

Administration & Personnel Committee
December 12, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Adrian Lockington, Hannah Olsen, Mindy Hemmersbach, Lisa Aldinger Hamblin, Pamela Pipkin, Deb Brandt, Chris Weaver, Wes Revels, Stan Hendrickson, Pat Deethardt, Ryan Hallman, Charles Weaver

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

- No individual's spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is January 9, 2024 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by James Kuhn second by Toni Wissestad to approve the November 14, 2023 minutes. Motion by Todd Sparks second by Toni Wissestad to amend the following:
 - County Clerk Request for Marriage License Fee, the line should be updated to reflect that the last increase in fees was \$5.00, bringing the total cost per marriage license to \$75.00.
 - Register of Deeds Office Update is missing from the minutes and should be added.
 - Resolution Amending Monroe County Policy Allowing for Acceptance of Land via Quit Claim Deed – "word" should be changed to "work".The amendments carried 5-0. The minutes as amended carried 5-0.
- County Clerk Budget Adjustment - Motion by Jason Jandt second by Todd Sparks to approve budget adjustment. Shelley Bohl, Monroe County Clerk explained 2023 budget adjustment in the amount of \$2,604.82 for Wisconsin Election Commission subgrant for the purchase of election supplies. Carried 5-0.
- Resolution Authorizing Increase in Marriage License Fee. Motion by Jason Jandt second by James Kuhn to approve resolution. The resolution increases marriage license fees by \$25.00 per license. Carried 5-0.
- Charles Weaver provided the Veterans Service Office Update.
- Information Technology
 - a. Emergency Preparedness – Richard Folkedahl, IT Director explained what the county has implemented for cyber security.
 - b. Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Personnel Policy – Ed Smudde, Personnel Director explained that the Personnel Policy was provided to members. Any comments or questions should be directed to the Personnel Department by the January Administration/Personnel meeting. It is anticipated that the Personnel Policy be set as a board educational session in January or February.
 - b. Sheriff Department Recruitment and Retention – Ed Smudde explained that he worked with the Sheriff's Department and Administrator regarding recruitment and retention. Reclassifications for Jailer and Telecommunicator Positions were presented along with an increase in shift differential amounts. Discussion. Motion by Jason Jandt second by Todd Sparks to approve the proposed increase. Carried 5-0.
 - c. Elected Officials Salary for Next Term – Ed Smudde provided members with salary amounts from last term. A surrounding county comparison was provided to members. Discussion. This item will be revisited next month.
 - d. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report.
- Strategic Planning Sub-Committee Appointment – Motion by Todd Sparks second by Toni Wissestad to appoint Jason Jandt, Todd Sparks and Toni Wissestad to the Strategic Planning Sub-Committee. Carried 5-0.

- Next Month's Agenda Items: Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2025-2028 Term of Office - Discussion/Action; NextGen 911 RFP Approval.
- Wallace Habegger adjourned the meeting at 10:25 a.m.

Shelley Bohl, Monroe County Clerk
Recorder