



# 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

### ADMINISTRATION & PERSONNEL COMMITTEE

**DATE:** Tuesday, December 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. Public Comment
3. Next month's Meeting Date/Time
4. Minutes Approval of November 14, 2023
5. Notice of Budgetary Adjustment – Discussion/Action
  - a. County Clerk - Elections
6. Resolution – Discussion/Action
  - a. Resolution Authorizing Increase in Marriage License Fee
7. Veterans Service
  - a. Office Update
8. Information Technology
  - a. Emergency Preparedness – Discussion
  - b. Director Report
9. Personnel
  - a. Personnel Policy Approval – Discussion Only
  - b. Sheriff Department Recruitment and Retention – Discussion/Action
  - c. Elected Officials Salary for Next Term – Discussion Only
  - d. Director Report
10. County Administrator Report
11. Strategic Planning Committee Appointment – Discussion/Action
12. Next Month's Agenda Items
13. Adjournment

Wallace Habhegger, Committee Chair

Date notices mailed: December 11, 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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10. County Administrator Report
11. Next Month's Agenda Items
12. Adjournment

Wallace Habhegger, Committee Chair

Date notices mailed: December 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  
November 14, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad  
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Lisa Aldinger Hamblin, Adrian Lockington, Stan Hendrickson, Ryan Hallman, Krista Perkins, Patrick Deethardt, Jeff Spencer, Pamela Pipkin, Deb Brandt, Lucas Runice, April Brown, Brianna Winnekins

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

- One individual spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is December 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 October 10, 2023 minutes. Carried 5-0.
- County Clerk Line Item Transfer - Motion by Toni Wissestad second by Jason Jandt to approve line item transfer. Shelley Bohl, Monroe County Clerk explained 2023 line item transfer in the amount of \$157.00 for office supplies. Discussion. Carried 5-0.
- Resolutions
  - a. Resolution Amending Monroe County Ordinance Chapter 17 Law Enforcement, Article II Administration, Section 17-20 Child Support and Paternity Establishment Program. Motion by James Kuhn second by Todd Sparks to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained the ordinance change. Discussion. Motion to amend resolution by Todd Sparks second by Jason Jandt by removing in line #8, the second "hereby". The amendment carried 5-0. The resolution as amended carried 5-0.
  - b. Resolution Amending Monroe County Resolution 08-23-01 Records Retention – Motion by Jason Jandt second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained update to records retention schedule. Discussion. Carried 5-0.
  - c. Resolution Amending Monroe County Policy Allowing for Acceptance of Land Via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels. Motion by James Kuhn second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained update in policy language. Discussion. Motion by Todd Sparks second by Jason Jandt to amend resolution by removing the three periods following the work thus in line #10. The motion to amend carried 5-0. The resolution as amended carried 5-0.
- Pamela Pipkin provided the Child Support Director Report. Pamela recognized 2023 performance. 2023 WCSEA Legislator of the Year; 2023 WCSEA Judicial Official of the Year; 2023 WCSEA Governor Recognition
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Personnel Policy – Ed Smudde, Personnel Director provided members with a draft update to the Personnel Policy. Members will review the draft policy and this item will be on next month for approval.
  - b. Ed Smudde provided the Personnel Director Report.
- County Clerk, Marriage License Fee Increase – Shelley Bohl, Monroe County Clerk explained that the last increase to fees was in 2017 in the amount of \$5.00. 72 County comparables were provided to members. With anticipated countywide budget shortfalls in the future, this is one way for the county to obtain additional revenue. Discussion. It was a recommendation to raise marriage license fees to \$100.00. A resolution will be drafted for next month.
- Tina Osterberg provided the County Administrator Report.

- Strategic Planning Sub-Committee Appointment – Chair Wallace Habegger explained that the Strategic Committee should contain three members of the Administration & Personnel Committee. Wallace recommended Jason Jandt, Todd Sparks and Toni Wissestad for the appointment since they were on the original Strategic Planning Committee. Discussion. Toni Wissestad explained that the Strategic Planning Committee had come up with a suggested list not realizing that the members must be from the Administration & Personnel Committee.
- Administrator Succession – Tina Osterberg explained that there should be a succession plan for all Departments, not only the County Administrator. She will be meeting with Department Heads for feedback. This item will be revisited around February of next year.
- Next Month's Agenda Items: Personnel Policy Approval; Resolution Approving Marriage License Fee; Veterans Service Office Update.
- Wallace Habegger adjourned the meeting at 10:29 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 12, 2023  
 Department: County Clerk - Elections  
 Amount: \$2,604.82  
 Budget Year Amended: 2023

**Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?**  
 Yes or No? No Explain: \_\_\_\_\_

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

Absentee Ballot Envelope Subgrant Program Funds received from the Wisconsin Election Commission to be used for the purchase of redesigned absentee ballot envelopes to ensure compliance with the law.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000	473300		Election-Town, City, Village	\$ -	\$ 2,604.82	\$ 2,604.82
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,604.82	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000	531000		Election-Office Supplies	\$ 3,000.00	\$ 2,604.82	\$ 5,604.82
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,604.82	

Department Head Approval: *Tracy Bohl*

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date

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 INCREASE IN MARRIAGE LICENSE FEE**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee did review the current marriage license  
2 fee being charged by the office of the Monroe County Clerk which is currently \$75.00 per license; and  
3

4 **WHEREAS**, per WI State Statute 765.15 each County Board may increase the license fee of \$49.50 by any  
5 amount, which amount shall become a part of the funds of the county; and  
6

7 **WHEREAS**, it was determined by the Monroe County Administration and Personnel Committee that it would be  
8 appropriate for an increase in the county's marriage license fee from \$75.00 to \$100.00.  
9

10 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors that they do hereby  
11 authorize and increase in the Monroe County marriage license fee from \$75.00 to \$100.00, effective January 1,  
12 2024.

Dated this 20<sup>th</sup> day of December, 2023.

Offered by Administration & Personnel Committee.

Fiscal Note: Increase in revenue not budgeted in the 2024 year.

Statement of purpose: Raise marriage license fees from \$75.00 to \$100.00, effective January 1, 2024.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          .....</p> <p>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 _____.</p> <p>_____          SHELLEY R. BOHL, MONROE COUNTY CLERK  <i>A raised seal certifies an official document.</i></p>