MONROE COUNTY BOARD OF SUPERVISORS

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

NOTICE OF MEETING

COMMITTEE: **SPECIAL FINANCE MEETING**
TIME: **5:45 p.m.**
PLACE: **Justice Center**
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room 1200
112 South Court Street
Sparta, WI 54656
DATE: **Thursday, March 19, 2020**

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call

2. Notice of Budgetary Adjustment(s) – Discussion/Action
   a. Health Department
   b. Emergency Management

3. Fiscal Note on Resolution – Discussion/Action
   a. Resolution 03-20-01 Declaring State of Emergency in Monroe County due to the COVID-19 Pandemic
   b. Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office
   c. *"Amended"* Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office

4. Monthly Approvals – Discussion/Action
   a. Notice of Donations/User Fees Received Budget Adjustment
   b. County Board Monthly Per Diem and Voucher Approval

5. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: March 18, 2020

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

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 3, 2020
Department: Health Department
Amount: $300.00
Budget Year Amended: 2020

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

Received monetary funds from the First UMC United Piecemakers of Tomah for the purchase of pack n play cribs for income eligible infants and their families.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	410	Cribs For Kids	$ -	$ 300.00	$ 300.00
Total Adjustment					$ 300.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	$ 37,750.00	$ 300.00	$ 38,050.00
						$ -
Total Adjustment					$ 300.00	

Department Head Approval: Marion Nelson

Date Approved by Committee of Jurisdiction: David A Reice 3-3-2020

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: _____

Rev 2/18

Budget Adjustment

Purpose

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 9, 2020
Department: Emergency Mgmt
Amount: $2,284.00
Budget Year Amended: 2019

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

Reallocate budgeted amount for actual expenses.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustmen	Final Budget
12701100	511000		Sheriff Reserve Salaries	$ 16,300.00	$ (2,284.00)	$ 14,016.00
						$ -
						$ -
						$ -
Total Adjustment					$ (2,284.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustmen	Final Budget
12900000	511000		Salaries (EM100)	$ 52,239.00	$ 2,018.00	$ 54,257.00
12900000	553100		Equip Service Contract (EM300)	$ 784.00	$ 133.00	$ 917.00
12901000	553100		Equip Service Contract (SR300)	$ 784.00	$ 133.00	$ 917.00
						$ -
						$ -
						$ -
Total Adjustment					$ 2,284.00	

Department Head Approval: Wesley D. Revels

Date Approved by Committee of Jurisdiction: Wallace Nobhagen 3-9-20

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: _____

Rev 2/18

RESOLUTION NO. 03-20-01

RESOLUTION DECLARING STATE OF EMERGENCY IN MONROE COUNTY DUE TO THE COVID-19 PANDEMIC

WHEREAS, in December of 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin; and

WHEREAS, on January 31, 2020 the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020, the Governor of the State of Wisconsin declared a Health Emergency in the State; and

WHEREAS, the federal government, state governments, and local governments are working together to contain the further spread of the disease and to ensure resources for treatment of existing cases; and

WHEREAS, Chapter 252 of the Wisconsin Statutes sets out authority to address Communicable Diseases and Chapter 323 addresses Emergency Management planning under a disaster or an imminent threat of disaster; and

WHEREAS, Monroe County has been working to protect the health and well-being of its residents and to prepare for the impacts the disease is likely to have on the County; and

WHEREAS, the Monroe County Board of Supervisors determines that it is necessary to make all possible resources available to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continuing spread of COVID-19; and

WHEREAS, declaring a state of emergency will facilitate timely use of resources to protect individuals from the impacts of the spread of COVID-19 while maintaining continuity of operation in Monroe County; and

WHEREAS, Monroe County desires to maintain the highest level of services related to the general public, such as Public Safety, Health and Human Services, Emergency Management and those departments directly related to the general welfare of all residents; and

WHEREAS, the ongoing evolution of federal and state mandates requires administrative flexibility at the local level to manage current policies in the face of measures being mandated throughout this pandemic; and

WHEREAS, the County Administrator may need to close or limit access to Monroe County government facilities; implement strategic staffing changes to ensure adequate number of healthy staff are in place to carry out necessary and critical services; waive administrative policies regarding health insurance and assist in personnel expenses as a result of implementing staffing changes; and make temporary changes and exceptions to the Monroe County Personnel Policy Manual; and

WHEREAS, the County Administrator, after implementing necessary actions to meet the mandates, shall inform the Monroe County Board of Supervisors of actions taken and request ratification of the actions; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to §323.11 of the Wisconsin Statutes the Monroe County Board of Supervisors declares a State of Emergency in Monroe County, Wisconsin.

FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors directs the County Administrator to implement federal and state mandates to ensure the safety and health of the Monroe County staff, residents and those traveling throughout the community.

FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors authorizes the County Administrator the authority to make necessary temporary changes and exceptions to the existing Monroe County policy.

FURTHER BE IT RESOLVED that the County Supervisors are hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

FURTHER BE IT RESOLVED that this Resolution remains in effect for six months unless rescinded or extended by further Monroe County Board action.

Offered this 19th day of March, 2020 by the Administration and Personnel Committee.

Fiscal note: This resolution authorizes all possible resources necessary and means available in a responsible manner to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

Statement of purpose: Declare State of Emergency in Monroe County to facilitate and expedite the use of resources, direct the County Administrator to strategically implement necessary plans and make necessary temporary changes and exceptions to County policy to protect health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19, and to allow County Supervisors authorization to attend meetings of the Board remotely.

Finance Vote (If required): _____ Yes _____ No _____ Absent ********** Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: March 19, 2020 VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____ _____ _____
❑ ADOPTED ❑ FAILED ❑ AMENDED ❑ OTHER _____ County Board Vote on:_____20__ _____Yes _____No _____Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution #_____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK *A raised seal certifies an official document.*

RESOLUTION NO. 03-20-02

RESOLUTION SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE

WHEREAS, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office; and

WHEREAS, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of April 15, 2020 for the next term; and

WHEREAS, the Administration & Personnel Committee met on December 10, 2019 and January 14, 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered projected increases for Monroe County Employees and recommends the following salary rates for the Monroe County elected official positions set out below:

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	$65,097	$66,399	$67,727	$69,081
Register of Deeds	$60,541	$61,751	$62,986	$64,246
County Treasurer	$60,541	$61,751	$62,986	$64,246

WHEREAS, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors to set the salary for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of 2021-2024.

Dated this 19th day of March 2020.

Offered by the Administration & Personnel Committee

Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County Treasurer.

Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

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

Committee of Jurisdiction Forwarded on: March 10, 2020
5 Yes 0 No 0 Absent
Committee Chair: _____

Approved as to form on _____
_____
Andrew C. Kaftan, Corporation Counsel

☐ ADOPTED ☐ FAILED ☐ AMENDED
☐ OTHER _____
County Board Vote on: _____20__
_____Yes _____No _____Absent

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

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

COVER SHEET:

Resolution 01-20-02 AS AMENDED ON JANUARY 22, 2020.

SENT BACK TO COMMITTEE

Postponed until the February 2020 County Board Meeting.

On February 26th Resolution 01-20-02 was postponed until the March, 2020 County Board Meeting.

RESOLUTION NO. 01-20-02

RESOLUTION SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE

WHEREAS, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office; and

WHEREAS, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of April 15, 2020 for the next term; and

WHEREAS, the Administration & Personnel Committee met on December 10, 2019 and January 14, 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered projected increases for Monroe County Employees and recommends the following salary rates for the Monroe County elected official positions set out below:

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	$65,097	$66,399	$67,727	$69,081
Register of Deeds	$65,097	$66,399	$67,727	$69,081
County Treasurer	$65,097	$66,399	$67,727	$69,081

WHEREAS, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors to set the salary for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of 2021-2024.

Dated this 26th day of February, 2020.

Offered by the Administration & Personnel Committee and as amended on January 22, 2020 by the County Board.

Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County Treasurer.

Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

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

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent
Committee Chair: _____

Approved as to form on _____
_____
Andrew C. Kaftan, Corporation Counsel

❑ ADOPTED ❑ FAILED ❑ AMENDED
❑ OTHER _____
County Board Vote on:_____20__
_____Yes _____No _____Absent

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

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

RESOLUTION NO. 01-20-02

RESOLUTION SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE

WHEREAS, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set prior to the date when candidates may take out papers to run for local office; and

WHEREAS, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of April 15, 2020 for the next term; and

WHEREAS, the Administration & Personnel Committee met on December 10, 2019 and January 14, 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered projected increases for Monroe County Employees and recommends the following salary rates for the Monroe County elected official positions set out below:

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	$65,097	$66,399	$67,727	$69,081
Register of Deeds	$60,541	$61,751	$62,986	$64,246
County Treasurer	$60,541	$61,751	$62,986	$64,246

WHEREAS, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors to set the salary for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of 2021-2024.

Dated this 22nd day of January 2020.

Offered by the Administration & Personnel Committee

Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County Treasurer.

Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

Finance Vote (If required):
4 Yes 1 No ____ Absent

Approved as to form on 1-15-20
Andrew C. Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: January 14, 2020
5 Yes 0 No 0 Absent
Committee Chair: Pete Peterson
Mary VonRuden
Marrow Falcey

☐ ADOPTED ☐ FAILED ☐ AMENDED
☒ OTHER Postpone Send back to Committee
County Board Vote on: Jan 22 2020
8 Yes 7 No 1 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 # 01-20-02 acted on by the Monroe County Board of Supervisors at the meeting held on January 22, 2020
SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.