



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

### ADMINISTRATION & PERSONNEL COMMITTEE

**DATE:** Tuesday, September 12, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
County Board Assembly Room  
112 South Court St. – 1<sup>st</sup> 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 August 8, 2023
4. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Information Technology
  - b. Personnel
5. Request for Line Item Transfer – Discussion/Action
  - a. Personnel
6. Resolution(s) – Discussion/Action
  - a. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 16, 2024
  - b. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 16, 2024
7. Veterans Service
  - a. Office Construction Update
8. Child Support Director Report
9. Land Information
  - a. RFP approval – Discussion/Action
    - NG911 GIS Data Cleanup and Creation
    - Register of Deeds Office Document Scanning
    - Treasurer's Office Software Suite
    - Zoning Office's Zoning and Permitting Software
10. Information Technology
  - a. County Board Assembly Room Audio/Video RFP – Discussion/Action
  - b. Director Report
11. Personnel
  - a. PTO Survey Presentation - Discussion
  - b. Personnel Policy Update – Discussion
  - c. 2024 Dental Insurance Rate Approval – Discussion/Action
  - d. 2024 Health Insurance Rate Approval – Discussion/Action
  - e. Implementation of Biometric Screening Program – RFP – Discussion/Action
  - f. Director Report

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING  
September 12, 2023 Agenda**

12. County Administrator Report
13. Exit Interview Policy - Discussion
14. **CLOSED SESSION** regarding Dispatch: Wis. Stat. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
15. Dispatch Supervisor Position – Discussion/Action
16. Next Month's Agenda Items
17. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: September 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.*

Administration & Personnel Committee  
August 8, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt

Absent: Toni Wissestad

Others: Tina Osterberg, Charles Weaver, Kerry Sullivan Flock, Ed Smudde, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Jarrod Roll, Gary Dechant, Adrian Lockington, Hannah Olsen, Tiffany Giesler, Cedric Schnitzler, Tracy Thorsen, Jeremiah Erickson, Wes Revels, Chris Weaver, Becki Weyer, Mark Sund, Todd Fanning

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 September 12, 2023 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 July 11, 2023 minutes. Discussion. For clarification, under the Personnel Director section/review of the PCA, CNA, LPN, RN Wage Schedule, update to reflect: Personnel, County Administrator and Nursing Home Administrator are looking closer at nursing shift differential and solo pay. The minutes as clarification carried 4-0.
- Personnel Director
  - \*Resolution Authorizing Contract Settlement for 2024-2025 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association – Motion by James Kuhn second by Todd Sparks to approve resolution. Ed Smudde explained two year agreement with the Monroe County Professional Police Association. Discussion. Carried 4-0.
  - \*Resolution Authorizing the Establishment of Full-Time Women and Infant Children (WIC) Nutritionist by Reduction of the Program Assistant – WIC to Part-Time. Motion by Jason Jandt second by Todd Sparks to approve resolution. Tiffany Giesler, Health Director explained reallocation of hours and funding from the full-time program assistant to the part-time WIC Nutritionist to full-time. Discussion. Carried 4-0.
  - \*Resolution Authorizing Part-Time Museum Services Associate Position in the Local History Room – Motion by Jason Jandt second by Todd Sparks to approve resolution. Jarrod Roll, Historian explained approval of an additional part-time Museum Services Associate Position to a total of 20 hours per week through the Local History Room Endowment Fund. Discussion. Motion by James Kuhn second by Jason Jandt to remove on the statement of purpose line “thus making the position full time”. The amendment carried 4-0. The resolution as amended carried 4-0.
  - \*Resolution Authorizing Ten Additional Hours per Week for the Museum Services Associate Position in the Local History Room - Motion by James Kuhn second by Todd Sparks to approve resolution. Jarrod Roll, Historian explained approval of additional ten hours per week for the part-time Museum Services Associate position to a total of 40 hours per week, thus making the position full-time. It was noted to remove the space between “There fore” on line number 21. Carried 4-0.
- Resolutions -
  - \*Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126 – Motion by Jason Jandt second by James Kuhn to approve resolution. This resolution would update the mileage reimbursement language and incorporate the personnel policy into the Monroe County Code. Discussion. It was a recommendation by the committee to add to line item #36: individuals to report any changes to their policies/adding the continuing responsibility to the individual. Also line #33 appears to be missing all of the minimum coverages. Discussion. Motion by James Kuhn second by Jason Jandt to table resolution until next month. Carried 4-0.
  - \*Resolution Repealing Monroe County Ordinance Section. 2-573 Destruction and Authorizing Monroe County Ordinance Sec. 2-2-573 Adopting Records Retention – Motion by James Kuhn second by Jason Jandt to approve resolution. Kerry Sullivan Flock, Assistant Corporation Counsel explained ordinance for records schedule. Discussion. Todd Sparks questioned the “numbering” in the title which reflects both sections 2-573 and 2-2-573. Corporation Counsel will review the title and update the numbers to reflect the proper code number. Carried 4-0.

\*Resolution to Approve the Strategic Plan for Monroe County – Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained approval of the Strategic Plan. Discussion. Carried 4-0.

\*Resolution Approving Method for Implementation and Monitoring of the Strategic Plan - Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained method for implementation and monitoring of the Strategic Plan. Discussion. Carried 4-0.

- 2024 Budget Presentations:
  - a. Surveyor – Gary Dechant, Surveyor explained the 2024 budget and answered questions.
  - b. Child Support – Pamela Pipkin, Child Support Director explained the 2024 budget and answered questions.
  - c. Land Information – Jeremiah Erickson, Land Information/GIS Coordinator explained the 2024 budget and answered questions.
  - d. Veterans Services – Charles Weaver, Veteran’s Service Officer explained the 2024 budget and answered questions.
  - e. Register of Deeds – Deb Brandt, Register of Deeds explained the 2024 budget and answered questions.
  - f. Corporation Counsel – Kerry Sullivan Flock, Assistant Corporation Counsel explained the 2024 budget and answered questions.
  - g. Information Technology – Rick Folkedahl, IT Director explained the 2024 budget and answered questions.
  - h. Personnel – Ed Smudde, Personnel Director explained the 2024 budget and answered questions.
  - i. County Board – Shelley Bohl, Monroe County Clerk explained the 2024 budget and answered questions.
  - j. County Clerk – Shelley Bohl, Monroe County Clerk explained the 2024 budget and answered questions.
  - k. County Administrator – Tina Osterberg, County Administrator explained the 2024 budget and answered questions.
  
- Veterans Service
  - a. Office Construction – Charles Weaver, Veteran’s Service Officer explained that funds for the Veteran’s Service office construction are being utilized through ARPA funding. RFP’s close today. The goal is to construct an office area that is sound proof and HIPPA compliant. Discussion.
  - b. Suicide Taskforce Update – Charles Weaver explained that pamphlets have been completed. The American Foundation for Suicide Prevention will be coming onsite to offer there help with the Suicide Taskforce.
  - c. Charles Weaver provided the Veterans Service Director Report.
  
- Child Support
  - a. DCF Secretary Visit – Pam Pipkin, Child Support Director announced that Secretary Amundsen will be here on August 23 from 10:00 – 11:00 a.m. to promote child support awareness and partnerships.
  - b. Pamela Pipkin provided the Child Support Director Report
  
- Rick Folkedahl provided the Information Technology Director Report.
  
- Personnel Director
  - \*Paid Time Off (PTO) Reconsideration for Monroe County Policy – Ed Smudde, Human Services Director proposed the final PTO plan from three years ago. Discussion. It was a consensus of the committee to have Ed reach out to the employee’s to see how they feel towards moving forward with a PTO Policy.
  
  - \*Hours of Operation for Monroe County – The county is looking into hours operation for Monroe County. Both the City of Sparta and the City of Tomah have adjusted their hours to better accommodate the public and staff. Ed will survey employee’s to see how they feel towards alternate hours of operation.
    - Sparta City Hall and the Park & Recreation Department are open from 7:00 a.m. - 5:00 p.m., Monday – Thursdays and Friday from 7:00 a.m. -11:00 a.m. They have been operating on

this schedule for about a year and one half. The schedule was offered to other departments, however they preferred their current schedules.

Tomah City Hall is open Monday – Thursday from 7:30 a.m. – 4:30 a.m. and completely closed on Friday. Employees were offered the choice of 10 hour days or 8 hour working days.

\*Revisions to Personnel Policy Manual – Ed Smudde explained that a rough draft is currently being worked on. It is anticipated the policy revision will be brought to the committee in September for a first look.

\*Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Veteran's Service Office Construction; Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126; Dispatch Supervisor Position Discussion.
- Wallace Habhegger adjourned the meeting at 12:00 p.m.

Shelley Bohl, Monroe County Clerk  
Recorder

**RESOLUTION AUTHORIZING INCREASE IN PER DIEM PAYMENTS FOR THE MONROE COUNTY BOARD OF SUPERVISORS EFFECTIVE APRIL 16, 2024**

1 **WHEREAS**, the Monroe County Administration & Personnel Committee, at its meeting on September 12, 2023,  
2 did review the current per diem rates paid to the members of the Monroe County Board of Supervisors which  
3 were last adjusted in 2020; and  
4

5 **WHEREAS**, it was determined by the Monroe County Administration & Personnel Committee, that it would be  
6 appropriate to recommend an increase in per diems paid to Monroe County Supervisors; said increase to be from  
7 \$50.00 to \$55.00 for Monroe County Committee meetings and from \$75.00 to \$80.00 for Monroe County Board  
8 meetings to be effective following the April 2024 election.  
9

10 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors that pursuant to Monroe  
11 County Ordinance Section 2.50, per diems for Monroe County Board Supervisors are to be paid at the rate of  
12 \$55.00 for Monroe County Committee meetings and \$80.00 for Monroe County Board meetings effective April 16,  
13 2024.

Dated this 27<sup>th</sup> day of September, 2023.

Offered by Administration & Personnel Committee.

Fiscal Note: The above recommendation will increase the per diem to the Monroe County Board of Supervisors for committee meetings by \$5.00 and for board meetings by \$5.00. The total per diem increase to include salary and benefits is estimated at \$3,680 for 2024; \$5,360 annually thereafter. Approval of this resolution will require the increased appropriation of these monies for the budget year of 2024 in the County Board Budget.

Statement of purpose: To amend Monroe County per diem rates as of April 16, 2024.

Drafted by: Tina Osterberg

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          *****          Approved as to form:          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__          VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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__  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 AUTHORIZING INCREASE IN SALARY FOR THE MONROE COUNTY BOARD  
CHAIRPERSON AND VICE CHAIRPERSON EFFECTIVE APRIL 16, 2024**

1 **WHEREAS**, the Monroe County Administration & Personnel Committee, at its meeting on September 12, 2023,  
2 did review the salary paid to the Monroe County Board Chairperson and Vice Chairperson which were last  
3 adjusted in 2020 respectively; and  
4

5 **WHEREAS**, it was determined by the Monroe County Administration & Personnel Committee, that it would be  
6 appropriate to recommend an increase in salary paid to the Monroe County Board Chairperson from \$4,800.00 to  
7 \$\_\_\_\_\_ and Vice Chairperson from \$2,400.00 to \$\_\_\_\_\_ annually to be effective following the April 2024  
8 election.  
9

10 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors that pursuant to Monroe  
11 County Ordinance Section 2.50, the salary for the Monroe County Board Chairperson be established in the  
12 amount of \$\_\_\_\_\_ and the salary for the Monroe County Board Vice Chairperson be established in the amount  
13 of \$\_\_\_\_\_ annually in addition to committee per diem allowance, effective April 16, 2024.

Dated this 27<sup>th</sup> day of September, 2023.

Offered by the Administration & Personnel Committee

Fiscal Note: The above recommendation will increase the annual County Board Chairperson's salary by \$\_\_\_\_\_ and the County Board Vice Chairperson's salary by \$\_\_\_\_\_. The total salary increase and fringe is \$\_\_\_\_\_ for 2024; \$\_\_\_\_\_ annually thereafter. Approval of this resolution will require the increased appropriation of these monies for the budget year of 2024 in the County Board Budget.

Statement of purpose: To amend Monroe County Board Chairperson and Vice Chairperson Salaries as of April 16, 2024.

Drafted by: 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>