Administration & Personnel Committee
January 12, 2021

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson, Mary Von Ruden
Excused Absent: Brett Larkin
Others: Tina Osterberg, Cedric Schnitzler, Adrian Lockington, Jeremiah Erickson, Pamela Pipkin, Wes Revels, Rick Folkedahl, Ed Smudde, Hannah Olsen, Andrew Kaftan

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, February 9, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the November 19 and December 8, 2020 minutes. Carried 4-0.

- Land Records Budget Adjustment –Jeremiah Erickson explained the 2021 budget adjustment in the amount of $7,000.00 for GIS server and configuration, ESRI seat license and GPS tablet screen. Discussion. Motion by Mark Halverson second by Sharon Folcey to amend the adjustment to read a total amount of $7,000.00. Carried 4-0. Motion by Mark Halverson second by Mary Von Ruden to approve the budget adjustment as amended. Carried 4-0.

- Request for Line Item Transfer(s) –
    a. Land Records - Jeremiah Erickson explained the 2020 line item transfer in the amount of $10,594.52 for GPS units, ESRI seat license and imagery placed on website. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 4-0.
    b. Corporation Counsel - Andrew Kaftan explained the 2020 line item transfer in the amount of $400.00 for printing costs. Motion by Mark Halverson second by Mary Von Ruden to approve line item transfer. Carried 4-0.
    c. Child Support – Pamela Pipkin explained the 2020 line item transfer in the amount of $1,500.00 for router. Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Carried 4-0.
    d. County Clerk – Shelley Bohl explained the 2020 line item transfer in the amount of $2,050.00 for salaries, copier expenses and mileage. Motion by Mary Von Ruden second by Mark Halverson to approve line item transfer. Carried 4-0.

- Resolution(s) Discussion/Action -
    a. Proclamation Recognizing the Municipal Clerk's, Deputy Clerks and all of the Election Officials throughout Monroe County – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Shelley Bohl explained the proclamation to commend Municipal Clerks, Deputy Clerks and all Election Officials for outstanding service and dedication to Monroe County. Carried 4-0.
    b. Rule 5 Petition, Resolution in Support of the TCMC Passenger Rail Project Funding – Motion by Mary Von Ruden second by Mark Halverson to approve resolution and forward to the full board for approval. Andrew Kaftan explained that Supervisor Balz brought forward the resolution for support of the TCMC passenger rail project and ask that the Joint Committee on Finance to support the project. Discussion. Carried 4-0.
    c. Resolution Creating Extraordinary County Board Rules – Motion by Mary Von Ruden second by Mark Halverson to approve resolution and forward to the full board for approval. Andrew Kaftan, Corporation Counsel explained that the Administrator and Board Chair met with him to review Board Rules. The resolution will adopt extraordinary County Board Rules which will authorize temporary virtual attendance at meetings. Discussion. Carried 4-0.

- Pamela Pipkin provided the Child Support Director Report.

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel –
    a. Personnel Policy Update, PTO – Ed Smudde, Personnel Director updated members regarding the discussion of the personnel policy and the idea of PTO. Department Heads and staff will provide feedback into the plan. A draft plan will be provided in the future to committee members.
    b. Ed Smudde provided the monthly Personnel Director Report.

- Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – PTO Policy, Covid Policy.

- Wallace Habhegger adjourned the meeting at 10:43 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder