



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
Monroe County Board Assembly Room  
*\*South Side/Oak Street Entrance\**  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Tuesday, January 12, 2021

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

Tuesday, Dec. 8, 2020 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)

<https://monroecountywi.webex.com/> or **Join by phone:** +1-404-397-1516 United States Toll

**Meeting Number:** 146 791 9056 **Access Code:** 146 791 9056

**Password:** Admin

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of November 19, 2020 and December 8, 2020
4. Notice of Budgetary Adjustment – Discussion/Action
  - a. Land Records
5. Request for Line Item Transfer(s) – Discussion/Action
  - a. Land Records
  - b. Corporation Counsel
  - c. Child Support
  - d. County Clerk
6. Resolution(s) – Discussion/Action
  - a. Proclamation Recognizing the Municipal Clerks, Deputy Clerks and All of the Election Officials Throughout Monroe County
  - b. Rule 5 Petition / Resolution in Support of the TCMC Passenger Rail Project Funding
  - c. Resolution Creating Extraordinary County Board Rules
7. Child Support Director Report
8. Information Technology Director Report
9. Personnel Director
  - a. Personnel Policy Update – PTO – Discussion Only
  - b. Personnel Director Report
10. County Administrator Report

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING  
January 12, 2021**

11. Next Month's Agenda Items
12. Adjournment

Wallace Habhegger, Committee Chair  
Date notices mailed: January 6, 2021

*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.*

**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  
November 19, 2020

Present: Wallace Habegger, Mark Halverson, Mary Von Ruden  
Absent: Sharon Folcey, Brett Larkin

The meeting was called to order at the Sparta American Legion at 5:15 p.m. by Chair Wallace Habegger.

- Resolution Addressing Temporary Virtual Meeting Procedures – Motion by Mark Halverson second by Mary Von Ruden to approve resolution and forward to full board for approval. Chair Wallace Habegger explained the resolution to approve temporary virtual attendance at meetings and drafting of Board Rules to use during extraordinary times. Carried 3-0.
- Motion by Mark Halverson second by Mary Von Ruden to adjourn the meeting at 5:20 p.m. Carried 3-0.

Shelley Bohl/Monroe County Clerk  
Recorder

Administration & Personnel Committee  
December 8, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson; Mary Von Ruden joined the meeting at 9:30 a.m. via WebEx

Excused Absent: Brett Larkin

Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Rick Folkedahl, Deb Brandt, Jeremiah Erickson

WebEx Attendance: Pamela Pipkin, Andrew Kaftan, Stan Hendrickson

The meeting was called to order in the Monroe County Board Assembly Room at 9:08 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, January 12, 2021 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 November 10, 2020 minutes. Carried 3-0.
- Request for Line Item Transfer(s) –
  - a. Register of Deeds – Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Deb Brandt, Register of Deeds explained the 2020 line item transfer in the amount of \$1,350.00 for indexing data and digitized image repository increase. Carried 3-0.
  - b. Child Support - Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Pamela Pipkin, Child Support Director explained the 2020 line item transfer in the amount of \$400.00 for the cost to serve papers. Carried 3-0.
  - c. Land Records - Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Jeremiah Erickson, GIS Specialist/LIO explained the 2020 line item transfer in the amount of \$34.00 for plotter part replacement. Carried 3-0.
  - d. Personnel - Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Ed Smudde, Personnel Director explained the 2020 line item transfer in the amount of \$530.00 for cell phone costs, EAP program fees. Discussion. Carried 3-0.
- Information Technology -
  - a. Rick Folkedahl provided the IT Director report.

Mary Von Ruden joined the meeting at 9:30 a.m. via WebEx.

- Personnel –
  - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for 2021, COVID-19 Policy – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained ratification to address COVID-19 county operations and health, safety and welfare concerns for county employees. Discussion. Carried 4-0.
  - b. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Insurance – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Ed Smudde explained changes to Personnel Policy sections 4.32 Insurance and 4.43 Personal Leave. Discussion. Carried 4-0.
  - c. Ed Smudde provided the monthly Personnel Director Report.
- COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Tina Osterberg, County Administrator explained that a request was sent to WCA to see if any other counties had made any changes regarding changes in rules. Information has been received and is in the process of being reviewed and there will be follow up in January.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic, Land Information Budget Adjustment, County Clerk line-item transfer, Election Proclamation recognizing Municipal Clerks and Election Officials.

- Wallace Habegger adjourned the meeting at 10:32 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 4, 2020  
 Department: Land Records  
 Amount: \$7,000.00  
 Budget Year Amended: 2021

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

This budget adjustment will allow us to proceed with an item that we budgeted for in 2019, GIS Server Replacement & Configuration. We signed a contract with ProWest&Associates 7/2/19 (\$5000). Work was to take place that fall, however changes in timelines for dispatch and IT projects resulted in this project being put on hold. We are on schedule for 1/19/21. I also need to adjust my budget to cover an additional seat license for ESRI products (\$1200). I adjusted to cover it last year but failed to budget for it. I also need to add some funds to cover the repair of a GPS Tablet screen and shipping (\$800).

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC BAL APPLIED	\$ 54,864.76	\$ 7,000.00	\$ 61,864.76
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521000	PROFESSIONAL SERVICES	\$ 74,215.00	\$ 5,000.00	\$ 79,215.00
11750000 521415	COMPUTER OPERATIONS	\$ 14,800.00	\$ 2,000.00	\$ 16,800.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,000.00	

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.*

# REQUEST FOR LINE ITEM TRANSFER

**Date:** 12/30/2020  
**Department:** land records  
**Amount:** \$ 10,594.52  
**Budget Year Amended:** 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	515700		Employee Education & Training	\$ 6,444.00	\$ 5,594.52	\$ -	\$ 849.48
11750000	521000		Professional Services	\$ 182,540.00	\$ 5,000.00		\$ 177,540.00
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 10,594.52</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11750000	521415		Computer Operation	\$ 29,670.00	\$ 10,594.52	\$ 30,264.52	\$ 40,264.52
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 10,594.52</b>		

**Explanation for Transfer:**

We have a need for two GPS units. We currently have two, one being very old. The newer unit needed a repair and in my discussion with our vendor mentioned that we were probably going to be looking to purchase a second new unit and they informed me that they are currently taking trade-ins of old equipment through the end of the year. By acquiring equipment now vs later next year or in 2022, we will save \$2995. This was a opportunity that will make our staff more efficient immediately and save us some money in the process. This fall especially, juggling the use of our new equipment between the Land Conservation Office, Forestry, and Sanitation has become even more difficult. I also had an extra \$200 fee from ADC to get our new imagery on our website. I also had a difference in a prorated fee for an additional ESRI seat license of \$394.52 this year.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

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**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

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 11/23/2020  
**Department:** Corporation Counsel  
**Amount:** \$ 400.00  
**Budget Year Amended:** 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11320000	533200		mileage	\$ 702.00	\$ 400.00	none	\$ 302.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 400.00</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11320000	553100		Equip Services	\$ 966.00	\$ 400.00	\$ 973.71	\$ 1,366.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 400.00</b>		

**Explanation for Transfer:** Printing costs have gone up as documents are primarily delivered electronically.

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Department Head Approval



Governing Committee Approval

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 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



## REQUEST FOR LINE ITEM TRANSFER

**Date:** 12/17/2020  
**Department:** child support  
**Amount:** \$ 1,500.00  
**Budget Year Amended:** 2020

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	521340	CS250	Child Support Contracted Services-bailiff	\$ 4,500.00	\$ 1,500.00	\$ 1,243.57	\$ 3,000.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					\$ 1,500.00		

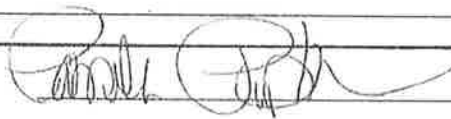
**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000	521415		Computer Operation	\$ 10,300.00	\$ 1,500.00	\$ 9,625.99	\$ 11,800.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					\$ 1,500.00		

**Explanation for Transfer:**

IT needs a new Router to fix the child support printing issue longterm. Since child support gets 66% reimbursement and we have money in our 2020 budget to cover this expense, child support shall be paying for it. We just need to transfer money to computer operation to cover it.

Department Head Approval



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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ County Clerk  
 Budget Year Amended: \_\_\_\_\_ 2020

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 521420	Election Programming	\$ 74,125.00	\$ 2,050.00	\$ 65,024.75	\$ 72,075.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,050.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 511000	Salaries	\$ 123,718.00	\$ 1,600.00	\$ 121,854.24	\$ 125,318.00
11420000 553100	Equipment Service	\$ 3,000.00	\$ 410.00	\$ 3,486.62	\$ 3,410.00
11420000 533200	Mileage	\$ 182.00	\$ 40.00	\$ 220.48	\$ 222.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,050.00</b>		

**Explanation for Transfer:**

Our 2020 salaries, copier expenses and mileage were up due to increased demand in absentee ballot requests and turnout for the General Election. We have enough funds to cover all expenses from our election programming account.

Department Head Approval

*Shelley Bohle* 01/24/2021

Governing Committee Approval

\_\_\_\_\_

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 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date

RESOLUTION NO. \_\_\_\_\_

**PROCLAMATION RECOGNIZING THE MUNICIPAL CLERKS, DEPUTY CLERKS AND ALL OF THE ELECTION OFFICIALS THROUGHOUT MONROE COUNTY**

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**WHEREAS**, the Monroe County Board of Supervisors along with the County Clerk, recognize that freedom is reflected through the democratic process which allows for fair and open elections; and

**WHEREAS**, the Monroe County Board of Supervisors and County Clerk recognize our Municipal Clerks, Deputy Clerks and all Election Officials for their oversight in prioritizing the integrity of all local, state and national elections and ensuring that all residents vote will count in a fair, nondiscriminatory and transparent matter; and

**WHEREAS**, the Covid-19 pandemic posed challenges on the 2020 elections. Our Clerks and Election Officials put themselves on the front line, overcame immense difficulties and helped our citizens navigate through this extraordinary election year, while continuously improving their own internal process to improve safety in our elections; and

**WHEREAS**, the Monroe County Board of Supervisors along with the County Clerk recognize that all Clerks and Election Officials amid all of their duties have remained willing, positive and innovative during all elections and especially during this pandemic; and

**BE IT RESOLVED**, that the Monroe County Board of Supervisors in conjunction with the County Clerk would like to take this opportunity to commend all Clerks and Election Officials for all your outstanding service and dedication to Monroe County Citizens; and

**BE IT FUTHER RESOLVED**, that in order to recognize the extraordinary effects made by all of our Clerks and Election Officials, the Monroe County Board and County Clerk urge citizens across Monroe County to join in celebrating and thanking these individuals.

Dated this 27<sup>th</sup> day of January, 2021.

Offered by the Administration & Personnel Committee

Purpose: Commend the Municipal Clerks, Deputy Clerks and all Election Officials for outstanding service and dedication to Monroe County.

Fiscal Note: None

Drafted by: Shelley Bohl, Monroe County Clerk

Reviewed as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andy Kaftan, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ 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 County  
Board of Supervisors at the meeting held on \_\_\_\_\_  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
(A raised seal certifies an official document)

RESOLUTION NO. \_\_\_\_\_

1       **RESOLUTION IN SUPPORT OF THE TCMC PASSENGER RAIL PROJECT FUNDING**

2  
3       WHEREAS, Amtrak provides a valuable service to residents of Monroe County; and

4  
5       WHEREAS, more than 11,000 passenger boardings and alightings were recorded at the Tomah rail  
6 station in 2019, and

7  
8       WHEREAS, the Twin Cities-Milwaukee-Chicago (TCMC) passenger rail project, begun in 2012, is  
9 looking to make improvements to the current Amtrak services connecting these cities; and

10  
11       WHEREAS, such improvements will include an additional daily round trip along this route; and

12  
13       WHEREAS, the U.S. Department of Transportation's Federal Railroad Administration has awarded the  
14 TCMC with a grant for design and construction of necessary railroad improvements; and

15  
16       WHEREAS, this grant furnishes \$31.8 million in federal funds to complete the project; and

17  
18       WHEREAS, \$21.2 million in matching funds must be provided by Wisconsin, Minnesota, and Amtrak;  
19 and

20  
21       WHEREAS, the Wisconsin Department of Transportation (WisDOT) expects to cover \$6.2 million in  
22 costs by using its existing bond authority; and

23  
24       WHEREAS, such bond authority must be approved by the Joint Committee on Finance.

25  
26       THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors respectfully requests  
27 that the Joint Committee on Finance approve the Wisconsin DOT's bond authority in this matter,  
28 thereby supporting improvements on the TCMC passenger rail project; and

29  
30       BE IT FURTHER RESOLVED that a copy of this resolution be forwarded by the County Clerk to Arun  
31 Rao, Passenger Rail Implementation Manager for the WisDOT; and to the Clerk of the Joint Committee  
32 on Finance, so that copies may be provided to members of the committee.

33  
34       Offered under Monroe County Board Committee Rule 5 on this 27th day of January, 2021.

35  
36       Purpose: To state Monroe County's support of the TCMC passenger rail project and ask the Joint  
37 Committee on Finance to also support the project.

38  
39       Fiscal Note: No direct expense or revenue budget impact.

40  
41       Drafted by Supervisor Adam Balz

RECEIVED

DEC 17 2020

MONROE COUNTY CLERK

<p>Finance Vote (If required):          ___ Yes ___ No ___ Absent</p> <p>.....</p> <p>Approved as to form:          _____          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>

**RECEIVED**

**DEC 17 2020**

**MONROE COUNTY CLERK**

**PETITION UNDER MONROE COUNTY BOARD COMMITTEE RULE 5d**

Pursuant to Monroe County Board Committee Rule 5d, which reads as follows:

Any member who wishes a particular resolution be brought before the entire Board shall do so by petitioning, in writing, the appropriate committee and filing a copy with the County Clerk. Said petition to bear the signatures of three (3) members and have the proposed resolution attached. A petition with more or less than three signatures shall be invalid. Upon presentation to the appropriate committee, the committee chair shall place it upon the committee agenda for discussion and comment at the next committee meeting. From that meeting, the petition and resolution with comments, shall be forwarded to the Board Chair to be considered at the next scheduled board meeting. Said resolution shall conform to all other requirements provided for in these Rules.

We, the undersigned, hereby petition the Monroe County Administration & Personnel Committee to discuss and comment on the attached resolution and to forward the resolution, with any committee comments, to the County Board Chair to be considered at the next scheduled County Board meeting.

- |    |                                    |                                 |                           |
|----|------------------------------------|---------------------------------|---------------------------|
| 1) | <u>Reneado Gomez</u><br>Print Name | <u>[Signature]</u><br>Signature | <u>12/09/2020</u><br>Date |
| 2) | <u>Adam Balz</u><br>Print Name     | <u>[Signature]</u><br>Signature | <u>12/9/2020</u><br>Date  |
| 3) | <u>Mary VanRuden</u><br>Print Name | <u>[Signature]</u><br>Signature | <u>12/17/2020</u><br>Date |

**RECEIVED**

DEC 17 2020

**MONROE COUNTY CLERK**

RESOLUTION CREATING EXTRAORDINARY COUNTY BOARD RULES

1 WHEREAS, the Monroe County Board of Supervisors passed Resolution 11-20-09 which recognized,  
2 that with Covid-19, not all emergency events are momentary and some require alternative extraordinary  
3 measures for continued safe operations of the County; and  
4

5 WHEREAS, the Monroe County Board of Supervisors has previously adopted personnel policies to  
6 address the ongoing impact of Covid-19; and  
7

8 WHEREAS, the County Administrator has worked with the Board, Committees and Departments to  
9 ensure continued County functions; and  
10

11 WHEREAS, the Monroe County Board of Supervisors has determined that it is necessary to adopt  
12 Extraordinary County Board Rules to allow for continued operation of the County Board in the face of  
13 the continuing pandemic and other possible future extraordinary circumstances that may disrupt board  
14 functioning under standard board rules.  
15

16 NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors does adopt the  
17 following:  
18

19 Extraordinary County Board Rules  
20

- 21 1. The Chair and Vice-chair may declare that extraordinary circumstances warrant use of these  
22 Extraordinary County Board Rules. The declaration will remain in effect until the next board  
23 meeting where the board may ratify the declaration to continue the use of these rules and  
24 determine the duration of the use of the Extraordinary County Board Rules.  
25
- 26 2. Meetings may be held virtually, in full or in part. In calling a virtual meeting to order, a Chair may  
27 do so provided the public has been properly notified of the virtual meeting option and alternatives  
28 for observing the meeting.  
29
- 30 3. A roll call of attending members and determination of a quorum shall include members that appear  
31 virtually. Virtual attendance must be by video conferencing with video and microphones remaining  
32 on during the meeting.  
33
- 34 4. Voting of members physically at county board meetings shall be by use of the electronic voting  
35 system as established in the Monroe County Board and Committee Rules. Members at the meeting  
36 location shall enter their votes first. When that is complete the virtually attending members shall  
37 vote by voice by sequential rotation roll call with their votes being entered into the electronic  
38 system for tallying.  
39
- 40 5. Members attending virtually shall receive per diems pursuant to the Monroe County Board and  
41 Committee Rules as if they physically attended the meeting.  
42

- 43 6. If a closed session is called, members appearing virtually are responsible for ensuring their  
 44 participation maintains the confidentiality of the closed session.  
 45  
 46 7. These rules are to be read in conjunction with the Monroe County Board and Committee Rules.  
 47  
 48

Offered this 27<sup>th</sup> day of January, 2021 by the Administration and Personnel Committee.

Fiscal note: No direct budgetary impact.

Statement of purpose: To create Extraordinary County Board Rules which authorize temporary virtual attendance at meetings.

Drafted by: Andrew Kaftan, Corporation Counsel

<p>Finance Vote (If required):          ____ Yes ____ No ____ Absent</p> <p>.....</p> <p>Approved as to form:          _____          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> <p>_____          SHELLEY R. BOHL, MONROE COUNTY CLERK  <i>A raised seal certifies an official document.</i></p>