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: **9:00 a.m.**

PLACE: **Monroe County Justice Center**
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: **Tuesday, March 10, 2020**

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of February 11, 2020
4. Child Support Director Report
5. Register of Deeds Director Report
6. Veterans Service
   a. Officer Report
   b. Commemoration of the 50th Anniversary of Vietnam War
   c. Request for Credit Card Approval – Discussion/Action
7. Information Technology Director Report
8. Personnel
   a. Director Report
   b. New Position Request/Sheriff's Department – Discussion/Action
   c. Resolution Setting Salaries for County Clerk, Register of Deeds, and County Treasurer for the 2021-2024 Term of Office – Discussion/Action
9. Economic Development Coordinator Update
10. County Administrator Report
11. Next Month's Agenda Items
12. 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
13. Adjournment

Pete Peterson, Committee Chair
Date notices mailed: March 4, 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
February 11, 2020

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Pamela Pipkin, Deb Brandt, Debra Carney, Rick Folkedahl, David Ohnstad, Charles Weaver

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, March 10, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 01/14/20 minutes. Carried 5-0.

- Child Support Line Item Transfer – Pamela Pipkin explained the 2019 line item transfer in the amount of $100.00 for salaries and fringes. Motion by Cedric Schnitzler second by Mark Halverson to approve line item transfer. Carried 5-0.

- Budgetary Adjustment
    a. Register of Deeds – Deb Brandt explained the 2019 budget adjustment in the amount of $4,731.00 for health insurance costs. Motion by Mary Von Ruden second by Sharon Folcey to approve budget adjustment. Carried 5-0.
    b. County Clerk Election – Shelley Bohl explained the 2020 budget adjustment in the amount of $15,796.00 to transfer 2019 election funds to the 2020 year. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 5-0.
    c. Information Technology – Rick Folkedahl explained the 2020 budget adjustment in the amount of $9,928.94 for installation and equipment for wireless point to point bridge from the Justice Center to Rolling Hills. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.

- Information Technology Credit Card Approval - Rick Folkedahl explained the need for a credit card in the amount of $1,000.00 for his position, IT Director. Motion by Mary Von Ruden second by Mark Halverson to approve credit card. Discussion. Carried 5-0.

- Pamela Pipkin provided the Child Support Directors Report.

- Rick Folkedahl provided the Information Technology Director's Report.

- Ed Smudde provided the Personnel Director Report.

- Charles Weaver provided the Veterans Service Officer's Report.

- Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office – Pete Peterson explained that the resolution was postponed at the January County Board meeting and sent back to the committee for further review. The Treasurer is asking for equal pay among the three officials and a higher percentage increase than 2% for the term years. Discussion. Some points discussed were job duties, additional duties added by resolution and un-equal staffing. The original resolution as set by the committee at a 2% per year increase was not challenged by the Clerk. This item will be revisited next month.

- Economic Development Coordinator Update – Tina Osterberg, Monroe County Administrator explained that the Economic Development Committee will be meeting Thursday. There are no new updates.

- Highway Road Sign Resolution 95-6-3 and Funding – The County by resolution is currently responsible for signs where Town Roads intersect County Highways. Tina Osterberg, County Administrator explained that it is estimated sign replacement is $61,390.00; 1754 signs @ $35.00 each. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to have the Highway Committee draft a resolution to deal with items to include past signs, upcoming signs, grace periods and funding. Carried 5-0.

- Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office; Information Technology Director Report; Closed Session to Complete the County Administrator's Performance Evaluation.

Motion by Cedric Schnitzler second by Mark Halverson to move into closed session. Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson all voted yes.

- 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.

- Motion by Mary Von Ruden second by Sharon Folcey to return to open session and adjourn at 11:00 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: VETERAN SERVICES
Committee: ADMIN & PERSONELL

Name of Card Holder	Title of Postion	Credit Card Limit
NICHOLAS M. ROZECK	ASSISTANT CVSO	$ 2000 00

Justification for Credit Card(s):

Conferences to Maintain ACCREDITATION, POSTAGE

Department Head Approval: CE Weaver

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Revised 5/10

RESOLUTION NO. 01-20-02

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

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

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

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

POSITION	2021 (2%)	2022 (2%)	2023 (2%)	2024 (2%)
County Clerk	$65,097	$66,399	$67,727	$69,081
Register of Deeds	$65,097	$66,399	$67,727	$69,081
County Treasurer	$65,097	$66,399	$67,727	$69,081

WHEREAS, benefits for elected officials are not included in the compensation rates listed above but shall be set and administered in accordance with the Monroe County Personnel Policy for county employees.

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

Dated this 26th day of February, 2020.

Offered by the Administration & Personnel Committee and as amended on January 22, 2020 by the County Board.

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

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

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

Approved as to form on _____

_____
Andrew C. Kaftan, Corporation Counsel

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 Monroe County Board of Supervisors at the meeting held on _____.

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