

Administration & Personnel Committee  
August 9, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn; Todd Sparks joined the meeting at 8:32 a.m.

Others: Tina Osterberg, Cedric Schnitzler, Charles Weaver, Pamela Pipkin, Rick Folkedahl, Jeremiah Erickson, Lisa Aldinger Hamblin, Gary Dechant, Deb Brandt, Chris Weaver, Wes Revels, Ed Smudde, Cedric Schnitzler, Hannah Olsen, David Ohnstad

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 September 13, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Toni Wissestad second by Jason Jandt to approve the July 12, 2022 minutes. Carried 4-0.

Todd Sparks joined the meeting at 8:32 a.m.

- 2023 Budget Presentations –
  - Veterans Services – Charles Weaver provided the Veterans Services budget and answered questions.
- Child Support Line Item Transfer – Motion by James Kuhn second by Jason Jandt to adopt the line item transfer. Pamela Pipkin, Child Support Director explained the 2022 line item transfer in the amount of \$39,531.00 Assistant Corporation Counsel. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Resolution –
    - Resolution Authorizing the Establishment of an Additional Full-Time Bailiff Within the Sheriff's Office – Motion by Toni Wissestad second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained creating a full-time Bailiff to replace the Per Mar contract. Sheriff Wes Revels explained operational changes to include an increase in security. Discussion. The effective date of the position is October 30, 2022. Carried 5-0.
    - Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan. Motion by Jason Jandt second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained updates to emergency overtime. David Ohnstad, Highway Commissioner expressed concern regarding elimination of Highway Patrol Superintendent and Highway Supervisor compensation at straight hourly pay rate with one hour for each hour of emergency comp-time acquired on weekends and holidays. Discussion. Motion to table until the next meeting by James Kuhn second by Toni Wissestad. Discussion. Carried 5-0.
  - b. Health and Dental Insurance Update – Ed Smudde, Personnel Director explained that health trends are below from last year at this time. No firm numbers have been provided at this time.
  - c. Ed Smudde provided the monthly Personnel Directors report.
- 2023 Budget Presentations –
  - a. Surveyor – Gary Dechant provided the Surveyors budget and answered questions.

James Kuhn was excused from the meeting at 9:58 a.m.

- b. Child Support – Pamela Pipkin provided the Child Support budget and answered questions.
- c. Land Information – Jeremiah Erickson provided the Land Information budget and answered questions.
- d. Register of Deeds – Deb Brandt provided the Register of Deeds budget and answered questions.

- e. Corporation Counsel – Lisa Aldinger Hamblin provided the Corporation Counsel budget and answered questions.
- f. Information Technology – Rick Folkedahl provided the Information Technology budget and answered questions.
- g. Personnel - Ed Smudde provided the Personnel budget and answered questions.
- h. County Board – Tina Osterberg provided the County Board budget and answered questions.
- i. County Clerk – Shelley Bohl provided the County Clerk budget and answered questions.
- j. County Administrator – Tina Osterberg provided the County Administrators budget and answered questions.

- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan; Health/Dental Insurance.
- Chair Wallace Habegger adjourned the meeting at 10:33 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder