

Administration & Personnel Committee  
September 10, 2024

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad  
Others: Tina Osterberg, Olivia Fransway, Ed Smudde, Rick Folkedahl, Pamela Pipkin, Wes Revels, Chris Weaver, Diane Erickson, Hannah Olsen, Adrian Lockington, Brooke Adams

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 October 8, 2024 at 9:00 a.m. in the Monroe County Board Assembly Room. Todd Sparks noted that he would not be in attendance.
- Minutes Approval – Motion by James Kuhn second by Jason Jandt to approve the August 13, 2024 minutes. Carried 5-0.
- Land Information Tax Parcel In-Rem Foreclosure Policy Update – Pulled from the agenda.
- Rick Folkedahl provided the Information Technology Director Report. Rick noted that he would not be in attendance at next month's meeting.
- Resolutions:
  - a. Resolution Authorizing Amendments to the Monroe County Deferred Compensation Plan – Tina Osterberg, County Administrator explained that the resolution would allow the Human Resources Director and County Administration to approve the agreement and documents appointing IRON Fiduciary Investment Services as an Investment Advisor and Investment Manager to the plan. Discussion. Motion by Jason Jandt second by Toni Wissestad to approve resolution. Carried 5-0.
  - b. Resolution Creating Monroe County Request for Proposal (RFP) Policy – Motion by Toni Wissestad second by Jason Jandt to approve resolution. Tina Osterberg, County Administrator explained Request for Proposal Policy. Discussion. Motion by Todd Sparks second by Toni Wissestad to amend under the Administration Oversight section, number (1), insert "3" a or "3" b below. Discussion. The amendment carried 5-0. The discussion continued. Motion by James Kuhn second by Todd Sparks to amend under the Administration Oversight section, by adding: the Highway Department shall file a copy of the RFP to the Administration Department prior to the letting. Discussion. Carried 5-0. The discussion continued. Motion by Wallace Habegger second by Jason Jandt to amend under the Non-Competitive Purchases, line #2 to change "of" to "or". Discussion. Carried 5-0. The resolution carried 4-1.
- Human Resources
  - a. Resolution Authorizing Changes to the Monroe County Personnel Manual Section 4.61 – Motion by Toni Wissestad second by Jason Jandt to approve resolution. Ed Smudde, Human Resources Director explained update to the Personnel Policy Manual. Discussion. Motion by Todd Sparks second by James Kuhn to remove 2c of the policy as the context does not comply or support anything. The amendment carried 5-0. Discussion. The resolution carried 5-0.
  - b. New Position Requests/Personnel Policy – Ed explained that the rules for new position requests are covered under section 4.18 of the Personnel Policy. It is intended to look at creating a line #6 to clearly identify position requests other than a new position. A paragraph will be drafted and reviewed next month.
  - c. Ed Smudde provided the Personnel Director Report.
- 2025 Budget Presentations
  - a. County Board – Shelley Bohl, County Clerk provided the budget and answered questions.
  - b. County Clerk – Shelley Bohl County Clerk provided the budget and answered questions.
- Tina Osterberg provided the County Administrator Report.
- Monroe County Board Rules Review/Suggested Updates –  
-Budgetary Adjustment/Fiscal Note Process – Shelley Bohl, County Clerk explained that under resolutions, 5(c) that any resolution involving appropriation of money allows comment on the proposed funding before

it goes to County Board for approval. The question came up with budgetary adjustments. Do budget adjustments carry the same rules as resolution fiscal notes? Should budget adjustments be defined in the County Board Rules? Discussion. This item will be revisited.

-Meeting Decorum Request to Speak – Shelley Bohl, County Clerk noted that under meetings, 3(d) that every member prior to speaking should indicate a request to speak electronically or by raising a hand. Since we no longer have the option to request to speak by our voting remotes, this language should be changed the next time the board rules are updated. It was discussed that the board once stood to speak. This item will be revisited the next time that the board rules are updated in the future

- Next Month's Agenda Items: New Position Requests/Personnel Policy, Monroe County Board Rules Review/Updates – Budgetary Adjustment/Fiscal Note Process
- Wallace Habegger adjourned the meeting at 10:42 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder