



# MONROE COUNTY BOARD OF SUPERVISORS

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

## NOTICE OF MEETING

COMMITTEE: **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: **Monday, August 13, 2018**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – July 10, 2018
4. Personnel New Position Request - Maintenance – Discussion/Action
5. Fuel Contract Approval - Discussion/Action
6. 2019 Budget Presentations
  - a. Corporation Counsel
  - b. County Administrator
  - c. County Clerk
  - d. Information Systems
  - e. Land Information
  - f. Surveyor
  - g. Veteran's Service
7. Personnel
  - a. Director Report
  - b. 2019 Budget Presentation
8. Administrator Resignation – Discuss Future Plans for Backfilling Position
9. County Administrator Report
10. Monthly Expenditure Review
11. Next Month's Agenda Items
12. Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
13. Adjournment

Pete Peterson, Committee Chair  
Date notices mailed: 08/08/2018

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  
July 10, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey; Cedric Schnitzler absent  
Others: Jim Bialecki, Scott Perkins, Ryan Hallman, Tina Osterberg, Dave Ohnstad, Hannah Olsen

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 Monday, August 13, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 06/12/18 minutes. Carried 4-0.
- Personnel
  - a. New Position Requests

Sheriff Department – Scott Perkins was present to request the establishment of three Deputy Positions. Scott explained the positions and budget in detail. Discussion. Motion by Sharon Folcey second by Mark Halverson to approve the establishment of one Deputy Position, position contingent upon funding in 2019 and if funds are available in 2020 a second position would be approved. Carried 4-0.

Jail – Ryan Hallman was present to request the establishment of Sergeant Position, one Jailer Position would be removed. Effective date is August 1, 2018. Ryan explained the position and budget in detail. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve the establishment of Sergeant Position, one Jailer Position to be removed effective August 1, 2018. Carried 3-1.

Highway – Dave Ohnstad was present to request the establishment of mechanic position. Dave explained the position and budget in detail. It is anticipated that the position would be paid through the current budget for contracted services through repair shops, reduction in overtime and additional income received due to higher rental rates. Discussion. Motion by Sharon Folcey second by Mark Halverson to approve the establishment of mechanic position. Carried 4-0.

b. Hannah Olsen provided the Monthly Personnel Director's Report.

- Jim Bialecki provided the Monthly Administrators Report.
- Administration/Personnel Committee Duties – Pete Peterson went through the draft Administration/Personnel Committee duties line by line. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve Administration/Personnel Duties as presented. Carried 4-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – To be determined.
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 10:07 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

**RESOLUTION AUTHORIZING THE ADDTION OF ONE PREVENTIVE MAINTENANCE TECHNICIAN POSITION BY THE MEANS OF REMOVING A CUSTODIAN FULL TIME POSITION AND ON-CALL LABORER BUDGET TO TAKE EFFECT SEPTEMBER 1<sup>ST</sup>, 2018.**

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**WHEREAS**, the Monroe County Property & Maintenance Committee and Administration and Personnel Committee, request the establishment of one new Preventive Maintenance Technician position in the Monroe County Maintenance Department, effective September 1<sup>st</sup>, 2018.

**WHERE AS**, one Custodian position and the on-call laborer budget would be converted to a Preventive Maintenance Technician’s position at no additional cost to the department.

**WHERE AS**, the additional Preventive Maintenance Technician position would provide additional support to new and larger facilities and equipment to ensure they remain operational. With the increase of new facilities and added square footage it creates a larger workload for current staff to keep up with required maintenance.

**WHEREAS**, the additional Preventive Maintenance Technician will create a balance of workload across the other staff. This would allow the staff to respond more efficiently to all of the employee maintenance requests that come in on a day to day basis.

**NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of one additional Preventive Maintenance Technician position in the Monroe County Maintenance Department effective September 1<sup>st</sup>, 2018.

Dated this 22<sup>nd</sup> day of August, 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve one new Preventive Maintenance Technician position, done by offsetting costs through the removal of one Custodian position and the on-call laborer budget.

Fiscal note: No additional cost within the 2018 fiscal year. Thereafter the annual cost of salary and fringes to be \$64,538, offset by the \$54,646 budgeted in salary and fringes from the full-time Custodian position, and \$11,385 for the on-call laborer.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

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

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.*