



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.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: Friday, April 17, 2020

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SPARTA, WISCONSIN 54656
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SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of February 20, 2020
4. Justice Department Line Item Transfer – Discussion/Action
5. Request for Credit Card Approval(s) – Discussion/Action
 - a. Veteran Services
 - b. Human Services
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Sheriff's Department
7. Fiscal Note on Resolution – Discussion/Action
 - a. Resolution Restructuring Positions in the Sheriff's Office to Create an Additional Patrol Sergeant Position Effective May 1, 2020
8. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
9. Items for next month's agenda
10. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: April 15, 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.

Finance Committee
February 20, 2020

Present: Cedric Schnitzler, Wallace Habegger, Douglas Path, Pete Peterson; Mark Halverson absent
Others: Tina Osterberg, Diane Erickson, Debra Carney, Deb Brandt, Rob Conroy, Wes Revels, David Ohnstad, Eric Weihe, Randy Williams, Linda Anderson, Garlynn Brookshaw, Beth Ford, Sharon Nelson, Garry Spohn, Rick Folkedahl, Lynn Kloety, Gail Frie, Mary Von Ruden, Jarrod Roll, Ellie Bradford

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – Wednesday, March 18, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Wallace Habegger second by Pete Peterson to approve the 01/15/20 minutes. Carried 4-0.
- Public Comment – None.
- Re-Purpose of Funds –
 - a. Highway - Motion by Pete Peterson second by Wallace Habegger to approve re-purpose of funds pending committee of jurisdiction approval. David Ohnstad explained the 2020 re-purpose of funds in the amount of \$225,000.00 for machinery. Carried 4-0.
 - b. Maintenance - Motion by Wallace Habegger second by Douglas Path to approve re-purpose of funds. Garry Spohn explained the 2020 re-purpose of funds in the amount of \$10,744.00 for Administration Building roof repairs. Carried 4-0.
 - c. Sheriff - Motion by Wallace Habegger second by Douglas Path to approve re-purpose of funds. Rob Conroy explained the 2020 re-purpose of funds in the amount of \$52,000.00 for transport vehicles. Carried 4-0.
- Line Item Transfers –
 - a. Solid Waste – Motion by Pete Peterson second by Wallace Habegger to approve line item transfer. Gail Frie explained the 2019 line item transfer in the amount of \$11,167.00 for excessive rainfall, leachate disposal. Discussion. Carried 4-0.
 - b. Medical Examiner – Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Wallace Habegger explained the 2019 line item transfer in the amount of \$1,576.00 for salaries. Discussion. Carried 4-0.
 - c. District Attorney – Motion by Pete Peterson second by Douglas Path to approve line item transfer. Lynn Kloety explained the 2019 line item transfer in the amount of \$8,938.00 for health insurance. Carried 4-0.
 - d. Dispatch – Motion by Wallace Habegger second by Douglas Path to approve line item transfer. Randy Williams explained the 2019 line item transfer in the amount of \$24,081.00 for overtime. Carried 4-0.
 - e. Human Services – Motion by Douglas Path second by Wallace Habegger to approve line item transfer. Beth Ford explained the 2019 line item transfer in the amount of \$160,155.00 for reallocation of budget for actual expense. Carried 4-0.
 - f. Rolling Hills – Motion by Pete Peterson second by Wallace Habegger to approve line item transfer pending committee of jurisdiction approval. Garlynn Brookshaw explained the 2019 line item transfer in the amount of \$6,774.07 for water and sewer line. Discussion. Carried 4-0.
- Budget Adjustments -
 - a. Justice Department – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Eric Weihe explained the 2020 budget adjustment in the amount of \$12,000.00 for WI Dept of Justice Grant. Carried 4-0.
 - b. Register of Deeds – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Deb Brandt explained the 2019 budget adjustment in the amount of \$4,731.00 for health insurance. Carried 4-0.

- c. Rolling Hills – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment pending committee of jurisdiction approval. Garlynn Brookshaw explained the 2019 budget adjustment in the amount of \$159,965.07 for year-end overages offset by revenues. Linda Anderson further explained. Discussion. Carried 4-0.
- d. Local History Room – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Jarrod Roll explained the 2019 budget adjustment in the amount of \$1,349.20 for salaries. Discussion. Carried 4-0; Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Jarrod Roll explained the 2019 budget adjustment in the amount of \$1,800.00 for a student intern grant. Carried 4-0.
- e. Maintenance – Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Garry Spohn explained the 2020 budget adjustment in the amount of \$41,500.00 for Justice Center repair budget. Carried 4-0.
- f. Health Department – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$15,000.00 for WI Division of Public Health grant. Carried 4-0; Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$11,000.00 for Bader Philanthropies, Inc. grant. Carried 4-0; Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Sharon Nelson explained the 2020 budget adjustment in the amount of \$4,450.00 for WI Division of Public Health, public health preparedness program. Discussion. Carried 4-0.
- g. Human Services – Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Beth Ford explained the 2020 budget adjustment in the amount of \$68,884.00 for Dementia Care Specialist grant. Discussion. Carried 4-0; Beth Ford explained the 2019 budget adjustment in the amount of \$300,000.00 for CCS program expansion. Discussion. Motion by Wallace Habegger second by Pete Peterson to approve and amend budget adjustment by adding: Once the audit is final: If there is a positive balance the first \$109,259.04 would go back into the General Fund, anything exceeding that up to \$300,000.00 would go to the Contingency Fund, anything above \$300,000.00 would go into the Human Services Reserve. Discussion. Carried 4-0.
- h. Information Systems – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Rick Folkedahl explained the 2020 budget adjustment in the amount of \$9,928.94 for wireless point to point bridge from the Justice Center to Rolling Hills. Discussion. Carried 4-0.
- i. Jail – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$23,400.00 for SCAAP monies to be used for Zuercher signature pads and time keeping system. Discussion. Carried 4-0; Motion by Pete Peterson second by Wallace Habegger to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$2,649.68 for SCAAP awards. Carried 4-0; Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2019 budget adjustment in the amount of \$23,000.00 for transport salaries. Discussion. Carried 4-0.
- j. Sheriff – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Wes Revels explained the 2020 budget adjustment in the amount of \$5,800.00 for Patrol SUV sold. Carried 4-0; Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$4,000.00 for Zuercher conference training. Carried 4-0; Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Rob Conroy explained the 2020 budget adjustment in the amount of \$16,500.00 for ES Sanction funds to be used for Zuercher project. Discussion. Carried 4-0; Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$2,500.00 for BOTS grant for vehicle set up equipment. Carried 4-0; Motion by Wallace Habegger second by Cedric Schnitzler to approve budget adjustment. Wes Revels explained the 2019 budget adjustment in the amount of \$4,000.00 for BOTS grant for vehicle set up equipment. Carried 4-0.
- k. Capital Outlay – Motion by Wallace Habegger second by Pete Peterson to approve budget adjustment. Tina Osterberg, County Administrator explained the 2020 budget adjustment in the amount of \$26,895.31 for work order portion of the financial software implementation project. Carried 4-0.

- l. County Clerk Election – Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Shelley Bohl, County Clerk explained the 2020 budget adjustment in the amount of \$15,796.00 for Congressional District 7 special election. Carried 4-0.
 - m. Finance/Retirement Fringe Pool – Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Diane Erickson, Finance Director explained the 2019 budget adjustment in the amount of \$2,526.26 for retirement payouts, health and dental insurance. Carried 4-0.
- Credit card approvals - Motion by Douglas Path second by Pete Peterson to approve below credit card requests. Discussion. Carried 4-0.
 - a. Health Department – Sharon Nelson explained four credit cards in the amount of \$1,000.00 each for three Public Health Nurses and one Community Educator.
 - b. Human Services - Three credit cards in the amount of \$1,000.00 each for two CSP Case Managers and one ADRC Social Worker.
 - c. Sheriff's Office – Wes Revels explained credit card request in the amount of \$1,000.00 for Emergency Management Coordinator.
 - d. Information Technology – Rick Folkedahl explained credit card request in the amount of \$1,000.00 for his position, IT Director.
- Fiscal Note Approvals-
 - a. Resolution Establishing Sheriff Fees and Delegating Modification of Committee – Motion by Wallace Habegger second by Pete Peterson to approve fiscal note. Wes Revels explained Sheriff fees adjustment. Discussion. Carried 4-0.
 - b. Resolution Authorizing Changes to the Monroe County Code to Prohibit Nuisance Use of a Telephone for 911 Calls – Motion by Wallace Habegger second by Douglas Path to approve fiscal note. Indirect costs of amending county ordinances. Discussion. Carried 4-0.
- Revolving Loan Fund Project Update – Diane Erickson explained that we had our first Citizen Participation meeting last night. This meeting was an educational meeting and the members were briefed on the process of the Revolving Loan Fund close. Potential projects and a tentative timeline were provided to members. All projects will be given the opportunity to present their projects to the committee on either May 4 or 7th, depending on the states availability to be at the meeting. There will be a follow up meeting on May 19th and if a project is determined, the committee will present a recommendation to the Finance Committee on May 20th.
- Treasurer
 - a. Debra Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report.
- Finance
 - a. Diane Erickson provided the Monthly Financial Report.
 - b. Finance Department Monthly Report.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Pete Peterson second by Wallace Habegger to approve Monthly Notice of Donations/User Fees Received. Carried 4-0.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habegger second by Douglas Path to approve Monthly County Disbursement Journal. Discussion. Carried 4-0.
 - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Pete Peterson to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – TIF District Overview, Revolving Loan Fund Project Update, Library Reimbursement Formula.
- Cedric Schnitzler adjourned the meeting at 10:48 a.m. Carried 4-0.

Shelley Bohl, County Clerk/Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 4/8/2020
Department: Justice Programs
Amount: \$ 2,000.00
Budget Year Amended: 2020

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	521230	J5010	ALCOHOL MONITORING BRACELT	\$ 125,000.00	\$ 2,000.00	\$ 34,819.93	\$ 123,000.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 2,000.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
12950000	531000		OFFICE SUPPLIES	\$ 3,483.00	\$ 1,750.00	\$ 1,645.96	\$ 5,233.00
12950000	531050		POSTAGE	\$ 300.00	\$ 250.00	\$ 110.00	\$ 550.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 2,000.00		

Explanation for Transfer: COVID-19 RELATED EXPENSES. PURCHASED OUTSIDE MAILBOX, INCREASE USE OF ENVELOPES, PENS, INCREASED COST FOR DISPOSABLE GLOVES, SANITATION SPRAY, SANITATION WIPES, UNKNOWN EXPENSE TO PURCHASE DISPOSABLE MASKS, SHIELDS, MORE COMMUNICATION DONE THROUGH MAIL, AND OTHER ADDITIONAL SUPPLIES

Department Head Approval

Eric M. [Signature] 4-8-20

Governing Committee Approval

Wallace [Signature] 4-13-20
[Signature]

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

_____ Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

_____ Date

Request for Credit Card Approval

Department: VETERAN SERVICES
 Committee: ADMIN & PERSONELL

Name of Card Holder	Title of Postion	Credit Card Limit
NICHOLAS M. ROZECK	ASSISTANT CVS0	\$ 2000 ⁰⁰

Justification for Credit Card(s):

Conferences to Maintain ACCREDITATION, POSTAGE

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Human Services

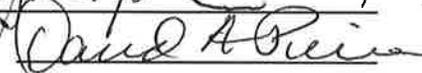
Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Ashley Stark	Crisis Social Worker	\$ 1,000.00
Angela Gray	Social Worker - increase credit limit from \$1,000	\$ 2,500.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.
The CLTS program, which Angela works with, often involves purchasing adaptive aids that are approved by the State. The current credit limit of \$1,000 is not adequate when purchasing the higher cost items for clients.

Department Head Approval:  3/3/20

Date Approved by Committee of Jurisdiction:  3-3-2020

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

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 7, 2020
 Department: Sheriff
 Amount: \$19,291.00
 Budget Year Amended: 2020

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

Trading in patrol vehicles resulted in an overage of \$19,291.00. These monies have been approved for use toward purchase of a third transport vehicle. COVID-19 has caused a change in priorities in the immediate future for the Sheriff's Office. Pischke motors wanted to reconcile at this time. We ask that the monies be moved into the Sheriff's non-lapsing vehicle purchase account in order to be spent toward the appropriated purpose once time allows in FY2020.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169	483000		Property Sales	\$ -	\$ 19,291.00	\$ 19,291.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 19,291.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169	581100	SH815	Non-Lapsing Sheriff	\$ 231,361.46	\$ 19,291.00	\$ 250,652.46
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 19,291.00	

Department Head Approval: *Wallace Nabholz*

Date Approved by Committee of Jurisdiction: *Wallace Nabholz*

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

04-13-20

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

RESOLUTION NO. _____

RESOLUTION RESTRUCTURING POSITIONS IN THE SHERIFF'S OFFICE TO CREATE AN ADDITIONAL PATROL SERGEANT POSITION EFFECTIVE MAY 1, 2020

WHEREAS, Monroe County Public Safety & Justice Committee and the Administration & Personnel Committee request the establishment of one new Patrol Sergeant position in the Monroe County Sheriff's Office, effective May 1, 2020; and

WHEREAS, currently, there is one active day shift that has no direct Sergeant supervision over its three Patrol Officers.

WHEREAS, restructuring by conversion of one Patrol Officer to a Patrol Sergeant's position would lead to:

- a. 24 hours a day, 7 days a week Sergeant leadership coverage for patrol shifts;
b. balanced workload amongst all Sergeants;
c. proper staffing ratio of one Patrol Sergeant to every three Patrol Officers per shift; and
d. direct shift supervision, mentorship, leadership and evaluation that falls within standard span of control parameters.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors authorize the establishment of one additional Patrol Sergeant position by eliminating a current Patrol Officer position within the Sheriff's Office effective as of May 1, 2020.

Offered this 25th day of March 2020 by the Administration & Personnel Committee

Purpose: Approve one new Patrol Sergeant position, to be offset with elimination of one Patrol Officer position.

Fiscal Note: Grand total cost of all items this fiscal year is \$2,155, which would offset by funding provided within the STEP grant. The additional cost is derived from the additional salary and fringe benefits. No additional funding would be needed from the County levy in 2020. The expected increased cost for the following year would be \$3,342 and thereafter determined by collective bargaining.

Approved as to form:
Andrew Kaftan, Corporation Counsel

Finance Vote (If required):
Yes No Absent

Committee of Jurisdiction Forwarded on: Mar 9th 20 20
4 Yes 0 No 1 Absent
Committee Chair: [Signatures]

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)