the principal structure on each adjacent lot within 250 feet of the proposed principle structure. The shoreland setback may not be reduced to less than 35 feet from the ordinary high-water mark of any navigable waters."
And Add: *"A setback less than the 75' required setback from the ordinary high water mark shall be permitted for a proposed principal structure and shall be determined as follows:*

(a) Where there are existing principal structures in both directions, the setback shall equal the average of the distances the two existing principal structures are set back from the ordinary high water mark provided all of the following are met:

(1) Both of the existing principal structures are located on adjacent lot to the proposed principal structure.

(2) Both of the existing principal structures are located within 250' of the proposed principal structure and are the closest structure.

(3) Both of the existing principal structures are located less than 75' from the ordinary high water mark.

(4) The average setback shall not be reduced to less than 35' from the ordinary high water mark of any navigable water."

Under ARTICLE VIII. - FILLING, GRADING, EXCAVATING, ETC.
Sec. 53-241. - General standards.
Add: *"(5) No filling or grading shall be done from the ordinary high water mark to 35 feet back unless necessary to establish or re-establish the vegetative buffer."*

Sec. 53-243. - Soil conservation practices and agricultural drainage maintenance.
(b)(4) Delete: "... ten-" and Add: "... *thirty-five* ..."

Under ARTICLE IX. - IMPERVIOUS SURFACE STANDARDS
Sec. 53-272. - Calculation of impervious surface.

Delete: "...of that portion ... that is within 300 feet of the ordinary high-water mark..."

Under ARTICLE X. - NONCONFORMING USES AND STRUCTURES
Sec. 53-304. - Delete: "...principal ....principal ..."

Sec. 53-305. –Lateral expansion of nonconforming principal structure within the setback.
Delete: "...and 53-182 ..."

Sec. 53-306. - Expansion of a nonconforming principal structure beyond setback.
Delete: "...and 53-182... or 53-182 ..."

- Sec. 53-308 Delete: . "- Maintenance of nonconforming accessory structures.
Accessory structures that were legally constructed before the adoption of this chapter may be maintained and repaired but may not be expanded or rebuilt unless authorized by Wis. Stats. § 59.692(1s), or unless they are made to conform to all other provisions of this chapter."

And Add: *"- Maintenance, repair, replacement or vertical expansion of structures that were authorized by variance.*
A structure of which any part has been authorized to be located within the shoreland setback area by a variance granted before July 15, 2015 may be maintained, repaired, replaced, restored, rebuilt or remodeled if the activity does not expand the footprint of the authorized structure. Additionally, the structure may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level. Expansion of a structure beyond the existing footprint may be allowed if the expansion is necessary to comply with applicable state or federal requirements."

Sec. 53-310. - Mitigation.
(a)(1) Delete: "... ~~legal~~..."
(2)Delete: "... ~~legal~~ ..."
(b) Delete: "...~~legal~~..."
Delete all of (c)
(e)Delete: "... ~~legal~~ ..."

Under ARTICLE XII. - DEFINITIONS
Sec. 53-361. - Defined terms.

Add: *"Facility means any property or equipment of a public utility, as defined in s. 196.01 (5) Wis. Stats., or a cooperative association organized under PCS 185 Wis. Admin. Code for the purpose of producing or furnishing heat, light, or power to its members only, that is used for the transmission, delivery, or furnishing of natural gas, heat, light, or power."*

Impervious surface Add: "*...unless specifically designed, constructed and maintained to be pervious. Roadways as defined in s. 340.01(54), Wis. Stats., or sidewalks as defined in s. 340.01(58), Wis. Stats., are not considered impervious surfaces."*

Dated this 24th day of August, 2016.

OFFERED BY THE SANITATION/PLANNING & ZONING/DOG CONTORL COMMITTEE:

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Committee Vote: yes, no.

Statement of Purpose: The revisions are a state mandate to meet the requirements of Act 167 & 391.
Financial impact: None
Reviewed and Approved by Corporation Counsel ACK Date: 8-3-16
Drafted by: Alison Elliott, July 28, 2016

RESOLUTION NO. 08-16-13

RESOLUTION AMENDING MONROE COUNTY ORDINANCE, CHAPTER 47

WHEREAS, the Monroe County Sanitation, Planning & Zoning and Dog Control Committee has met and considered changes and revision to Chapter 47 entitled Zoning of the Monroe County General Code; and

WHEREAS, a public hearing was held on these changes on August 22, 2016, at which time all of the below outlined Ordinance changes were publicly discussed; and

WHEREAS, action was taken on these proposed zoning amendments and the Monroe County Sanitation, Planning & Zoning and Dog Control Committee did vote to recommend these below outlined changes to the Monroe County Board of Supervisors and to recommend the amendments to Chapter 47 of the Monroe County General Code;

NOW, THEREFORE, BE IT RESOVED by the Monroe County Board of Supervisors that the General Code for Monroe County, specifically, Chapter 47, is amended and the Monroe County Board of Supervisors does hereby Ordain as follows:

Under ARTICLE I. – IN GENERAL
Section 47-7 – Definitions.

Dwelling Delete: "…detached building designed or used exclusively as a" and Add: "*structure, or that part of a structure, which is used or intended to be used as a home,*.residence or sleeping place *by one person or by 2 or more persons maintaining a common household,* " Delete: "…-mobile homes" and Add: "*non-rental guest houses.*"

Add:
"Farm Help means a person who, or a family at least one member of which, earns a substantial part of his or her livelihood from farm operations on the parcel, or is a parent or child of the operator of the farm.

Non- Rental Guest House: A structure, or that part of a structure, which is used or intended to be used occasionally as a dwelling unit by guests of the owner or occupant of the principal dwelling located on the same parcel. A non-rental guest house shall not be the primary residence for one person or for 2 or more persons maintaining a common household. It shall not be occupied more than 180 days in any 365-day period.

Vehicular sales means any operation that requires a license under Ch 218 Wis. Stats.

Vehicular service means any operation that engages in motor vehicle repair as defined under ATCP 132 Wis. Admin. Code

Sec. 47-11. - Compliance; powers and duties of planning and zoning administrator; appointment of deputy planning and zoning administrator. Add: ";*appointment of a planning and zoning committee.*"
Add: *"(c) There shall be a planning and zoning committee of five voting members appointed by the chairman of the county board of supervisors. The voting members of the committee shall be county board supervisors. Under Sec. 59.69(1)(cm) Wis. State Stats. the planning and zoning committee shall also include, as a nonvoting member, a representative from Ft. McCoy, if the base's commanding officer appoints such a representative."*

Sec. 47-12. - Zoning permit.
(e)Delete: "…major repairs that involve…" Add: "…exterior enlargement *or additions…*" Delete: "… increase the footprint of" And Add: "*extend* the building *or portion thereof horizontally or vertically including but not limited to decks and porches.*"

Sec. 47-15. - Use restrictions.
(3)Conditional uses.
Delete: all of (b)

Under Article III – ZONING DISTRICTS
DIVISION 5. - B BUSINESS
Sec. 47-195. - Accessory uses.
(2)Delete: "... over or attached to other permitted uses;"

Sec. 47-196. - Conditional uses.
(a)(21)Delete "... and" and Add: "*or...*"

DIVISION 8. - GA GENERAL AGRICULTURE
Sec. 47-290. - Principal uses.
(8)Delete: "... housing 10,000 birds or less"

Sec. 47-292. - Conditional uses.
Delete: all of (10)
(16)Delete: "... and" and Add: "*or...*"
Add: *"(22) Vehicular service"*

Under ARTICLE IV. - CONDITIONAL USES
Sec. 47-584. - Procedure.

Add: "f. Conditional use permits are transferrable to subsequent owners when property is sold unless otherwise prohibited by specific condition added to the permit. The conditional use permit shall be transferred upon the new owners signing a transfer form which acknowledges the original permit remains in effect.

g. A conditional use permit holder may apply for a replacement conditional use permit. The replacement process shall follow Sec. 47-584. If the replacement conditional use permit is granted the original conditional use permit shall be surrendered. If the replacement conditional use permit is denied by the zoning committee or vetoed by the Town Board the original conditional use permit or permits shall remain in effect.

h. A conditional use permit shall expire three years from the issue date if the use has not begun."

Delete: "(f)" and Add: "*47-585 -* Violation *...and may be revoked. If revoked a new conditional use permit shall be obtained prior to the use resuming."*

Add: *"47-586 - Abatement Order. The abatement process for a conditional use permit is in addition to other penalties allowed in this chapter.*

(a) Issuance of Order. If the Zoning Department Administrator, after investigation, has reasonable grounds to believe that a violation of a condition on a conditional use permit is occurring or has occurred, the Zoning Administrator may issue and serve an order of abatement directed to the conditional use permit holder. Service shall be by U.S. Post Office mail sent to the address listed for the real estate property taxes for the subject property of the permit.

(b) Content of Order. An abatement order issued as set out above shall contain all of the following: The name and address of the conditional use permit holder; identification of the real property subject to the

conditional use permit; the condition alleged to be violated; a brief description of the violation; a prohibition on further violations; a description of measures necessary to correct the alleged violation.

(c) Process. Along with the above content, the order for abatement shall inform the conditional use permit holder that the order of abatement may be appealed to the zoning committee. The request for appeal must be within the 10-day period following service of the order, by filing the request with Corporation Counsel Office. The hearing shall be informal in nature. The zoning committee shall either confirm the order of abatement or cancel the order of abatement.

47-587 - Revocation of Conditional Use Permit. If the Zoning Department Administrator, after investigation, has reasonable grounds to believe that a second violation of a condition on a conditional use permit is occurring or has occurred within one year of a first violation, the Zoning Administrator may issue and serve an order of revocation directed to the conditional use permit holder. Service shall be by U.S. Post Office mail sent to the address listed for the real estate property taxes for the subject property of the permit.

(a) Content of Order. An order of revocation issued as set out above shall contain all of the following: The name and address of the conditional use permit holder; identification of the real property subject to the conditional use permit; the date and basis for the finding of the first violation; the condition alleged to be violated; a brief description of the violation.

(b) Process. Along with the above content, the order for revocation shall inform the conditional use permit holder that the order of revocation may be appealed to the zoning committee. The request for appeal must be within the 10-day period following service of the order, by filing the request with Corporation Counsel Office. The hearing shall be informal in nature. The zoning committee shall either confirm the order of revocation or cancel the order of revocation."

Dated this 24th day of August 2016.

OFFERED BY THE SANITATION/PLANNING & ZONING/DOG CONTORL COMMITTEE:

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Committee Vote: yes, no.

Purpose: To define vehicular sales and service, farm help and non-rental guest house also to outline additional procedures regarding conditional use permits.
Financial impact: None
Reviewed and Approved by Corporation Counsel ACK Date: 8-3-16
Drafted by: Alison Elliott, July 28, 2016

RESOLUTION NO. 08-16-14

AMENDING COUNTY ORDINANCES TO CONTINUE TO ADDRESS THE BOARD SIZE REDUCTION AND CORRECT ORDINANCES

WHEREAS, under Monroe County reduced its board size and continues to restructure its committees and the governing ordinances; and

WHEREAS, the Administration and Personnel Committee has recommends the following changes to the Monroe County Code.

THEREFORE, BE IT RESOLVED the Monroe County Board of Supervisors hereby amends sections 2-19 and 2-51 of the General Code of the County of Monroe, Wisconsin to read 16 supervisors or supervisory districts instead of 24; and

FURTHER BE IT RESOLVED that section 2-368(a)(4)a of the General Code of the County of Monroe, Wisconsin is hereby amended to read as follows:

(4) *Health and human services committee.*

a. Composition and duties: Five county board supervisors plus an additional four citizen members to act as the board of health and human services board, see chapter 15, article II, division 2; and three of the supervisors shall serve as the Commission on Aging, see chapter 2, article IV, division 7.

FURTHER BE IT RESOLVED that sections 2-425, 426, 427 and 428 of the General Code of the County of Monroe, Wisconsin are hereby amended to read as follows:

Sec. 2-425. - Organization.

The county Commission on Aging (also known as the senior services committee) is a governing and policy-making body organized as a committee of the county board of supervisors, composed of three supervisors which the county administrator appoints from the members of the health and human services committee. This commission has the duties and responsibilities authorized by Wis. Stats. §§ 46.82(3) and (4), and such other duties and responsibilities as federal and state laws and county ordinances provide and which may be delegated to them from time to time by the county board of supervisors.

Sec. 2-426. - Advisory committee.

The commission shall be advised by an advisory committee appointed by the county board of supervisors consisting of the Commission on Aging and four citizen members. Persons over 60 years of age shall constitute at least 50 percent of the membership of the committee and persons who are elected to any office may not constitute 50 percent or more of the membership of the committee.

Sec. 2-427. - Term of service; expiration.

Terms for the Commission on Aging shall be managed in compliance with §46.82(4)(c) Wis. Stats. Terms for the citizen members of the advisory committee shall be 3 years

Sec. 2-428. - Commencement of term; vacancies.

Terms for the Commission on Aging shall commence with the appointment to the commission. Terms for the citizen members shall commence on January 1 of the first year and shall run until December 31 of the third year, unless otherwise terminated.

Offered this 24th day of August, 2016.

By the Administration and Personnel Committee Committee:

Vote: 5 Yes; 0 No.

Purpose: To better align the county ordinance with the state statutes.

Fiscal Note: No impact to the county budget other than cost of amending a county ordinance.

Drafted and approved by Corporation Counsel ACK

ARTICLE II. - ADMINISTRATION

Sec. 17-19. - Mutual aid agreement.

The county board of supervisors chairman and the county clerk are hereby authorized and empowered to enter into a reciprocal mutual aid agreement for the combatting of crime, civil disorders, disasters and traffic violations between the county, the City of Tomah and the City of Sparta upon the following terms and agreements:

(1) Each party shall furnish voluntary assistance at the request of another party.

(2) The chief of police of the respective cities shall be in charge within his city and the sheriff and chief of the county traffic police shall be in charge of emergencies outside the limits of the city and within the county.

(3) Each party agrees to waive any claims for damages or injuries as the result of assisting the other party in such emergencies.

(Code 1986, § 7.01)

Sec. 17-20. - Child support and paternity establishment program.

(a) *Child support agency and child support coordinator.* The child support agency is hereby established as an independent agency/department responsible directly to the child support committee. Such agency shall operate under the direction of the child support coordinator under the jurisdiction of the child support committee.

(b) *Child support committee.* The child support committee shall be the committee of jurisdiction for the county office of child support and shall, on behalf of the county, enter into a child support and a paternity services contract with the state and otherwise maintain a child support and paternity establishment program in the county according to the requirements of the state and federal legislation establishing such a program.

(Code 1986, § 7.03; Ord. No. 87-126; Ord. No. 87-184)

Sec. 17-21. - Vacancy in the office of sheriff.

In case of a vacancy in the office of sheriff, the chief deputy shall, in all things and with like liabilities and penalties, execute the duties of such office until the vacancy is filled as provided by law.

(Code 1986, § 7.04; Ord. No. 85-106)

State Law reference— Vacancies in elective county offices, Wis. Stats. § 17.21.

RESOLUTION NO. 08-16-15

RESOLUTION AUTHORZING INCREASE IN MARRIAGE LICENSE FEE

WHEREAS, the Monroe County Administration and Personnel Committee did review the current marriage license fee being charged by the office of the Monroe County Clerk which is currently $70.00 per license; and

WHEREAS, per WI State Statute 765.15 each County Board may increase the license fee of $49.50 by any amount, which amount shall become a part of the funds of the county; and

WHEREAS, the current 5 day waiver fee being charged by the office of the Monroe County Clerk is currently $10.00; and

WHEREAS, per WI State Statute 765.08(2) the County Clerk may, at his or her discretion, issue a marriage license within less than 5 days after application if the applicant pays an additional fee of not more than $25.00 to cover any increased processing cost incurred by the county; and

WHEREAS, it was determined by the Monroe County Administration and Personnel Committee that it would be appropriate for an increase in the county's marriage license fee from $70.00 to $75.00 and an increase in waiver fee from $10.00 to $25.00.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize an increase in the Monroe County marriage license fee from $70.00 to $75.00 and waiver fee from $10.00 to $25.00, effective January 1, 2017.

Dated this 24th day of August, 2016.

Offered by the Administration and Personnel Committee

Purpose: Raise marriage license fees from $70.00 to $75.00 and waiver fee from $10.00 to $25.00, effective January 1, 2017.

Fiscal Note: Increase in revenue. Will be budgeted for 2017.

Reviewed as to form on 8-10-16

Andy Kaftan, Corporation Counsel

Finance Vote (If required):

_____ Yes _____ No _____ Absent

Committee of Jurisdiction Vote on: August 9 2016

5 Yes 0 No 0 Absent

Committee Chair: Wallace Mathezzer

Mary Von Ruden

Sharon Folcey

Pete Peterson

❑ 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 County Board of Supervisors at the meeting held on _____.

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

MONROE COUNTY RESOLUTION NO. 08-16-16

Resolution Establishing Ho Chunk Funds Allocation for 2017 Budget

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

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

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

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

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

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

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

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

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

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

WHEREAS, the effective date of the Compact and the Second Amendment was July 3, 2003; and

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

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

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

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

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

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

WHEREAS, in order to clarify the terms and conditions associated with the County's receipt of the funds from the Nation, pursuant to Monroe County Resolution 04-10-06 the parties did enter into an Intergovernmental Agreement ("Agreement"); and

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that for the fiscal year 2017 the County will use the money provided by the Nation for the following purpose:

Property acquisition and renovation.

Fiscal Note: Will provide $52,500 of non-levy funding for 2017 fiscal year capital and/or operating needs.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: Aug. 17 2016

4 Yes 1 No 0 Absent

Committee Chair:

Finance Vote (If required):

_____ Yes _____ No _____ Absent

☐ 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 County Board of Supervisors at the meeting held on _____.

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

COUNTY BOARD COMMITTEE VOUCHER

Per Rule 18, This must be submitted by the 7th of each month.

NAME: **MONTH:** **YEAR:** 2016

Do not list County Board Meetings on this voucher.

NAME OF COMMITTEE	TYPE OF MEETING	DATE	MILES	Personnel Manual 4.54 B $7	L $10	D $15	ALL DAY $32	OTHER (Fees/Lodging)	Grand Total
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								
	☐ Regular ☐ Special ☐ Conference								

Vouchers must be submitted no later than 90 days from the date of the meeting (Res. 6-06-2) Per Diem: $40.00 per meeting (Res. 97-11-9)

Mileage: 90% of the IRS mileage reimbursement rate in effect on July 1 of each year (July 1 IRS mileage reimbursement rate x 90% shall be the mileage reimbursement rate effective for budgeting and reimbursement purposes for the subsequent calendar year effective January 1 (Res 04-12-01)

I hereby certify that the above is a true and correct statement of my County Board Committee expenses for said month.

(Signature) County Board/Committee Member

OFFICE USE ONLY				
	Meeting(s)	X	$40.00	$
	Miles	X	$.5175	$
	Other Expenses			$
			TOTAL	$

Revised 4/2016