

Administration & Personnel Committee
December 13, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, Todd Sparks, James Kuhn
Others: Tina Osterberg, Chris Weaver, Rick Folkedahl, Wes Revels, Ed Smudde, Lisa Aldinger Hamblin, Deb Brandt, Adam Balz, Hannah Olsen, Adrian Lockington, Pamela Pipkin

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 January 10, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Toni Wissestad to approve the November 8 & November 16, 2022 minutes. Carried 5-0.
- Administrator line item transfer. Motion by Jason Jandt second by Todd Sparks to adopt the line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$400.00 for printing costs. Carried 5-0.
- Pamela Pipkin provided the Child Support Director Report. A line item transfer and budget adjustment will be forthcoming. Pam updated the committee on the status of the request to have child support state funding increased. To date, thirteen counties have passed a resolution in support of the increase.
- Rick Folkedahl provided the Information Technology Director Report.
- Ed Smudde provided the Personnel Director Report.
- Resolutions –
 - a. Resolution to Request State to Revise the Current Real Estate Transfer Fee Revenue Sharing Formula – Motion by James Kuhn second by Jason Jandt to adopt resolution. Deb Brandt, Register of Deeds explained the request to revise the real estate transfer fee share formula to allow the county to retain 50% of all real estate transfer fees collected. Discussion. Carried 5-0.
 - b. Resolution to Amend County Board Rules - Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Point of Order by James Kuhn. The resolution was previously tabled. Motion by Jason Jandt second by James Kuhn to move the resolution from the table. Carried 5-0. Motion by James Kuhn second by Toni Wissestad to adopt resolution. Supervisor Adam Balz explained that the resolution would allow virtual attendance for medical events if approved by the County Board Chair. In addition, committee chairs are authorized to approve non-supervisor committee members to attend virtually as needed. Discussion. Carried 5-0.
- Cost of Restructuring the Monroe County Communications Center – Ed Smudde, Personnel Director explained that communication positions were re-evaluated. It is recommended to increase the Supervisor Position by \$3,000.00. This position was figured at the minimum level of the pay scale. Sheriff Wes Revels explained that the funding is anticipated to be absorbed through the Sheriff budget. Discussion. Motion by James Kuhn second by Todd Sparks to re-consider resolution 11-22-03 at the December meeting. Carried 5-0.
- Tina Osberberg provided the County Administrator Report.
- Next Month's Agenda Items: Recruitment and what the board can do to help
- Wallace Habegger adjourned the meeting at 10:08 a.m.

Shelley Bohl, Monroe County Clerk
Recorder