

Administration & Personnel Committee
July 12, 2022

Present: Wallace Habegger, Jason Jandt, Todd Sparks, Toni Wissestad

Absent: James Kuhn

Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Ed Smudde, David Ohnstad, Wes Revels, Chris Weaver, Hannah Olsen, Adrian Lockington, Gary Dechant, Lisa Aldinger Hamblin, Joey Esterline, Ned Gatzke

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

- Next Month's Meeting Date/Time – The next meeting is August 9, 2022 at 8:30 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the June 14, 2022 minutes. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Personnel Policy Manual, Compensation Plan. Ed Smudde, Personnel Director provided members with the current Monroe County Compensation Plan.

Area's highlighted:

Page 2, section (f) was removed in June from the policy, Other Wage Adjustments. Ed asked for guidance on the authorization of wages increases outside of pay per performance. Discussion. It was the understanding of the committee that these increases would fall under the individual department's budgets, remain within the guidelines of McGrath study and the individual's ability to provide a letter of offer. It was also suggested to have these increases reported back to the committee. This will be revisited next month.

Page 4, section (5) and Page 5 section (9), the Highway Patrol Superintendent and Highway Supervisor and Sherriff Department Lieutenants in regards to emergency comp time payout. Ed explained that these positions no longer exist and that we need to modernize the positions with what we currently have. He also recommended that we define what an emergency is. Discussion. It was recommended that the Administrator, Personnel Director, Highway Commissioner, Sheriff and any other department that may have similar circumstances work together in regards to emergency compensation. This will be revisited next month.

- b. Ed Smudde provided the monthly Personnel Directors report.
- PLSS Corner Remonumentation & GPS Coordinate Acquisition Recommendations – Tina Osterberg, County Administrator explained that the Land Information Council forwarded a bid recommendation for 82 total corners from Running Land Surveying. Gary Dechant, Monroe County Surveyor further explained the recommendation. Discussion. Motion by Toni Wissestad second by Jason Jandt to approve Running Land Surveying for PLSS Corner and GPS Coordinate acquisition work. Carried 4-0.
- Resolution(s)
 - a. Resolution Establishing 2023 Annual Budgeted Allocation for Pay for Performance – Tina Osterberg, County Administrator explained recommendation for up to a 2% increase along with adjusting the wage scale structure. Discussion. Motion by Toni Wissestad second by Jason Jandt to move the resolution for adoption. A typo on line #53 was pointed out by Todd Sparks and the draft was updated from "do" to "due". Discussion. The resolution was adopted and will be brought to the full board for approval. Carried 4-0.
 - b. Resolution to Conduct a Countywide Advisory Referendum on Clean Water Now for Wisconsin – Motion by Toni Wissestad second by Todd Sparks to move resolution for adoption. Ned Gatzke, introduced the resolution that he presented to the committee. The purpose is to conduct a Countywide Advisory Referendum on Clean Water Now for Wisconsin in November. Discussion.

Supervisor Joey Esterline explained that multiple counties have placed the referenda on the ballot. Discussion. Motion by Todd Sparks second by Toni Wissestad to amend line #23 from "establish a" to "support the". Discussion. The amendment passed 3-1. The resolution as amended passed 4-0.

- County Board Rules – (4)(a) Agenda Items: Chair Cedric Schnitzler was asked by the Monroe County Treasurer if she could be removed from the County Board Agenda with her monthly Treasurer's report. In order to remove the report, it would take a recommendation from the committee and full approval by the Monroe County Board to update the current County Board Rules. Discussion. While the Treasurer is an elected official, it is the expectation for department heads to attend meetings for agenda items. No changes were suggested to the board rule.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Personnel Policy Manual – Compensation Plan, 2023 Individual Department Budgets.
- Chair Wallace Habegger adjourned the meeting at 11:07 a.m.

Shelley Bohl, Monroe County Clerk
Recorder