



City of Monroe

Youth in Government Program

2019 - 2020 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 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

Louis Armstrong, Mayor
Brooke Bauman, Council President
Michael Boyce, Alderperson
Richard Thoman, Alderperson
Donna Douglas, Alderperson
Mickey Beam, Alderperson
Josh Binger, Alderperson
Kelly Hermanson, Alderperson
Rob Driver, Alderperson
Tammy Fetterolf, Alderperson
Phil Rath, City Administrator
Dan Bartholf, City Attorney



Monroe School District

Rick Waski, 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

Authors & Stakeholders	2
Welcome	4
About the Youth in Government Program	4
Purpose & Benefits of Youth in Government Programs	4
1 Equal Opportunity	5
2 Eligibility Requirements	5
3 Application Process	6
4 Term	6
5 Stipends	7
6 Expectations for Youth Members	7
7 Tips on Being an Effective Youth Representative	8
8 Adult Mentor Role & Expectations	9
1 Understanding Green County Government	10
2 City of Monroe Community Profile	10
3 Structure of the City of Monroe	11
4 Vision Statement	12
1 Explanation of Parliamentary Procedure	13
1 City of Monroe Elected Officials	16
1 Standing Committees	17
2 Special Boards, Commissions, and Committees	18
3 Committee Descriptions	20
4 City Management, Directors, and Supervisors	25
5 Organizational Chart – Director Level	26

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.

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 March 3, 2015¹.

PURPOSE & BENEFITS OF YOUTH IN GOVERNMENT PROGRAMS

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.

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.

- **A Public Voice for Youth.** Youth in Government programs give young people a forum to ask questions, speak their minds, and influence community politics.
- **New Connections.** Youth who serve generate a buzz of excitement that carries back to their schools and student bodies.

¹ Please see Appendix C for a copy of this resolution.

- **Retaining Youth.** Getting young people involved in local government gives them a stake in their communities.
- **Civic Responsibility.** Young people see democracy in action.
- **Mutual Respect.** Adults and youth gain a newfound appreciation for each other.
- **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.
- **Networking Skills.** Students gain valuable contacts. Experience on City Council, local government boards and committees gives youth networks of local leaders they can call on for academic and career references.
- **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.
- **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.
- **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

The City of Monroe is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City. Similarly, the selection of youth will be based on equal opportunity.

2 ELIGIBILITY REQUIREMENTS

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

- € 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

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

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

3.3 SCREENING COMMITTEE

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

A nomination committee composed of the Mayor, a City of Monroe Alderperson, the City Administrator, and two Monroe School District staff will interview youth. 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

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. 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

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. 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

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

5 STIPENDS

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

6 EXPECTATIONS FOR YOUTH MEMBERS

6.1 PROGRAM ORIENTATION

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

6.2 MENTORSHIP

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

6.3 OATH OF OFFICE

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

6.4 COMMUNICATIONS

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

6.5 COMMITTEE/COUNCIL DISCUSSIONS

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

6.6 VOTING

Youth are permitted to vote on all motions made at committee and council meetings. Youth members will have a non-binding advisory vote on all committees and council. 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.

6.7 CLOSED SESSIONS

Youth participation in closed sessions will be left to the discretion of the adult committee and council members on a case by case basis. 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

Youth must be able to attend at least 80% of all the committee meetings for the committee on which they have a seat. Youth must attend at least one City Council meeting per month. Youth who miss more than 80% of their total assigned committee and/or City Council meetings will lose their place in the YIG program. Youth are encouraged to attend additional meetings that are combined with other committees, to gain a larger perspective of local government functions.

- **If youth are unable to attend a meeting they should contact the chairperson of the committee or the City Clerk.**
- 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.
- The City Administrator will contact any YIG member regarding attendance or conduct concerns.

6.9 PROGRAM EVALUATION

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

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

6.11 REMOVAL FROM PROGRAM

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. If a YIG member can no longer serve, an alternate may be appointed from the original applicant list to serve on their committee and take their council seat.

7 TIPS ON BEING AN EFFECTIVE YOUTH REPRESENTATIVE

The youth participant role is to represent the City of Monroe youth on the committee you have been assigned as well as your seat at the council. This is no small task. How can you be effective in your role as a representative? Here are a few suggestions²:

- 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

² Please see Appendix F for additional tips on effective youth representation taken from the book *Youth on Boards*.

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.
- *Dress Appropriately.* YIG participants are expected to dress appropriately at committee and council meetings. There is no definitive dress code, but participants are expected to use good judgment. For further reference, you may review the Employee Policy Manual, pages 24 and 25.

8 ADULT MENTOR ROLE & EXPECTATIONS

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-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:

- *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-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/council information (i.e. Roberts Rules of Order, committee/council 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.

City of Monroe
2019 - 2020 Youth in Government Handbook

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.

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 creates 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.

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. The vision statement for the City of Monroe is:

A progressive community founded on an agricultural and Swiss heritage offering the highest quality of life achievable through educational and artistic excellence, a strong downtown center, world class health care, family-oriented recreation, and a vibrant business community.

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 “nay” for disapproval.

1.3 GLOSSARY OF PARLIAMENTARY PROCEDURE TERMS

City of Monroe
2019 - 2020 Youth in Government Handbook

- **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

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

RESOLUTION AUTHORIZING PARTICIPATION IN YOUTH IN GOVERNMENT
PROGRAM AND ADOPTING HANDBOOK

BE IT RESOLVED by the Common Council of the City of Monroe, That authorization be hereby given for the City of Monroe to officially participate in the Youth In Government Program in conjunction with Monroe High School and the Green County UW-Extension; and be it further

RESOLVED, That approval and acceptance be hereby given for the City of Monroe Youth in Government Program 2015 Handbook; a copy of which is attached hereto and made a part hereof by reference.

Dated this 3rd day of March, 2015

Approved:



Mayor

March 3, 2015

Youth in Government program

Appendix D:

City of Monroe Contact List

1 CITY OF MONROE ELECTED OFFICIALS

Mayor
Louis Armstrong
Phone: (608) 558-2157
mayor@cityofmonroe.org

Council President
Brooke Bauman
Phone: (608) 293-1727
baumanb@cityofmonroe.org

Aldersperson
Michael Boyce
Phone: (414) 303-3322
michaelaboyce@gmail.com

Aldersperson
Richard Thoman
Phone: (608) 293-6870
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Aldersperson
Donna Douglas
Phone: (608) 325-7728
ddouglas@cityofmonroe.org

Aldersperson
Mickey Beam
Phone: (608) 851-0313
mbeam@cityofmonroe.org

Aldersperson
Josh Binger
Phone: (608) 332-8877
jbinger@cityofmonroe.org

Aldersperson
Kelly Hermanson
Phone: (608) 558-8589
khermanson@cityofmonroe.org

Aldersperson
Tammy Fetterolf
Phone: (608) 329-6945
tfetterolf@cityofmonroe.org

Aldersperson
Rob Driver
Phone: (608) 329-7777
rdriver@cityofmonroe.org

Appendix E:

City of Monroe Committees

1 STANDING COMMITTEES

<p>Board of Public Works Brooke Bauman- Chairperson Donna Douglas Mickey Beam Kelly Hermanson</p>	<p>Finance and Taxation Committee Richard Thoman - Chairperson Michael Boyce Brooke Bauman Josh Binger</p>
<p>Judiciary and Ordinance Review Committee Mickey Beam - Chairperson Richard Thoman Kelly Hermanson Tammy Fetterolf</p>	<p>License Committee Donna Douglas - Chairperson Mickey Beam Rob Driver Tammy Fetterolf</p>
<p>Public Safety Committee Brooke Bauman – Chairperson Donna Douglas Josh Binger Kelly Hermanson</p>	<p>Salary and Personnel Committee Michael Boyce - Chairperson Richard Thoman Tammy Fetterolf Rob Driver</p>
<p style="text-align: center;">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>	

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 Josh Binger – Alderperson, Chairperson Kelly Hermanson - Alderperson Clarence Peters – Secretary Thomas Kelly Michael Lambert Bill Liimatainen Barrett Briggs</p>	<p>Board of Canvassers Brittney Rindy – City Clerk/Treasurer Ron Purintun Janet Zee <i>Election Inspectors constitute the Board of Canvassers.</i></p>
<p>Board of Parks & Recreation Commissioners Brian Saugstad - Chairperson Barb Gelbach Barden Rindy Emily Bartels Eric Losenegger Rob Driver - Alderperson Kelli Brunton Reid Stangel</p>	<p>Board of Police and Fire Commissioners Jean Ruda Amanda Fields Angela Rogerson David Deininger Chuck Koch</p>
<p>Board of Review Mayor Louis Armstrong Tammy Fetterolf Rob Driver Richard Thoman Brittney Rindy - City Clerk/Treasurer</p>	<p>Ethics Board Todd Schlusche Mary Mezera Gary Becker Greg Fedders (Alternate)</p>
<p>Historic Preservation Commission Josh Binger - Alderperson Tom Kelly Donna Bahler Aaron Holverson Tom Mitchell Jeff Maliszewski Mary Soddy</p>	<p>Housing Authority Carol Paske Donna Ellingson Dee Seffrood Gerald Ellefson Marilyn Kubly-Schmid Pat Brandenburg -Executive Director</p>

City of Monroe
 2019 - 2020 Youth in Government Handbook

<p>Monroe Municipal Park Fund Committee Michael Boyce – Alderperson, Chairperson Josh Binger - Alderperson <i>Vacant</i> <i>Vacant</i> <i>Vacant</i></p>	<p>Redevelopment Authority Michael Boyce - Chairperson Phil Rath – Vice-Chairperson, City Administrator Dave Wartenweiler Ron Spielman Ryan Ziltner Charles Koch Ron Markham</p>
<p>Plan Commission Mayor Louis Armstrong – Chairperson Nate Klassy – Vice Chair Michael Boyce - Alderperson Ron Spielman Bill Bethke Luis Carus Jeff Maliszewski</p>	<p>Senior Citizens Board Chuck Koch Paul Hannes Mary Deininger Ron Spielman Kay Fazel Elaine Brukwicki Jon Rufenacht Mickey Beam - Alderperson</p>
<p>TIF District Joint Review Board Phil Rath – Chairperson (City of Monroe) Sherri Hawkins (Green County) Arianna Voegeli (Public Member) Renea Ranguette (Blackhawk Technical College) Ron Olson (Monroe School District)</p>	<p>Visitors and Promotion Board Bill Ross - Chairperson Chris Sachs Art Bartsch Brittany Svendsen Kelly Hermanson - City Alderperson</p>
<p>Zoning Board of Appeals Nate Klassy - Chairperson Jerry Guth Reid Stangel Mark Mayer Mike Furgal Dan Demuth – 1st Alternate Donna Douglas – 2nd Alternate</p>	

3 COMMITTEE DESCRIPTIONS

3.1 BOARD OF PUBLIC WORKS

Typically meets: Second / Fourth 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 @ 5:30 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: Second / Fourth 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.

City of Monroe
2019 - 2020 Youth in Government Handbook

- (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.
- (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 Tuesday @ 5:00 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)

- (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 Airport – Terminal

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 – Lower Level 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, devise, 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 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)

3.8 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

Administration/Finance

City Administrator/Comptroller	Philip Rath
Deputy Comptroller	Karla Fritsch
City Clerk/Treasurer	Brittney Rindy
Building Inspector/Zoning Administrator	Ryan Lindsey

Facilities & Logistics

Director of Facilities and Logistics	Rob Jacobson
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Public Works

Director of Public Works	Al Gerber
Park Supervisor/City Forester	Josh Trame
Street & Sanitation Supervisor	Tom Boll
Utilities Supervisor	Mike Kennison
Utilities Budget and Finance Director	Renee Weaver

Culture & Recreation

Recreation Director	Marge Klinzing
Recreation Supervisor	Matt Skibba
Senior Center Coordinator	Elizabeth Sorn

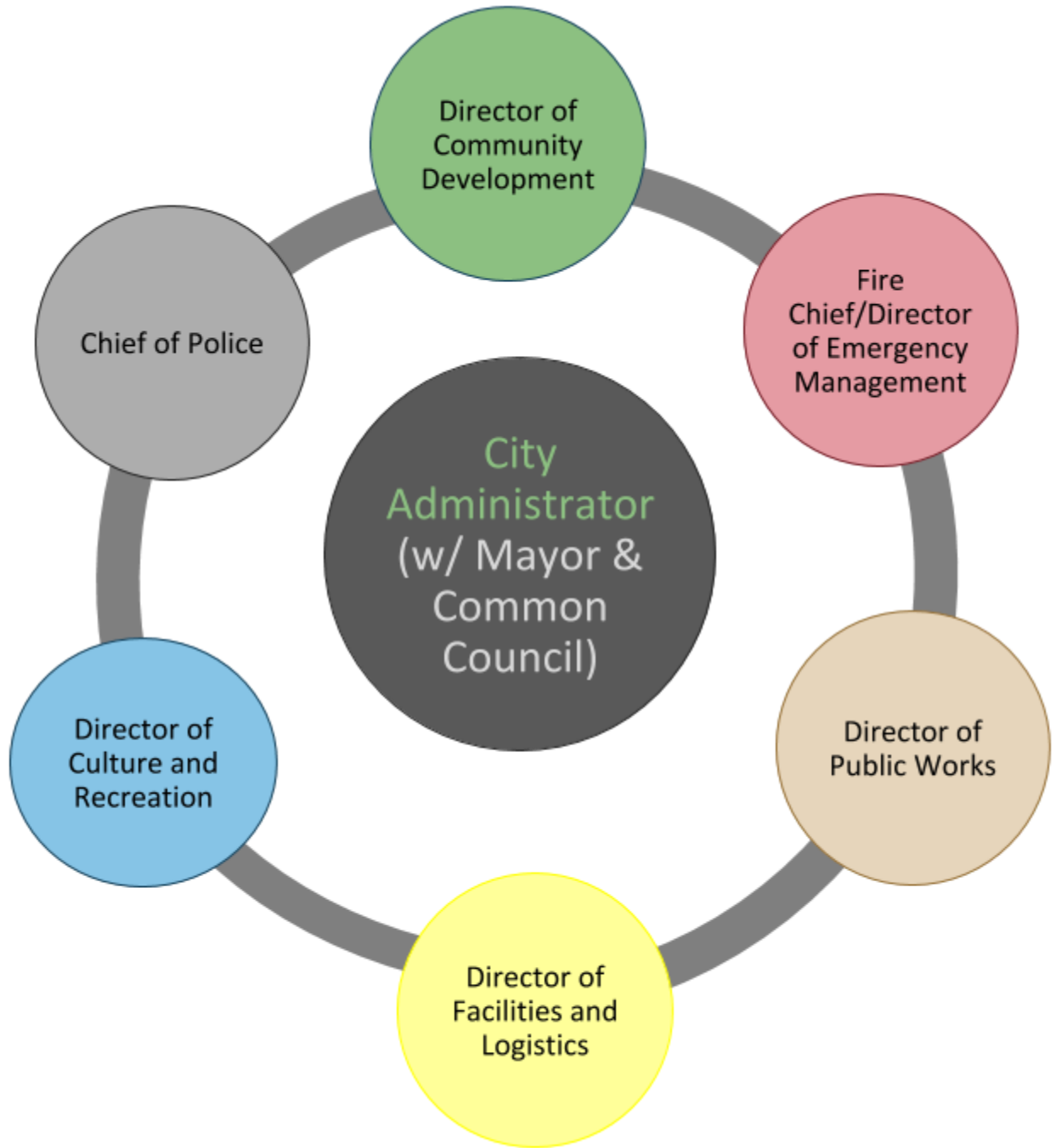
Protection of People

Chief of Police	Fred Kelley
Police Captain	Jerry Dahlen

Protection of Property

Fire Chief/Director of Emergency Government	Dan Smits
Deputy Fire Chief	Al Rufer

5 ORGANIZATIONAL CHART – DIRECTOR LEVEL



Appendix F:

Tips to Youth Leaders from Youth Leaders

These 9 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 interested 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