



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

ADMINISTRATION & PERSONNEL COMMITTEE

DATE: Tuesday, July 11, 2023
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
County Board Assembly Room
112 South Court St. – 1st Floor, Rm #1200
Sparta, WI 54656
Please use South Side/Oak Street Entrance

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of June 13, 2023
4. Sheriff's Office – Wage Discussion Related to Wisconsin Dept. of Corrections/Jail
5. Information Technology
 - Notice of Budgetary Adjustment – Discussion/Action
 - Director Report
6. Child Support
 - Resolution for Recognition of the Monroe County Child Support Agency in the Month of August 2023 – Discussion/Action
 - Director Report
 - State Budget Update
7. Land Information
 - In Rem Foreclosure Avoidance Program
 - Land Information Office Budget Forecast
8. Personnel Director
 - Review of the PCA, CNA, LPN, RN Wage Scale – Discussion/Action
 - Employee Engagement Survey
 - Health Insurance Discussion
 - Director Report
9. County Administrator Report
10. Next Month's Agenda Items
11. **CLOSED SESSION** under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: July 6, 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 and Finance Committee Joint Meeting
June 13, 2023

Present: Wallace Habhegger, Todd Sparks, James Kuhn, Toni Wissestad, Jason Jandt arrived at 9:04 a.m.
Finance Members Present: Cedric Schnitzler, David Pierce

Others: Tina Osterberg, Lisa Aldinger-Hamblin, Ed Smudde, Rick Folkedahl, Chris Weaver, Pamela Pipkin, Hannah Olsen, Tracy Thorsen

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

- Motion by Toni Wissestad second by Todd Sparks to move into closed session. Supervisor Habhegger, Sparks, Kuhn, Wissestad, Schnitzler, Pierce all voting yes.
- Jason Jandt joined the meeting at 9:04 a.m.
- Closed Session under WI Statute 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Motion by Todd Sparks second by James Kuhn to return to open session. Supervisor Habhegger, Sparks, Kuhn, Wissestad, Schnitzler, Pierce, Jandt all voting yes.
- A recess was taken at 9:39 a.m., the meeting reconvened at 9:45 a.m.
- Next Month's Meeting Date/Time – The next meeting is July 11, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by James Kuhn second by Todd Sparks to approve the May 9, 2023 minutes. Carried 5-0.
- County Clerk Request for Credit Card approval – Motion by Toni Wissestad second by Todd Sparks to approve credit card increase. Shelley Bohl, County Clerk explained increase in credit card from \$2,000.00 to \$5,000.00. Discussion. Carried 5-0.
- Information Technology
 - *Wireless LAN RFP – Rick Folkedahl, IT Director explained that all access points have been reviewed since last meeting. A renewed quote was provided by 3RT. Total product cost is \$92,429.69 with \$27,750.00 for professional services. Discussion. Motion by Jason Jandt second by Toni Wissestad to approve RFP pending budget adjustment. Carried 5-0.
 - *Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - *New Position Requests:
 - Tracy Thorsen, Human Services Director explained the following new position requests. Position funding through CLTS waiver funding, Medicaid billing and increased WIMCR reimbursement revenues. No county levy is being requested. Discussion.
 - Resolution Authorizing One Children's Long Term Support (CLTS) Social Worker Position in the Monroe County Human Services Department. Motion by Jason Jandt second by Toni Wissestad to approve resolution. Discussion. Carried 4-1.
 - Resolution Authorizing Four Comprehensive Community Services (CCS) Social Worker Positions in the Monroe County Human Services Department. Motion by James Kuhn second by Jason Jandt to approve resolution. Carried 4-1.
 - Resolution Authorizing a Behavioral Health Supervisor Position in the Monroe County Human Services Department. Motion by Jason Jandt second by Toni Wissestad to approve resolution. Discussion. Carried 4-1.

*Review of the PCA, CNA, LPN, RN Wage Scale – Wallace Habegger, Chair explained concern expressed with Rolling Hills wages. Toni Wissestad, Rolling Hills Chair explained healthcare crisis. One unit of the new facility has not opened and it has been nearing one year at the new facility. Ed Smudde, Personnel Director explained current market. Suggestions, but not limited to: sign on bonus, referral bonus, wages, scheduling, and appreciation. Discussion. Ed Smudde will move forward with an analysis and suggestions to committee.

*Employee Engagement Survey – Ed Smudde explained the last group to meet with is Rolling Hills Managers. He will look at high priorities and bring back suggestions to the committee.

*Health Insurance – Ed Smudde explained that a Special Board meeting will be held on June 22nd. This meeting will contain a presentation on Monroe County Self-Insurance. Discussion.

*Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.
- Resolution Designating Official Newspaper for Monroe County –Shelley Bohl, County Clerk explained official newspaper designation. Discussion. Motion by Jason Jandt second by Toni Wissestad to approve resolution. Carried 5-0.
- Next Month's Agenda Items: Review of PCA, CNA, LPN, RN Wage Scale, Employee Engagement Survey.
- Wallace Habegger adjourned the meeting at 12:12 p.m.

Shelley Bohl, Monroe County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 13, 2023
 Department: Information Systems
 Amount: \$120,180.00
 Budget Year Amended: 2023

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

Use of savings from other items in the Information Tech. Budget to cover increased cost of the Wireless Upgr

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Operations IT	\$ 480,876.00	\$ (120,180.00)	\$ 360,696.00
71475000	581000		Capital Equipment/Software	\$ -	\$ 120,180.00	\$ 120,180.00
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Total Adjustment					\$ 120,180.00	

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 _____

**RECOGNITION OF THE MONROE COUNTY CHILD SUPPORT AGENCY IN THE
MONTH OF AUGUST, 2023**

- 1 **WHEREAS**, in 1995, on the 20th anniversary of the Child Support Program, President Bill Clinton established
2 August as National Child Support Awareness Month in the United States; and
3
4 **WHEREAS**, County Child Support Agencies provide a broad array of services that reduce childhood poverty
5 rates, establish parental rights, and ensure children have access to health care; and
6
7 **WHEREAS**, County Child Support Agencies help to ensure that parents take responsibility for the care and well-
8 being of their children, supports involvement of parent's in their children's lives, and provides important services to
9 both custodial and non-custodial parents; and
10
11 **WHEREAS**, Monroe County created the Child Support Department in 1976; and
12
13 **WHEREAS**, the Wisconsin Child Support Enforcement Association (WCSEA) recognized the accomplishments of
14 the Monroe County Child Support Agency by awarding them the 2022 WCSEA County of the year; and
15
16 **WHEREAS**, the Monroe County Child Support Agency has a staff of seven employees recognized in the County
17 and State as knowledgeable and professional who provide exemplary customer service; and
18
19 **WHEREAS**, during the 2022 fiscal year (10/1/21 to 9/30/22), the Monroe County Child Support Agency had a
20 case load of 2,725 cases; established court orders in 98.09% of their cases; collected current support in 78.34%
21 of their cases; established paternity in 107.45% of their cases and collected an arrears payment in 79.93% of their
22 cases; collecting a total of \$6,429,721.78 in child support; and
23
24 **WHEREAS**, the Monroe County Child Support Agency has recently implemented a monthly job fair that is open to
25 the public providing opportunities to both the citizens and employers including Monroe County as an employer;
26 and
27
28 **WHEREAS**, the Monroe County Child Support Agency has created a robust partnership with the Monroe County
29 Drug Court Team that balances the needs of individuals going through Treatment and the families the Agency
30 serves; and
31
32 **WHEREAS**, the Monroe County Board recognizes the achievements of the Monroe County Child Support Agency
33 and the important work they do by providing children with the support they need.
34
35 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors recognizes August, 2023
36 as Child Support Awareness month and acknowledges the exceptional services provided by the Monroe County
37 Child Support Agency;

Dated this 25th day of July, 2023.

Offered By The Administration & Personnel Committee:

Fiscal note: There is no known fiscal impact to the County.

Statement of purpose: To recognize the Monroe County Child Support Agency during Child Support Awareness Month in August, 2023 for their exceptional service.

Drafted by Pamela Pipkin, Child Support Director

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form:</p> <p>_____ Lisa Aldinger-Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____</p> <p>_____</p> <p>_____</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</p> <p>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>_____</p> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

Monroe County Policy on Accepting Land via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels.

BACKGROUND

In Monroe County there are situations that arise in which remnant tax parcels with nominal taxes become tax delinquent and the County Treasurer eventually has to take the parcels via the in rem foreclosure process. The process of foreclosure for such parcels has a cost that is not recouped if the property is not subsequently sold. There are remnant parcels that clearly have no practical value and will not have a buyer if the County forecloses. As it would pertain to this policy a remnant parcel would be defined as a tax parcel that lies under road right-of-way or may be landlocked or is substandard under local zoning.

These parcels typically have nominal annual real estate taxes and there are usually limited reasons, if any, for owners to continue to pay taxes on the parcel aside from keeping their names off the tax delinquent list. Remnant tax parcels subject to these circumstances are, in general, not marketable. In some cases owners in this position have expressed a desire to give their land to Monroe County.

If the owner pays the real estate taxes, the County has no incentive to act. If the owner does not pay the real estate taxes the County will encounter direct and indirect costs when foreclosing. This policy is to address those circumstances.

Regardless of how it came to be, the owners have a parcel with no identified market value. Even if they could find someone to take the parcel, a neighbor perhaps, they face a cost for production of a deed (minimum of \$75 but likely more under this complex set of facts) and a recording fee of \$30. In addition, even if they pay the real estate taxes through their lifetime, the County may eventually get the property as it is unlikely that an heir will accept the parcel and continue to pay the taxes. Often it is only a matter of time before the parcel becomes subject to in rem foreclosure.

When a tax parcel in Monroe County is the subject of delinquent payment of real estate taxes the County may choose to proceed to foreclose on tax liens by an action in rem under WI §75.521. As part of proceeding to foreclosure, Monroe County hires a local title company to do title work on the parcels to identify parties to be notified of the foreclosure. Title work charges are \$75 per parcel at a minimum. In addition to the title work cost there are publication fees, certified mailings and copy charges of at least \$200 per parcel. In addition to direct monetary costs a large amount of employee time is invested in dealing with the foreclosure process.

Due to these costs and ongoing time spent determining how to proceed with parcels it would be advantageous to Monroe County to prepare and accept these parcels via a Quit claim deed and write off the back taxes rather than incur the costs involved with the In Rem Foreclosure process.

POLICY

The County shall be passive in implementing this policy and will not seek opportunities to acquire lands but rather use this as an option to save tax payer money when the County would have ended up foreclosing on the property anyway. Upon discussion or inquisition should a property owner with delinquent taxes share that they are not going to continue paying the taxes or would rather just give the property to the County. A County officer or employee may direct the party to the Real Property Coordinator or the designated Land Information Officer who may inform the property owner of this policy and determine the suitability of the delinquent tax parcel in question based on the circumstances.

Monroe County deems the following criteria shall be met before accepting remnant tax parcels via a Quit claim deed.

- The property has nominal taxes.
- The property has no improvements.
- The owner(s) attests that the owners of adjoining properties to the parcel in question are not interested in the property.
- The cost of foreclosing on the property will exceed the costs associated with acquiring it via quit claim deed.
- The owner(s) has or expresses a clear willingness to let payment of real estate taxes go delinquent.

The County Treasurer is in a position to identify parcels with nominal amounts of taxes as they become delinquent. With the assistance of the Real Property Coordinator or designated Land Information Officer, parcels that are true remnants can be identified. The Real Property Coordinator or designated Land Information Officer are also in a unique position to draft a legal description for the parcel by using existing descriptions to describe the parcel. The Real Property Coordinator or designated Land Information Officer will provide a form to the owner and will identify the neighbors and the local municipality for the owner to approach and otherwise gather the information for creating the deed. Risk of error will be minimal with properly done work and thus the County shall accept a quit claim deed without any form of title work.

The Property and Purchasing Committee shall have authority to approve acquisition of the property under this policy. Monroe County will direct an employee to prepare a quit claim deed under review by its Corporation Counsel and the Treasurer shall pay for the recording of said quit claim deed as a cost saving/avoidance mechanism.

This section will be completed by the Monroe County Land Information Officer or Real Property Coordinator:

Tax Parcel Suitability Checklist:

- The cost of foreclosing on the tax parcel will exceed the costs associated with acquiring it via Quit Claim Deed per the County Treasurer.

The County Treasurer will allow for the Quit Claim Deed to be paid for from the Tax Deed Expense Account.

- The tax parcel is entirely public road right of way or a remnant parcel by policy definition.
- The tax parcel owner has completed their requirements associated with this form.

This section will be completed by the Property and Purchasing Committee:

The Property and Purchasing Committee have determined based on the facts presented that it is in the best interests of Monroe County to accept this tax parcel via Quit Claim Deed in lieu of foreclosure because it is entirely public road right of way and further direct the Land Information Officer or Real Property Coordinator to proceed with preparing a Quit Claim Deed, under review by the Corporation Counsel. Said Quit Claim Deed will be executed by the tax parcel owner and at the time of recording in the Register of Deeds office will be paid for by funds from the Treasurer's Tax Deed Expense Account.

X _____

Property and Purchasing Committee Chair

Date: _____

Monroe County Land Information Officer
14345 Co Hwy B, Ste 5, Sparta WI 54656
Phone: 608-269-8698 Fax: 608-269-8951
jeremiah.erickson@co.monroe.wi.us

<http://monroerodweb.co.monroe.wi.us/giswebportal/Search.aspx>
<http://monroecowi.wgxtreme.com/>
<http://www.co.monroe.wi.us/departments/real-property-lister/>
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