



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room

Please use the South Side/Oak Street Entrance

112 S. Court Street
Sparta, WI 54656

DATE: **Tuesday, July 9, 2019**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – June 11, 2019
4. Fair Housing Study – Discussion/Action - Theresa Burns-Gilbert and Caroline Georgeson to Speak
5. Resolution Approving Analysis of Impediments to Fair Housing Choice (A1) Plan and Authorization of Phased Implementation - Discussion/Action
6. Resolution Creating a Monroe County 2020 Census Complete Count Committee – Discussion/Action
7. Economic Development Coordinator Report
8. Personnel
 - a. Resolution(s)/New Position Request(s) – Discussion/Action
 - Sheriff Department
 - Sanitation, Planning, Zoning & Dog Control
 - b. Personnel Policy Update – Discussion/Action
 - c. Personnel Department 2020 Budget – Discussion Only
 - d. Health Insurance Update – Discussion Only
 - e. Personnel Director Report
9. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Information Systems
10. Information Systems
 - a. Director Report
11. Board Member iPad Upgrade – Discussion/Action
12. Board Member Per Diem Increase – Discussion/Action
13. Board Chairman/Vice-Chairman Payment Increase/Schedule – Discussion/Action
14. 2020 Budget

ADMINISTRATION & PERSONNEL MEETING
July 9, 2019

15. County Administrator Report
 - a. Staffing
16. Next Month's Agenda Items
17. Adjournment

Pete Peterson, Committee Chair
Date notices mailed: July 3, 2019

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.

Administration & Personnel Committee
June 11, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Ron Hamilton, Eric Weihe, Steve Peterson, Pamela Pipkin, Jeremiah Erickson, John Mehtala, Wes Revels

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, July 9, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
 - Minutes Approval – Motion by Mark Halverson second by Sharon Folcey to approve the 05/14/19 minutes. Carried 5-0.
 - Pamela Pipkin provided the Child Support Director Report.
 - Land Information –
 - a. Notice of Budgetary Adjustment – Jeremiah Erickson explained 2019 budget adjustment in the amount of \$102,400.00 for LiDAR. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Land Information Office/Fort McCoy Military Installation/City of Tomah and City of Sparta Imagery and LiDAR Cooperation – Jeremiah explained that cooperation with Fort McCoy and both cities would result in better costs and quality. He is currently working with all parties regarding the project.
 - c. Land Information Office RFP Update – Jeremiah explained RFP for GIS consulting services. Five responses have been received. The Land Information Counsel will be reviewing the proposals. It is anticipated that work will begin between July and August. Discussion.
 - d. Outlook on Future Grant Funding for the WLIP and Consideration of Partial Funding of the GIS Specialist Position in Future Years – Jeremiah explained that document recording has been decreasing over the years. There is potential that future grant funding may go from 50% to 40% funding. Discussion.
 - Personnel –
 - a. New Position Requests

Resolution Authorizing Human Services Positions. Ron Hamilton explained request for seven positions within the Community Support Program in lieu of current contracted services already budgeted in the levy. There would be no additional cost. This program would move funds from contracted services to employee salary and fringe. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve all seven requested positions. Carried 5-0.

Resolution Authorizing Justice Positions. Eric Weihe explained need for additional staff due to the potential establishment of a Drug Treatment Court. The request includes a Drug Court Case Manager and increase of a Justice Program Assistant from ½ time to full-time. It was explained that for two years, the state tentatively approved partial funding reimbursement through the closing of our Revolving Loan Fund for the creation of a Drug Treatment Court. Discussion. Motion by Mark Halverson second by Mary Von Ruden to approve both positions. Carried 5-0.
 - b. Ed Smudde provided the monthly Personnel Director Report.
 - Steve Peterson provided the monthly Economic Development Coordinator Report.
- Cedric Schnitzler left the meeting at 10:09 a.m.
- Information Systems -
 - a. John Mehtala provided the Information Systems Director Report.

- b. Budget Adjustment – Tina Osterberg explained 2019 budget adjustment in the amount of \$5,000.00 for Justice Center camera and door system services. Discussion. It was recommended by committee to hold off on budget adjustment and have discussions with CML Securities.
- Board Member iPad Upgrade – John Mehtala presented a Google Chrome Notebook for committee member viewing. Costs, pros and cons were discussed. This item will be revisited next month.
- Board Member Per Diem Increase – Chair Pete Peterson opened the floor for discussion. Per-diems can only be set for the beginning of next term. Discussion. This item will be revisited next month.
- Board Chairman/Vice-Chairman Payment Schedule – Chair Pete Peterson said the structure of payment is every bi-weekly payroll period. Could this be paid out once a month? The committee also discussed the rate of pay for both the Chairman/Vice-Chairman. This item will be revisited next month.
- Monroe County Proceeding Booklet Publication Distribution – Shelley Bohl explained to members that past proceedings are found in her office and online. She asked if board members would still like to receive hard copies. Discussion. It was the recommendation of the committee to continue with hard copies.
- Tina Osterberg provided the Monthly Administrators Report. Tina provided information on the upcoming census. Information regarding the Fair Housing Choice Plan Study was provided to members. The budget timeline was also provided to members.
- Next Month's Agenda Items – Economic Development Coordinator Report, Steve Peterson “include ED report”; Information Systems Budget Adjustment - Discussion/Action; Board Member iPad Upgrade - Discussion/Action; Board Member Per Diem Increase - Discussion/Action; Board Chairman/Vice-Chairman Payment Schedule - Discussion/Action; Census Resolution, Complete Count Committee - Discussion/Action; Resolution for Fair Housing Choice Plan Study - Discussion/Action.
- Motion by Mark Halverson second by Mary Von Ruden to adjourn meeting at 11:16 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

RESOLUTION APPROVING ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI) PLAN AND AUTHORIZATION OF PHASED IMPLEMENTATION

WHEREAS, Monroe County, as a recipient of federal grant funds from the U.S. Department of Housing and Urban Development, must periodically conduct a fair housing study known as an Analysis of Impediments to Fair Housing Choice (AI). Because housing is a regional issue, La Crosse County, La Crosse County Housing Authority, the City of La Crosse, the City of La Crosse Public Housing Authority, the Tomah Housing Authority, and the Monroe County Housing Authority (the partners) all joined with Monroe County to support the study; and

WHEREAS, during 2018, Monroe County and its partners led the process of developing said plan with significant support and assistance from the consultancy firm Mosaic, based out of Atlanta, Georgia, and studied patterns of integration and segregation; racially and ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs; and

WHEREAS, this document took into consideration Census data, existing plans, and conducted significant public engagement to obtain participation from nearly 900 residents and other stakeholders through meetings, focus groups, interviews, and a survey. Stakeholders consulted included public housing residents, mortgage lenders, low income families with young children, people with disabilities, county government staff, and many non-profit organizations; and

WHEREAS, based on the findings of this research, the report proposes fair and affordable housing strategies to overcome the identified fair housing issues.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board that it hereby adopts the Analysis of Impediments to Fair Housing Choice (AI) and directs Planning Staff and the Community Development Committee with phased implementation of the plan's recommendations in order to address the following objectives:

1. Work collaboratively with other municipalities and non-governmental partners to expand access to affordable housing needs, especially affordable rental housing.
2. Expand access to housing throughout the County and the region through alternative transportation strategies, land use strategies, and work with the Tomah and Monroe County Housing Authorities to expand access to the Tenant-Based Rental Assistance.
3. Address the poor quality of rental housing conditions in the County.
4. Increase the quantity of accessible housing for people with disabilities.
5. Collaborate with the Tomah and Monroe County Housing Authorities to rebuild public trust and improve customer service.
6. Expand opportunities for racial and ethnic minorities to become homeowners.
Coordinate Fair Housing Education and Enforcement

BE IT RESOLVED, that if through the public participation process of receiving comments on the plan, additional edits are required, staff are authorized to make additional changes to the survey which do not change the content significantly, and obtain final approval of the document by the Natural Resources & Extension Committee.

Dated this 23rd day of July 2019.

Offered by the Administration & Personnel Committee

53 Purpose: To approve the Analysis of Impediments to Fair Housing Choice (AI) and
54 authorize the phasing of implementation.

55

56 Fiscal Note: This resolution has no current monetary effect on the budget.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on _____ _____</p> <p>Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>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 _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

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**RESOLUTION CREATING A MONROE COUNTY 2020 CENSUS COMPLETE
COUNT COMMITTEE**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to
conduct a count of all persons living in the United States of America; and

WHEREAS, Monroe County is committed to ensuring every resident of the County is
counted; and

WHEREAS, federal and state funding is allocated to communities and decisions
are made on matters of national and local importance based, in part, on census data; and

WHEREAS, census data determine how many seats each state will have in the
U.S. House of Representatives and is necessary for accurate and fair redistricting of state
legislative seats, county board districts and city council districts; and

WHEREAS, the information collected by the census is confidential and protected
by law; and

WHEREAS, the Census count requires extensive work that necessitates local
partners to ensure a complete and accurate count; and

WHEREAS, a united voice from business, government, community-based
organizations, faith-based organizations, educators, media, and others will enable the
2020 Census message to reach more Monroe County residents; and

NOW, THEREFORE, BE IT RESOLVED Monroe County resolves to form a
Complete Count Committee composed of individuals and organizations from diverse
sectors to work collaboratively on a campaign to mobilize Monroe County residents to be
counted in Census 2020; and

BE IT RESOLVED, the Monroe County Board does hereby create the Ad Hoc
Complete Count Committee comprised of members attached in Addendum A.

Dated this 23rd day of July 2019.

Offered by the Administration & Personnel Committee

Purpose: To create a Monroe County Complete Count Committee.

Fiscal Note: This resolution has no current monetary effect on the budget.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on _____ _____</p> <p>Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>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 _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

MONROE COUNTY ECONOMIC DEVELOPMENT COORDINATOR REPORT – July 2019

PROSPECTS

Phase 1 – initial contact

1. natural vitamin/supplement distribution – Tomah
2. fishing equipment/guide superstore – Monroe County
3. Ice fishing vehicle manufacturer – Monroe County
4. insect organic fertilizer plant – Monroe County
5. Foreign employment service – Monroe County
6. medical software company – Tomah
7. metal coating fabrication – Monroe County
8. meat processing facility – Monroe County

Phase 2 – narrowing down potential locations and/or site visits

1. Garbage truck manufacturer – Tomah/Sparta
2. Transfer/distribution center – Tomah
3. Food processing plant – Sparta
4. Coffee additive company – Cashton
5. Hydroponics plant – Cashton
6. Distribution center – Tomah
7. Food flavoring coating plant – Monroe County
8. Hotel – Sparta (dependent on 2nd phase feasibility study)

Phase 3 – in the finals

1. Industrial Hemp CBD Oil Processing – Kendall
2. Hotel – Tomah
3. Restaurant/Bar & Grill - Tomah
4. Organic compost company – Cashton/other rural areas
5. Grocery food outlet pods – Kendall/Wilton/Norwalk
6. Corn Board processing plant – Sparta/Tomah/Kendall
7. Franchise Retail store – Tomah (dealing with broker and name of company is a secret yet)

IN THE WORKS

Community Venture Network – Site meetings with 2 prospects in late June. Both had 2 days of meetings and site tours of areas around the County.

Dollar General – working with a potential site in Kendall. Involves possibly working out an agreement with the DNR on some of the right of way land adjacent to the bike trail through the community.

Elroy-Sparta Bike Trail – working with the DNR on getting updates and time frames for the repair schedule. Bike trail now open from Tunnel 1 to Kendall. The Kendall Depot, the official headquarters of the trail has been closed for 2 years now and am working with forming an agreement between the DNR and the Village of Kendall and have the Village run the Depot during the bike trail season. This closure is having a significant negative impact on the businesses along the trail. They have been without the trail

now since late August 2019 and I'm afraid some may not stay in business if they don't get the trail open soon.

GROW TOMAH digital campaign – Digital web site & mapping has been put on hold for foreseeable future. Tomah Chamber turned down funding the project and will review it again in 2020. Other funding sources didn't come through either. Unknown if campaign will be finished in 2020.

Gen 3 building – Tomah – the housing & professional offices are now open. Great addition to Tomah & the County.

South Pointe Business Park – Sparta – Dental clinic building is very close to completion. The AMS Micromedical building is on schedule and taking shape. A new Martin Warehousing building has been started and they expect to move into that facility by mid-summer. Working with 2 other prospects that are looking at potential expansions in Wisconsin, specifically at South Pointe.

Tomah Associates land – the parcel of land across from the hospital & clinic construction projects is showing activity. Working with some development companies who may join in the developing of that area.

Struggling Sparta company – working with management to save this company. A company from Ohio is interested in the business and keeping it in Sparta, but far from a done deal.

MEETINGS

- SW-ITBEC Meeting - Sparta
- WI Downtown Action Council Board Meeting – Green Bay
- Hidden Valleys Board meeting – Richland Center
- Village of Kendall Board Closed Session
- WI Rural Partners Board meeting – Rice Lake
- WI Partners Association – meeting with Executive Director – Cashton
- WI DWD Annual WITS Ideas Exchange Forum – La Crosse
- Federal Reserve meeting – Madison
- Downtown Pop Up Show Program – meeting – Cashton
- 14 – Bio-Sunn conference calls regarding the project in Monroe County
- Business in Focus Magazine – article follow up meeting
- WI Cranberry Discovery Center – Warrens – marketing strategic planning session
- WI Dept of Tourism Showcase meeting – La Crosse
- WEDC meeting – Madison – prospect meeting

Submitted by:



Steve Peterson
Monroe County E.D. Coordinator

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 2, 2019
 Department: Land Records
 Amount: \$1,800.00
 Budget Year Amended: 2019

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

This budget adjustment is in order to allow us to add online tax payment services to our GCS Web Portal. After the initial cost of \$1800 it will be a total of \$800 annually which I will budget for in our Land Records Budget under the consideration that it is land records modernization. We have unspent rollover funds to cover this expense. It will provide for some Treasurer's office efficiencies.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND RECORD FUND BAL A	\$ 61,662.04	\$ 1,800.00	\$ 63,462.04
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,800.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521415	COMPUTER OPERATION	\$ 32,190.00	\$ 1,800.00	\$ 33,990.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,800.00	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: _____

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: _____