



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, April 11, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – March 14, 2017
4. Veteran's Service Request Permission to Use Non- Lapsing Funds for Veteran's Service Event in August – Discussion/Action
5. EO Johnson Print Management Contract Renewal – Discussion/Action
6. Personnel Director Report
7. Resolution Authorizing Pay and Benefit Adjustments for the Monroe County Administrator – Discussion/Action
8. County Administrator Monthly Report
9. Highway Wage Increase Discussion
10. Strategic Plan Discussion
11. Discussion on Resolution in Support of Redistricting
12. Monthly Expenditure Review
13. Next Month's Agenda Items
14. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 04/06/2017

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
March 14, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, Jeremiah Erickson, Charles Weaver

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Next Month's Meeting Date/Time – The next meeting is April 11, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 02/14/17 minutes. Carried 4-0.
- Land Record Budget Adjustment – Jeremiah Erickson explained the 2017 line item transfer in the amount of \$20,424.00 for strategic grant award. Motion by Mary Von Ruden second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
- Veteran's Service Line Item Transfer – Charles Weaver explained the 2016 line item transfer in the amount of \$26.47 for Veteran Service Commission Board Member meeting mileage. Motion by Sharon Folcey second by Mary Von Ruden to approve line item transfer. Carried 4-0.
- Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account – Charles Weaver explained the need to set up a non-lapsing donation account to receive restricted donations to fund the use for Veterans in Monroe County. Andrew Kaftan, Corporation Counsel further explained. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to the board. Discussion. Carried 4-0.

Pete Peterson left the meeting briefly at 9:16 a.m.

- Ken Kittleson provided the Monthly Personnel Director's Report.

Pete Peterson re-joined the meeting at 9:19 a.m.

- Personnel Line Item Transfer– Ken Kittleson explained the 2016 line item transfer in the amount of \$8,750.00 for increase in Section 125 Flexible Spending Program Administrative Fee and additional Health Reimbursement payments. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- Jim Bialecki provided the Interim County Administrator Monthly Report.
- County Administrator Salary/Fringe Benefits – Wallace Habegger explained that last month the committee discussed that it would negotiate a salary/fringe package with Jim Bialecki. Ken Kittleson explained that by approving the position indefinitely, per county policy Jim moved from a limited term employee to regular part time and is eligible for benefits. Discussion. Jim explained he is waiving rights to health, dental and retirement. Pete Peterson suggested moving the hourly rate to \$48.20. Ken Kittleson explained that the increase in wage could be in exchange for health, dental and retirement with an effective date of February 23, 2017. Discussion. A resolution will be drafted and brought back to the Administrative Committee next month for approval.
- Election Budget Adjustment – Shelley Bohl explained the 2016 budget adjustment in the amount of \$3,577.58 for a shortage in the municipal portion of the ballot. Revenues from the recount will cover all of the expenses except for \$239.38 to be taken from the contingency fund. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- County Clerk Line Item Transfer – Shelley Bohl explained the 2016 line item transfer in the amount of \$35.00 for copies. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- The monthly expenditure report was provided to members via iPad's.

- Items for next month's agenda – County Administrator Salary/Fringe Resolution, Discuss Resolution in Support of Redistricting.
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn at 10:05 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

RESOLUTION NO. _____

1 RESOLUTION AUTHORIZING PAY AND BENEFIT ADJUSTMENTS FOR THE MONROE
2 COUNTY ADMINISTRATOR
3

4 WHEREAS, the Monroe County Board of Supervisors established the County
5 Administrator position under Resolution 9-08-9, appointed James Bialecki as interim
6 administrator at a pay rate of \$40 per hour under Resolution 11-16-03, and changed Mr.
7 Bialecki's status from limited term to indefinite with an increase in hours to 32 hours per week
8 under Resolution 02-17-01; and
9

10 WHEREAS, Monroe County personnel policy 4.18(2) provides for prorated benefits
11 for regular part-time employees, and Mr. Biaeck became a three-quarter time employee
12 eligible for prorated benefits effective February 23, 2017; and
13

14 WHEREAS, the Administrative & Personnel Committee recommends that the County
15 Administrator's hourly pay rate be increased from \$40 per hour to \$48.20 per hour, which was
16 the hourly pay rate of the previous County Administrator, resulting in an increased cost of
17 \$15,645 in pay and pay-related benefits (FICA and worker's compensation) on an annual
18 basis. As a quid pro quo, the County Administrator agrees to forego retirement contributions
19 and health insurance coverage, resulting in savings of \$15,705 on an annual basis. If the
20 County Administrator enrolls in state retirement and/or health insurance in the future, the pay
21 rate will revert back to \$40 per hour at that time.
22

23 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of
24 Supervisors hereby authorizes a pay increase from \$40 per hour to \$48.20 per hour for the
25 County Administrator effective with the beginning of the next pay period, and in exchange the
26 County Administrator agrees to forego state retirement and health insurance coverage.
27

28 Dated this 26th day of April, 2017.

29 Offered by the Administrative & Personnel Committee
30

31 Purpose: Provide a pay increase for the County Administrator in lieu of taking retirement and
32 health insurance benefits.
33

34 Fiscal Note: For fiscal year 2017 the annual budget for the County Administrator will cover the
35 cost of compensation and benefits.
36

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ___ Yes ___ No ___ Absent Committee Chair: _____ _____ _____
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)