

Administration & Personnel Committee
November 14, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Lisa Aldinger Hamblin, Adrian Lockington, Stan Hendrickson, Ryan Hallman, Krista Perkins, Patrick Deethardt, Jeff Spencer, Pamela Pipkin, Deb Brandt, Lucas Runice, April Brown, Brianna Winnekins

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

- One individual spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is December 12, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the October 10, 2023 minutes. Carried 5-0.
- County Clerk Line Item Transfer - Motion by Toni Wissestad second by Jason Jandt to approve line item transfer. Shelley Bohl, Monroe County Clerk explained 2023 line item transfer in the amount of \$157.00 for office supplies. Discussion. Carried 5-0.
- Resolutions
 - a. Resolution Amending Monroe County Ordinance Chapter 17 Law Enforcement, Article II Administration, Section 17-20 Child Support and Paternity Establishment Program. Motion by James Kuhn second by Todd Sparks to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained the ordinance change. Discussion. Motion to amend resolution by Todd Sparks second by Jason Jandt by removing in line #8, the second "hereby". The amendment carried 5-0. The resolution as amended carried 5-0.
 - b. Resolution Amending Monroe County Resolution 08-23-01 Records Retention – Motion by Jason Jandt second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained update to records retention schedule. Discussion. Carried 5-0.
 - c. Resolution Amending Monroe County Policy Allowing for Acceptance of Land Via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels. Motion by James Kuhn second by Toni Wissestad to approve resolution. Lisa Aldinger Hamblin, Corporation Counsel explained update in policy language. Discussion. Motion by Todd Sparks second by Jason Jandt to amend resolution by removing the three periods following the word thus in line #10. The motion to amend carried 5-0. The resolution as amended carried 5-0.
- Deb Brandt provided the Register of Deeds Report.
- Pamela Pipkin provided the Child Support Director Report. Pamela recognized 2023 performance. 2023 WCSEA Legislator of the Year; 2023 WCSEA Judicial Official of the Year; 2023 WCSEA Governor Recognition
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Personnel Policy – Ed Smudde, Personnel Director provided members with a draft update to the Personnel Policy. Members will review the draft policy and this item will be on next month for approval.
 - b. Ed Smudde provided the Personnel Director Report.
- County Clerk, Marriage License Fee Increase – Shelley Bohl, Monroe County Clerk explained that the last increase in fees was \$5.00 in the year 2017, bringing the total cost per marriage license to \$75.00. 72 County comparables were provided to members. With anticipated countywide budget shortfalls in the future, this is one way for the county to obtain additional revenue. Discussion. It was a recommendation to raise marriage license fees to \$100.00. A resolution will be drafted for next month.
- Tina Osterberg provided the County Administrator Report.

- Strategic Planning Sub-Committee Appointment – Chair Wallace Habegger explained that the Strategic Committee should contain three members of the Administration & Personnel Committee. Wallace recommended Jason Jandt, Todd Sparks and Toni Wissestad for the appointment since they were on the original Strategic Planning Committee. Discussion. Toni Wissestad explained that the Strategic Planning Committee had come up with a suggested list not realizing that the members must be from the Administration & Personnel Committee.
- Administrator Succession – Tina Osterberg explained that there should be a succession plan for all Departments, not only the County Administrator. She will be meeting with Department Heads for feedback. This item will be revisited around February of next year.
- Next Month's Agenda Items: Personnel Policy Approval; Resolution Approving Marriage License Fee; Veterans Service Office Update.
- Wallace Habegger adjourned the meeting at 10:29 a.m.

Shelley Bohl, Monroe County Clerk
Recorder