MONROE COUNTY BOARD OF SUPERVISORS

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

SECOND AMENDED NOTICE OF MEETING

COMMITTEE: **FINANCE MEETING**
TIME: **9:00 a.m.**
PLACE: **American Legion Post #100**
1116 Angelo Road
Sparta, WI 54656
Please use the South Parking Lot Entrance
DATE: **Wednesday, June 17, 2020**

****PUBLIC: Due to the COVID-19 Pandemic, you may access this meeting remotely:**

Wednesday, June 17, 2020 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)
Meeting number: 146 801 9504
Password: 2F346sxE5QN
https://monroecountywi.webex.com/

To join by phone: +1-408-418-9388 United States Toll
Access code: 146 801 9504

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call

2. 9:00 a.m. - PUBLIC HEARING: Community Development Block Grant CLOSE – Public Facilities CLOSE (CL-PF) Funds to complete a Full Depth Stabilized Reclamation (FDSR) on CTH N

3. Resolution Authorizing Revolving Loan Fund Project Funding for Rehabilitation of County Highway N in the Township of Clifton in 2021 – Discussion/Action

4. Public Comment/Town Road Name Signs
   - Committee Discussion/Action Town Road Name Signs

5. Fiscal Note on Resolution – Discussion/Action
   a. Resolution Authorizing Funding for Town Road Name Signs
   b. Resolution to Amend Monroe County Ordinance Sec. 11-29, and to Amend Amended Resolution 95-6-3, in Regards to Town Road Name Signs

6. Next Month's Meeting Date/Time

7. Minutes Approval of May 20, 2020

8. Request for Line Item Transfer – Discussion/Action
   a. Land Conservation

9. Request for Credit Card Approval(s) – Discussion/Action
   a. UW-Extension
   b. Child Support
   c. Sheriff's Office
   d. Administrative

10. Notice of Budgetary Adjustment(s) – Discussion/Action
    a. Land Conservation
    b. Dispatch
    c. Human Services
    d. Health Department
    e. Health Department – WIC
    f. Justice Department

FINANCE MEETING
June 17, 2020 Agenda

11. Fiscal Note on Resolution(s) – Discussion/Action
    a. Resolution Establishing 2021 Annual Budgeted Allocation for Pay For Performance
    b. Resolution Amending Monroe County Zoning Permit Fees

12. General Fund Balance Policy

13. Monthly Per Diems

14. Monroe County Lawsuit Cost Update

15. Bond Update

16. Audit Update

17. Treasurer
    a. Monthly Treasurer's Report
    b. Treasurer Department Monthly Report Review

18. Finance
    a. Monthly Financial Report
    b. Finance Department Monthly Report Review

19. 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

20. Items for next month's agenda

21. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 15, 2020

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

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FINANCE MEETING
June 17, 2020 Agenda

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19. Items for next month's agenda

20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 11, 2020

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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: **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: **Wednesday, June 17, 2020**

****PUBLIC: Due to the COVID-19 Pandemic, you may access this meeting remotely:**

Wednesday, June 17, 2020 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)
Meeting number: 146 801 9504
Password: 2F346sxE5QN
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FINANCE MEETING
June 17, 2020 Agenda

10. Fiscal Note on Resolution(s) – Discussion/Action
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19. Items for next month's agenda

20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 10, 2020

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

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PUBLIC HEARING NOTICE

The Finance Committee of Monroe County will conduct a public hearing regarding the proposed application for **Community Development Block Grant CLOSE – Public Facilities CLOSE (CL-PF) funds** to complete a Full Depth Stabilized Reclamation (FDSR) on CTH N.

This hearing will be held on, Wednesday June 17th at 9:00am, in the County Board Assembly Room. Please use the South side/Oak Street handicapped accessible entrance, Room #1200, 112 South Court Street, Sparta.

The agenda for the public hearing is:

1. Eligible CDBG activities
2. Presentation of purposed CTH N
3. Identification of total potential funds for the proposed project
4. Citizen input regarding proposed CTH N

Residents of the County of Monroe are encouraged to attend, especially residents with low to moderate incomes.

Persons needing additional accommodations should contact Ellie Bradford via telephone at 608-269-8734 or via email: Ellie.Bradford@co.monroe.wi.us

RESOLUTION NO. _____

Resolution Authorizing Revolving Loan Fund Project Funding for Rehabilitation of County Highway N in the Township of Clifton in 2021

WHEREAS, the Monroe County Citizen Participation Committee has recommended supporting the funding of rehabilitation of 5.15 miles of County Highway N in the Township of Clifton in Monroe County, with all committee members present voting in favor; and

WHEREAS, the Monroe Count Board also approved resolution 08-19-13 authorizing the purchase of the Monroe County Revolving Loan Fund (RLF); and

WHEREAS, the Wisconsin Department of Administration (DOA) has approved use of the RLF for the rehabilitation of County Highway N in the Township of Clifton; and

WHEREAS, federal monies are available under the Community Development Block Grant Close program (CDBG) for up to (2) years once a project has been approved by the DOA; and

WHEREAS, the Monroe County Board of Supervisors approved resolution 09-19-04 to fund the Creation of a Drug Court as one (1) of Monroe County's RLF projects; and

WHEREAS, the Finance Committee recommends the County N project be the second and final of Monroe County's RLF projects; and

WHEREAS, the estimated eligible cost for County N project is $664,233; and

NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Board of Supervisors approves funding the County N project as the second Low to Moderate (LMI) eligible projects from the RLF purchase; and

BE IT FURTHER RESOLVED, that the reimbursed project funds will be revenue in the Highway Department budget for 2021.

Dated this 22nd day of July 2020.

Offered by the Finance Committee

Purpose: To fund the rehabilitation of 5.15 miles of County Highway N in the Township of Clifton with the use of approved Revolving Loan Funds.

Fiscal Note: Approval of this resolution will allocate $664,233 of the Monroe County Revolving Loan Funds for the rehabilitation of 5.15 miles of County Highway N in the Township of Clifton and pay for allowable expenses in the 2021 budget.
The reimbursement of funds from the DOA will be revenues in the Highway Department budget.

Finance Vote (If required): _____ Yes _____ No _____ Absent ********** Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ 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. _____

AUTHORIZING FUNDING FOR TOWN ROAD NAME SIGNS

WHEREAS, §59.54(4) Wis. Stats. authorizes Monroe County to establish a rural naming and numbering system to aid the delivery of E-9-1-1 services; and

WHEREAS, Monroe County did create a rural road naming system and, on June 7, 1995, passed Amended Resolution 95-6-3, which provides, in part, "that Monroe County shall be responsible for purchase of any Township road signs"; and

WHEREAS, prior to December 31, 2020, Monroe County plans to purchase Town Road name signs to replace those signs that do not conform to current design standards; and

WHEREAS, Monroe County proposes, in conjunction with this Resolution, to amend Amended Resolution 95-6-3 and transfer responsibility for the purchase of Town Road name signs to the towns effective as of January 1, 2021; and

WHEREAS, no current budget line item has been established to fund the replacement signs; and

WHEREAS, an estimate of 1,754 Town Road name signs exist in the county, and the average estimated price per sign is $35.00, therefore the estimated funds needed to purchase said signs would be $61,390.00.

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that funds from the 2020 Contingency Fund shall be used to reimburse a Highway Department line item budgeted for the expense for the purchase of replacement Town Road name signs in 2020.

Offered this 25th day of March, 2020 by the Highway Committee.

Fiscal note: Designating up to $61,390 from the 2020 contingency fund for purchase of the signs by the Highway Department. The funds will be paid out incrementally; on an as needed basis. The current contingency fund balance is $116,046.00. A two-thirds majority vote would be required for the resolution to pass.

Statement of purpose: To budget for town road name replacement signs as required per Amended Resolution 95-6-3.

Finance Vote (If required): _____ Yes _____ No _____ Absent ********** Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ 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. _____

RESOLUTION TO AMEND MONROE COUNTY ORDINANCE SEC. 11-29, AND TO AMEND AMENDED RESOLUTION 95-6-3, IN REGARDS TO TOWN ROAD NAME SIGNS

WHEREAS, §59.54(4) Wis. Stats. authorizes Monroe County to establish a rural naming and numbering system to aid the delivery of E-9-1-1 services; and

WHEREAS, Monroe County did create a rural road naming system which is administered pursuant to Chapter 11, Article IV of the Monroe County Code;

WHEREAS, on June 7, 1995, Monroe County passed Amended Resolution 95-6-3, which provides, in part, "that Monroe County shall be responsible for purchase of any Township road signs"; and

WHEREAS, Chapter 11, Article II, §11-29, Monroe County Code of Ordinances, provides that

> The department of emergency management shall continue to supervise, maintain and provide county funding for major maintenance of the approximately 900 road name signs in the county, with the understanding that assistance will be requested to keep signs straight and other minor, noncapital maintenance, from the highway department and townships in the county; and

WHEREAS, the Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration of the United States Department of Transportation, is "the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel" and provides for the design and placement of street name signs; and

WHEREAS, under Wisconsin state law and administrative code and Monroe County code and policy, the Monroe County Highway Department installs and maintains all signs within county highway rights-of-way; and

WHEREAS, under current county policy and practice the Land Information Office coordinates rural addressing with the Emergency Management and Zoning Departments in Monroe County; and

WHEREAS, §82.03(1)(a) of the Wisconsin Statutes provides that "The town board shall have the care and supervision of all highways under the town's jurisdiction," and the towns currently install and maintain their own town road name signs; and

WHEREAS, the Monroe County Board has determined by resolution to replace non-conforming town road name signs with signs that meet current standards by the end of 2020, and to transfer responsibility for cost to the towns thereafter as of January 1, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors ordains amendment of Chapter 11, Article II, §11-29 of the Monroe County Code to read as follows:

> The county shall set policy and provide administration of the town road name sign system in the county. Towns will be responsible for the cost, installation and maintenance of town road name signs. The county highway department will, at the town's expense, be responsible for the installation and maintenance of town road name signs that are placed within state and county highway right-of-ways.

FURTHER BE IT RESOLVED that the amendment to §11-29, Monroe County Code of Ordinances, shall be effective January 1, 2021; and

FURTHER BE IT RESOLVED that the Monroe County Board amends Amended Resolution 95-6-3 to end the County's responsibility for town road name sign purchases and transfers to the towns, as of January 1, 2021, the responsibility for the cost of town road signs; and

FUTHER BE IT RESOLVED that the towns may order town road name signs through the Monroe County Highway Department, at the town's expense.

Offered this 25th of March, 2020 by the Highway Committee.

Fiscal note: The indirect costs of amending county ordinances. This would include publication and ordinance update costs.

Statement of purpose: To transfer the responsibility for town road name sign costs back to the towns and update Chapter 11, Article, §11-29 of the Monroe County Ordinance as of January 1, 2021.

Finance Vote (If required): _____ Yes _____ No _____ Absent ..... Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____ _____ _____
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Finance Committee
May 20, 2020

Present: Cedric Schnitzler, Wallace Habhegger, Mark Halverson, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Ellie Bradford, Bob Micheel, David Ohnstad, Kevin McCoy, Debbie Carney

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, June 17, 2020 regular Meeting in the Monroe County Assembly Room at 9:00 a.m.

- Minutes Approval - Motion by Mark Halverson second by Wallace Habhegger to approve the May 6, 2020 minutes. Carried 5-0.

- Credit Card Approvals
    a. Human Services – Motion by David Pierce second by Toni Wissestad to approve credit card. David Pierce explained credit card request in the amount of $1,000.00 for the Dementia Care Specialist. Carried 5-0.

- Budget Adjustment
    a. Human Services – Motion by David Pierce second by Mark Halverson to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of $3,161.00 for Q'Straint Incline System. Discussion. Carried 5-0.
    b. Health Department – Motion by David Pierce second by Mark Halverson to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of $450.00 for Region 4 Healthcare Emergency Readiness Coalition funds. Carried 5-0.
    c. Health Department WIC – Motion by David Pierce second by Wallace Habhegger to approve budget adjustment. David Pierce explained the 2020 budget adjustment in the amount of $21,842.00 for Department of Health Service Funds for local WIC programs. Discussion. Carried 5-0.
    d. Land Conservation – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Bob Micheel explained 2020 budget adjustment in the amount of $4,144.50 to carry over remaining funds for the Comprehensive Planning Grant. Carried 5-0.

- Fiscal Note Approval(s)
    a. Resolution Authorizing Change to School Woods Agreement – Motion by David Pierce second by Wallace Habhegger to approve fiscal note. Bob Micheel explained the resolution revises the original agreement, the school district will keep all timber harvest proceeds for the use on the School Woods Project. Carried 5-0.
    b. Resolution Authorizing Restricted Climate Change Task Force Donations to a Non-Lapsing Account for the Monroe County Land Conservation Department – Motion by David Pierce second by Mark Halverson to approve fiscal note. Bob Micheel explained the resolution will allow the carry forward of surplus funds from year to year. Carried 5-0.

- Citizen Participation Committee Revolving Loan Fund Close Project Recommendation – Chair Cedric Schnitzler provided a re-cap of the Revolving Loan Fund and the close of the program. Kevin McCoy, Chairman of the Citizens Participation Committee explained that seven projects were presented to the members of the Citizen Participation Committee.

    Village of Norwalk – Replacement or renovation of a fire station for the Norwalk Area Fire District. The project is not eligible as the district did not complete a survey in the Town of Wells for LMI state requirement. A second proposal is for a new sewer district in the Village.

    Town of Wilton –Bridge replacement on Kiev Avenue.

Rolling Hills –Architectural plan and construction documents for the building of a new senior living complex.

Human Services Department – Development of a crisis stabilization facility for youth. It was noted that the project request was withdrawn.

Maintenance Department – Demolition of building A located at 14301 County B in Sparta. This building is currently vacant and not being used by Monroe County.

Highway Department – Monroe County Highway N rehabilitation in the Township of Clifton.

The Citizens Participation Committee is recommending to the Finance Committee that all remaining funds be used for the Highway Department Proposal for County Highway N. Discussion. The next step is a public hearing. Chair Schnitzler explained that the regular Finance meeting is on June 17th and that the public hearing could be held at the beginning of the meeting. Motion by David Pierce second by Mark Halverson to draft a resolution for review at the next Finance meeting. Carried 5-0.

- General Fund Balance Policy – Tina Osterberg, Administrator explained that it is unknown what COVID-19 expenses will be. The General Fund Balance Policy was provided to members. The policy decreases debt service. An avenue would be to adjust the policy for the expenses the county is acquiring. Discussion. This item will be revisited next month.

- Treasurer
  a. Debbie Carney provided the Monthly Treasurers Report.
  b. Treasurer Department Monthly Report.
  c. CBDG Loans – Debbie Carney provided an update from last month and explained that Growing Stars is within the 90 days extension as approved by the committee last month.

- 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 for March and April – Motion by Mark Halverson second by Wallace Habhegger to approve notice of donations/user fees received budget adjustment. Carried 5-0.
b. Monthly Disbursement Journal – Motion by Mark Halverson second by Toni Wisesstad to approve disbursement journal. Discussion. Carried 5-0.
c. Monthly Per Diems and Vouchers - Motion by David Pierce second by Toni Wisesstad to approve Monthly County Per Diems and Vouchers. Carried 5-0.

- Items for next month's agenda – General Fund Balance Policy, Monthly per-diems, Monroe County Lawsuit Cost Update, County Highway Road Signs Resolutions, Opioid update, Bond update, Audit update.

- Motion by Toni Wissestad second by David Pierce to adjourn the meeting at 10:34 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 6/8/2020
Department: Land Conservation
Amount: $ 5,000.00
Budget Year Amended: 2020

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16940000	539620		CC Task Force	$ 5,000.00	$ 5,000.00		$ -
							$ -
							$ -
							$ -
							$ -
							$ -
Total Transfer					$ 5,000.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
16942200	539620		CC Task Force	$ -	$ 5,000.00		$ 5,000.00
							$ -
							$ -
							$ -
							$ -
							$ -
Total Transfer					$ 5,000.00		

Explanation for Transfer:

Developed a new Org structure for all CC Task Force accounts. This will allow grants/funds to fall under one Org and facilitate better tracking.

Department Head Approval Bob Michel 6/10/20

Governing Committee Approval Nodje VanWychen 6/10/20

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**

Revised 02/2018

Request for Credit Card Approval

Department: UW-Extension

Committee: Natural Resource and Extension Committee

Name of Card Holder	Title of Postion	Credit Card Limit
Vicky Kast	Administrative Assistant	$ 1,000.00
April Anderson	Health and Well Being Educator	$ 1,000.00

Justification for Credit Card(s):

An essential responsibility of Administrative Assistant, Vicky Kast is to purchase supplies for the office

Health and Well Being Educator, April Anderson oversees the Monroe County Strong Bodies program, including taking in program registration fees to in turn use these funds to purchase needed program supplies.

Both staff members are new. Past practice in the Extension office, has been for these positions to be issued purchase cards.

Department Head Approval: Craig Sayre

Date Approved by Committee of Jurisdiction: 6/10/2020

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

Date Approved By Finance Committee: _____

Revised 5/10

Request for Credit Card Approval

Department: CHILD SUPPORT

Committee: ADMIN/PERSONNEL

Name of Card Holder	Title of Postion	Credit Card Limit
Jennifer Noack	Child Support Specialist	$1,000.00

Justification for Credit Card(s):

Child Support Director currently has the only credit card for Department. It would be helpful for a second card to be used mainly at post office when Director is away from the office.

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: 06/09/2020

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

Date Approved By Finance Committee: _____

Revised 5/10

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Ally Rudie	Office Manager	$1.000.00

Justification for Credit Card(s):

Office supplies, training, education, other items as needed.

Department Head Approval: Wesley D. Pence

Date Approved by Committee of Jurisdiction: 6-8-20 Wallace Nolberg

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

Date Approved By Finance Committee: _____

Revised 5/10

Request for Credit Card Approval

Department: Administrative

Committee: Administrative & Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Adrian Lockington	Adminstrative Office Specialist	$ 2,500.00

Justification for Credit Card(s): As the Administrative Office Specialist Adrian will be required to purchase items for other departments in the county. In addtion to purchases for other departments, it would be beneficial for Adrian to have a credit card to pay for conference and training expeneses as well.

Department Head Approval: Tina Osterhaus

Date Approved by Committee of Jurisdiction: 06/09/2020

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

Date Approved By Finance Committee: _____

Revised 5/10

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 8, 2020
Department: LCD
Amount: $36,086.00
Budget Year Amended: 2020

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

This allocation reflects a grant received from the Fish & Wildlife Service for implementing stream restoration BMP's and monitoring equipment in the upper reaches of the Little La Crosse River Watershed. This project will give us an oppprtunity to define resilient BMP's in these high gradient streams while providing monitoring equipment that will give us real time data on flooding. This project meets the Climate Change Task Force number one goal/objective .

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16942200	435800		CCTF Grant Awards	$ -	$ 36,086.00	$ 36,086.00
						$ -
						$ -
Total Adjustment					$ 36,086.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16942200	511000		CCTF: Salaries	$ -	$ 5,980.00	$ 5,980.00
16942200	515005		CCTF: Retirement	$ -	$ 404.00	$ 404.00
16942200	515010		CCTF: Social Security	$ -	$ 371.00	$ 371.00
16942200	515015		CCTF: Medicare	$ -	$ 88.00	$ 88.00
16942200	515020		CCTF: Health Insurance	$ -	$ 90.00	$ 90.00
16942200	515025		CCTF: Dental Insurance	$ -	$ 7.00	$ 7.00
16942200	515030		CCTF: Life Insurance	$ -	$ 3.00	$ 3.00
16942200	515040		CCTF: Work Comp	$ -	$ 4.00	$ 4.00
16942200	534005		Operating Expenses	$ -	$ 29,139.00	$ 29,139.00
Total Adjustment					$ 36,086.00	

Department Head Approval: Bob Michel 6/10/20

Date Approved by Committee of Jurisdiction: Nadja VanWyngarden 6/10/20

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.

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 1, 2020
Department: Dispatch
Amount: $1,250.00
Budget Year Amended: 2020

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

A MAPPING LICENSE (CALLED ESRI) WAS PURCHASED FOR OUR NEW ZUERCHER MAPPING SYSTEM. ANNUAL MAINTENANCE WAS NOT INCLUDED IN OUR BUDGET FOR THIS. THIS REQUEST TRANSFERS FUNDS FROM DISPATCH BUDGET TO THE ZUERCHER PROJECT BUDGET.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
71400000.499999	Transfer In - IT Operations	$ 16,500.00	$ 1,250.00	$ 17,750.00
				$ -
				$ -
				$ -
Total Adjustment			$ 1,250.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
12930000.515700	Employee Education	$ 4,690.00	$ (1,250.00)	$ 3,440.00
71475000.521415.I9210	Comp Op Sheriff Dept.	$ 109,177.00	$ 1,250.00	$ 110,427.00
10000000.599999	Transfer Out - General Fund	$ 16,500.00	$ 1,250.00	$ 17,750.00
				$ -
				$ -
				$ -
Total Adjustment			$ 1,250.00	

Department Head Approval: _____
Date Approved by Committee of Jurisdiction: _____ 6-8-20
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: _____

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 2, 2020
Department: Human Services
Amount: $3,161.00
Budget Year Amended: 2020

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

Budget Adjustment for Q'Straint Incline System for ADRC.
Funding provided through DOT Trust Fund
This budget adjustment records the transfer of funds from the DOT Trust fund
and increases the Vehicle Expense budget to cover the cost of the Q'Straint Incline System.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24966100	493000		Fund Balance Applied	$ 25,561.00	$ 3,161.00	$ 28,722.00
Total Adjustment					$ 3,161.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24966100	581100		Minibus Vehicles	$ 115,161.00	$ 3,161.00	$ 118,322.00
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ 3,161.00	

Department Head Approval: 6/2/2020

Date Approved by Committee of Jurisdiction: 6/2/2020

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: _____

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 2, 2020
Department: Health
Amount: $48,685.00
Budget Year Amended: 2020

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

Received $48,685 grant from Wisconsin Department of Health Services, Division of Public Health to support health department response to COVID-19 , specifically,incident management for early crisis reponse, information management, mitigation, surge mangement and surveillance as noted with expenditures of extended staff time and fringe benefits beyond current capacity.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435525		Preparedness Grant	$ 53,090.00	$ 48,685.00	$ 101,775.00
Total Adjustment					$ 48,685.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salary	$ 461,155.00	$ 44,274.15	$ 505,429.15
24110000	515010		Social Security	$ 28,598.00	$ 3,018.47	$ 31,616.47
24110000	515015		Medicare	$ 6,693.00	$ 705.93	$ 7,398.93
24110000	515040		Workman Comp	$ 3,427.00	$ 686.45	$ 4,113.45
Total Adjustment					$ 48,685.00	

Department Head Approval: Marvin D Nelson June 2, 2020

Date Approved by Committee of Jurisdiction: David A Price 6-2-20

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

Budget Adjustment

Purpose

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 2, 2020
Department: Health Department - WIC
Amount: $2,250.00
Budget Year Amended: 2020

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

Received additional funding from Department of Health Services, WIC program to puchase laptops for staff to work remotely to continue to provide services for WIC participants.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000.435500	WIC CARS	$ 179,152.00	$ 2,250.00	$ 181,402.00
				$ -
				$ -
Total Adjustment			$ 2,250.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000 531000	Office supplies	$ 3,500.00	$ 2,250.00	$ 5,750.00
Total Adjustment			$ 2,250.00	

Department Head Approval: Marion L. Nelson June 2, 2020
Date Approved by Committee of Jurisdiction: David A. Rice 6-2-20

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.

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 1, 2020
Department: Justice Department
Amount: $9,500.00
Budget Year Amended: 2020

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

Current obervation bathroom for urine collection for drug testing is located in the middle of our office. Urine testing has been suspended due to Covid-19 risk of transmission if 20+ participants were allowed into our office daily. This request is to move our Administrative Assistant office from the lobby to our equipment room and make that old office into an observation bathroom. This would help reduce face to face contacts, additionally would reduce risk of physical attack to staff and breach of private data.

Map of office and more details included in attached pages.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12950000	521230	J5010	ALCOHOL MONITORING BRACELT	$ 123,000.00	$ (5,500.00)	$ 117,500.00
12950000	521210	J8000	Lab	$ 63,546.00	$ (4,000.00)	$ 59,546.00
						$ -
						$ -
Total Adjustment					$ (9,500.00)	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17200200	580550		Building Improvement	$ -	$ 9,500.00	$ 9,500.00
						$ -
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ 9,500.00	

Department Head Approval: Eric Mueller 6-02-2020

Date Approved by Committee of Jurisdiction: 6-8-20 Wallace Wallhegger

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

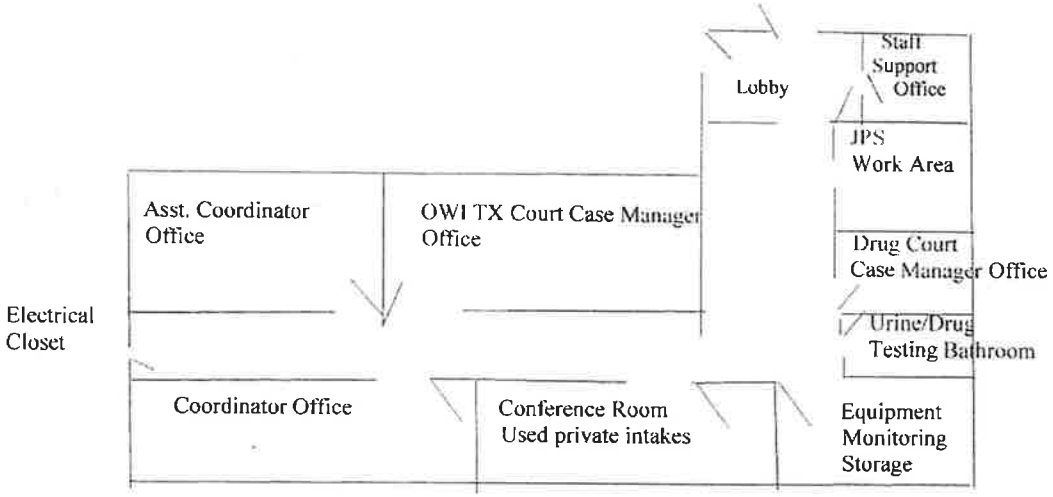
Date Approved by Finance Committee: _____

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: _____

Justice Dept. Current Lay Out



Disadvantages of Current Lay Out

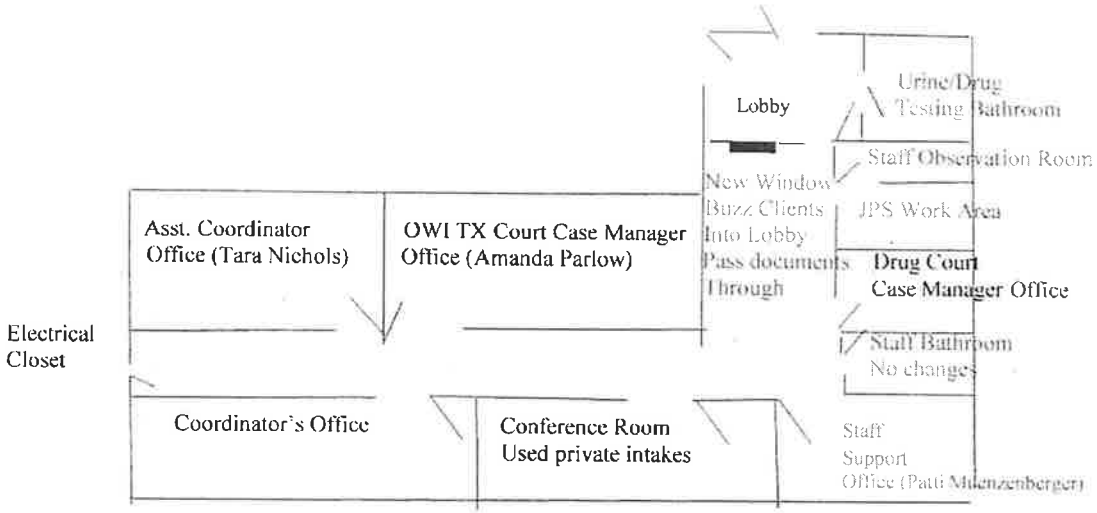
- 20+ participants daily (pre-Covid-19) enter almost entire office to get to the collection bathroom for urine/drug collection. This exposes large part of work space to Covid-19 virus, exposes staff to higher risk of physical attack from clients, and possible theft of documents/other items if staff are not watching.
- A lot of our drug and alcohol testing and other contacts with participants occur after hours or on the weekends when there isn't security screening participants. Our office is open 24/7 and staff are having face to face contact with participants after hours and on the weekend and many times may be working alone. Security for staff after hours and on weekends has been an issue that this new project can address.
- 40+ participants would enter our lobby (pre-Covid-19 and includes participants coming for drug test) daily. These participants would sit in our lobby and expose staff helping them to respiratory diseases and possible physical attack.
- Long term will cost more money to complete sweat patch ($78.35 each) or oral ($13.25) testing verse urine testing ($6 each).
- Evidence based practices indicate that urine testing is preferred method of collection for drug and alcohol testing. Drugs and alcohol are detectable longer in the urine and it is harder for participants to falsify urine tests.
- More time is required for staff to complete sweat patch testing (10-15 minutes) or oral testing (15 minutes) vs urine testing (5-7 minutes).
- Programs are not as efficient due to less monitoring capacity through testing.

- Due to urine testing being suspended Justice Dept. is no longer testing Human Services programs (Intoxicated Driver's Program, CHIPS/Family Court cases, and Economic Support).

Advantage of Current Lay Out

- Saves county money in the short term ($9,500)

Justice Dept. Proposed Lay Out



Justice Department Bathroom Move	
Toilet With Pump	$1,600.00
Toilet Parts Inventory	$800.00
Tile	$2,500.00
Drywall	$350.00
Studs	$250.00
Plumbing	$2,500.00
Electric	$500.00
Unforeseen	$1,000.00
Total	$9,500.00

Tile	In House
Sink	In House
Door	In House
Glass window	Move
Cabinets	In House

Disadvantages of Proposed Lay Out

- Estimated cost of $9,500 (see break down to the right which was provided by Garry Spohn)
- Lost space for equipment storage but still have enough space to make it work.

Advantages of Proposed Lay Out

- Long term will save more money and allow staff to complete more drug tests per day which will improve quality of program monitoring. Evidence based practices indicate that urine testing is preferred method of collection for drug and alcohol testing. Drugs and alcohol are detectable longer in the urine and it is harder for participants to falsify urine tests.
- Will be able to resume drug testing for Human Services Programs (Intoxicated Driving Program,

CHIPS Cases/Family Court, and Economic Support).

- With the new lobby and pass through window, staff can buzz participants into the lobby, receive documents, take payments, complete testing, etc without meeting them face to face. This will reduce 30-40 face to face contacts with participants daily, reduce risk of physical attack, and reduce possible theft of private information.
- A lot of our drug and alcohol testing and other contacts with participants occur after hours or on the weekends when there isn't security screening participants. If this project is approved most after hour contact with participants can be done through the new pass through window or through lobby observation bathroom. Face to face contacts can be limited to just equipment maintenance which would drastically improve security for staff that work after hours and on the weekends.
- By leaving the old observation bathroom in its current location, there is no remodeling cost and staff can use that bathroom rather than being exposed to Covid-19/other respiratory diseases by using the public restroom.

RESOLUTION NO. _____

ESTABLISHING 2021 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, the State imposed budgetary constraints while providing mandated services to be provided by the County, 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 a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and basing future non-union wage adjustments on the merits of employee performance, and

WHEREAS, the County Administrator will be developing the 2021 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2021, 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 2021 budget may include an amount up to 2 % of gross wages to be available for allocation based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second payroll of April 2021 and that the funds shall be awarded based strictly on the merits of the employees performance; and

BE IT FURTHER RESOLVED that effective January 1, 2021 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, which remain 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, and the like 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 this 24th day of June, 2021 by the Administration & Personnel Committee.

Fiscal note: For 2021 the levied general pay increase based on employee performance shall not exceed $359,164. Budgeted funds 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 do to internal position postings, new position hires, retirements, and other unknown variables that impact budgeted salary/fringe benefits for the year.

Statement of purpose: To establish 2021 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Drafted by County Administrator, Tina Osterberg

Finance Vote (If required): _____ Yes _____ No _____ Absent ********** Approved as to form: _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: June 9, 2020 VOTE: 4 Yes 1 No 0 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. _____

RESOLUTION AMENDING MONROE COUNTY
Zoning Permit Fees

WHEREAS, the Monroe County Sanitation, Planning and Zoning, & Dog Control Committee did review the zoning permit fees and determined that an adjustment and addition of said fees would be appropriate.

WHEREAS, a majority of the zoned Towns did approve the adjustment and addition of said fees.

WHEREAS, the Monroe County Sanitation, Planning and Zoning, & Dog Control Committee requires the following adjustment to Monroe County Zoning Permit Fees and does hereby ordain as follows:

Zoning permit for Signs: **$25.00** (Amended from $0.07 per square foot)
After-the-fact Variance Fee: **$1,000** (recommended by Board of Adjustment)
After-the-fact Zoning Change: **$400** (double regular fee)
After-the-fact Conditional Use: **$400** (double regular fee)

NOW, THEREFORE, BE IT RESOLVED, by the Monroe County Board of Supervisors that they do hereby authorize the amendment of the Monroe County Zoning Permit Fees as outlined above.

This change shall be effective July 15, 2020.

Dated this 24th day of June, 2020.

OFFERED BY THE SANITATION, PLANNING & ZONING, DOG CONTROL COMMITTEE:

Fiscal note: Increase revenue

Statement of purpose: To encourage property owners to go through the appropriate process and obtain the proper permits prior to construction of a structure or use of a property.

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.*