

Administration & Personnel Committee  
June 12, 2018

Present: Pete Peterson, Mark Halverson, Cedric Schnitzler, Mary Von Ruden, Sharon Folcey  
Others: Jim Bialecki, Ed Smudde, Eric Weihe, Bob Micheel, Alison Elliot, Pam Pipkin, John Mehtala, Deb Brandt, Jeremiah Erickson, Ron Hamilton, Tina Osterberg, Dan Croninger, Lynn Kloety, Andrew Kaftan, Hannah Olsen

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

- Next Month's Meeting Date/Time – The next meeting is July 10, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion Mary Von Ruden second by Mark Halverson to approve the 05/08/18 minutes. Carried 5-0.
- Personnel
  - a. New Position Requests

Land Conservation – Bob Micheel was present to request the establishment of a Land Use Planner Position. Bob explained the position and budget in detail. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve the establishment of a Land Use Position contingent upon the funding strategy suggested for 2019, removing the Economic Development Position. Discussion. Carried 5-0.

District Attorney – Dan Croninger was present to request the establishment of a Paralegal Position. Dan explained the position in detail. Discussion. Motion by Pete Peterson second by Mark Halverson to approve the establishment of a Paralegal Position contingent upon funding in 2019. Carried 4-1.

Human Services (2) –

Ron Hamilton was present to request the establishment of a Mental Health Nurse Position. Ron explained the position in detail. The position would be paid through the current budget line item budgeted for these services through the WRIC. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve the establishment of a Mental Health Nurse Position. Carried 5-0.

Ron Hamilton was present to request the establishment of a Children and Family Services Manager Position. Ron explained the position in detail. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the establishment of the Children and Family Services Manager Position contingent upon funding in 2019. Carried 5-0.

Information Services – John Mehtala was present to request the establishment of an Information Systems Specialist Position. John explained the position. Discussion. Motion by Mary Von Ruden second by Cedric Schnitzler to approve the establishment of an Information Systems Specialist Position. Carried 5-0.

Justice Department – Eric Weihe was present to request the establishment of an Administrative Assistant Position. Eric explained the position. The position would be paid through a line item transfer from on-call budget in 2019. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve the establishment of an Administrative Assistant Position. Discussion. Carried 5-0.

Sheriff Department – Ed Smudde explained that this item will be postponed until July until staff is present to request the new positions. Current staff is away at training.

- b. Ed Smudde provided the Monthly Personnel Director's Report.
- c. Line Item Transfer – Ed Smudde explained the 2018 budget adjustment in the amount of \$5,000.00 for grievance hearings. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.

- Pam Pipkin provided the Child Support Directors Report regarding the 2019 National Child Support Association and budget.
- Register of Deeds Recording System Software – Deb Brandt provided members with two proposals for recording software in detail. Deb's recommendation is Fidlar Technologies for recording software. Original software costs would be supported by Land Information, IT and Register of Deeds Budgets. It is anticipated that yearly revenue would pay for annual fees. The annual yearly fee is \$41,400.00. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve Fidlar Technologies as Register of Deeds recording software. Discussion. Carried 4-1.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$53,250.00 for Fidlar software. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Jim Bialecki provided the Monthly Administrators Report.
- Resolution Authorizing an Advisory Referendum for Black Box Store Tax Loopholes – Pete Peterson opened the floor. Discussion. Motion by Sharon Folcey second by Mark Halverson to approve an advisory referendum for black box store tax loopholes. Carried 5-0.
- Administration/Personnel Committee Duties – This item will be revisited next month.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Administration/Personnel Committee Duties. New Position requests for the Highway, Sheriff and Jail.
- Motion by Cedric Schnitzler second by Mark Halverson to adjourn the meeting at 11:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder