

RESOLUTIONS AND ORDINANCES – July 26, 2016

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Offered by the Property & Maintenance Committee
- 11. RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO. 161-00014-0000**
Offered by the Property & Maintenance Committee
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Offered by the Property & Maintenance Committee

RESOLUTION NO. 07-16-01

RESOLUTION AMENDING THE POLICY ON REMNANT PARCELS

WHEREAS, the former Real Property Lister brought the issue of remnant parcels being foreclosed upon to the attention of the Administrative/Executive Committee, his committee of jurisdiction and the county board approved the policy as resolution no. 01-15-05;

WHEREAS, the former real property lister is now in a different position with the county and in order to best serve the public it is requested by the County Treasurer that we amend the policy so that any references to the Real Property Lister or Real Property Coordinator read "Real Property Coordinator or designated Land Information Officer"; and

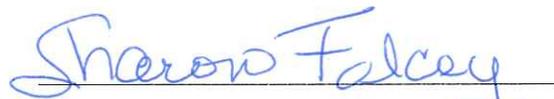
WHEREAS, the attached, Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels is recommended as amended by the Administrative/Executive Committee for approval by the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the policy is approved and adopted.

Dated this 26th day of July, 2016.

OFFERED BY THE ADMINISTRATIVE/EXECUTIVE COMMITTEE:











Vote: 5 yes; 0 no.

Purpose: To authorize action by the county personnel pursuant to the policy.

Fiscal Note: Undetermined cost savings for the county.

Drafted and Approved by:
Corporation Counsel, Andrew C. Kaftan *ACK*

Property & Purchasing Committee: yes / no

Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels.

BACKGROUND

In Monroe County there are situations that arise in which remnant tax parcels with nominal taxes become tax delinquent and the County Treasurer eventually has to take the parcels via the in rem foreclosure process. The process of foreclosure for such parcels has a cost that is not recouped if the property is not subsequently sold. There are remnant parcels that clearly have no practical value and will not have a buyer if the County forecloses. As it would pertain to this policy a remnant parcel would be defined as a tax parcel that is owned by a party who has no adjacent tax parcels and a portion of that parcel lies under road right-of-way or may be landlocked or is substandard under local zoning.

These parcels typically have nominal annual real estate taxes and there are usually limited reasons, if any, for owners to continue to pay taxes on the parcel aside from keeping their names off the tax delinquent list. Remnant tax parcels subject to these circumstances are, in general, not marketable. In some cases owners in this position have expressed a desire to give their land to Monroe County.

If the owner pays the real estate taxes, the County has no incentive to act. If the owner does not pay the real estate taxes the County will encounter direct and indirect costs when foreclosing. This policy is to address those circumstances.

Regardless of how it came to be, the owners have a parcel with no identified market value. Even if they could find someone to take the parcel, a neighbor perhaps, they face a cost for production of a deed (minimum of \$75 but likely more under this complex set of facts) and a recording fee of \$30. In addition, even if they pay the real estate taxes through their lifetime, the County may eventually get the property as it is unlikely that an heir will accept the parcel and continue to pay the taxes. Often it is only a matter of time before the parcel becomes subject to in rem foreclosure.

When a tax parcel in Monroe County is the subject of delinquent payment of real estate taxes the County may choose to proceed to foreclose on tax liens by an action in rem under WI §75.521. As part of proceeding to foreclosure, Monroe County hires a local title company to do title work on the parcels to identify parties to be notified of the foreclosure. Title work charges are \$75 per parcel at a minimum. In addition to the title work cost there are publication fees, certified mailings and copy charges of at least \$200 per parcel. In addition to direct monetary costs a large amount of employee time is invested in dealing with the foreclosure process.

Due to these costs and ongoing time spent determining how to proceed with parcels it would be advantageous to Monroe County to prepare and accept these parcels via a Quit

claim deed and write off the back taxes rather than incur the costs involved with the In Rem Foreclosure process.

POLICY

The County shall be passive in implementing this policy and will not seek opportunities to acquire lands but rather use this as an option to save tax payer money when the County would have ended up foreclosing on the property anyway. Upon discussion or inquisition should a property owner with delinquent taxes share that they are not going to continue paying the taxes or would rather just give the property to the County. A County officer or employee may direct the party to the Real Property Coordinator or the designated Land Information Officer who may inform the property owner of this policy and determine the suitability of the delinquent tax parcel in question based on the circumstances.

Monroe County deems the following criteria shall be met before accepting remnant tax parcels via a Quit claim deed.

- The property has nominal taxes.
- The property has no improvements.
- The owner(s) attests that the owners of adjoining properties to the parcel in question are not interested in the property.
- The cost of foreclosing on the property will exceed the costs associated with acquiring it via quit claim deed.
- The owner(s) has or expresses a clear willingness to let payment of real estate taxes go delinquent.

The County Treasurer is in a position to identify parcels with nominal amounts of taxes as they become delinquent. With the assistance of the Real Property Coordinator or designated Land Information Officer, parcels that are true remnants can be identified. The Real Property Coordinator or designated Land Information Officer are also in a unique position to draft a legal description for the parcel by using existing descriptions to describe the parcel. The Real Property Coordinator or designated Land Information Officer will provide a form to the owner and will identify the neighbors and the local municipality for the owner to approach and otherwise gather the information for creating the deed. Risk of error will be minimal with properly done work and thus the County shall accept a quit claim deed without any form of title work.

The Property and Purchasing Committee shall have authority to approve acquisition of the property under this policy. Monroe County will, by its Corporation Counsel, prepare a quit claim deed and the Treasurer shall pay for the recording of said quit claim deed as a cost saving/avoidance mechanism.

RESOLUTION NO. 07-16-02

**AUTHORIZATION TO ESTABLISH ONE ADDITIONAL STATE-FUNDED PUBLIC WORKS
LABORER POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT**

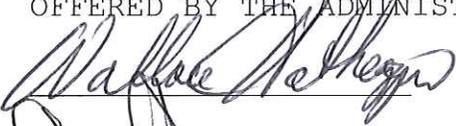
WHEREAS, the Monroe County Highway Committee and Administrative & Personnel Committee request the establishment of one additional State-funded Public Works Laborer position in the Highway Department at no additional cost to the county; and

WHEREAS, under the State of Wisconsin 2016-2017 Biennial Budget the actual total WDOT increased maintenance funding will cover three positions; two positions having been added in 2014.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of one additional Public Works Laborer position in the Highway Department effective January 1, 2017. Said authorization for this position ceasing when the State no longer funds the position.

Dated this 27th day of July 2016.

OFFERED BY THE ADMINISTRATIVE & PERSONNEL COMMITTEE:







Highway Committee vote: 5-0
Administrative & Personnel Committee vote: 5-0
Finance Committee vote: 5-0
County Administrator approval: CS
Approved as to form: Andrew Kaftan ACK

Fiscal note: No cost to the county, all costs to be paid by State funding. Annual cost for the position is \$57,433 in 2017. The authorization for this position shall cease when the State no longer funds the position unless an opening becomes available through attrition.

PURPOSE: Establish one additional Public Works Laborer position in the Highway Department through state funding and at no cost to Monroe County.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

_____ New position

_____ Increased part-time

ONE Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Highway Date: 06/14/2016

Department Head: Jack Dittmar

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):

For 2014 the Department cautiously proposed increasing personnel by two employees based on estimated increased WDOT maintenance funding. The two positions in the 08/12/2013 Highway Department New Position Analysis were approved and the explanation predicted 1-2 more new state positions again in 2015 due to another anticipated WDOT Routine Maintenance Agreement (RMA) funding increase for 2015. Proceeding cautiously was wise as the WDOT created a new maintenance program (Performance based Maintenance - PbM) and the majority of the originally estimated RMA increases were used to fund this new program which started in 2015. Monroe County's resulting increased total maintenance funding (both RMA & PbM) over the past 3 years has been slightly less than originally estimated, but due to proceeding cautiously total funding increases have been more than enough for the two additional positions approved in 2013. 2015 & 2016 actual total increased WDOT maintenance funding was \$739K & \$602K respectively (base = 2013 RMA) which funds 4.9 to 3.3 Public Works Laborer positions. For 2017 the Department again cautiously proposes one additional position based on actual total WDOT increased maintenance funding over the last two years being more than enough for 3 full time positions.

The Highway Department's critical mission is winter maintenance service. Winter maintenance dictates our minimum staffing level with interstate highway winter maintenance being the most crucial. Because the WDOT has not fully funded state highway maintenance in the past, we are close to bare minimum staffing necessary to provide interstate winter maintenance. This additional year round new position will bring us closer to the WDOT fully funding their requirements for 24/7 interstate service. The Department has also been strained over the last few years getting our County project work completed due to lack of personnel and this increased WDOT maintenance work. The position will be terminated if WDOT maintenance funding is reduced.

Suggested Title: Public Works Laborer Full Time X Part Time ___/hrs

Personnel Director's Recommended Classification: Grade 15

Projected Start Date: January 01, 2017

C. General Description of the Position: see attached position descript.

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

1. see attached position description

E. Minimum Qualifications of a Candidate:

Education: see attached position description

Experience: see attached position description

F: Funding:

Remainder of this fiscal year, if applicable: **N/A**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

Annual cost thereafter:

15	17.00	35,360	2,086	2,705	14,854	756	18	2,846
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1. Where will the funds for this position come from: 100% WDOT
reimbursement through annual County Routine Maintenance Agreement.

2. What equipment will need to be purchased (desk, etc.)? Personal
safety equipment.

Is office space presently available? N/A Where? _____

Estimated capital cost: \$4300

Is this capital cost in the department budget? Yes and is
reimbursed by WDOT through monthly small tools cost pool charges.

3. Grand total cost, all items, this fiscal year: \$0

4. Thereafter, annual cost of salary and fringes: \$58,625

G. Supervisory responsibility (if applicable):

- 1. In brief detail, explain the supervisory authority this position will have: None
- 2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:
None

H. Who will this person be responsible to? Highway Supervisor (in charge of state highway work)

SUPERVISING COMMITTEE Action:

Approval date: 06/17/2016 by a vote of Yes, No

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

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

RESOLUTION NO. 07-16-03

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

WHEREAS, the Monroe County Property & Maintenance Committee and Administration & Personnel Committee request the establishment of a full-time Maintenance Technician position in the Maintenance Department; and

WHEREAS, this position oversees, implements and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings. The addition of the new Justice Center requires additional maintenance staff.

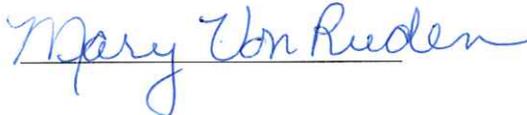
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Maintenance Technician position in the Maintenance Department effective January 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:







Property & Maintenance Committee review: 5-0
Administration & Personnel Committee action: 5-0
Finance Committee review: 5-0
Approved by County Administrator: *CS*
Approved by Corporation Counsel: *ACIK*

Fiscal note: \$67,358 to be budgeted for 2017.

PURPOSE: Approve a Maintenance Technician position in the Maintenance 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: Maintenance
B. Date: 6-24-2016

Department Head: Garry Spohn

- 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 position is needed because of increased work load in the department. One of the largest increases in the work load is caused by the new Justice Center. This building is much larger than the previous building and is much more complex. We now have AC in the building and a significant amount of electronics. All doors and water valves are now electronic. This includes sink faucets and toilets. The building has approximately 3 times the number of beds. Our maintenance department has been struggling to keep up with routine maintenance prior to this building. We have evaluated contracting work out to the private sector. This proved to be cost prohibitive.

Suggested Title: Maintenance Technician Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2017

- C. General Description of the Position: Under the general supervision of the Building Manager, the Maintenance Technician oversees, implements, and evaluates the preventive maintenance and repair of equipment to maintain the physical plant and grounds of all county buildings.

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

1. Diagnose and repair heating, ventilating and air conditioning eq.
2. Diagnose and repair access controls.
3. Diagnose and repair electrical circuits as allowed by law.
4. Operate and adjust building automated controls as needed.
5. Plumbing with copper, galvanized pipe, pvc, pex, and cast iron.
6. Service and Operate Generators, Tractors, Trucks, Skid Loader.
7. Operate, Maintain and repair our water booster station.
8. Troubleshoot and repair Nurse call systems and alarm systems.

E. Minimum Qualifications of a Candidate:

Education: Two year degree in mechanical, electrical, HVAC or related field. Preference to HVAC.

Experience: Minimum of 5 years directly related "hands on" work experience or equivalent combination of education and 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

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

2. What equipment will need to be purchased (desk, etc.)? _____

Some hand tools and cordless tools.

Is office space presently available? Yes Where? Maintenance Shop

Estimated equipment cost \$500.00

Is this cost in the department budget? Yes

3. Grand total cost, all items, this fiscal year: \$67,358

4. Thereafter, annual cost of salary and fringes: \$66,858

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: At the discretion of the Property Manager the position may direct other maintenance positions.

2. Employees directly supervised: 0 Indirectly: _____

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Property Manager

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. 07-16-04

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

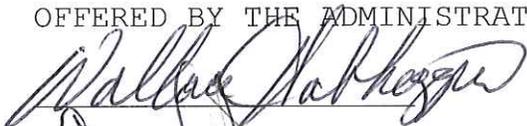
WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, Comprehensive Community Services (CCS) is a key new program within Human Services and the WRIC consortia. CCS began in late 2014 and works with both adults and children with a mental health diagnosis and, with program growth, there is a need for additional staff to meet the service demands.

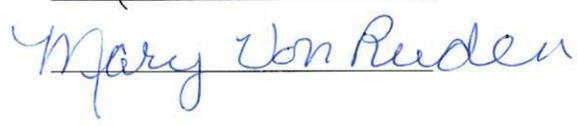
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective April 1, 2017. If State funding ceases, the position will be reviewed.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:







Health & Human Services Committee review: 8 yes, 0 no, 1 absent
Administration & Personnel Committee action: 5 yes, 0 no
Finance Committee review: 5 yes, 0 no
Approved by County Administrator: **CS**
Approved by Corporation Counsel: **ACK**

Fiscal note: The position will be funded by Medical Assistance Case Management billing with no additional Monroe County tax levy. Cost of the position is \$49,413 for 2017 and \$65,351 on an annual basis.

PURPOSE: Approve a Social Worker position in the Human Services Department at no increase in County levy.

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 7/5/2016

Department Head: Ron Hamilton

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 Comprehensive Community Services (CCS) is a key new program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen rapid growth. This program works with both adult and children/youth with a mental health diagnosis. We are projecting maximized caseload capacity in 2017. Optimal caseload range is 15-18 adults or 12-14 children or a combination there of. The assessment process is very comprehensive and requires significant staff time to complete. This causes delays in providing services to individuals with mental health issues in our community. With program growth, there is a need for an additional staff to meet the service demands. We are requesting a Social Worker 1 Community Mental Health position to meet the demands of a flourishing CCS program. We propose to add this position as of 4/1/2017.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. The estimated billable hours rate needed to cover position costs are 35% (BS level). There is no additional request of County tax levy funding for this position.

Suggested Title: Social Worker Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 4/1/2017

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

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

- 1. See attached job description
- 2. _____
- 3. _____

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date.**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

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

State/Federal funding through M.A. billing of Comprehensive Community Services which is billable at 100% of billed time

2. What equipment will need to be purchased (desk, etc.)? _____

Computer, desk, chair, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services _____

Estimated equipment cost: \$2,800

Is this cost in the department budget? Yes in 2017 Budget

3. Grand total cost, all items, 2017 fiscal year: \$49,413

4. Thereafter, annual cost of salary and fringes: \$65,351

G. Supervisory responsibility (if applicable):

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

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

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Clinic 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

RESOLUTION NO. 07-16-05

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

WHEREAS, the Monroe County Health & Human Services Committee and Administration & Personnel Committee request the establishment of an additional Social Worker I position in the Human Services Department; and

WHEREAS, Children's Long Term Support Services (CLTS) has a current waiting list of 15 children, and an additional 10-14 Autism Waiver children will transition into the program later this year. An additional position is needed to work 70% in CLTS and 30% in the Birth to Three program, which is also over caseload capacity. Billing will cover 80% of the cost of this position, with the additional \$9,700 provided by County levy.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Worker I position in the Human Services Department effective April 1, 2017.

Dated this 26th day of July 2016.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Health & Human Services Committee review: 8 yes, 0 no, 1 absent
Administration & Personnel Committee action: 5 yes, 0 no
Finance Committee review: 5 yes, 0 no
Approved by County Administrator: *CS*
Approved by Corporation Counsel: *AC/K*

Fiscal note: The position cost of \$49,413 will be funded 80% by billing and \$9,700 by Monroe County tax levy.

PURPOSE: Approve a Social Worker position in the Human Services Department at a cost of \$9,700 in County levy.

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 7/5/2016

Department Head: Ron Hamilton

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):

Monroe County DHS Children's Long Term Support Services (CLTS) has a current wait list of 15 children. CLTS will transition into the program 10-14 Autism Waiver children between 7/1/16 and 11/30/16. This service had previously been contracted with a private vendor by the state. This will put our current CLTS staff above caseload capacity therefore not allowing us to reduce the number of children from the waitlist. The Monroe County DHS Birth to Three Program is currently serving over 60 children, approximately 15-20 more than caseload capacity. This program does not allow for a waitlist therefore services must be provided timely. We are requesting a Social Worker 1 CFS Designated Service Program position who would work approximately 70% in CLTS and 30% in Birth to Three. Time may vary based on need of these two programs. This position will allow for 12-14 additional children, some of the most vulnerable children in our county to begin receiving CLTS services in 2017. The goal would be to eliminate the CLTS waitlist by the end of 2017. Additionally, we would be able to better adjust to the fluctuation of caseload numbers in Birth to Three. This new position is able to be supported through Case Management Medical Assistance billing. The current CLTS Case Management billing is at \$86.32/hr. The Targeted Case Management (Birth to Three) is at \$24.00/hr. Billing at a 35% rate will cover 80% the cost of the position. This additional position will allocate \$9,700 to 2017 county tax levy.

Suggested Title: Social Worker Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 4/1/2017

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

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

1. See attached job description

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage): **2017 Cost, 4/1/17 start date**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$32,760	\$2162	\$2506	\$7,950	\$454		

1. Where will the funds for this position come from: Medical Assistance billing and Targeted Case Management and County Levy

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

Desk, Chair, Computer, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services

Estimated equipment cost: \$2,800

Is this cost in the department budget? This will be incorporated in 2017 budget

3. Grand total cost, all items, 2017 fiscal year: \$49,413

4. Thereafter, annual cost of salary and fringes: \$65,351

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? _____

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

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

WHEREAS, Monroe County and La Crosse County CSP Wait List funds have been combined to support regional CSP programing; and

WHEREAS, the funds can now be separated out and Monroe County can then direct use of the funds which amounts to \$21,133.00 for Monroe County; and

WHEREAS, the State requests letters from both counties agreeing to the change.

NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that the request shall be made to the state with the Chair signing the attached letter.

Offered by the Human Services Board on the 27th day of July, 2016.

Vote: 8 yes; 0 no 1 absent

Emma K Leabert, MD

Mary Von Ruden

David A Ruesin

Cynthia Wise

[Signature]

Marlene E. Sand

James S. Shilling

Mary Jo Cook

Purpose: To request a change for reallocation of \$21,133.00 to Monroe County for CSP use.

Fiscal Note: The change was anticipated and is part of the current budget.

Drafted and approved by Corporation Counsel *ACK*

Finance Committee Vote: 5 yes, 0 no

1 RESOLUTION NO. 07-16-07

2
3 AMENDING LOCAL HISTORY ROOM INVESTMENT OPTIONS

4
5 WHEREAS, under Monroe County Resolution No. 74-78 and Sec. 2-266 of the Monroe County
6 Code the Local History Room Board of Trustees are limited to invest all funds “in trust at
7 interest in an endowment fund account” of the county and such funds “shall be so invested to
8 accrue the highest rate of interest.” and

9
10 WHEREAS, the use of “interest” in the resolution and ordinance restricts the type of investments
11 to fixed income items such as certificate of deposits or bonds; and

12
13 WHEREAS, current interest rates continue to offer low rates of return; and

14
15 WHEREAS, the Local History Room Board of Trustees requests the authority to be able to
16 invest in a broader set of investment vehicles and seek a high rate of return; and

17
18 WHEREAS, the Natural Resources & Extension Committee has reviewed the request and agrees
19 with it.

20
21 THEREFORE, BE IT RESOLVED the Monroe County Board of Supervisors hereby amends
22 Resolution No. 74-78 to allow for investment of funds held in trust to be at the highest rate of
23 return in a moderately aggressive portfolio.

24
25 FURTHER BE IT RESOLVED that section 2-266 of the General Code of the County of Monroe,
26 Wisconsin is hereby amended to read as follows:

27
28 Sec. 2-266. - Funds.

29
30 (a) All funds received by the board of trustees shall be placed in trust in an endowment fund
31 account of the county. Subsidiary detail of such account shall be maintained to provide
32 accurate information on the balance held and such account shall not lapse and shall be a
33 long-term account which has continuing activities to it, as duly authorized by the county
34 board of supervisors, and shall be carried forward each year.

35
36 (b) Such funds shall be so invested in a moderately aggressive investment portfolio. The
37 income accruing therefrom shall be used by the board of trustees under the direction of
38 the Natural Resources & Extension Committee who shall prepare and submit its annual
budget for approval before the county board of supervisors.

39
40 (c) The corpus of such funds shall not be used for salary for employees of the local history
41 room until there has accumulated sufficient income from the trust investment to cover
such salaries and all the expenses of operating the local history room.

42
43 Offered this 26th day of July, 2016.
44
45

46 By the Natural Resources & Extension Committee:

47
48 Vote: 4 Yes; 0 No.

49 Matthew

Nodji Vanulychen

51 James L. Schwed

52 David Price

53
54
55
56 Purpose: To allow a broader range of investments for the Local History Room endowment.

57
58 Fiscal Note: No impact to the county budget other than cost of amending a county ordinance.

59 Finance Vote: 5 yes; 0 no

60 Drafted and approved by Corporation Counsel **ACK**

RESOLUTION NO. 07-16-08

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

WHEREAS, per Chapter 65 of Wisconsin Statutes, the Monroe County Board of Supervisors does annually approve and adopt an annual budget and set the annual tax levy, and

WHEREAS, per the provisions of §65.90(5)(b) Wis. Stats., the Monroe County Board may authorize its standing finance committee to:

transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department, or activity in excess of 10 percent of the funds originally provided for such office, department, or activity in such annual budget.

WHEREAS, the Monroe County Finance Director compiles a monthly report of the non-lapsing donation and user fee account balances for the Finance Committee and County Board; and

WHEREAS, the Monroe County Board has historically not levied for donations and user fees, preferring the use of a cash basis accounting system to ensure there are funds available before expenses are incurred; and

WHEREAS, the Monroe County Finance Committee has established a process and procedure for review and approval of requests for such donation and user fee non-lapsing budget revenue and expense adjustments; and

WHEREAS, this policy will avoid monthly budget adjustments requiring a two-thirds majority board approval.

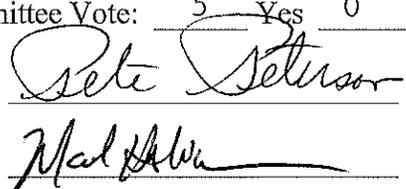
NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approves the policy for handling donations and user fee revenues and expenses on a cash basis

BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors authorizes the Finance Committee to make adjustments pursuant to §65.90(5)(b) Wis. Stats.

Dated this 26th day of July, 2016

Offered by the Finance Committee

Finance Committee Vote: 5 Yes 0 No



STATEMENT OF PURPOSE: Streamline and improve county operational efficiency by modifying the budget adjustment process and procedure for donation and user fee non-lapsing departmental budget amounts.

Fiscal Note: Authority granted under WI Stats 65.90(5)(b).

Approved as to form by Corporation Counsel Andy Kaftan
Drafted by Finance Director Tina Osterberg

ACK

MONROE COUNTY FINANCE COMMITTEE

FINANCE POLICY 1-2

Effective 07/26/2016

DONATIONS & USER FEES TO MONROE COUNTY

POLICY:

Donations made or user fees paid to Monroe County and expenditures associated with the donation or user fees must be approved by the Finance Committee. Monthly reports shall be made to the County Board.

PURPOSE:

To utilize §65.90(5)(b) as authorized by the County Board to monitor the receipt and expenditure of County donations and user fees on a cash basis to avoid the inefficiencies of using monthly budget adjustments to ensure expense are not incurred without the cash on hand.

POLICY AUTHORIZATION:

- Wis Stats. 59.52(19) & 65.90(5)(b)
- Finance Approval 07/20/2016
- County Board 07/26/2016, Resolution No. _____

PROCEDURE:

1. Oversight Committees or Boards shall be kept apprised of all donations or user fees by the Department Head at monthly meetings. These donations or user fees may be accepted in the form of cash, goods or services. An oversight committee or board may deny acceptance of donations.
2. All donations or user fees of cash or cash proceeds derived from a donation or user fee must be deposited and recorded in the county books in a revenue account. In kind gifts may immediately be put to use.
3. No amounts of a cash donation, or the proceeds derived in any way from a donation or user fees, may be spent by a department if the expenditure would cause a department's budget to be exceeded. The Finance Committee must approve a budget adjustment to appropriate the funds (see # 4).
4. The Finance Department will create a donations/user fees received non-lapsing budget adjustment report to be submitted to the Finance Committee for approval each month. Said adjustment to conform to §65.90(5)(b) Wis. Stats. which currently dictates that adjustments shall not exceed 10% of the department's annual budget. The report shall include the following information:
 - Department(segment) receiving the donation/user fee
 - Month(s) deposits received
 - Accounts to be adjusted revenue/expenditure budget line
 - Amount to adjust
 - Prior budget of account(s)
 - Final budget of account(s)
 - Current Balance of account(s)

RESOLUTION NO. 07-16-09

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

WHEREAS, the Rolling Hills, Building C is under lease, until April 30, 2017, to Sojourners Journey, Inc. as approved by Resolution No. 04-12-04 on April 17, 2012; and

WHEREAS, an agreed upon amendment to the lease under Resolution No. 04-13-06 on April 24, 2013 has lapsed as the improvement to the basement were not started; and

WHEREAS, Sojourners Journey, Inc. is proposing re-shingling the roof of Building C at a cost to Sojourners Journey of \$7,000 to \$8,000; and

WHEREAS, Sojourners Journey, Inc. would like to exchange the re-shingling of the roof for a two year extension of the lease; until April 30, 2019; and

WHEREAS, Sojourners Journey, Inc., has been a responsible lessee providing a shelter serving women who have children between the ages of 0-10 and are homeless as defined by the McKinney-Vento Homeless Assistance Act; and

WHEREAS, the use of county property, by entering into the lease, is not contrary to county policy, or state and federal law; and

WHEREAS, the services provided by Sojourners Journey, Inc. are privately funded and offered in a non-discriminatory manner to the community.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors, we hereby authorize the County Board Chairman to sign the amendment to the lease with Sojourners Journey, Inc. as set out in the attachment.

Dated this 26th day of July, 2016.

Offered by the Property and Maintenance Committee

Committee Vote: 5 Yes; 0 No.

Purpose: To set-off re-roofing of Building C by lessee against a 2 year extension of the lease.

Fiscal Note: The opportunity cost is set out in the structure of the lease.

Approved as to form by Corporation Counsel *ACK*

ADDENDUM TO AGREEMENT

This Agreement is entered into this _____ day of _____, 2016 by and between Monroe County, c/o Monroe County Clerk, 202 S. K Street, Sparta, WI 54656 (hereinafter "County") and Sojourners Journey, Inc., c/o Katie Bennett, 11235 County Hwy B, Sparta, WI 54656 (hereinafter "Sojourners").

WHEREAS, the Rolling Hills, Building C is under lease through April 30, 2017 to Sojourners as approved by Monroe County Resolution 04-12-04 on April 17, 2012; and

WHEREAS, Sojourners previously proposed renovation to the basement of Building C which County agreed to however those renovations were never started and that proposal has lapsed; and

WHEREAS, Sojourners proposes to re-shingle the roof of Building C and as compensation for this have the lease extended two years.

THEREFORE, County and Sojourners agree that upon completion of:

Leasehold improvements, namely, re-shingling the roof with 30 year shingles. All materials are to be guaranteed to be new. All work is to be completed in a workman like manner according to standard practice.

The Lease shall be amended as follows:

The term of this Lease shall be extend for two additional years, until April 30, 2019.

FURTHER, County has informed Sojourners that the steam heat and electrical to Building C may be discontinued in the future as County make changes to its use of its facilities.

THEREFORE, the parties agree to address leasehold changes in a timely manner to allow for Sojourners to propose leasehold improvements to allow continued occupancy of Building C.

LESSOR: Monroe County

By: _____
Cedric Schnitzler, Monroe County Chairperson

LESSEE: Sojourner's Journey

By: _____
Katie Bennett, President of Sojourners Journey, Inc.

County acknowledgment of completion of lease hold improvements:

By: _____
Name & Title _____
Date

1 RESOLUTION NO. 07-16-10

2
3 RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS
4 PARCELS NO. 281-02378-0000 & 281-01740-0000
5

6 WHEREAS, Monroe County obtained the properties located in the City of Sparta, identified by tax
7 parcel nos. 281-02378-0000 & 281-01740-0000 , by in rem foreclosure of tax liens; and
8

9 WHEREAS, the City of Sparta has approached the Monroe County Property & Purchasing Committee
10 about purchasing the properties; and
11

12 WHEREAS there are delinquent taxes, interest on taxes, special charges, interest on special charges, and
13 foreclosure costs totaling \$79,072.34 against the properties of which \$10,930.96 is due to the County
14 and \$68,141.38 is due to the City; and
15

16 WHEREAS in a sale of the properties the County will collect its amount first and the City then will
17 collect its amounts; and
18

19 WHEREAS the assessed value for the properties are \$35,100.00; and
20

21 WHEREAS the City of Sparta proposes to pay the County \$10,930.96 for the properties; and
22

23 WHEREAS §75.69 of the Wisconsin Statutes allows, in part, for the sale of tax foreclosed properties
24 between municipalities without putting the properties out for public sale; and
25

26 WHEREAS the Monroe County Property & Maintenance Committee recommends the sale of the
27 properties as proposed.
28

29 NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do
30 authorize sale to the City of Sparta the properties described as:
31

32 Parcel 1:

33
34 Lot One (1), T. B. Tyler's Addition, City of Sparta, Monroe County, Wisconsin.

35
36 Part of Lot Two (2), T.B. Tyler's Addition, City of Sparta, Monroe County, Wisconsin described as follows:
37

38 Commencing 4 feet North of the Northeast corner of the George Building situated on Lot 2, T.B. Tyler's
39 Addition to the City of Sparta, Monroe County, Wisconsin; thence West 100 feet; thence North to the North line
40 of Lot 2 of said T. B. Tyler's Addition; thence East on the North line of said Lot 2, 100 feet; thence South to the
41 place of beginning.
42

43 All that part of Lot Sixteen (16) of said T.B. Tyler's Addition to the City of Sparta lying East of the Easterly high
44 water mark of Beaver Creek.
45

46 Parcel 2:

47
48 An easement for the benefit of Parcel 1 created by an instrument dated July 7, 1936 and recorded in the Office of
49 the Register of Deeds for Monroe County on October 31, 1936 in Vol. 151 of Deeds at Page 368 as Document
50 No. 196235 being an easement for ingress and egress over a sidewalk and steps 4 feet in width adjoining the
51 North wall of the George Building which is situated on part of Lot 2 of T. B. Tyler's Addition to the City of
52 Sparta, Monroe County, Wisconsin.
53

54 MISC:

55
56 Covenants, conditions and restrictions recorded in Vol. 151 of Deeds, on page 368, as Document No. 196235.

57
58 Easements to City of Sparta recorded in Vol. 162 of Deeds, on Page 259 as Document No. 207098, and in Vol.
59 162 of Deeds, on Page 263, as Document No. 207102.

60
61 Easement to Wisconsin Gas Company, a Wisconsin corporation doing business as We Energies, recorded on July
62 31, 2003, as Document No. 527289.

63
64 Covenants, conditions, restrictions and easement as described in an Easement for ingress and egress over and
65 across the property described in Quit Claim Deed by Kimber Enterprises, LLC, a Wisconsin limited liability
66 company to the City of Sparta, a Wisconsin Municipal Corporation dated March 27, 2009 on April 9, 2009 as
67 Document No. 593591 which was corrected by Quit Claim Deed dated March 27, 2009 and recorded on
68 September 9, 2009 as Document No. 598541.

69
70 &

71
72 A part of Lot Four (4), Block Five (5), Kingman's and Damman's Addition and part of the Southeast Quarter of the
73 Southeast Quarter (SE ¼ of SE ¼) of Section Fourteen (14), Township Seventeen (17) North, Range Four (4) West,
74 City of Sparta, Monroe County, Wisconsin, more particularly described as follows: commencing at the SE corner of
75 Lot 4, Block 5, running thence North on the line of said Lot, 20 feet; thence West parallel with the North line of said
76 Lot, 100 feet; thence South parallel with the East line of said Lot, 20 feet; thence East on the South line of said Lot,
77 100 feet to the place of beginning.

78
79 MISC.

80
81 Easement to Wisconsin Gas Company dated July 24, 2003, and recorded on July 31, 2003 as Document No. 527289.

82
83 BE IT FURTHER RESOLVED that the Monroe County Clerk is hereby authorized to execute a Quit Claim
84 Deed to convey the above described properties to the City of Sparta for the sum of \$10,930.96.

85
86 Dated this 26th day of July, 2016.

87
88 Offered by the Property & Maintenance Committee:

89
90
91 _____
92 _____
93 _____
94 _____
95 _____

96
97 Committee Vote: 5 Yes; 0 No.

98
99 Purpose: To authorize sale of tax foreclosed properties to the City of Sparta.

100
101 Fiscal Note: This sale will return \$10,930.96 to Monroe County.

102
103 Drafted and approved by Corporation Counsel *ACK*

RESOLUTION NO. 07-16-11

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

WHEREAS, Monroe County obtained the property located in the Village of Norwalk, identified by tax parcel no. 161-00014-0000, by in rem foreclosure of tax liens; and

WHEREAS the structure on the property was partially destroyed by fire and requires demolition which lead the Property and Maintenance Committee to defer taking the property; and

WHEREAS, the Village of Norwalk has approached the Monroe County Property & Purchasing Committee about purchasing the property for a \$1 so that it could demolish the structure; and

WHEREAS, the property is a non-conforming lot that prevents rebuilding on the property; and

WHEREAS §75.69 of the Wisconsin Statutes allows, in part, for the sale of tax foreclosed properties between municipalities without putting the properties out for public sale; and

WHEREAS the Monroe County Property & Maintenance Committee recommends the sale of the properties for \$1 plus the cost of recording the resolution authorizing sale and the standard administrative costs for a total sum of \$181.00.

NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do authorize sale to the Village of Norwalk the properties described as:

Outlot 11 of the Assessor's Replat of the Village of Norwalk, Monroe County, Wisconsin.

MISC.

Joint Driveway Agreement dated March 1, 1920 and recorded November 6, 1920 in Volume 127 Deeds, Page 588, as Document No. 155896-a.

Joint Driveway Agreement between Henry A. Kotten and Marie P. Kotten, husband and wife and Byron N. Dreier and Jeanette V. Dreier, husband and wife, dated December 21, 1987 and recorded December 29, 1987 in Volume 87, Page 611 as Document No. 390063.

BE IT FURTHER RESOLVED that the Monroe County Clerk is hereby authorized to execute a Quit Claim Deed to convey the above described properties to the Village of Norwalk for the sum of \$181.00.

Dated this 26th day of July, 2016.

Offered by the Property & Maintenance Committee:

Committee Vote: 5 Yes; 0 No.

Purpose: To authorize sale of tax foreclosed properties to the Village of Norwalk.

Fiscal Note: This sale will return \$181 to the county.

Drafted and approved by Corporation Counsel *ACK*

1 RESOLUTION NO. 07-16-12

2
3 RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS
4 PARCELS NO. 141-00074-0000 & 141-00078-0000
5

6 WHEREAS, Monroe County obtained the properties located in the Village of Kendall, identified by tax parcel
7 nos. 141-00074-0000 & 141-00078-0000, by in rem foreclosure of tax liens; and
8

9 WHEREAS the properties adjoin each other and one of them has a structure that requires demolition which lead
10 the Property and Maintenance Committee to defer taking the property; and
11

12 WHEREAS, the Village of Kendall has approached the Monroe County Property & Purchasing Committee about
13 purchasing the properties for a \$1 so that it could demolish the structure and prepare both parcels for sale and
14 return to the tax rolls with the aid of a community development corporation; and
15

16 WHEREAS §75.69 of the Wisconsin Statutes allows, in part, for the sale of tax foreclosed properties between
17 municipalities without putting the properties out for public sale; and
18

19 WHEREAS the Monroe County Property & Maintenance Committee recommends the sale of the properties for
20 \$1 plus the cost of recording the resolution authorizing sale and the standard administrative costs for a total sum
21 of \$181.00.
22

23 NOW THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do authorize sale
24 to the Village of Kendall the properties described as:

25 Parcel No. 141-00074-0000

26 Outlot Sixty-eight (68) of Assessor's Plat to the Village of Kendall, Monroe County, Wisconsin.

27 MISC.

28 Easement for right of way for Sanitary Sewer Main to the Village of Kendall dated September 29, 1966, and
29 recorded on October 20, 1966 in Reel/Volume 54 Misc., Image/Page 266, as Document No. 285874.

30 Parcel 141-00078-0000

31 Outlot Seventy-one (71), Assessor's Plat, Village of Kendall, Monroe County, Wisconsin.

32 MISC.

33 Easement for Right of Way for Sanitary Sewer Main, dated September 29, 1966 and recorded October 20, 1966 in
34 Volume 54 Misc., Page 267, as Document No. 285874.
35

36 BE IT FURTHER RESOLVED that the Monroe County Clerk is hereby authorized to execute a Quit Claim Deed to
37 convey the above described properties to the Village of Kendall for the sum of \$181.00.
38

39 Dated this 26th day of July, 2016.
40

41 Offered by the Property & Maintenance Committee:
42
43
44
45 _____
46 _____
47 _____

48 Committee Vote: 5 Yes; 0 No.
49

50 Purpose: To authorize sale of tax foreclosed properties to the Village of Kendall.
51

52 Fiscal Note: This sale will return \$181 to the county.
53

54 Drafted and approved by Corporation Counsel *ACK*