



City of Monroe

Youth in Government Program

2016 Handbook

AUTHORS & STAKEHOLDERS

It is with great anticipation of high achievement that the City of Monroe wishes immense success to all Youth in Government participants. It is the Board's fervent hope that this program leads to life changing experiences for youth members and positive personal growth for mentors, City of Monroe elected and appointed officials, and citizens of the City of Monroe.



City of Monroe

Bill Ross, Mayor
Tom Miller, 1st Ward Alderperson
Brooke Bauman, 2nd Ward Alderperson
Michael Boyce, 3rd Ward Alderperson
Jeff Newcomer, 4th Ward Alderperson
Charles Koch, 5th Ward Alderperson
Chris Beer, 6th Ward Alderperson
Louis Armstrong, 7th Ward Alderperson
Reid Stangel, 8th Ward Alderperson
Richard Thoman, 9th Ward Alderperson
Phil Rath, City Administrator
Rex Ewald, City Attorney



Monroe School District

Cory Hirsbrunner, Superintendent, Monroe School District
Chris Medenwaldt, Principal, Monroe High School
James Cassidy, Teacher, Monroe High School
Beth Roidt, Teacher, Monroe High School



Green County UW-Extension

Ellen Andrews, 4-H Youth Development Educator
Victoria Solomon, Community Resource Development Educator

Table of Contents

1	Welcome	4
2	About the Youth in Government Program.....	4
3	Purpose & Benefits of Youth in Government Programs	4
1	Equal Opportunity.....	5
2	Eligibility Requirements	5
3	Application Process.....	6
4	Term	7
5	Stipends.....	7
6	Expectations for Youth Members	7
7	Tips on Being an Effective Youth Representative	9
1	Understanding Green County Government.....	11
2	City of Monroe Community Profile.....	11
3	Structure of the City of Monroe.....	12
4	Vision Statement.....	13
1	Explanation of Parliamentary Procedure.....	14
1	City of Monroe Elected Officials	17
1	Standing Committees.....	21
2	Special Boards, Commissions, and Committees	22
3	Committee Descriptions	23
4	City Management, Directors, and Supervisors	29
5	Organizational Chart – Director Level.....	30
6	City of Monroe Phone Directory	31

1 WELCOME

The Monroe City Council welcomes all participants to the Youth in Government (YIG) program, an initiative designed to increase youth participation in City government. The Council promotes this program to allow youth a voice in local government, with a goal of greater involvement in public service.

The YIG program is a project dedicated to providing a platform through which students of the community can volunteer and immerse themselves in a year-long, real-life, extraordinary educational experience. Volunteer service in the YIG program provides youth with an opportunity to develop practical leadership and problem solving skills, increase community awareness, and participate in representative government. The Monroe City Council warmly offers its guidance to all YIG youth and leaders, and extends its wish of success to all participants.

2 ABOUT THE YOUTH IN GOVERNMENT PROGRAM

Youth leadership development is critical in building civic capacity and long-term community success in Monroe. Programs that teach useful skills and build the self-confidence of young people ensure capable, effective leaders for the next generation. Recent national trends indicate an increase in youth civic service. Renewed emphasis on civic education in schools indicate a growing need for leadership training to ensure young people are prepared to participate in political and civic life.

The City of Monroe YIG program is established as per City of Monroe Council Resolution adopted on **DATE**. Please see Appendix C for a copy of this resolution.

3 PURPOSE & BENEFITS OF YOUTH IN GOVERNMENT PROGRAMS

3.1 PROGRAM GOAL

The City of Monroe values the youth in our community. The purpose of the Youth in Government program is to create a model of youth empowerment within Monroe through direct participation in local government. The overall goal is to bring the youth voice to community issues and concerns while fostering the development of confident, independent, and motivated youth leaders.

3.2 PROGRAM BENEFITS

These following benefits are based on evaluations, focus group findings, surveys, and interviews of youth, local elected officials, and UW-Extension educators who are involved in Youth in Government programs in other communities.

3.2.1 A Public Voice for Youth.

Youth in Government programs give young people a forum to ask questions, speak their minds, and influence community politics.

3.2.2 New Connections.

Youth who serve generate a buzz of excitement that carries back to their schools and student bodies.

3.2.3 Retaining Youth.

Getting young people involved in local government gives them a stake in their communities.

3.2.4 Civic Responsibility.

Young people see democracy in action.

3.2.5 Mutual Respect.

Adults and youth gain a newfound appreciation for each other.

3.2.6 Life Skills.

Young people learn to pay attention, speak in public, dress appropriately, and relate to adults. Evaluations indicate that youth also build decision-making skills and self-confidence.

3.2.7 Networking Skills.

Students gain valuable contacts. Experience on local government boards and committees gives youth networks of local leaders they can call on for academic and career references.

3.2.8 Future Leaders

Young people who serve on boards come away with a desire to serve their communities. Many youth say Youth in Government has made them more eager to serve in local government.

3.2.9 New Perspectives.

In addition to differing viewpoints, both youth and adults report that young people bring energy, idealism, and compassion to meetings. What's more, youth sometimes ask questions that adults don't feel comfortable asking, expanding the discussion.

3.2.10 Grassroots Government.

Youth learn how local government works. On the council and committees, youth learn how budgets come together, what their taxes pay for, and what constituents care about.

Program Participation Requirements

1 EQUAL OPPORTUNITY

1.1.1 Selection of youth will be based on equal opportunity.

2 ELIGIBILITY REQUIREMENTS

2.1.1 Youth participation in the City of Monroe Youth in Government program requires the following:

City of Monroe
2016 Youth in Government Handbook

- Youth will apply in the spring semester of their freshman, sophomore, or junior year of high school.
- Youth must have a grade point average of 2.5 or greater on a 4.0 scale.
- Youth must either attend the Monroe School District or be a City of Monroe resident.
- Youth must commit to attending a mandatory YIG orientation prior to taking the Oath of Office.

3 APPLICATION PROCESS

3.1 APPLICANT RECRUITMENT

- 3.1.1 The City of Monroe, the Monroe High School, and Green County UW-Extension will work in partnership to promote the Youth in Government program and recruit youth applicants.

3.2 SUBMISSION OF APPLICATIONS

- 3.2.1 Completed applications must be submitted to the Green County UW-Extension office.

3.3 SCREENING COMMITTEE

- 3.3.1 Applications will be reviewed by a screening committee composed of Monroe High School staff. When youth who are not part of the Monroe School District (i.e. home-schooled youth or City of Monroe residents who have transferred to another school district), Green County UW-Extension staff also sit in on the screening committee.

3.4 INTERVIEW PROCESS

- 3.4.1 A nomination committee composed of the Mayor, a City of Monroe Alderperson, the City Administrator, and two Monroe School District staff will interview youth.
- 3.4.2 Committee members who are immediate family to youth applicants shall excuse themselves from scoring, discussions, and voting on that youth's participation.

3.5 PARTICIPANT SELECTION

- 3.5.1 Selection of youth participants is based on ranking of the total number of points acquired from both the written application and face to face interview.
- 3.5.2 The nominating committee will make an effort to balance youth participants who have experience with the program with new program participants.

3.6 NOMINATION & PARTICIPANT NOTIFICATION

- 3.6.1 Youth will be recommended by the nomination committee to the Mayor of Monroe for official appointment and confirmation by the Monroe Common Council to City committees by the third Tuesday of April of each year.

- 3.6.2 Youth members will be notified of acceptance by a letter from the Mayor of Monroe to be sent by the City Clerk, along with a request for youths' confirmation of participation.

4 TERM

- 4.1.1 Youth will serve a one-year term from September through May of the following academic year.
- 4.1.2 Returning members must meet all the program requirements in order to re-apply for a second term.

5 STIPENDS

- 5.1.1 Youth members will not be paid a stipend for attending meetings or receive mileage reimbursements.

6 EXPECTATIONS FOR YOUTH MEMBERS

6.1 PROGRAM ORIENTATION

- 6.1.1 Youth will be expected to attend a mandatory YIG orientation prior to taking the Oath of Office.

6.2 MENTORSHIP

- 6.2.1 Youth will be provided with a mentor.
- 6.2.2 Youth who are serving on a committee for a second term are expected to be a youth mentor for new youth participants.

6.3 OATH OF OFFICE

- 6.3.1 Youth members will take the same City of Monroe Oath of Office that elected officials take.

6.4 COMMUNICATIONS

City of Monroe
2016 Youth in Government Handbook

- 6.4.1 Youth will receive all communications sent to adult committee members except for communications related to closed meeting agenda items.

6.5 COMMITTEE DISCUSSIONS

- 6.5.1 Youth are permitted and encouraged to participate in discussions and deliberations.

6.6 VOTING

- 6.6.1 Youth members will have a non-binding advisory vote on all committees. On roll call votes, youth votes should be taken before the adult members vote to avoid an unintended influence by adult members. The youth vote is recorded in the minutes for the record.
- 6.6.2 Youth are permitted to vote on all motions made at committee meetings.

6.7 CLOSED SESSIONS

- 6.7.1 Youth participation in closed sessions will be left to the discretion of the adult committee members on a case by case basis.
- 6.7.2 Prior to youth participation in a closed session youth will be made aware of the expectations and requirements associated with participation in closed sessions.

6.8 ATTENDANCE

- 6.8.1 Youth must be able to attend at least 80% of all the committee meetings for the committee on which they have a seat. Youth who miss more than 80% of their total assigned committee meetings will lose their place in the YIG program. Youth should try to attend additional meetings that are combined with other committees, as well as City Council meetings.
- 6.8.2 If youth are unable to attend a meeting they should contact the chairperson of the committee or the City clerk.
- 6.8.3 If youth develop a pattern of missing meetings or inappropriate conduct, the mentor and/or chairperson of the committee should contact the City Administrator to discuss concerns.
- 6.8.4 The City Administrator will contact any YIG member regarding attendance or conduct concerns.

6.9 PROGRAM EVALUATION

- 6.9.1 Youth will complete an evaluation to be sent to Green County UW-Extension at the end of their appointed term. This evaluation will outline their learning experience and suggestions for improvements to the YIG program.

6.10 PROFESSIONAL DEVELOPMENT

6.10.1 If youth choose to attend a conference and/or other meeting related to their role on a City committee they will do so at their own expense.

6.11 REMOVAL FROM PROGRAM

6.11.1 YIG members may be removed at will and with or without cause at the discretion of the Mayor of Monroe with confirmation of the City Council.

6.11.2 If a YIG member can no longer serve, an alternate will be appointed from the original applicant list to serve on the committee.

7 TIPS ON BEING AN EFFECTIVE YOUTH REPRESENTATIVE

7.1.1 The youth participant role is to represent the City of Monroe youth on the committee you have been assigned. This is no small task. How can you be effective in your role as a representative? Here are a few suggestions:

- Attend meetings on a regular basis. Find out the dates and write them all down in your calendar. Refer to the City of Monroe website for information regarding committee agendas and minutes. The website is cityofmonroe.org.
- Stay up to date on important issues facing the City of Monroe. Read materials ahead of time and be prepared with questions, concerns, or suggestions. Seek input of other young people – your constituents.
- Relax and be yourself. You are serving with a governing body, and you should show who you really are. Think of the other people in the group as your peers.
- Appreciate adult allies. Recognize that adults are trying their best, even if things aren't going well. Resist the temptation to judge or criticize.

7.1.2 Please see Appendix F for additional tips on effective youth representation taken from the book *Youth on Boards*.

Adult Mentor Role & Expectations

8.1.1 The mentor position is critical to the success of the Youth in Government program. The role of the mentor is a liaison between the youth committee members and the City alderpersons and staff. More specifically, the mentors ensure that the youth selected to serve receive the full benefits from participation, including:

City of Monroe
2016 Youth in Government Handbook

- *Youth Voice and Representation.* Mentors should help youth find their own voice by sharing information and resources so the youth can have meaningful input into discussions and decisions. Youth should be encouraged to share their ideas and opinions. This may mean from time to time that youth may disagree with their mentor's opinions.
- *Community Improvement.* Mentors should advocate for youth committee members to make sure that their ideas are heard. Providing a welcoming and respectful environment is critical for youth to add their insight and perspective (i.e. for the first 2-3 meetings all committee members and staff introduce themselves). Youth could have a lot to add but sometimes they may need to be asked.
- *Positive Youth Development.* Mentors should keep in mind that this is a learning experience for young people. Mentors should reinforce skill development among youth members by helping youth improve their communication skills, organization skills, and decision making skills. Mentors should communicate with youth on a regular basis and follow up with youth members who are not fulfilling their responsibilities.
- *Civic Development.* Mentors should provide basic information about the City of Monroe government and committee information (i.e. Roberts Rules of Order, committee protocol, etc.). In addition, mentors should encourage youth members to be responsible representatives and share information with other young people. Our civil society is strengthened when youth become informed and thoughtful citizens.
- *Respect Youth in Government Members.* Keep the relationship professional and courteous, while striving to build a personal connection.

Appendix A: Understanding the Structure of County & City Government

1 UNDERSTANDING GREEN COUNTY GOVERNMENT

Wisconsin has 72 counties. The City of Monroe is located in Green County, which had a population of 36,842 in 2010. The City of Monroe is the county seat of Green County.

Counties have authority to do whatever their states say they can do. In Wisconsin, counties must operate the human services system, handle roadwork for state roads, have a Sheriff's Department, operate a jail, and handle zoning for unincorporated areas – among other things. Each county is required to have a Sheriff, District Attorney, Register of Deeds, Treasurer, County Clerk, and Clerk of Circuit Court. They may also have a medical examiner, surveyor, and UW-Extension program. Judges are also elected officials.

1.1 GREEN COUNTY BOARD OF SUPERVISORS

The Green County Board of Supervisors is the legislative branch of the county government and operates under powers granted by the state legislature. Those powers are listed in Chapter 59 of the state statutes and include the authority to establish the annual county budget and set the property tax rate for county purposes. The Green County Board create county policy, approves expenditures, and generally serves as the governing body of the county government.

The Green County Board of Supervisors consists of 31 members and is nonpartisan, meaning no political party affiliation is identified. Each member is elected from a geographic district based on population. These districts are adjusted every 10 years after the federal census is complete.

The Green County Board acts by resolutions or ordinances which are typically submitted by one of the committees. Those resolutions and ordinances are generally forwarded to the County Board for full consideration.

2 CITY OF MONROE COMMUNITY PROFILE

The City of Monroe is named after James Monroe, the fifth President of the United States. The city was founded in 1838 and officially incorporated on April 4, 1858. Monroe is the county seat of Green County.

Monroe is located in southwestern Wisconsin's upland geographic region. The Driftless Area, within the western uplands, gives way to gentle, rolling terrain that supports farming, in particular dairy farming, in Green County and the area immediately surrounding the city.

At the center of Monroe’s vibrant downtown square is the Historic Green County Courthouse, a stunning Richardsonian Romanesque style courthouse built in 1891. Surrounding the Historic Courthouse is the City’s diverse and lively downtown district. A number of unique specialty shops, professional offices, restaurants, and taverns line the square. Local civic and special interest groups organize a variety of social gatherings and events, such as the summer long Concerts on the Square, the bi-annual Cheese Days, which brings in nearly 100,000 visitors, holiday parades, a Chili Cook-Off, and a bi-weekly farmer’s market.

Monroe is home to a number of diverse community amenities and facilities, including a municipal airport with a brand new \$1 million terminal, an outdoor swimming pool, sixteen parks comprised of 110 acres, the Badger State Trail, the Cheese Country Trail, the Monroe Public Library, the Behring Senior Center, the Green County Historical Museum, a performing arts center, county fairgrounds, indoor ice skating arena, skate park, curling club, Monroe Theatre Guild, and the Monroe Country Club.

Monroe residents are served by the Monroe School District, which encompasses the entire city limits of Monroe. The school district serves 2,600 students in grades 4K through 12. For higher education, Blackhawk Technical College has a satellite campus located in Monroe that offers opportunities for career preparation. The UW system has two four year universities (UW-Madison, 40 miles away, and UW-Platteville, 53 miles away) and one two year campus (UW-Rock County, 37 miles away) in the Monroe region.

The City of Monroe municipal government operates under a mayor-council form of governance with a City Administrator serving as the Council’s pleasure as its Chief Administrative Officer. The Mayor is elected to a two year term and the Alderpersons are elected to two year staggered terms.

3 STRUCTURE OF THE CITY OF MONROE

Cities in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are “established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As “creatures of the state,” municipalities have no inherent powers and have only the powers given them. Wisconsin cities have been granted extensive home rule powers. “Home rule” is the ability of cities to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. (For more information on home rule, see the Handbook of Wisconsin Municipal Officials.)

The municipality of the City of Monroe is organized as a 4th Class City under Chapter 62 of the Wisconsin State Statutes, which provides for the Mayoral / Council form of government. Under this organization, City government has a legislative branch, belonging exclusively to the City Council, an executive (or administrative) branch, under the direction of a City Administrator, who is hired by the City Council.

The Mayor, acting as the chief executive officer of the city, and the Alderpersons constitute the City Council. The final determination of policy for the City of Monroe rests with the City Council under the veto powers of the Mayor. Electors residing within the legal boundaries of the City of Monroe elect council representatives. Council representatives then elect a Council President.

3.1 POWERS OF CITY COUNCIL

Cities are governed by a common council consisting of alderpersons and the Mayor. The common council serves as the legislative arm of city government. Alderpersons are the individual members of the City Council. Individual alderpersons are not empowered to act on behalf of the city, and can only exercise power when a quorum of the council is present. Although the mayor is a member of the council and presides over its meetings, the mayor is not counted in determining whether a quorum is present.

In contrast to other city offices, the Wisconsin State Statutes do not provide a list of duties for alderpersons, although the City Council has full legislative (or policy-making) authority. In addition, the Common Council appoints the City Administrator and confirms appointments made by the Mayor. It has authority for the management and control of City property; management and control of city finances and highways; the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Council enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the city; grants licenses issued by the city; and enters into contracts on behalf of the city. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

The City Council does not enjoy executive (or administrative) powers of city government, which are carried out by the City Administrator, who serves at the pleasure of the Council.

4 VISION STATEMENT

A vision statement identifies where the City of Monroe intends to be in the future and how to best meet the future needs of its stakeholders. The vision statement incorporates a shared understanding of the nature and purpose of the organization and uses this understanding to move towards a greater purpose together. Southwestern Wisconsin Regional Planning Commission, in conjunction with UW-Extension Green County, sponsored visioning sessions for the City of Monroe in the autumn and winter of 2003-2004. The City of Monroe Plan Commission utilized the visioning information to create a formal vision statement. The vision statement for the City of Monroe is:

Continues to protect and enhance the historical value of its courthouse square; while providing opportunities for compatible and cooperating businesses that make the downtown a viable center for commerce and tourism. Serves as a strong regional trade center. Provides opportunity for entrepreneurship for companies, large and small, who demonstrate that doing well and doing good are not different. Continues to build upon our historical and ethnic traditions to enhance our reputation as a destination city for tourists. Provides the sense of community that permits and facilitates personal pride, a spirit of volunteerism and where residents act as strong community advocates. Encourages the availability of an appropriate mix of housing; and city ordinances encourage the orderly development of new housing in the form of both residential homes and apartments. Developer, home owner, landlord, and tenant are all dedicated to the preservation of Monroe as a community where you can raise a family, earn a living, and ultimately retire. Strives to maintain a strong population base while enhancing a positive environment, which encourages educational opportunities through high school and beyond. Encourages the preservation and availability of green space as buffer zones and as green areas, which provide varied recreational opportunities. Works cooperatively with all governmental units to ensure orderly development with resultant mutual benefit and shared fiscal responsibility.

Appendix B: Explanation of Parliamentary Procedure

1 EXPLANATION OF PARLIAMENTARY PROCEDURE

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. It is an organized system where the smallest minority – even just one person – can be heard, while preserving the right of the majority to prevail. Parliamentary procedure helps make meetings productive and efficient. One of the oldest and most popular set of rules in parliamentary procedure is Robert’s Rules of Order. It is the set of rules used by most legislative bodies, including the City of Monroe. The following information will help you to better understand the process of adhering to Robert’s Rules of Order.

1.1 ORDER OF BUSINESS IN PARLIAMENTARY PROCEDURE

1. Call to order
2. Roll call
3. Reading minutes
4. Approving minutes
5. Committee reports
6. Accepting the committee reports
7. Unfinished business

8. New business
9. Adjourn

1.2 STEPS IN MAKING A DECISION IN PARLIAMENTARY PROCEDURE

1. **Motion.** A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable. When making a motion, one should say “I move that...” instead of “I make a motion that...”
2. **Second.** Someone from the group must “second” the motion, or agree to have the motion be forwarded to discussion, so that it can be discussed.
3. **Discussion.** The motion “on the floor” is discussed by all members, addressing the pros and cons of the issue.
4. **Re-state the Motion.** The chair re-states the motion before the group votes.
5. **Vote.** The group votes by saying “aye” for yes/approval or “ney” for disapproval.

1.3 GLOSSARY OF PARLIAMENTARY PROCEDURE TERMS

- **Adjourn.** To end the meeting.
- **Chair.** The presiding officer.
- **Address the chair.** To seek recognition from the Chair and say “Mr/Madame Chair”
- **Quorum.** The number of members necessary to carry on business.
- **Amend.** To change or modify a motion.
- **Minutes.** The record of report of each meeting’s work.
- **Majority vote.** The vote of more than half of the members.
- **To obtain the floor.** To receive from the chair the right to speak. No one speaks unless recognized by the chair.

1.4 BASIC ROBERT’S RULES OF ORDER MOTIONS CHART

City of Monroe
2016 Youth in Government Handbook

Based on Robert’s Rules of Order Newly Revised (10th Edition), developed by Annie Jones, UW-Extension.

The following motions are intended to be a basic primer of commonly used motions. They are listed in order of common use, not in order of precedence. Some motions take precedence over other motions.

You Want:	You Say:	2nd?	Debate?	Amend?	Vote?
Bring business before assembly (a main motion)	I move that (or “to”)...	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Lay aside temporarily	I move to lay the question on the table	Yes	No	No	Majority
Take matter from table	I move to take from the table...	Yes	No	No	Majority
Kill main motion	I move that the motion be postponed indefinitely	Yes	Yes	No	Majority
Refer to committee	I move to refer the motion to...	Yes	Yes	Yes	Majority
Limit or extend debate	I move that debate be limited to...	Yes	No	Yes	2/3
Take a break	I move to recess for...	Yes	No	Yes	Majority
Make assembly follow the agenda	I call for the orders of the day	No	No	No	None
Request more information	Point of information	No	No	No	None
Enforce rules	Point of Order	No	No	No	None
Demand a rising vote	Division	No	No	No	None
Close the meeting	I move to adjourn	Yes	No	No	Majority
Parliamentary law question	Parliamentary inquiry	No	No	No	None

Appendix C: City of Monroe Resolution Adopting a Youth in Government Program

A copy of this resolution is available online at <http://green.uwex.edu/youth-in-government-monroe/>.

Appendix D: City of Monroe Contact List

1 CITY OF MONROE ELECTED OFFICIALS



Mayor
William Ross
2523 7th Street.
Phone: 426-0028
billross@tds.net



Alderperson – Ward 1
Tom Miller
1110 18th Ave.
Phone: 329-4421
MillerWard1@gmail.com



Alderperson – Ward 2
Brooke Bauman
2528 13th St.
Phone: 293-1727
brookebauman@gmail.com

City of Monroe
2016 Youth in Government Handbook



Aldersperson – Ward 3
Michael Boyce
2132 20th Ave.
Phone: 414-303-3322
michaelaboyce@gmail.com



Aldersperson – Ward 4
Jeff Newcomer
1110 18th Ave.
Phone: 228-6438
jeff.newk@gmail.com



Aldersperson – Ward 5
Charles Koch
903 24th Street
Phone: 325-6611



Aldersperson – Ward 6
Chris Beer
1110 18th Ave.
Phone: 558-1684
ward6@cityofmonroe.org



Aldersperson – Ward 7
Louis Armstrong
1016 19th Ave.
Phone: 325-4178
strongarmbock@gmail.com

City of Monroe
2016 Youth in Government Handbook

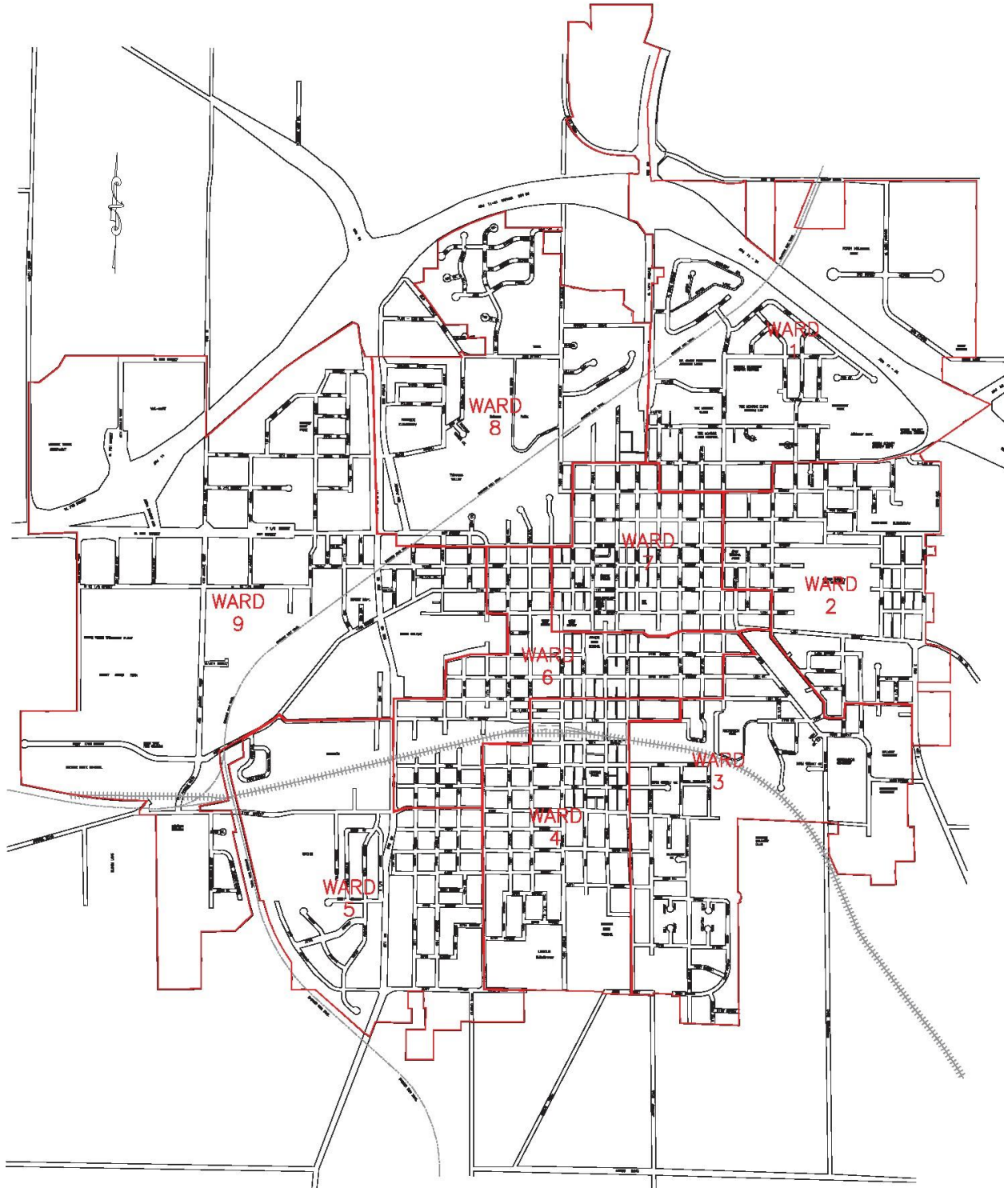


Alderperson – Ward 8
Reid Stangel
1105 1st St. Ct.
Phone: 325-3113
ward8@cityofmonroe.org



Alderperson – Ward 9
Richard Thoman
419 4th Ave.
Phone: 293-6870
RThomanMBC@gmail.com

City of Monroe
2016 Youth in Government Handbook



WARDMAP CITY OF MONROE
GREEN COUNTY, WISCONSIN
R811SEO 6.15.2011 cak

Appendix E: City of Monroe Committees

1 STANDING COMMITTEES

The Mayor appoints City Council Members to serve on standing committees on an annual basis at the time of the organization of the Common Council after every election.

<p>Board of Public Works Reid Stangel – Chairperson Tom Miller – Vice Chairperson Charles Koch Jeff Newcomer Richard Thoman Michael Boyce – Alternate</p>	<p>Claims Committee Louis Armstrong – Chairperson Michael Boyce Chris Beer Richard Thoman -- Alternate</p>
<p>Community Improvement Committee Michael Boyce – Chairperson Charles Koch Richard Thoman Chris Beer – Alternate</p>	<p>Finance and Taxation Committee Reid Stangel – Chairperson Louis Armstrong Brooke Bauman Charles Koch Chris Beer – Alternate</p>
<p>Insurance Committee Charles Koch – Chairperson Reid Stangel Richard Thoman Tom Miller -- Alternate</p>	<p>Judiciary and Ordinance Review Committee Chris Beer – Chairperson Louis Armstrong Charles Koch Jeff Newcomer Richard Thoman – Alternate</p>
<p>License Committee Richard Thoman – Chairperson Chris Beer Michael Boyce Louis Armstrong -- Alternate</p>	<p>Public Property Committee Jeff Newcomer – Chairperson Chris Beer Richard Thoman Michael Boyce – Alternate</p>
<p>Public Safety Committee Chris Beer – Chairperson Brooke Bauman Tom Miller Richard Thoman -- Alternate</p>	<p>Salary and Personnel Committee Brooke Bauman – Chairperson Louis Armstrong Chris Beer Jeff Newcomer Reid Stangel Richard Thoman -- Alternate</p>

2 SPECIAL BOARDS, COMMISSIONS, AND COMMITTEES

These groups are comprised of a variety of individuals. Some appointments are designated for the Mayor, City Council, and staff. However, many of these groups are comprised of public citizens with an interest in the duties and tasks carried out by the board, commission, or committee.

<p>Airport Board of Management Tom Miller – Chairperson Clarence Peters – Secretary Mayor William Ross (Non-Voting Member) Louis Armstrong Larry Christopher Thomas Kelley</p>	<p>Board of Canvassers Carol Stamm Ron Purintun Janet Zee</p>
<p>Board of Health Chris Beer – Chairperson Michael Boyce – Vice Chairperson Louis Armstrong – Secretary Richard Thoman Dr. John Fry – Health Officer</p>	<p>Board of Parks and Recreation Commissioners Bill Bethke – President Kelli Brunton Barb Gelbach Dave Gersbach Barab Moser Jeff Newcomer Brian Saugstad Monica Schneider Craig Tuttle</p>
<p>Board of Police and Fire Commissioners Dan Bestul Lois Kaster Charles Koch Angela Rogerson Jean Ruda</p>	<p>Board of Review Mayor William Ross Charles Koch Reid Stangel Richard Thoman Carol Stamm (City Clerk)</p>
<p>Ethics Board Gary Becker Dave Deininger Kim Lee Mary Mezera -- Alternate</p>	<p>Historic Preservation Committee Russ Brown Dennis Dalton Sue Disch Dave Haroldson David Riese Richard Thoman Bub Zwygart</p>

City of Monroe
2016 Youth in Government Handbook

<p>Housing Authority Cindy L. Landsburg – Executive Director Mark Coplien Dan DeMuth Maria Johnson Jan Lefevre Janet Thompson</p>	<p>Information Technology Committee Jeff Newcomer – Chairperson Louis Armstrong Tammy Derrickson Daryl Rausch Martin Shanks</p>
<p>Plan Commission Mayor William Ross – Chairperson Charles Koch – City Alderperson Ron Spielman William Bethke Nate Klassy Keith Ingwell</p>	<p>Revolving Loan Fund Committee Michael Doyle – Chairperson Reid Stangel Steve Bechtolt Katee Eliasson Ron Georgeson</p>
<p>Senior Citizens Board Bill Schwaiger – President Paul Hannes Vicki Ingwell Mary Deininger Ray Jones Benita Miller Elaine Brukwicki Jon Rufenacht</p>	<p>Visitor and Promotion Board Mayor William Ross Tom Miller Richard Thoman Art Bartsch Randy Haglund</p>
<p>Zoning Board of Appeals Tyler Schultz Dennis Dalton Bud Pilz David Haroldson Nate Klassy Daniel DeMuth – 1st Alternate John Wyttenbach – 2nd Alternate</p>	

3 COMMITTEE DESCRIPTIONS

3.1 BOARD OF PUBLIC WORKS

Typically meets: First / Third Monday @ 4:30 PM (Approx. 24 meetings / year) at City Hall

2-1-4: Duties and powers:

- (A) In General: It shall be the duty of the board of public works, under the direction of the council, to superintend all public works and keep the streets, alleys, parking facilities, sewers and public works and places in repair. (7-2-1985)
- (B) Unusual Use Of Streets: No building shall be moved through the streets without a written permit therefor, granted by the board of public works; said board shall determine the time and manner of using the streets for laying or changing water or gas pipes, or placing and maintaining electric light, telegraph and telephone poles therein; provided, that its decision in this regard may be reviewed by the council.
- (C) Restoring The Streets: In case any corporation or individual shall neglect to repair or restore to its former condition any street, alley or sidewalk excavated, altered or taken up, within the time and in the manner directed by the board, said board shall cause the same to be done at the expense of said corporation or individual. The expense thereof when chargeable to a lot owner shall be certified to the city clerk by the board and if not paid, shall be carried into the tax roll as a special tax against the lot. (1969 Code, sec. 2:01)

3.2 FINANCE AND TAXATION COMMITTEE

Typically meets: First / Third Tuesday @ 6:30 PM – more frequent during budget process (Approx. 20 meetings / year) at City Hall

2-14-3: Duties:

The finance and taxation committee shall have the following duties:

- (A) To annually submit the city budget for public hearing and council approval on or before November 20 of each year in the manner set forth in section 65.90 of the Wisconsin statutes.
- (B) To annually establish the tax rate for tax collection purposes.
- (C) To give preliminary approval and make recommendations to the council in matters concerning transfers of funds, investments, continuing appropriations, reserve accounts and any other financial matter. (4-5-1978, eff. 4-18-1978)
- (D) To adopt policies and procedures for the expenditure of public funds. (11-6-2002)

3.3 PUBLIC SAFETY COMMITTEE

Typically meets: First / Third Monday @ 5:00 PM (Approx. 24 meetings / year) at City Hall

2-15-3: Duties:

The public safety committee shall have the following duties:

- (A) To ensure overall public safety through supervision of police and fire operations and recommendations to other pertinent committees or boards.
- (B) To review citizen complaints and take action or make referrals to appropriate boards or committees.
- (C) To act as a review board for citizen complaints about the police and fire departments or specific police and fire department employees.
- (D) To recommend to council the hiring of nonsworn police employees.

City of Monroe
2016 Youth in Government Handbook

- (E) To review and attempt to settle grievances referred by union.
- (F) To periodically review and update those Monroe municipal ordinances concerned with overall public safety, and make recommendations to the judiciary committee.
- (G) To supervise the regulation of traffic and nonmetered parking.
- (H) To recommend to the council personnel for conference attendances and police and fire training.
- (I) To recommend to council the approval of certain purchases relative to police and fire matters.
- (J) To recommend to council the approval of various permits.
- (K) To review the police department and fire department proposed budgets annually and recommend to the finance and taxation committee.
- (L) To oversee the affairs and activities of the auxiliary police.
- (M) To oversee the management and placement of parking meters and facilities in the city, including, but not limited to, the following:
 - 1. The management of all city parking meters and recommendation to the council on the placement or location of parking meters.
 - 2. Recommendation to the council on the management of, location and placement of all public parking stalls within the city.
 - 3. The coordination and control of other public parking within the city in conjunction with other committees, boards or commissions having authority over the same.
 - 4. The management, maintenance, operation and control of all automobile parking lots owned or leased by the city.
 - 5. Recommend to the council the establishment of such fees and charges for parking privileges in city parking lots/facilities as it shall determine reasonable.
 - 6. Recommend to the council the adoption of such ordinances as will promote and assure the proper use of such facilities.
 - 7. Recommend to the council the number, size and location of parking lots throughout the city.
 - 8. Ensure all revenue from parking meters on streets or derived from parking lots be kept by the city treasurer in a separate and segregated fund, and all expenditures therefrom shall only be used for the maintenance, operation, improvement and acquisition of parking meters and of parking lots; and for general street and highway maintenance, repair and construction and for traffic regulations.
 - 9. Supervise parking control officer in conjunction with the chief of police.
 - 10. Recommend to the board of public works for employment or contract services for operations and improvements as appropriate. (8-18-1987)

3.4 SALARY AND PERSONNEL COMMITTEE

Typically meets: First / Third Monday @ 4:30 PM (Approx. 24 meetings / year) at City Hall

2-18-3: Duties:

The salary and personnel committee shall have the following duties: (4-5-1978, eff. 4-18-1978)

City of Monroe
2016 Youth in Government Handbook

- (A) To annually establish and recommend to the common council the salaries and wages for all employees of the city except police department employees under union contract.
- (B) To interview and hire employees for all city departments except the fire department and police department. (8-20-1996)
- (C) To establish work rules and personnel policies that would govern those under their jurisdiction.
- (D) To act as the bargaining unit, on behalf of the city when negotiating sworn and nonsworn police union contracts.
- (E) To listen to and settle grievances from union and nonunion employees. (4-5-1978, eff. 4-18-1978)

3.5 AIRPORT BOARD OF MANAGEMENT

Typically meets: Fourth Wednesday @ 5:00 PM (Approx. 12 meetings / year) at Monroe Municipal Airport – Terminal Building

2-22-3: Duties:

- (A) The Council vests responsibility for the construction, improvement, equipment, maintenance and operation of the Airport in the Airport Board of Management. The Council grants to the Airport Board of Management the following powers:
 - 1. To make policy related to the maintenance, operation and control of the Monroe Municipal Airport.
 - 2. To manage, maintain, operate and control the Airport.
 - 3. To enforce the provisions of this Code on the Airport.
 - 4. To establish fees and charges for the use of Airport facilities, subject to approval by the Council.
 - 5. To recommend to the Council the adoption of ordinances and resolutions to further the purpose for which the Airport is established.
 - 6. To adopt rules and regulations for the normal, ongoing operation of the Airport.
 - 7. To appoint and employ persons to administer, supervise and control the construction, operation, maintenance and use of the Airport within the scope of the authority delegated to them by the Board, and to fix the compensation of such employees.
 - 8. To contract, subject to Council approval, for a Supervisor to service the Airport.
 - 9. To enter into contracts or other arrangements as are deemed necessary for the construction, improvement, maintenance or operation of the Airport.
 - 10. To command the services and advice of the City engineer and the City attorney to the extent deemed necessary.
 - 11. To enter into leases regarding Airport land and improvements.
 - 12. To approve operator licenses.
 - 13. To approve leases and contract for the operations of concessions on the Airport.
 - 14. All other powers needed to adequately fulfill the delegation of this Chapter.

3.6 BOARD OF PARK AND RECREATION COMMISSIONERS

Typically meets: Third Wednesday @ 5:15 PM (Approx. 12 meetings / year) at Recreation Department of City Hall

2-6-3: Powers and duties:

The Board of Park and Recreation Commissioners is empowered and directed:

- (A) To govern, manage, control, improve and care for all public parks, parkways, and buildings used for recreational activities located within or partly within and partly without the corporate limits of the City, and secure the quiet and suitable use and enjoyment thereof by the people, also to adopt rules and regulations to promote these purposes.
- (B) To acquire in the name of the City for park or parkway purposes and for recreational activities by gift, device, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any incorporeal right or privilege. Gifts to the City of money or other property, real or personal, either absolutely or in trust for parks, parkways and recreational activities shall be accepted only after they shall have been recommended by the Board to the Council and approved by the Council by resolution. Subject to the approval of the Council, the Board may execute every trust imposed upon the use of property or property rights by deed, testament of other conveyance transferring the title of such property to the City for parks, parkways or recreational purposes.
- (C) Subject to the approval of the Council, to buy or lease lands in the name of the City for parks, or parkway purposes within or without the City, and buildings for recreational activities, and, with the approval of the Council to sell or exchange property no longer required for its purposes.
- (D) To acquire and maintain such equipment as may be necessary to properly carry out its purpose.
- (E) To recommend to the Common Council and the Salary and Personnel Committee the appointment of a Recreation Director, his term and compensation and define and describe his duties, and recommend the employment of such other employees as it may deem necessary, prescribe their duties and recommend their compensation.
- (F) To change or improve all parks, parkways and recreational facilities controlled by the Board.
- (G) To promote recreational activities within the City as it may deem advisable and its budget may permit. (12-4-79)

3.7 INFORMATION TECHNOLOGY COMMITTEE

Typically meets: When necessary (Approx. 4 meetings / year) at City Hall

2-26-3. Duties:

The Information Technology Committee shall have the following duties:

- (A) Develop, review and refine policies related to operation of the City's information technology systems and services.
- (B) Plan for the City's future information technology needs.
- (C) Monitor the City's progress toward implementing information technology systems and services.
- (D) Make recommendations to the Common Council for information technology investments.

3.8 CITY PLAN COMMISSION

Typically meets: Second Wednesday @ 5:00 PM (Approx. 12 meetings / year) at City Hall

2-4-3: Duties:

The duties and powers of the City Plan Commission shall be the same as set forth in section 62.23 of the Wisconsin Statutes, and acts amendatory and supplementary thereto. (1969 Code, sec. 2:04)

2-4-4: Powers:

The City Plan Commission may, if it deems advisable, employ expert advice upon the authority of the Council if any appropriation be made therefor by the Council and may have made maps showing proposed additions to or changes of the Plan of the City. The Commission may request assistance from any official, department, board or agency of the City. (1969 Code, sec. 2:04)

3.9 SENIOR CITIZENS' BOARD

Typically meets: Second Thursday @ 3:30 PM (Approx. 12 meetings / year) at Behring Senior Center

2-12-3: Powers and duties:

The senior citizens' board is empowered and directed:

- (A) To govern, manage, control, improve and care for the cheese city social center building and grounds and secure the suitable use and enjoyment thereof by senior citizens of Monroe.
- (B) To oversee professional employees having responsibility for senior citizen programs and activities subject to policies and procedures adopted by the city for supervision of such employees.
- (C) To adopt rules and regulations to promote the purposes for which the board has been created.
- (D) To acquire in the name of the city for senior citizen purposes by gift, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any right or privilege. Gifts to the city of money or other property, real or personal, either absolutely or in trust for senior citizen purposes shall be accepted only after they shall have been recommended by the board to the council and approved by the council by resolution. Subject to the approval of the council, the board may execute every trust imposed upon the use of property or property rights by deed, testament or other conveyance transferring the title of such property to the city for senior citizen purposes.
- (E) Subject to the approval of the council, to buy or lease land in the name of the city for senior citizen facilities within the city, and buildings for senior citizen activities, and, with the approval of the council to sell or exchange property no longer required for its purposes.
- (F) To acquire and maintain such equipment as may be necessary to properly carry out its purposes.
- (G) To promote senior citizen activities within the city as it may deem advisable and its budget may permit. (5-15-1990)

4 CITY MANAGEMENT, DIRECTORS, AND SUPERVISORS

City Administrator	Philip Rath
Assistant City Administrator/Dir. of Community Development	Martin Shanks
City Attorney	Rex Ewald
<u>General Government</u>	
City Clerk/Director of General Government	Carol Stamm
Building Inspector/Zoning Administrator	Ryan Lindsey
<u>Finance</u>	
City Comptroller	Bridget Schuchart
City Treasurer	Stephanie Bachim
Utilities Budget and Finance Director	Renee Weaver
<u>Public Works</u>	
Director of Public Works	Colin Simpson
Engineering Supervisor	Al Gerber
Park Supervisor/City Forester	Paul Klinzing
Street & Sanitation Supervisor	Tom Boll
Utilities Supervisor	Mike Kennison
<u>Culture & Recreation</u>	
Recreation Director	Marge Klinzing
Senior Center Coordinator	Tammy Derrickson
<u>Public Safety</u>	
Chief of Police	Fred Kelley
Police Captain	Jerry Dahlen
Fire Chief/Director of Emergency Government	Daryl Rausch
Deputy Fire Chief	Lane Heins
IT Services Director	Rob Jacobson

5 ORGANIZATIONAL CHART – DIRECTOR LEVEL



6 CITY OF MONROE PHONE DIRECTORY

City Hall (1110 18 th Ave)	329-2500
City Hall Fax	329-2561
Administrator	329-2527 Phil Rath
Assistant Administrator/Safety	329-2521 Martin Shanks
Attorney	329-2511 Rex Ewald
Building Inspector	329-2518 Ryan Lindsey
	533 Sherry Booth
Break Room	329-2539
Clerk	329-2564 Clerk General Line
	524 Ellen Miller
	530 Carol Stamm
Comptroller	329-2529 Bridget Schuchart
	510 Karla Fritsch
Council Chambers	329-2501
Director of Public Works	558-3140 Colin Simpson
Engineer	329-2517 Catherine Kehoe
	532 Al Gerber
	531 Paul Morris
	535 Eng. General Line
Fire Chief/Inspector	329-2572 Daryl Rausch
Maintenance	329-2543 Rich Pulver
Mayor	329-2526 Bill Ross
Park Garage	329-2469 Paul Klinzing
Parks and Recreation	329-2460 Rec. General Line
	465 Marge Klinzing
	466 Matt Skibba
Pool (1700 22 nd Ave)	329-2475
Senior Center (1113 10 th St)	325-3173 Senior Center General Line
	325-8890 Tammy Derrickson
Street Department (1064 5 th Ave)	329-2490 Streets General Line
	492 Darci Boll
	495 Tom Boll
Treasurer	329-2528 Stephanie Bachim
Wastewater Plant (1224 10 th Ave West)	329-2590 WWTP General Line
	591 Sherry Booth
	595 Colin Simpson
Water Dept. (1224 10 th Ave West)	329-2480 Water General Line
	483 Renee Weaver
	484 Sandy Menehan
	485 Mike Kennison
Monroe Police Department (1811 12 th St)	329-2400
Administrative Secretary	329-2414 Ann Skatrud
Captain	419 Jerry Dahlen
Chief	416 Fred Kelley

Appendix F: Tips to Youth Leaders from Youth Leaders

These 13 tips are helpful to young people who serve on boards or other governing bodies with adults. They were developed by young people who have been in these positions and know the pressures involved. (Source: 15 Points: Successfully Involving Youth in Decision-Making).

1. You belong in leadership.

You might feel inexperienced at first, or you may think that the adults don't want to hear what you have to say. Remember that your opinions are key to the work the group is doing. As a young person, you have a right and responsibility to be there. Young people are part of their communities, and organizations need to hear from them.

2. Find allies.

Find people on the staff and the governing bodies who seem to take young people seriously. Sit next to them at meetings, have lunch with them, or talk to them during breaks. When you forget that your role in the group is important, they can help remind you.

3. Ask questions.

If you don't understand something, be sure to ask someone. Your questions are important. You need to understand what is going on, and it won't help anyone if you sit quietly without understanding certain discussions. There will be times when you will feel shy or not interesting in what's going on. No matter how you're feeling, it's important to ask questions so you can stay involved.

4. Build a support base for yourself.

Find three young friends who are interested in what you're doing with the group. Talk to them openly about what frustrates you, excites you, or bores you about your work. Choose good listeners who can help you think things through and get some of your feelings out.

5. Get the word out about your leadership.

You have a responsibility to get the word out about the importance of youth leadership to as many young people as possible. It's not just about serving on your board of committee. It's about giving other young people information they can use to take charge. If you're on a foundation board, or any kind of board where you can influence grant policies, encourage the board to fund those organizations that have young people in their governance structures.

6. Know that you are not alone.

There are many young people out there on boards, advisory boards, student councils, etc., working to make a difference in how things are done. You may sometimes feel that the work of

your group isn't important. Connecting with other youth leaders can help remind you that there is a youth voice movement going on and you're part of it.

7. If you're feeling bored, take responsibility for making the work interesting.

Learn the language of the board or of the organization (e.g., acronyms and jargon). Ask the questions you need to ask. Say at least two things at every meeting, so you always stay engaged in what's going on. If you feel that meetings need to be jazzed up, suggest something different to do, like brainstorming or small group activities. Chances are other people will also be more engaged if meetings are more interactive.

8. If you don't like how something is going, change it.

You are a member of the group. If you don't think the agenda is interactive enough or you don't like your committee assignment, speak up and work with people to make changes. This may not be easy. You may have to talk it through with people a few times to win them over.

9. Don't get discouraged. If it feels like people aren't listening or are disrespectful, keep trying.

Change usually takes time. Take notice when adults do listen and try to understand your thoughts. If you feel like someone is talking down to you, don't be quiet about it. Bring it up. The groups need to deal with the issue.

References

Calvert, M. (2006). *Wisconsin Models for Youth Involvement in Local government Decision Making*, Madison, WI: University of Wisconsin-Extension.

Sazama, J. & Young, K. (2006). *15 Points: Successfully Involving Youth in Decision Making*, Fourth Edition. Somerville, MA: Youth on Board, 146-147.

The Innovation Center for Community and Youth Development, (2004). *Learning and Leading: A Tool Kit for Youth Development and Civic Activism*. Takoma Park, MD

Wisconsin Counties Association, (2004). *Wisconsin County Supervisor's Handbook*. Madison, WI