



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
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday July 12, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of June 14, 2022
4. Information Technology Director Report
5. Personnel Director
 - a. Personnel Policy Changes – Compensation Plan – Discussion/Action
 - b. Director Report
6. Resolution(s) – Discussion/Action
 - a. Resolution Establishing 2023 Annual Budgeted Allocation for Pay for Performance
 - b. Resolution to Conduct a Countywide Advisory Referendum on Clean Water Now for Wisconsin
7. County Board Rules – (4)(a) Agenda Items
8. PLSS Corner Remonumentation & GPS Coordinate Acquisition Recommendations – Discussion/Action
9. County Administrator Report
10. Next Month's Agenda Items
11. Adjournment

Wallace Habhegger, Committee Chair
Date notices mailed: July 6, 2022

*Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations.
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
June 14, 2022

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, Toni Wissestad, James Kuhn
Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Rick Folkedahl, Adrian Lockington, Hannah Olsen, Chris Weaver, Pamela Pipkin, Tiffany Giesler

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

- Next Month's Meeting Date/Time – The next meeting is July 12, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the May 17, 2022 minutes. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolutions:
 1. Resolution Authorizing the Establishment of a Full-Time Community Health Educator in the Monroe County Health Department. Motion by Toni Wissestad second by James Kuhn to adopt resolution. Ed Smudde, Personnel Director explained Community Health Educator request. Position will be funded through grants. Tiffany Giesler, Health Director further explained the need for a Full-Time Community Health Educator Position. The position will be reviewed if grant funding ceases. Discussion. Carried 4-1.
 2. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan. Motion by Jason Jandt second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained updates to the Personnel Policy to comply with the newly implemented compensation plan. Ed explained changes in detail to members. Discussion. Motion by James Kuhn second by Jason Jandt to amend policy to remove section 4.27 (1)(f) and include Appendix - 1 with section 4.61. The policy amendment carried 5-0. The resolution carried 5-0.
 3. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual to Add Section 4.583 Infectious Disease Policy. Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Ed Smudde, Personnel Director explained the infectious disease policy. Discussion. Carried 5-0.
 - b. Ed Smudde provided the monthly Personnel Directors report.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Compensation Plan; County Board Rule's – (4)(a) Agenda Items; Resolution Regarding Clean Water Advisory Referenda; Pay for Performance Resolution.
- Chair Wallace Habhegger adjourned the meeting at 10:51 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

RESOLUTION NO. _____

ESTABLISHING 2023 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

1 WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the
2 financial impact of County taxes on taxpayers, and
3

4 WHEREAS, the State imposed budgetary constraints while providing mandated services to be provided
5 by the County, and
6

7 WHEREAS, McGrath Human Resources Group recommended increasing Salary Schedules annually by
8 the Consumer Price Index – Urban (CPI-U) percentage; and
9

10 WHEREAS, Monroe County has a policy of compensating employees based on a competitive market
11 salary rate, the quality of their performance, and basing future non-union wage adjustments on the
12 merits of employee performance, and
13

14 WHEREAS, the County Administrator will be developing the 2023 Proposed Annual Budget for review
15 and adoption by the Monroe County Board in November 2022, and wage costs must be incorporated
16 into the budget as proposed and adopted.
17

18 NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each
19 departmental 2023 budget may include an allocation amount up to 2.0% for increases based on the
20 Consumer Price Index-Urban (CPI-U) for the previous 12 months as of July 1, 2022, and 2.0% of gross
21 wages to be available for increases based on the merits of employee performance as established during
22 their individual annual performance review; and
23

24 BE IT FURTHER RESOLVED, that any agreed upon increased allocation in accordance with the (CPI-
25 U) will be applied to the current Monroe County wage scale structure to increase the amounts of the
26 wage ranges effective with the second payroll of April 2023, to ensure it remains current and ensure the
27 longevity of the structure; and
28

29 BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second
30 payroll of April 2023 and that the funds shall be awarded based strictly on the merits of the employees
31 performance; and
32

33 BE IT FURTHER RESOLVED that effective January 1, 2023 any non-union, non-elected staff who
34 have held their current position for 5 years or more and have had satisfactory (score 3.0 or higher)
35 performance evaluations for the past two years will be compensated at a minimum rate of 10% above
36 minimum on the wage scale of their current pay grade; and
37

38 BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage
39 adjustments, which remain after the annual performance review process has been completed, shall be
40 applied by the Finance Department to any department merit pay line shortages and then transferred to
41 the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget
42 variations that occur due to internal position postings, new position hires, retirements, and the like that
43 are unknown variables that impact budgeted salary/fringe benefits for the year; and
44

45 BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the
46 County Board.

47
48 Offered this 26th day of July, 2022 by the Administration & Personnel Committee.
49

50 Fiscal note: For 2023 the levied general pay increase based on CPI-U and employee performance shall
51 not exceed \$669,200. Budgeted funds not allocated as a CPI-U or merit increase shall be transferred to
52 the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that
53 occur do to internal position postings, new position hires, retirements, and other unknown variables that
54 impact budgeted salary/fringe benefits for the year.
55

56 Statement of purpose: To establish 2023 budget for CPI-U and merit-based pay adjustments along with
57 adjusting the wage scale structure by the CPI-U and fund the Non-Lapsing Retirement/Fringe Pool.
58

59 Drafted by County Administrator, Tina Osterberg

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

RESOLUTION NO. _____

RESOLUTION TO CONDUCT A COUNTYWIDE ADVISORY REFERENDUM ON CLEAN WATER NOW FOR WISCONSIN

1 WHEREAS, the Monroe County Board of Supervisors on March 23, 2022 approved a resolution supporting the
2 right to clean water to protect human health, the environment, and the diverse cultural and natural heritage of
3 Wisconsin for the citizens of Monroe County; and that the actions, policies, plans and procedures of the County of
4 Monroe will reflect the intent to conserve, protect and restore clean water; and
5

6 WHEREAS, pursuant to Wis. Stat. 59.52(25) the County Board may conduct a countywide advisory referendum
7 to determine whether the people of Monroe County Support the right to clean water; and
8

9 WHEREAS, there are numerous issues regarding surface and groundwater that the citizens of Monroe County are
10 concerned with, including, but not limited to: contamination from nitrates, bacteria, PFAS, lead in drinking water,
11 toxic algae blooms, flooding, an excess of sediment and nutrients with associated public health and economic
12 impacts; and
13

14 WHEREAS, Wisconsinites have been asking elected representatives to take action on public policies to cleanup
15 and protect our water resources for years without significant action; and
16

17 WHEREAS, Clean Water Now is an effort to show the Wisconsin Legislature that clean water is highly regarded
18 by Wisconsin and Monroe County citizens.
19

20 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors, in legal session assembled, does
21 hereby approve that the following question be placed on the November 8, 2022 ballot as an advisory referendum
22 questions:

23 Question: Should the State of Wisconsin establish a right to clean water to protect human health, the
24 environment, and the diverse cultural and natural heritage of Wisconsin? Yes _____ No _____.
25

26 BE IT FURTHER RESOLVED that the Monroe County Clerk will prepare a Notice of Referendum and publish it in
27 accordance with statutory requirements.
28

29 BE IT FURTHER RESOLVED that this resolution and referendum shall be filed with the Monroe County Clerk no
30 later than 70 days prior to the November 8, 2022 election at which the question will appear on the ballot.
31

32 BE IT FURTHER RESOLVED that the Monroe County Clerk is directed to send results of the referendum to the
33 Governor of the State of Wisconsin, the Wisconsin Counties Association, and members of the State Legislature
34 representing Monroe County Municipalities and Townships.
35
36

Dated this _____ day of July, 2022.

Offered By The Administration/Personnel Committee:

Fiscal Note: Both a Type A & Type C Notice of Referenda shall be published per WI Statutes. Monroe County has three designated papers for election notices. These funds are not budgeted in the 2022 Election Budget. Cost not to exceed \$1,000.00

Statement of purpose: To conduct a Countywide Advisory Referendum on Clean Water Now for Wisconsin.

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

Drafted & approved as to form:

Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20__

VOTE: ____ 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 Monroe County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK

A raised seal certifies an official document.