



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

AMENDED 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 December 13, 2022

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of November 8, 2022 and November 16, 2022
4. Request for Line Item Transfer – Discussion/Action
 - a. Administrator
5. Child Support Director Report
 - January Line Item Transfer
 - February Budgetary Adjustment
 - Update on Resolutions
6. Information Technology Director Report
7. Personnel Director Report
8. Resolution(s) – Discussion/Action
 - a. Resolution to Request State to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula
 - b. Resolution to Amend County Board Rules
9. Cost of Restructuring the Monroe County Communication Center – Discussion/Action
10. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: December 9, 2022

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.



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10. Next Month's Agenda Items
11. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: December 7, 2022

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 8, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, Todd Sparks

Absent: James Kuhn

Others: Tina Osterberg, Adrian Lockington, Lisa Aldinger Hamblin, Hannah Olsen, Ed Smudde, Pam Pipkin, Pat Deethardt, Chis Weaver, Wes Revels, Adam Balz, Tracy Thorsen, Members of the public.

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

- Next Month's Meeting Date/Time – The next meeting is December 13, 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 October 11, 2022 minutes. Carried 4-0.
- 9-1-1 Communications Center Director Position – Ed Smudde, Personnel Director provided options for the 9-1-1 Communications Center Director Position.
 - Option (1) Current Structure. County Administrator>Communications Center Director>Telecommunicator Lead>Telecommunicators.
 - Option (2) County Administrator>Communications Center Director>Two Telecommunicator Supervisors>Telecommunicators.
 - Option (3) Sheriff>Chief Deputy of the Sheriff Department>Two Telecommunicator Supervisors>Telecommunicators.

Chair Wallace Habegger opened the floor for discussion. Local police, ambulance and fire spoke of the opportunity to take a different approach for the dispatch department to add more accountability. Option 3 would be their choice to create strong supervision and expectations for long term success. Tina Osterberg, County Administrator explained that job descriptions would have to be created and that the board would need to approve the positions. Discussion. Motion by Todd Sparks second by Toni Wissestad to select option 3 for the 9-1-1 Communications Center Department. Carried 4-0.

- Rick Folkedahl provided the Information Technology Director Report.
- Ed Smudde provided the Personnel Director Report.
- Child Support
 - a. Pam Pipkin announced that Monroe County was awarded the WCSEA County of the Year.
 - b. Pam announced that she will be resigning from the WCSEA Presidency in 2023.
 - c. Pam provided an overview of the Child Support performance.
 - d. Pam provided the Child Support Director Report.
- Resolutions –
 - a. Request that State Funding for County Child Support Agencies be Increased by \$5 Million GPR in each Fiscal Year of the 2023-25 Wisconsin State Budget – Pam Pipkin, Child Support Director explained request for state funding for child support agencies. Discussion. Motion by Jason Jandt second by Toni Wissestad to approve resolution and forward to the full board for approval. Discussion. Carried 3-1, Sparks.
 - b. Resolution Eliminating a Community Support Program Case Manager and Authorizing a Comprehensive Community Services Social Worker Position – Tracy Thorsen, Human Services Director explained the need to eliminate a Community Support Program Case Manager and authorizing a Comprehensive Community Services Social Worker Position. This position would begin January of 2023 and is currently in the 2023 budget. Motion by Toni Wissestad second by Jason Jandt to approved resolution and forward to the full board for approval. Discussion. Carried 4-0.
 - c. Resolution to Amend County Board Rule 3J – Adam Balz, County Board Supervisor explained amendment to the County Board Rules for virtual attendance for medical events. Committee Chairs would also be authorized to approve non-supervisor committee member virtual attendance as needed. Discussion. Shelley Bohl, County Clerk explained that there is both a County Board meeting section and Committee section in the board rules. If the intent of this resolution effects both Board and Committee meetings, then separate sections of the rules would need to be amended. Chair Wallace Habegger left the meeting at 10:35 a.m. Vice-

Chair Jason Jandt took over the meeting. Discussion. Motion by Toni Wissestad second by Jason Jandt to table resolution. Carried 2-1. This item will be revisited next month.

- County Administrator
 - a. Cell Phone Carrier – Tina Osterberg, County Administrator provided a cell phone provider plan comparison. Discussion. Motion by Toni Wissestad second by Todd Sparks to approve First Net AT&T. Carried 3-0.
 - b. Tina provided the County Administrator Report.
- Next Month's Agenda Items: Resolution to Amend County Board Rule for Virtual Attendance.
- Motion by Todd Sparks second by Toni Wissestad to adjourn the meeting at 10:54 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

Administration & Personnel Committee
November 16, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn

Absent: Todd Sparks

Others: Tina Osterberg, Chris Weaver, Wes Revels, Ed Smudde, Pat Deethardt, Cedric Schnitzler

The meeting was called to order in the Monroe County Board Assembly Room at 8:00 a.m. by Chair Wallace Habegger.

- Resolution Authorizing the Restructuring of the Monroe County Communications Center – Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Ed Smudde, Personnel Director explained restructure of the Communication Center Department. Discussion. Carried 4-0.
- Chair Wallace Habegger adjourned the meeting at 8:25 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: December 13, 2022
Department: Administrator
Amount: \$ 400.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	533010		Conference/Seminars	\$ 2,070.00	\$ 400.00	\$ 1,106.50	\$ 1,670.00
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 400.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11410000	553100		Equipment Service Contract	\$ 100.00	\$ 400.00	\$ 158.94	\$ 500.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 400.00		

Explanation for Transfer: The printing costs are higher than expected for 2022. Funds remain in the 2022 Conference/Seminar line to cover the increased printing costs.

Department Head Approval

Tina S Osterberg Digitally signed by Tina S Osterberg
DN: cn=Tina S Osterberg, o=Maricopa County, ou,
email=tina.osterberg@maricopa.gov, c=US
Date: 2022.12.13 09:28:41 -0800

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 State to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula

1 WHEREAS, the collection of a real estate transfer fee by counties was mandated by the State of
2 Wisconsin in 1969, and included a requirement that counties remit 50% of all transfer fees collected to
3 the State; and
4

5 WHEREAS, in 1981 the State changed the transfer fee formula to require counties to remit 80% of all
6 transfer fees collected to the State; and
7

8 WHEREAS, the County, through the Register of Deeds Office, assumes the annual operating costs of
9 recording all real estate transfers occurring in each County, including the collection of real estate
10 transfer fees; and
11

12 WHEREAS, Monroe County real estate transfer fee collection over the past five years totaled
13 \$3,109,062.90, of which the County retained \$621,812.58 and \$2,487,250.32 was remitted to the State;
14 and
15

16 WHEREAS, using A 50/50 split, the County's share of fees collected on local real estate transfers
17 during that same five year period would have provided an additional \$932,718.87 in support of local
18 government; and
19

20 WHEREAS, in 2021 the State of Wisconsin has built up a budget surplus of approximately \$2.5 billion
21 dollars, while many Wisconsin counties continue to struggle financially due to ever-increasing costs of
22 providing county government services in an inflationary economy and providing services for increasing
23 unfunded State mandated programs along with the financial restrictions imposed by State imposed levy
24 limits.
25

26 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that in an effort
27 to assist all Wisconsin Counties, the State of Wisconsin revise the real estate transfer fee share formula
28 to again allow Wisconsin Counties to retain 50% of all real estate transfer fees collected, with 50% to be
29 remitted to the State.
30

31 BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Governor Tony Evers, all
32 members of the State Legislature representing Monroe County, the Wisconsin Counties Association and
33 all other Wisconsin Counties.
34

35 Offered this 21st day of December, 2022 by the Administration & Personnel Committee
36

37 Fiscal note: Revision of the real estate transfer fee share formula to allow the County to retain 50% of
38 all real estate transfer fees collected would provide 30% of additional fee collected to go to the County.
39

40 Statement of purpose: To revise the real estate transfer fee share formula to again allow Wisconsin
41 Counties to retain 50% of all real estate transfer fees collected, with 50% to be remitted to the State.

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

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.

MONROE

	Resolution Split	
	State Share 50%	County Share 50%
2017	\$ 478,009.80	\$ 239,004.90
2018	\$ 589,187.40	\$ 294,593.70
2019	\$ 552,003.00	\$ 276,001.50
2020	\$ 623,100.30	\$ 311,550.15
2021	\$ 866,762.40	\$ 433,381.20
	\$ 1,554,531.45	\$ 1,554,531.45

	Current	
	State Share 80%	County Share 20%
	\$ 382,407.84	\$ 95,601.96
	\$ 471,349.92	\$ 117,837.48
	\$ 441,602.40	\$ 110,400.60
	\$ 498,480.24	\$ 124,620.06
	\$ 693,409.92	\$ 173,352.48
	\$ 2,487,250.32	\$ 621,812.58

Revenue Difference to the County \$ 932,718.87

RESOLUTION NO. _____

RESOLUTION TO AMEND COUNTY BOARD RULES

1 **WHEREAS**, Corporation Counsel recommends clarification and modification of the rules to clearly
2 state the application of Section 3.j. and Section 3.k. to the Committee Rules; and
3

4 **WHEREAS**, the County Board Rules have two sections County Board Rules and Committee Rules, but
5 Section 3.j. and Section 3.k. only appear in the County Board Rules; and
6

7 **WHEREAS**, Monroe County Board Rule Section 3.j. reads, “County Board members shall attend
8 meetings in person for a determination of a quorum, voting, and per diems;” and
9

10 **WHEREAS**, a motion to amend Section 3.j. to allow virtual attendance without restriction was defeated
11 by the Monroe County Board of Supervisors on a 7-7 vote at the Board meeting on May 25, 2022; and
12

13 **WHEREAS**, the Monroe County Corporation Counsel has further clarified that Section 3.j. prohibits
14 virtual attendance by both County Board Supervisors and non-Supervisor members of county
15 committees; and
16

17 **WHEREAS**, there is a concern raised that County Board Supervisors and committee members may face
18 unforeseen medical events which inhibit their ability to attend meetings in person but do not inhibit their
19 ability to make decisions based on the needs of their districts and/or the residents of Monroe County;
20 and
21

22 **WHEREAS**, many committees currently include members who are not Supervisors, but rather county
23 employees or members of the public, and may not have the flexibility to attend meetings in person.
24

25 **THEREFORE BE IT RESOLVED** that the Monroe County Board Rules Section 3.j. and 3.k. shall be
26 amended to read as follows:
27

28 Section 3.j. County Board members shall attend meetings in person for a determination of a
29 quorum, voting, and per diems. Exceptions may be made by the County Board Chair for medical
30 events.
31

32 Section 3.k. Emergency Declaration Authorization Rules after Declaration per Wis. Stat.
33 §323.11.

- 34 i. Meeting may be held virtually, in full or part.
35 ii. A roll call determination of a quorum shall include members that appear virtually.
36 iii. Those in attendance in person will use the voting system first, once those votes
37 are locked, and then those members attending virtually shall be by roll call vote
38 with sequential rotation of tallying. Roll call votes may be added to the voting
39 system before votes are revealed.
40 iv. Members attending virtually shall receive per diems pursuant to the rules as if
41 they physically attended the meeting.
42 v. If a closed session is called, members appearing virtually are responsible for
43 ensuring their participation maintains the confidentiality of the closed session.
44

45 **FURTHER IT BE RESOLVED** that the Monroe County Committee Rules shall be amended to add the
46 following:

- 47
48 9. Emergency Declaration Authorization after Declaration per Wis. Stat. §323.11.
49 i. Meeting may be held virtually, in full or part.
50 ii. A roll call determination of a quorum shall include members that appear virtually.
51 iii. Members attending virtually shall receive per diems pursuant to the rules as if
52 they physically attended the meeting.
53 iv. If a closed session is called, members appearing virtually are responsible for
54 ensuring their participation maintains the confidentiality of the closed session.
55

56 10. County Board members shall attend meetings in person for a determination of a quorum,
57 voting, and per diems. Exceptions can be made by the Committee Chair for medical events. In
58 addition, the Committee Chairs are authorized to approve non-supervisor committee members to
59 attend meeting virtually as needed. In-person or approved virtual attendance by non-supervisor
60 members of a committee are eligible for making the determination of a quorum, voting, and per
61 diems as applicable.
62

63 Dated this 21st day of December, 2022.

64 Offered by the Administration & Personnel Committee.

65 Fiscal Note: There is no known fiscal impact associated with this resolution.
66

67 Statement of purpose: To amend the current Monroe County Board Rules.
68
69

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes ____ No ____ Absent
Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair: _____ _____ _____
<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 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>