



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

JOINT AGENDA

ADMINISTRATION & PERSONNEL AND FINANCE COMMITTEES

DATE: Tuesday, October 10, 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

9:00 a.m. - Administration & Personnel Committee

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of:
 - Administration & Personnel Committee Meeting Minutes of September 12, 2023
 - Joint Administration & Personnel and Finance Committees Meeting Minutes of September 12, 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 to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126 – Discussion/Action
7. Information Technology Director Report
8. Personnel
 - a. PTO Survey Update
 - b. Exit Interview Policy – Discussion
 - c. Personnel Policy Manual Review – Discussion Only
 - d. Director Report
9. County Administrator Report
10. Next Month's Agenda Items

Approx. 10:00 a.m. - Joint Administration & Personnel and Finance Committees

11. **CLOSED SESSION** per WI Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

**ADMINISTRATION & PERSONNEL COMMITTEE MEETING
October 10, 2023 Agenda**

12. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: October 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.

Administration & Personnel Committee
September 12, 2023

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

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 October 10, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Todd Sparks second by Jason Jandt to approve the August 8, 2023 minutes. Carried 5-0.
- Veterans Service, Office Construction Update – Charles Weaver, Veterans Service Officer explained that Americon received the office construction bid. October 9th construction begins.
- Budgetary Adjustments
 - a. Information Technology – None
 - b. Personnel – Motion by Toni Wissestad second by Jason Jandt to approve budget adjustment. Ed Smudde, Personnel Director explained 2023 budget adjustment in the amount of \$10,000.00 for legal counsel. Discussion. Carried 5-0.
- Request for Line Item Transfer
 - a. Personnel – Motion by James Kuhn second by Todd Sparks to approve line item transfer. Ed Smudde, Personnel Director explained 2023 line item transfer in the amount of \$4,000.00 for revision of the Personnel Policy Manual and personnel matters. Discussion. Carried 5-0.
- Resolutions
 - a. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 16, 2024 – Motion by Jason Jandt second by Todd Sparks to approve resolution. Supervisor Todd Sparks explained amendment to per diem rates for the next term of office in 2024 by \$5.00 per meeting. Discussion. Carried 3-2.
 - b. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 16, 2024 - Motion by Todd Sparks second by James Kuhn to approve resolution. The committee discussed both the County Board Chairman and Vice-Chairman salary rates. It was determined to set the new salary rates for the next term to the following: Chairperson \$5,300.00 / Vice Chairperson \$2,600.00. Discussion. Carried 3-2.
- Pamela Pipkin provided the Child Support Directors Report.
- Land Information
 - a. NG911 GIS Data Cleanup and Creation – Jeremiah Erickson, GIS/Land Information Officer explained that he is requesting four separate RFP's. A grant has been applied for the NG911 GIS Data Cleanup and Creation. The grant would cover all but approximately \$2,000.00. Motion by Toni Wissestad second by James Kuhn to go ahead with RFP contingent upon receiving the grant. Discussion. Carried 5-0.

Motion by Jason Jandt second by Toni Wissestad to approve the following three RFP's contingent upon available 2024 budget funds. Discussion. Carried 5-0.

 - b. Register of Deeds Office Document Scanning – Document scanning project budgeted for \$45,830.00 with the Register of Deed's Office.
 - c. Treasurer's Office Software Suite – Property Listing/Tax Software.
 - d. Zoning Office's Zoning and Permitting Software – Permit Tracting/Zoning Software.
- Information Technology
 - a. County Board Assembly Room Audio/Video RFP – Rick Folkedahl, IT Director explained that no bids were received. He will be looking into state contracts. Discussion. Motion by James Kuhn second by Todd Sparks to move forward with looking into state contracts. Carried 5-0.
 - b. Rick Folkedahl provided the Information Technology Director Report.

- Personnel Director
 - a. PTO Survey Presentation – Ed Smudde, Personnel Director provided a PTO survey presentation. A survey was provided to employees. 55% of employees responded. PTO and hours of operation were included. Discussion. Ed asked to take a month to gather all comments and to take a deeper dive into the information.
 - b. Personnel Policy Update – Ed Smudde explained that the Personnel Policy Update is currently being revised. Once the update is completed, it will come to the committee for review and approval.
 - c. 2024 Dental Insurance Rate Approval – Ed Smudde provided a recommendation from Delta Dental. Motion by James Kuhn second by Jason Jandt to approve the new dental rates as recommended. Discussion. Carried 5-0.
 - d. 2024 Health Insurance Rate Approval – Ed Smudde provided a recommendation for self-insurance. Motion by Jason Jandt second by James Kuhn to use recommended plan as presented. Discussion. The committee will review premiums in April of 2024 and adjust rates if necessary to cover health costs. Carried 5-0.
 - e. Implementation of Biometric Screening Program RFP – Ed Smudde explained that ViaroHealth was the only bid. The recommendation is to have screenings for both employee and spouse. The cost is \$75 per applicant. Discussion. Motion by Toni Wissestad second by Jason Jandt to approve biometric screening for both employee and spouse. Carried 5-0.
 - f. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report
- Exit Interview Policy – Jason Jandt asked if there is an exit interview policy. Ed Smudde, Personnel Director provided the counties exit interview questionnaire. Due to time constraints, this item will be revisited next month
- Motion by James Kuhn second by Todd Sparks to move into closed session. Habegger, Sparks, Kuhn, Jandt and Wissestad all voted yes.
- Closed Session regarding Dispatch. WI Stats. 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.

County Board Chair, Cedric Schnitzler joined the meeting at 11:29 a.m.

- Motion by Todd Sparks second by Toni Wissestad to return to open session. Habegger, Sparks, Kuhn, Jandt and Wissestad all voted yes.
- Dispatch Supervisor Position – No Discussion.
- Next Month's Agenda Items: PTO Survey, Exit Interview Policy.
- Wallace Habegger adjourned the meeting at 11:39m a.m.

Shelley Bohl, Monroe County Clerk
Recorder

Administration & Personnel & Finance Joint Committee
September 12, 2023

Present: Wallace Habhegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, Cedric Schnitzler, David Pierce

Others: Tina Osterberg, Ed Smudde, Attorney

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habhegger.

- Motion by Todd Sparks second by Jason Jandt to move into closed session. Habhegger, Sparks, Kuhn, Jandt, Schnitzler, Pierce and Wissestad all voting yes.
- 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 James Kuhn second by Toni Wissestad to return to open session. Habhegger, Sparks, Kuhn, Jandt, Schnitzler, Pierce and Wissestad all voted yes.
- Wallace Habhegger adjourned the meeting at 1:46 p.m. Carried 7-0.

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: \$10,000.00
 Budget Year Amended: 2023

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

Use of funds from Computer Operations to Capital Equipment/software to cover additional cost of the wireless upgrade project.

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	\$ 360,696.00	\$ (10,000.00)	\$ 350,696.00
71475000	581000		Capital Equipment/Software	120,180.00	\$ 10,000.00	\$ 130,180.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	10,000.00

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 NO. _____

RESOLUTION TO AMEND MONROE COUNTY ORDINANCE CHAPTER 14, FINANCE AND TAXATION, ARTICLE IV, SEC. 14-126.

1 **WHEREAS**, Monroe County Code of Ordinances Article IV, Sec. 14-126. - Proof of vehicle insurance coverage
2 required provides that:
3

- 4 (a) All persons receiving mileage reimbursement from the county shall file with the finance
5 department a copy of their current vehicle insurance coverage declaration page setting forth
6 the amounts and kinds of coverage, in addition to the period of coverage, such coverage to be
7 a minimum liability coverage of \$100,000.00 per person/\$300,000.00 per accident/\$50,000.00
8 property, and \$1,000.00 medical coverage if passengers are transported.
9
- 10 (b) Any person submitting a claim for mileage shall be denied reimbursement until such time as
11 proof of vehicle insurance coverage, as stated in subsection (a) of this section, is filed with
12 the finance department.
13

14 **WHEREAS**, the Monroe County Policy Manual provides:

15 4.54 TRAVEL.

16 (1) Employees shall receive the current mileage rate in effect in the County when required to use
17 personal cars while conducting County business. If the travel begins or ends at the employee's
18 home, travel time and mileage shall be calculated from the work site or home, whichever is less.
19

20 (2) Employees who use their own car during the normal work day while conducting County
21 business are responsible for showing proof of automobile liability insurance coverage consistent
22 with the coverage outlined by Wisconsin Statutes. Appropriate forms are available from the
23 Finance Department and shall be filed with that office upon completion.
24
25

26 **NOW, THEREFORE, BE IT RESOLVED** that the Monroe County Board of Supervisors ordains amendment of
27 Chapter 14, Article IV, and Sec.14-126 of the Monroe County Code to read as follows:
28

29 Sec. 14-126. - Proof of vehicle insurance coverage required for reimbursement.

30 (a) All persons receiving mileage reimbursement from the county shall file with the finance
31 department a copy of their current vehicle insurance coverage declaration page setting forth the
32 amounts and kinds of coverage, in addition to the period of coverage, such coverage to be a
33 minimum liability coverage of \$100,000.00 per person/\$300,000.00 per accident/\$50,000.00
34 property, and \$1,000.00 medical coverage.
35

36 (b) Any person submitting a claim for mileage shall be denied reimbursement until such time as
37 proof of vehicle insurance coverage, as stated in subsection (a) of this section, is filed with the
38 finance department.
39

40 (c) Any mileage not related to county business shall be considered personal mileage and, therefore, non-
41 reimbursable by the county. Mileage incurred from the office to home, or home to office, shall be
42 considered personal mileage except if traveling to a location for county business, mileage shall be
43 calculated either from the employee's home or from the employee's county office using whichever
44 location is closer to the destination.
45

46 (d) Any person using their personal vehicle for any County related business shall be required to provide
47 current proof of insurance for their personal vehicle to the finance department as referenced above in this
48 ordinance. It is further the responsibility of any person using their personal vehicle for County business to
49 keep the finance department advised of any change in insurance coverage.

Dated this 25th day of October, 2023.

Offered By The Administration & Personnel Committee:

Fiscal note: The indirect costs of amending county ordinances. This would include publication and ordinance update costs.

Statement of purpose: To update the mileage reimbursement language and to incorporate the personnel policy into the Monroe County Code.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Drafted/Approved as to form: _____ _____ 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><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 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>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>