



MONROE COUNTY BOARD OF SUPERVISORS

NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Tuesday, November 12, 2019

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

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of October 8, 2019 and October 23, 2019
4. Economic Development Coordinator Report
5. WIOA Youth Disallowed Cost/Invoice – Discussion/Action
6. Resolution to Conduct Countywide Advisory Referendum on Creation of Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans and Maps – Discussion/Action
7. Land Records
 - a. 2020 Wisconsin Regional Orthophotography Consortium Agreement – Discussion/Action
8. Child Support
 - a. Director Report
 - Legislative Update
9. Personnel
 - a. Policy Manual Updates – Language Update – Discussion/Action
 - b. Policy Manual Updates – Employee Recognition Program – Discussion/Action
 - c. Line Item Transfer – Discussion/Action
 - d. Director's Report
10. County Administrator
 - a. County Administrator Report
 - b. Line Item Transfer – Discussion/Action
11. Next Month's Agenda Items
12. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: November 6, 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
October 8, 2019

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Wes Revels, Ally Rudie, Pamela Pipkin, Steve Peterson, Hannah Olsen, Jeremiah Erickson, John Mehtala, Deb Lutjen, Marlene Sund, Andrea Hanson

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, November 12, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the 09/10/19 minutes. Carried 5-0.
- Steve Peterson provided the monthly Economic Development Coordinator Report.
- April 2020 Redistricting Fair Maps Referendum – The Monroe County Board passed Resolution 08-17-08 Requesting a Non-Partisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans in 2017. Mary Von Ruden explained that a referenda would tell legislature that our Monroe County residents want non-partisan fair mapping. Deb Lutjen provided information regarding the effort of the League of Women Voters to end gerrymandering in Wisconsin. Discussion. A resolution will be drafted for next month.
- 2020 Budget Presentation, Information Systems – John Mehtala presented the Information Systems budget and answered questions.
- Child Support –
 - a. Pamela Pipkin provided members with a fiscal performance update from 2007 to 2019.
 - b. WCSEA President – Pamela explained that she is the current WCSEA president.
 - c. WCSEA Member of the Year – Pamela explained that she was presented with the WCSEA Member of the Year award.
 - d. Birth Cost Legislation Update – Pamela explained that upcoming apportionment costs may be tough. She will continue to watch legislation.
- Personnel –
 - a. Ed Smudde provided the monthly Personnel Director Report.
 - b. Health and Dental Insurance Update – Ed Smudde explained that the county is currently with Delta Dental. Health Insurance is currently through Quartz. The county is in the bidding process.
- Administrator –
 - a. Tina Osterberg provided the Monthly Administrators Report.
 - b. Request for Credit Card Approval – Tina explained credit card request in the amount of \$2,500.00 for the Purchasing and Procurement Coordinator. Motion by Cedric Schnitzler second by Mark Halverson to approve credit card. Carried 5-0.
 - c. Administrator Accruals – Tina explained that the prior Administrator's allowed her to run her vacation accruals over her anniversary date when she was Finance Director. She currently accrues four weeks of vacation each year. There are 621 hours in her bank. Discussion. Motion by Mark Halverson second by Mary Von Ruden to carry vacation accrual forward. Carried 5-0.

Cedric Schnitzler was excused from the meeting at 10:49 a.m.

- d. 2020 Budget Overview – Tina Osterberg provided the levy limit worksheet to members. The allowable increase is \$53,176. The amount would be lost if not used this year. It was a recommendation from the committee for utilization of the allowable increase. Tina provided an overall summary of the budget.

- Congressional District 7 Special Election – Shelley Bohl explained that both the Special Election and Primary will be held in 2020 due to state and federal law conflicts. The Governor's first order violates the uniformed and overseas absentee voting act. Military, by federal law are granted a 45 day absentee period. Shelley explained that we are waiting the new executive order from the Governor. A budget adjustment will come forward to roll all excess 2019 election funds to 2020.
- Next Month's Agenda Items – Resolution to Conduct Countywide Advisory Referendum on Creation of Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans and Maps.
- Pete Peterson adjourned the meeting at 11:24 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk.
Recorder

Administration & Personnel Committee
October 23, 2019

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Andrew Kaftan, Pamela Pipkin

The meeting was called to order in the Monroe County Board Assembly Room at 5:30 a.m. by Chair Pete Peterson.

- Health Insurance – Ed Smudde, Personnel Director presented members with Health Insurance bids. The best rate was offered by the counties current health provider, Quartz with a 7% increase. Tina Osterberg, County Administrator explained that this would be an increase of \$266,000.00 in premiums to the county. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve Quartz for the 2020 year. Carried 5-0.
- Dental Insurance – Ed Smudde, Personnel Director presented members with the bid from the counties current dental provider, Delta Dental. The increase is 6%. Tina Osterberg, County Administrator explained that this would be an increase of \$12,280.00 in premiums to the county. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve Delta Dental for the 2020 year. Carried 5-0.
- County Administrators Report – Tina Osterberg, County Administrator noted that John Mehtala, Information Systems Director will be retiring at the end of the year. The job will open tomorrow for both internal and external candidates.
- Pete Peterson adjourned the meeting at 5:40 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY ECONOMIC DEVELOPMENT COORDINATOR REPORT – November 2019

*announced at the October Monroe County EDCT Committee meeting, based on the County ED Coordinator contract not being in the 2020 budget much less having any increase, I informed the Committee that I will end my contract with the County on 12/31/19.

This will have a bearing on these reports as I intend to fulfill the contract year and wrap up current prospect work and hand off any pending prospects on to the Cities or Villages they are looking at as potential landing spots before the end of the year.

PROSPECTS

Phase 1 – initial contact

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

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

1. Transfer/distribution center – Tomah
2. Food processing plant – Sparta
3. Multi-use complex – Cashton

Phase 3 – in the finals

1. Coffee additive company – Cashton
2. Industrial Hemp CBD Oil Processing – Kendall
3. Corn Board processing plant – Sparta/Tomah/Kendall
4. Hotel – Tomah
5. Restaurant/Bar & Grill – Tomah
6. Convenience Store – Monroe County

IN THE WORKS

Elroy-Sparta Bike Trail – Kendall Depot – co-hosted a very successful community wide Halloween Party at the Depot. Will become an annual event. Working on event calendar already for next year's bicycle season, with marketing and trade show appearances.

South Pointe Business Park – Sparta –AMS Micromedical had its ribbon cutting. The 100,000 sq. ft. Martin Warehousing building is progressing well and they expect to move into that facility by late fall. Brooks Equipment has secured their new location and will begin construction in 2020.

Financial institutions coming to Tomah – Union Bank has begun construction and the 1st Community Credit Union buildings are progressing well and will be open before the end of the year.

Cashton Feed Mill/Tobacco Warehouse buildings – working with potential developers to tear down the buildings and build a multi-use facility mixing in light manufacturing, retail and housing.

MEETINGS

- Attended – Economic Indicators Breakfast – La Crosse
- Attended – WEDA Fall Conference – Stevens Point – sit on the WEDA Board of Directors representing Monroe County
- Attended – WI Rural Partners Summit Sub-committee meeting – Marshfield – sit on the WRP Board of Directors representing Monroe County
- Presentation – Mississippi River Regional Planning Commission meeting – La Crosse
- Attended – WI Downtown Action Council Summit – Green Bay – sit on the WDAC Board of Directors representing Monroe County
- WRP Board of Directors Meeting
- 8 – Bio-Sunn meetings & conference calls
- Testifying – Assembly Joint Ag Committee - Madison
- Attended – Hidden Valleys Board of Directors meeting – Richland Center – representing Monroe County
- Digital marketing strategy meeting – WI Cranberry Discovery Center
- 7 Rivers Alliance Board of Directors meeting – representing Monroe County
- Land Broker meeting – potential client options for properties available in Monroe County
- Aptiv Meeting – Sparta – co-sponsoring a Workforce Solutions Luncheon & Forum – Nov. 6th – Jake's Northwoods
- SW-ITBEC meeting – Sparta
- Market & Johnson meeting – discuss future projects in Monroe County

Submitted by:



Steve Peterson
Monroe County E.D. Coordinator

WallyEddie

From: "Jessie Foss" <fossj@westernwdb.org>
Date: Wednesday, October 09, 2019 9:48 AM
To: <wallyedie@centurytel.net>
Attach: Invoice 182 Monroe County \$39.40.pdf
Subject: WIOA Youth disallowed cost invoice

Hi Wally,

Attached is the invoice for Monroe County's portion of the disallowed WIOA Youth cost.

Below is an explanation that can be used (if needed) to explain to your board.

Thank you!

During the WIOA youth program's transition from an external organization to the Western WI Workforce Development Board a participant file was lost. The file contained an expenditure that the Wisconsin Department of Workforce Development disallowed during a recent onsite monitoring review. As a result the WDB is responsible for paying back the disallowed cost. The WDB is requesting the Local Elected Officials' assistance in paying the cost back because the WDB does not have unrestricted funds, which is a condition of the reimbursement. The WDB has implemented new policies that will mitigate the risk of lost files in the future and also will be focusing on developing resources that can be used for any future disallowed costs. The total disallowed cost is \$315.17, which amounts to \$39.40 per county that makes up WDA #9.

Jessie Foss

Western Wisconsin

Workforce
Development
Board, Inc.

2615 East Avenue South, Suite 101

La Crosse, WI 54601

www.westernwdb.org

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10/21/2019

**RESOLUTION TO CONDUCT COUNTYWIDE ADVISORY REFERENDUM
ON CREATION OF NONPARTISAN PROCEDURE FOR THE PREPARATION OF
LEGISLATIVE AND CONGRESSIONAL REDISTRICTING PLANS AND MAPS**

WHEREAS, the Monroe County Board of Supervisors on August 23, 2017 passed a resolution in support for the creation of a nonpartisan procedure for the preparation of legislative and congressional redistricting plans; and that the process promote more accountability and transparency and prohibits the consideration of voting patterns, party information, and incumbents' residence information or demographic information in drawing the maps, except as necessary to ensure minority participation as required by the U.S. Constitution; and

WHEREAS, pursuant to Wis. Stat. 59.52(25) the County Board may conduct a countywide advisory referendum to determine whether the people of Monroe County support creation of a nonpartisan procedure for preparation of legislative and congressional redistricting plans; and

WHEREAS, pursuant to Article IV, Section 3 of the Wisconsin Constitution, the Wisconsin Legislature is directed to redistrict state legislative districts "according to the number of inhabitants" at its next session following the decennial federal census. The legislature also reapportions congressional districts at the same interval pursuant to federal law; and

WHEREAS, historically legislative and congressional plans in Wisconsin have been subject to partisan influence that put the desires of politicians ahead of the electoral prerogative of the people; and lacks the fairness necessary to our democratic process, by undermining the principle of one-person-one vote.

NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Board of Supervisors, in legal session assembled, does hereby approve that the following question be placed on the April 7, 2020 Spring Election ballot as an advisory referendum question:

Question: Should the Wisconsin legislature create a nonpartisan procedure for the preparation of legislative and congressional district plans and maps?

YES _____ NO _____

EXPLANATION: The current procedure allows the legislature of the majority party to prepare redistricting plans and maps. This has the potential to result in unfair partisan plans and maps, when the legislature chooses its voters rather than the voters choosing their representatives. This is commonly called gerrymandering.

A YES vote indicates that you agree with creating a nonpartisan procedure for creating redistricting plans and maps

A NO vote indicates that you disagree with creating a nonpartisan procedure for creating redistricting plans and maps.

AND BE IT FURTHER RESOLVED, that the Monroe County Clerk publish a Notice of Referendum in accordance with statutory requirements send a copy of resolution to the Governor of the State of Wisconsin, the Wisconsin Counties Association, and all state senators and assembly members representing Monroe County constituents.

Dated this 26th day of November, 2019.

Offered by the Administration & Personnel Committee

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Purpose: To inform the above parties of the position of Monroe County Constituents against partisan agendas being utilized in establishing voting districts by countywide referenda.

Fiscal Note: Publication costs are estimated at \$300.00. Funds are available in the 2020 Election Budget.

Reviewed as to form

Andy Kaftan, Corporation Counsel

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

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

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

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)

June 7, 2019

Jeremiah D. Erickson
GIS Specialist / LIO
Monroe County
14345 CTH B, Ste 5
Sparta, WI 54656

AYRES
ASSOCIATES



Dear Mr. Erickson:

Thank you for the opportunity to submit a proposal for orthoimagery for Monroe County as a part of the Wisconsin Regional Orthoimagery Consortium (WROC). We understand that Monroe County would like to obtain new 4-band digital orthoimagery to enhance and update the County's GIS base mapping layers and to support its land information needs and the needs of its partners. This letter describes the project approach and fees for 6-inch pixel orthoimagery across the County. The total project area is 908 square miles (county-wide). The Wisconsin-based WROC contracting team of Ayres Associates and Quantum Spatial will provide the following services.

Proposed Project Services – Orthoimagery

We understand Monroe County's need to update its orthoimagery base layer, and its desire to do this as part of WROC 2020. Aerial imagery acquisition, processing, and ortho delivery will occur in 2020. We are proposing a county-wide 6-inch pixel orthoimagery project, with options for 3-inch and 2-inch buy-ups for the municipalities and Fort McCoy that are interested in higher resolution orthos.

Scope of Work

The Ayres/Quantum team will provide the County with 4-band orthoimagery at 6-inch pixel resolution across 908 square miles, plus a 500-ft buffer around the County boundary as shown in Exhibit A. Additionally, 3-inch orthoimagery will be provided for 216.5 square miles and 2-inch orthoimagery will be provided for 11.1 square miles. The 3-inch and 2-inch ortho areas are also shown on Exhibit A. The 4-band orthoimagery will be developed from aerial photography that is acquired using a calibrated, digital photogrammetric camera, during leaf-off spring conditions.

The delivered 6-inch orthoimagery will consist of GeoTIFF tiles based on PLSS quad sections (or other tile format agreed upon). The 3-inch and 2-inch orthoimagery will consist of GeoTIFF tiles based on PLSS quarter quad sections. Additionally, we will provide MrSID or alternate format compressed tiles and a project-wide mosaic, plus mosaics of each 3-inch and 2-inch project area.

The 6-inch orthoimagery will be produced to meet ASPRS Level 2 standards for 1" = 100' scale mapping, which equates to 1.4 feet RMSE.

The 3-inch orthoimagery will be produced to meet ASPRS Level 2 standards for 1" = 50' scale mapping, which equates to a horizontal accuracy of 0.7 feet RMSE.

The 2-inch orthoimagery will be produced to meet ASPRS Level 2 standards for 1" = 50' scale mapping, which equates to a horizontal accuracy of 0.5 feet RMSE.

Orthoimagery DEM

We will use a digital elevation model (DEM) derived from the 2019 countywide LiDAR, which is suitable to achieve the stated accuracy standards for the orthoimagery. Our technicians will carefully review the DEM and make updates where necessary.

Ground Control

The Ayres/Quantum team will collect airborne GNSS and an inertial measurement unit (IMU) data from equipment that is tightly coupled with the digital camera sensor. In addition, we will perform ground control survey for the project at existing control locations and new photo-identifiable points.

4-band Orthoimagery

As part of our aerial imagery collection, the near-infrared (NIR) band will be captured along with the RGB natural color bands. We have included 4-band stacked GeoTIFF and MrSID files in our standard delivery. These datasets can be viewed in either natural color or color infrared (CIR) band configurations in a single file, rather than creating multiple datasets. If you are interested separate deliveries of 3-band natural color or CIR datasets, we can provide budget estimates for those additional services.

Orthoimagery Project Deliverables:

Deliverable products included in the estimate are as follows:

- Digital ortho tiles in GeoTIFF and MrSID format
- Project-wide mosaic in MrSID, JPG2, or ECW format
- Ortho tile index in vector format
- Ground control locations in vector format
- Metadata, FGDC compliant

Municipal Buy-up Options:

Municipalities have the option to buy up to higher resolution orthos as part of your countywide project. Under this approach, any buy-up areas are extended favorable WROC pricing because the aircraft and sensor system will be in the County for the 6-inch countywide flight. In return, the County gains access to higher resolution orthos over the urban areas or other townships of interest.

We are providing options for Sparta, Tomah, and Fort McCoy to acquire higher resolution orthoimagery as part of the county's project. The 3-inch buy-up area is contiguous and is broken down according to project partner below:

3-inch buy-up areas:

Fort McCoy	179.7 square miles
City of Sparta	19 square miles
City of Tomah	14 square miles
Monroe County	3.8 square miles
Total:	216.5 square miles

2-inch buy-up area:

Fort McCoy	11.1 square miles
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Partner Funding:

Partner funding assistance to consortium members is proven as an effective way to aid in the funding of WROC projects. Established relationships with partners from previous consortium efforts present the opportunity of continued funding assistance to WROC program members.

Additionally, by starting our WROC 2020 efforts early, our team is successfully securing new partners at the local, regional, and state levels to provide a larger, more diverse group of funding partners. In the end, organizations of all sizes, from the public and private sector will contribute to the funding assistance success of WROC 2020.

Proposed Fees – Orthoimagery Services:

The following fees are not-to-exceed amounts calculated using WROC unit pricing. These costs do not include cost shares from WROC partners. Partner funding that is secured through WROC will be provided to the County to help reduce the overall cost of its countywide ortho project.

Project Area	Pixel Res.	Sq. Mi.	Fees
Monroe County	6-inch	908.0	\$72,640.00
Monroe County	3-inch	3.8	\$1,330.00
Sub-total:			\$73,970.00
Fort McCoy	3-inch	179.7	\$62,895.00
Fort McCoy	2-inch	11.1	\$16,875.00
Sub-total:			\$79,770.00
City of Tomah	3-inch	14.0	\$4,900.00
City of Sparta	3-inch	19.0	\$6,650.00
Total:			\$165,290.00

I hope that we have provided the information you require to proceed with planning for your WROC projects in 2020. In the event that you require additional information or clarification on the proposal details, please feel free to contact me at 608.443.1207.

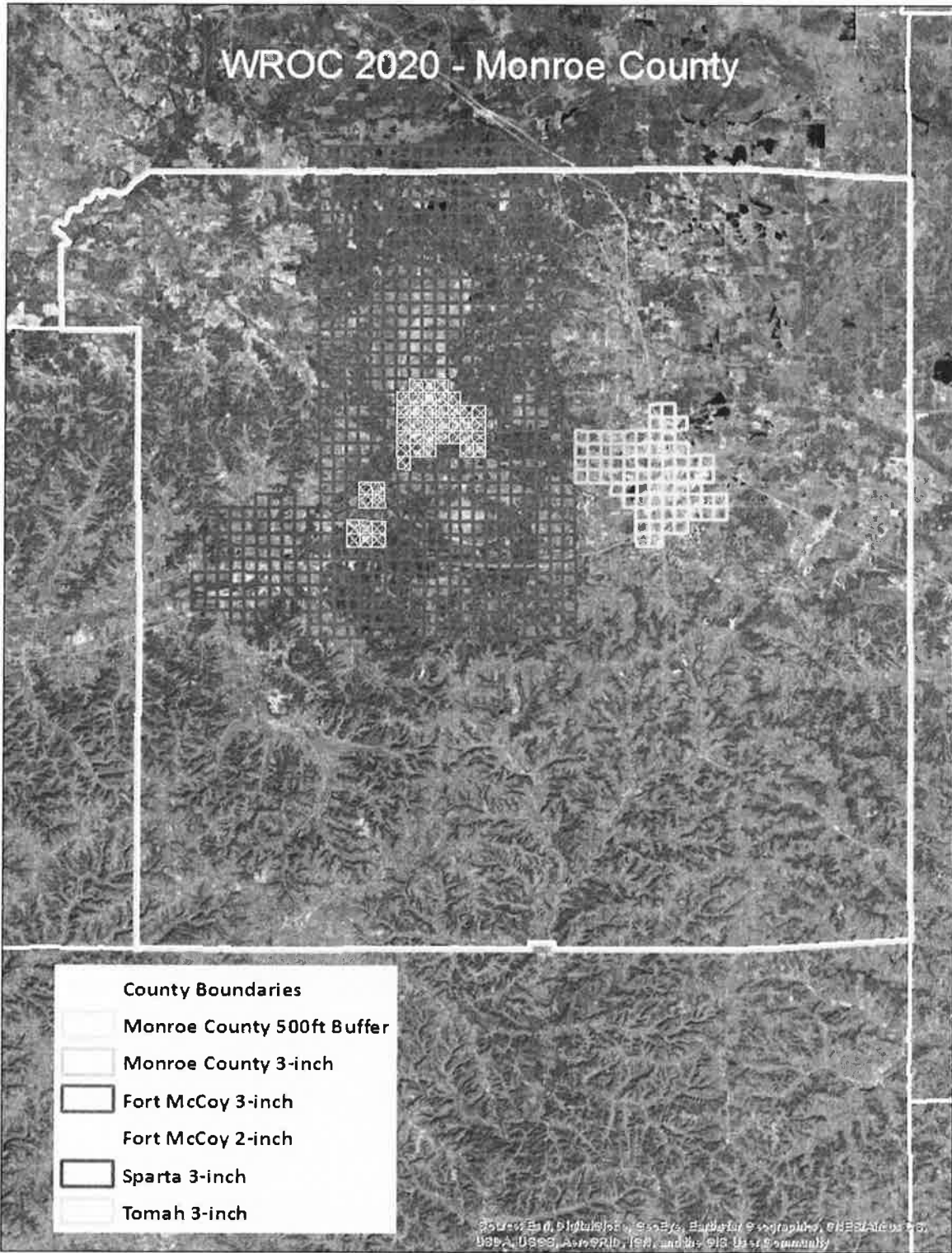
Sincerely,



Ayres Associates Inc
Zachary Nienow, GISP
Project Manager
Direct: 608.443.1207
NienowZ@AyresAssociates.com

Exhibit A

Monroe County Project Area



REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Personnel
 Budget Year Amended: _____ 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 10,000.00	\$ 1,500.00	\$ 5,212.70	\$ 8,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 8,000.00	\$ 1,000.00	\$ 6,990.50	\$ 9,000.00
11430000-531000	Office Supplies	\$ 1,000.00	\$ 500.00	\$ 934.83	\$ 1,500.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer:
Due to pending cases we'd like to increase our Labor Relations line to offset any additional legal counsel needed.
Our Office Supplies line needs additional funding in order to order signage to make our building OSHA compliant.
Our Training line item had left over funds due to getting additional trainings at reduced costs from current vendors we use for other services.

Department Head Approval _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

REQUEST FOR LINE ITEM TRANSFER

Date: 11/4/2019
Department: Administrator
Amount: \$ 1,200.00
Budget Year Amended: 2019

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	511000		Salaries	\$ 159,281.00	\$ 1,200.00	\$ 120,182.01	\$ 158,081.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,200.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	531000		Office Supplies	\$ 1,000.00	\$ 1,200.00	\$ 766.88	\$ 2,200.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 1,200.00		

Explanation for Transfer: With staffing changes in the Administrator's Department during 2019 funds are available in the salaries account. I would like to move funds to the Office Supplies account for the purchase of replacement office chairs. I would also, like to purchase a protective cover for my work cell phone.

Department Head Approval

Lina Ostberg

Governing Committee Approval

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