



# MONROE COUNTY BOARD OF SUPERVISORS

## NOTICE OF MEETING

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)

**COMMITTEE:** ADMINISTRATION &  
PERSONNEL COMMITTEE  
**TIME:** 9:00 a.m.  
**PLACE:** Monroe County Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Tuesday, February 11, 2020

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of January 14, 2020
4. Request for Line Item Transfer – Discussion/Action
  - a. Child Support
5. Notice of Budgetary Adjustment – Discussion/Action
  - a. Register of Deeds
  - b. County Clerk Election
  - c. Information Technology
6. Request for Credit Card Approval – Discussion/Action
  - a. Information Technology
7. Child Support Director's Report
8. Veterans Service Officer's Report
9. Information Technology Director's Report
10. Personnel
  - a. Director's Report
  - b. Resolution Setting Salaries for County Clerk, Register of Deeds, and County Treasurer for the 2021-2024 Term of Office – Discussion/Action
11. Economic Development Coordinator Update
12. Highway Road Sign Resolution 95-6-3 and Funding
13. County Administrator Report
14. Next Month's Agenda Items
15. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations 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
16. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: February 6, 2020

**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  
January 14, 2020

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson  
Others: Tina Osterberg, Ed Smudde, Hannah Olsen, Rob Conroy, Jeremiah Erickson, Ron Hamilton, Deb Brandt, Debra Carney

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, February 11, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 12/10/19 minutes. Carried 5-0.
- Land Records Budget Adjustment - Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Jeremiah Erickson explained 2020 budget adjustment in the amount of \$5,000.00 for GIS Server Replacement and configuration. Discussion. Carried 5-0.
- Economic Development Coordinator Position – Tina Osterberg, County Administrator explained that the Economic Development Coordinator position was discussed at the January Economic Development Committee meeting. Currently we are working to get the websites transferred over. Discussion. This item will be taken up at the February Economic Development Committee meeting. An update will be provided next month.
- Personnel –
  - a. New Position Request/Resolution Authorizing Dementia Care Specialist in Monroe County – Ron Hamilton, Human Services Director explained the need for the hiring of a Dementia Care Specialist. State grants would avoid tax levy funding. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Carried 5-0.
  - b. Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office – Motion by Cedric Schnitzler second by Mark Halverson to approve resolution and forward to the full board for approval. Chair Pete Peterson opened floor for discussion. An email was forwarded to committee members from Treasurer, Deb Carney. Concerns addressed from her email were in regards to a 2% increase when percentage rates for department heads are higher; the second concern is that all officials should be making the same salary. Discussion. Carried 5-0.
  - c. Ed Smudde provided the monthly Personnel Director Report.
- Tina Osterberg provided the Monthly Administrators Report.
- IT Director – Tina Osterberg, County Administrator announced that the new IT Director is Rick Folkedahl.
- Next Month's Agenda Items – County Clerk Election Budget Adjustment, IT Budget Adjustment, Economic Development Coordinator Update, Closed Session regarding County Administrator Evaluation.
- Motion by Mary Von Ruden second by Mark Halverson to adjourn at 10:16 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 1/30/2020  
**Department:** Child Support  
**Amount:** \$ 100.00  
**Budget Year Amended:** 2019

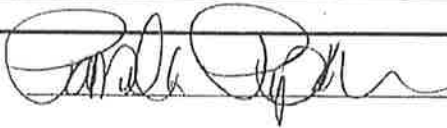
**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
21330000	521415		Computer Operation	\$ 17,000.00	\$ 100.00	\$ 2,638.05
<b>Total Transfer</b>					<b>\$ 100.00</b>	

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
21330000	511000		Salaries	\$ 65,475.00	\$ 100.00	\$ 66,204.17
<b>Total Transfer</b>					<b>\$ 100.00</b>	

**Explanation for Transfer:**  
 Rollup codes for all Salaries and Fringe Accounts show an overage of \$93.90 total. Transferring \$100.00 from computer operi shortage.



Department Head Approval

Governing Committee Approval

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 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 11, 2020  
 Department: Register of Deeds  
 Amount: \$4,731.00  
 Budget Year Amended: 2019

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

Health Insurance expense exceeded budget due to a new staff to the department with family coverage  
 Recording Fee Revenue was above budgeted amount and covers the Health Insurance costs that  
 were above the amount budgeted.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11710000	461300		Recording Fee Revenue	\$ 217,000.00	\$ 4,731.00	\$ 221,731.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,731.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11710000	515020		Health Insurance (RD100)	\$ 36,985.00	\$ 4,731.00	\$ 41,716.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,731.00	

Department Head Approval: *Deb Brandt*

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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 1, 2020  
 Department: County Clerk - Elections  
 Amount: \$15,796.00  
 Budget Year Amended: 2020

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

No primary election in 2019. Asking for remaining 2019 election funds to be transferred to the 2020 election budget to cover the Congressional District 7 Special Election not anticipated in 2020.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001 493000	Fund Balance Applied	\$ 3,800.00	\$ 15,796.00	\$ 19,596.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,796.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11421000 521420	Programming	\$ 62,000.00	\$ 11,600.00	\$ 73,600.00
11421000 531000	Office Supplies	\$ 5,000.00	\$ 600.00	\$ 5,600.00
11421000 531060	Printing	\$ 24,000.00	\$ 3,400.00	\$ 27,400.00
11421000 533200	Mileage	\$ 208.00	\$ 196.00	\$ 404.00
Total Adjustment			\$ 15,796.00	

Department Head Approval: Shelley Bone

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: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: February 11, 2020  
 Department: Information Technology  
 Amount: \$9,928.94  
 Budget Year Amended: 2020

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

The costs for installation and equipment for a wireless point to point bridge from the Justice Center to Rolling Hills is \$9,928.94. Excess funds remain in the IT Budget for 2019 due to savings on software that was converted over to the new Zuercher program in November.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		IT - Fund Balance Applied	\$ -	\$ 9,928.94	\$ 9,928.94
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 9,928.94	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	581000		IT - Capital Equipment	\$ -	\$ 9,928.94	\$ 9,928.94
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 9,928.94	

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: \_\_\_\_\_

## Request for Credit Card Approval


**Department:** Information Technology

**Committee:** Administration & Personnel

Name of Card Holder	Title of Postion	Credit Card Limit
Richard Folkedahl	IT Director	\$ 1,000.00

**Justification for Credit Card(s):**

Rick will at times need to use a credit card for conferences or training. This may include registration and/or hotel reservations. In addition, it may become necessary to use a credit card to purchase time sensitive item(s).

**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:** \_\_\_\_\_

**RESOLUTION SETTING SALARIES FOR COUNTY CLERK, REGISTER OF DEEDS AND COUNTY TREASURER FOR THE 2021-2024 TERM OF OFFICE**

1 **WHEREAS**, §59.22 of the Wisconsin Statutes require that elected officials' compensation must be set  
 2 prior to the date when candidates may take out papers to run for local office; and  
 3

4 **WHEREAS**, the County Clerk, Register of Deeds, and County Treasurer may take out papers as of  
 5 April 15, 2020 for the next term; and  
 6

7 **WHEREAS**, the Administration & Personnel Committee met on December 10, 2019 and January 14,  
 8 2020, reviewed current wage information, surveyed salaries in other Wisconsin counties and considered  
 9 projected increases for Monroe County Employees and recommends the following salary rates for the  
 10 Monroe County elected official positions set out below:  
 11

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	\$65,097	\$66,399	\$67,727	\$69,081
Register of Deeds	\$60,541	\$61,751	\$62,986	\$64,246
County Treasurer	\$60,541	\$61,751	\$62,986	\$64,246

12  
 13  
 14  
 15  
 16  
 17 **WHEREAS**, benefits for elected officials are not included in the compensation rates listed above but  
 18 shall be set and administered in accordance with the Monroe County Personnel Policy for county  
 19 employees.  
 20

21 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors to set the salary  
 22 for the County Clerk, Register of Deeds, and County Treasurer at the rates shown above for the term of  
 23 2021-2024.  
 24

25 Dated this 22<sup>nd</sup> day of January 2020.  
 26

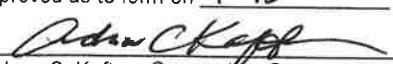
27 Offered by the Administration & Personnel Committee  
 28

29 Purpose: Set salary rates for 2021-2024 term for County Clerk, Register of Deeds, and County  
 30 Treasurer.  
 31

32 Fiscal note: No fiscal impact for 2020, to be budgeted for 2021-2024.

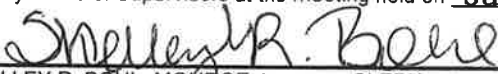
Finance Vote (If required):  
4 Yes 1 No \_\_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: January 14, 2020  
5 Yes 0 No 0 Absent

Approved as to form on 1-15-20  
  
 Andrew C. Kaftan, Corporation Counsel

Committee Chair: Pete Peterson  
Mary VonRuden  
Sharon Falcey

ADOPTED  FAILED  AMENDED  
 OTHER Postpone  
Send back to  
Committee  
 County Board Vote on: Jan 22 2020  
8 Yes 7 No 1 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 # 01-20-02 acted on by the Monroe  
 County Board of Supervisors at the meeting held on January 22, 2020  
  
 SHELLEY R. BOHL, MONROE COUNTY CLERK  
 A raised seal certifies an official document.