



# 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](http://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\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Tuesday January 10, 2023

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of December 13, 2022
4. Request for Line Item Transfer – Discussion/Action
  - a. Personnel / Human Resources
5. Information Technology Director Report
6. Personnel Director Report
7. Recruitment and what the board can do to help
8. County Administrator Report
9. Next Month's Agenda Items
10. CLOSED SESSION under WI Statutes 19.85(1)(c) – Request for Exception to Monroe County Personnel Policy Section 4.16 – Discussion/Action
11. Adjournment

Wallace Habhegger, Committee Chair  
Date notices mailed: January 5, 2023

**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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9. Next Month's Agenda Items
10. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: January 4, 2023

**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  
December 13, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, Todd Sparks, James Kuhn  
Others: Tina Osterberg, Chris Weaver, Rick Folkedahl, Wes Revels, Ed Smudde, Lisa Aldinger Hamblin, Deb Brandt, Adam Balz, Hannah Olsen, Adrian Lockington

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 January 10, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Toni Wissestad to approve the November 8 & November 16, 2022 minutes. Carried 5-0.
- Administrator line item transfer. Motion by Jason Jandt second by Todd Sparks to adopt the line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$400.00 for printing costs. Carried 5-0.
- Pamela Pipkin provided the Child Support Director Report. A line item transfer and budget adjustment will be forthcoming. Pam updated the committee on the status of the request to have child support state funding increased. To date, thirteen counties have passed a resolution in support of the increase.
- Rick Folkedahl provided the Information Technology Director Report.
- Ed Smudde provided the Personnel Director Report.
- Resolutions –
  - a. Resolution to Request State to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula – Motion by James Kuhn second by Jason Jandt to adopt resolution. Deb Brandt, Register of Deeds explained the request to revise the real estate transfer fee share formula to allow the county to retain 50% of all real estate transfer fees collected. Discussion. Carried 5-0.
  - b. Resolution to Amend County Board Rules - Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Point of Order by James Kuhn. The resolution was previously tabled. Motion by Jason Jandt second by James Kuhn to move the resolution from the table. Carried 5-0. Motion by James Kuhn second by Toni Wissestad to adopt resolution. Supervisor Adam Balz explained that the resolution would allow virtual attendance for medical events if approved by the County Board Chair. In addition, committee chairs are authorized to approve non-supervisor committee members to attend virtually as needed. Discussion. Carried 5-0.
- Cost of Restructuring the Monroe County Communications Center – Ed Smudde, Personnel Director explained that communication positions were re-evaluated. It is recommended to increase the Supervisor Position by \$3,000.00. This position was figured at the minimum level of the pay scale. Sheriff Wes Revels explained that the funding is anticipated to be absorbed through the Sheriff budget. Discussion. Motion by James Kuhn second by Todd Sparks to re-consider resolution 11-22-03 at the December meeting. Carried 5-0.
- Tina Osberberg provided the County Administrator Report.
- Next Month's Agenda Items: Recruitment and what the board can do to help
- Wallace Habegger adjourned the meeting at 10:08 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: Personnel/Human Resources  
 Budget Year Amended: 2022

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 7,500.00	\$ 2,905.00	\$ 2,762.88	\$ 4,595.00
					\$ -
11430000-531000	Office Supplies	\$ 1,000.00	\$ 51.00	\$ 804.46	\$ 949.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,956.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 10,000.00	\$ 2,905.00	\$ 10,597.50	\$ 12,905.00
					\$ -
11430000-531010	ID Badge	\$ 616.00	\$ 51.00	\$ 666.50	\$ 667.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,956.00</b>		

**Explanation for Transfer:**

Due to the increase in need for legal counsel regarding personnel matters, the original budgeted amount has been exceeded and this adjustment would cover the remaining 2022 costs.

Remaining Office Supply budget can offset the need for ordering additional programable badges, due to updating all ID badges and new position titles.

With the use of current vendors the amount of spend from the Education & Training line has decreased enough to allow this to be covered without effecting training opportunities for the staff in 2022.

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

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

**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

Revised 02/20/2014