



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

NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 10:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, October 11, 2016**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – September 8 & September 13, 2016
4. Amending County Ordinances to Continue to Address the Board Size Reduction – Discussion/Action
5. County Administrator
 - a. Purchasing Coordinator Credit Card – Discussion/Action
 - b. Monthly Report
 - c. Conferences/Training Requests – Discussion/Action
6. Personnel Director Report
7. Health Insurance Renewal -- Discussion/Action
8. Resolution Authorizing Contract Settlement for the 2017-2018 Collective Bargaining Agreement Between Monroe County and the Monroe County Professional Police Association – Discussion/Action
9. Monthly Expenditure Review
10. Next Month's Agenda Items
11. Closed Session per WI Statute 19.85(1)(c) to Review County Administrator Contract
12. Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 11:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
13. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 10/05/2016

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 8, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden
Others: Cedric Schnitzler

The meeting was called to order in the Rolling Hills Activity Room at 4:00 p.m. Monroe County Board Chair, Cedric Schnitzler was invited to attend the meeting by the Administration & Personnel Committee Chair and was in attendance.

- Motion to go into closed session by Mary Von Ruden second by Sharon Folcey. Carol Las, Pete Peterson, Mary Von Ruden, Sharon Folcey and Wallace Habegger all voted yes.
- Closed Session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation.
- Motion by Sharon Folcey second by Pete Peterson to return to open session. Carol Las, Pete Peterson, Mary Von Ruden, Sharon Folcey and Wallace Habegger all voted yes.
- Motion by Pete Peterson second by Sharon Folcey to adjourn at 5:15 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Administration & Personnel Committee
September 13, 2016

Present: Wallace Habhegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden
Others: Catherine Schmit, Andrew Kaftan, Charles Weaver, Ken Kittleson, Ed Smudde, Pamela Pipkin, John Mehtala, Member of the Public

The meeting was called to order in the Rolling Hills Activity Room at 10:00 a.m.

- Next Month's Meeting Date/Time – October 11, 2016 at 10:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 08/09/2016 minutes. Carried 5-0.
- Veteran's Service Line Item Transfer – Charles Weaver explained the 2016 line item transfer in the amount of \$80.00 for CVSO dues. Motion by Carol Las second by Mary Von Ruden to approve line item transfer. Carried 5-0.
- Budget Proposals
 - a. Information Systems – John Mehtala explained the 2017 Budget Proposal and answered questions.
 - b. Child Support – Pamela Pipkin explained the 2017 Budget Proposal and answered questions.
- Pamela Pipkin provided the Child Support Directors Report.
- Amending County Ordinances to Continue to Address the Board Size Reduction – Andrew Kaftan explained a few ordinances that he is currently working with; switch blade and public records. Incorporating Committee Per Diem information into the code was discussed.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – None
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Ordinance Review and Updates, Health Insurance Renewal, Administrator Contract Review.
- Ken Kittleson provided the monthly Personnel Director's Report.

Carol Las was excused at 11:14 a.m.

- Motion to go into closed session by Pete Peterson second by Wallace Habhegger. Pete Peterson and Wallace Habhegger voted yes.
- Closed Session under 19.82(1) of the Bargaining Subcommittee at 11:15 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion to return to open session by Wallace Habhegger second by Pete Peterson. Pete Peterson and Wallace Habhegger voted yes.
- Motion by Pete Peterson second by Mary Von Ruden to go into closed session. Sharon Folcey, Mary Von Ruden, Pete Peterson and Wallace Habhegger all voted yes.
- Closed Session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation.

- Motion by Sharon Folcey second by Mary Von Ruden to return to open session. Sharon Folcey, Mary Von Ruden, Pete Peterson and Wallace Habegger all voted yes.
- Motion by Mary Von Ruden second by Pete Peterson to adjourn at 11:55 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Request for Credit Card Approval

Department: Administration

Committee: Administrative/Personnel

Name of Card Holder	Title of Position	Credit Card Limit
Lisa Hanson	Purchasing Coordinator	\$ 2,500.00

Justification for Credit Card(s):

Will be coordinating purchases with multiple departments throughout the County.
Facilitating purchases for those departments who have no credit card or card with insufficient credit limit.

Department Head Approval: Catherine J. Schmit

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

RESOLUTION AUTHORIZING CONTRACT SETTLEMENT FOR 2017-2018 COLLECTIVE BARGAINING AGREEMENT BETWEEN MONROE COUNTY AND THE MONROE COUNTY PROFESSIONAL POLICE ASSOCIATION

WHEREAS, the Bargaining Committee of the Monroe County Board of Supervisors met with representatives of the Monroe County Professional Police Association during the past month to negotiate a 2017-2018 collective bargaining agreement; and

WHEREAS, the parties were able to resolve their differences and reached a voluntary settlement for 2017-2018 on October 3, 2016; and

WHEREAS, the parties agreed to a two percent across-the-board wage increase effective January 1, 2017. Effective January 1, 2018, there will be a two percent across-the-board wage increase and employees will receive an additional \$50 per year toward their uniform allowance. The parties also agreed that union dues will be collected from the first full date of employment, as well as other minor language changes.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that the Bargaining Committee is authorized and empowered to enter into a two-year agreement with the Monroe County Professional Police Association for 2017-2018 on behalf of the County of Monroe, State of Wisconsin, which incorporates the proposed settlement as set forth above in this resolution.

Dated this 26th day of October 2016.

Offered by the Bargaining Committee

Purpose: Ratify a successor two-year agreement with the Monroe County Professional Police Association.

Fiscal Note: \$27,702 in additional wages and wage-related benefits are included in the 2017 budget, and similar 2018 costs will be included in the 2018 budget.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____ 20____
____ Yes ____ No ____ Absent
Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ 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 # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)