



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 March 14, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of February 14, 2023
4. Corporation Counsel – Request for Credit Card Approval – Discussion/Action
5. Veteran Services – Notice of Budgetary Adjustment – Discussion/Action
6. Child Support Director Report
7. Information Technology Director Report
8. Personnel Director
 - Presentation of results from employee engagement survey – Discussion Only
 - Personnel Policy Update - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – County/Government Owned Vehicles – Discussion/Action
 - Review of RFP for Wellness Initiative – Discussion/Action
 - Director Report
9. County Administrator Report
10. Next Month's Agenda Items
11. **CLOSED SESSION** per WI Statutes 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
12. **CLOSED SESSION** under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
13. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: March 8, 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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12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: March 7, 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
February 14, 2023

Present: Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn, Toni Wissestad
Others: Tina Osterberg, Charles Weaver, Chris Weaver, Lisa Aldinger Hamblin, Hannah Olsen, Adrian Lockington, Ed Smudde, Jeremiah Erickson, Pamela Pipkin, Rick Folkedahl

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 March 14, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by James Kuhn to approve the January 10, 2023 minutes. Carried 5-0.
- Line Item Transfers –
 - Child Support - Pamela Pipkin, Child Support Director explained the 2022 line item transfer in the amount of \$13,528.92 for health insurance. Motion by James Kuhn second by Jason Jandt to approve the line item transfer. Discussion. Carried 5-0.
 - Land Records – Jeremiah Erickson, Land Information Officer/GIS Coordinator explained the 2022 line item transfer in the amount of \$30.98 for salary & fringe expenses. Motion by James Kuhn second by Toni Wissestad to approve the line item transfer. Carried 5-0.
 - Information Technology – Rick Folkedahl, IT Director explained the 2022 line item transfer in the amount of \$1,457.00 for fiber. Motion by James Kuhn second by Jason Jandt to approve the line item transfer. Carried 5-0.
 - County Board – Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of \$4,562.00 for mileage and conferences. Motion by Todd Sparks second by James Kuhn to approve the line item transfer. Carried 5-0.
 - County Clerk – Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of \$132.00 for copies. Motion by Toni Wissestad second by James Kuhn to approve the line item transfer. Carried 5-0.
- Resolution Authorizing Monroe County Suicide Prevention Task Force Donation Policy, Non-Lapsing Account and Budget – Charles Weaver, Veteran's Service Officer explained the request for a non-lapsing account for the Suicide Prevention Task Force for the purposes of preventing and reducing suicides. Discussion.
 - Todd Sparks suggested grammatical/typo corrections to the policy:
 - Policy title, by removing the "s" following Task Force
 - Bullet points on second page should end with a period or not a period, but should remain consistent
 - The 3rd paragraph under Solicitation remove "he" in the 5th sentence
 - The 4th paragraph under Solicitation from "wishes" to "wish" in the 2nd sentence
 - Discussion. The committee agreed to update the policy by correcting the grammatical errors, no changes to the actual resolution. Motion by James Kuhn second by Jason Jandt to approve the resolution. Carried 5-0.
- Land Information, A transition from Applied Data Consultant's WG Xtreme website to Schneider Geospatial's Beacon website for online GIS. Jeremiah Erickson, Land Information Officer/GIS Coordinator explained that WG Xtreme is looking to get out of the business. Schneider Geospatial will be providing the exact features as the current website, potentially offering additional features. The price is locked in from what the county paid last year. The county will not see a change in the 2023 budget.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - Employee Recruitment – Ed Smudde explained that the Personnel Department had sent out an employee survey in 2018. They will be re-sending out the survey with additional questions to see the

progress that the county has made since 2018. The survey will help to see what employee's value. Other discussion but not limited to: advertising in the Chamber news; explaining employee benefits to hires; public initiatives; relocation assistance.

Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Bargaining Closed Session; Personnel Policy Manual Changes-Vehicle.
- Wallace Habegger adjourned the meeting at 10:01 a.m.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: Corporation Counsel

Committee: Administrative and Personnel

Name of Card Holder	Title of Position	Credit Card Limit
Kerry Sullivan-Flock	Assistant Corporation Counsel	\$ 1,000.00

Justification for Credit Card(s):

Conferences, hotel stays, postage

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 7, 2023
 Department: VETERAN SERVICES
 Amount: \$17,528.00
 Budget Year Amended: 2023

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

COUNTY VETERANS SUPPLEMENT GRANT (FUNDED THROUGH ARPA)

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	435528		VETRANS ARPA	\$ -	\$ 17,528.00	\$ 17,528.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 17,528.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000	579100		GRANT EXPENSE			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 

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.

Date of publication of Class 1 notice of budget amendment: _____

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL – COUNTY/GOVERNMENT OWNED VEHICLES

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends approval of the
2 Personnel Policy Manual changes proposed by the Personnel Director to section 4.68 County/Government owned
3 vehicles as referenced on the attached document; and
4

5 **WHEREAS**, to remove the language in red on the attached document referencing language that is no longer
6 current in section 4.68; and
7

8 **WHEREAS**, to replace that language with the highlighted text in yellow of the attached document. This
9 language references changes in policy to reflect the current job titles and department names that have occurred
10 after the original adoption of this language in 1997.
11

12 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that effective this date they
13 do hereby authorize the proposed Personnel Policy Manual changes as set out in the attached document adjusting the
14 language in section 4.68 County/Government Owned Vehicles, to go into effect immediately.
15

16 Dated this 22nd day of March 2023.
17

18 Offered by the Administration & Personnel Committee.
19

20 Purpose: Approve changes to Personnel Policy Manual in sections 4.68 County/Government Owned Vehicles, to
21 go into effect immediately to ensure the proper current job titles and department names are used.
22

23 Fiscal note: No direct costs.

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

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____
Lisa Aldinger Hamblin, Corporation Counsel

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

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

Monroe County Proposed Personnel Policy Manual Changes regarding County/Government Owned Vehicles:

Pages 53-54

4.68 COUNTY/GOVERNMENT OWNED VEHICLES. <9/95>

- (1) No employee shall be allowed to use any county/government owned vehicle for personal use, nor shall any employee be allowed to take such vehicle to a residence overnight or at any other time **except as stated in 4.68(2).** This policy shall apply to all departments and any exceptions must be approved by the County Administrator and by the Administration and Personnel Committee and said exceptions must be included as part of this section of the Manual.

- (2) The departments that shall allow employees to take a vehicle to a residence overnight or during off duty hours shall be the following: **Sanitation, Planning, Zoning and Animal Control Department, Highway (Commissioner, Operations Managers ~~Patrol Superintendent, Road Supervisor~~), Sheriff Department, Forestry & Park Department ~~Administrator~~, Land Conservation Department, Medical Examiner Department, Maintenance Department, District Attorney Office, ADRC (van and mini bus etc.) ~~Senior Services (Norwalk Van, Mini-bus)~~.** These departments must complete vehicle logs as determined by the department for purpose of maintaining vehicle use records. The Sheriff Department will be allowed to continue the current record keeping practice. Internal Revenue Service vehicle usage guidelines apply, and the taxable value of the fringe benefit will be included in the employee's W-2 form for the year, with the exception of Sheriff Department **and Medical Examiner Department** vehicles and any other vehicles exempted by law. <5/97>