

Administration & Personnel Committee  
February 11, 2020

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson  
Others: Tina Osterberg, Ed Smudde, Pamela Pipkin, Deb Brandt, Debra Carney, Rick Folkedahl, David Ohnstad, Charles Weaver

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 Tuesday, March 10, 2020 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 01/14/20 minutes. Carried 5-0.
- Child Support Line Item Transfer – Pamela Pipkin explained the 2019 line item transfer in the amount of \$100.00 for salaries and fringes. Motion by Cedric Schnitzler second by Mark Halverson to approve line item transfer. Carried 5-0.
- Budgetary Adjustment
  - a. Register of Deeds – Deb Brandt explained the 2019 budget adjustment in the amount of \$4,731.00 for health insurance costs. Motion by Mary Von Ruden second by Sharon Folcey to approve budget adjustment. Carried 5-0.
  - b. County Clerk Election – Shelley Bohl explained the 2020 budget adjustment in the amount of \$15,796.00 to transfer 2019 election funds to the 2020 year. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 5-0.
  - c. Information Technology – Rick Folkedahl explained the 2020 budget adjustment in the amount of \$9,928.94 for installation and equipment for wireless point to point bridge from the Justice Center to Rolling Hills. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Discussion. Carried 5-0.
- Information Technology Credit Card Approval - Rick Folkedahl explained the need for a credit card in the amount of \$1,000.00 for his position, IT Director. Motion by Mary Von Ruden second by Mark Halverson to approve credit card. Discussion. Carried 5-0.
- Pamela Pipkin provided the Child Support Directors Report.
- Rick Folkedahl provided the Information Technology Director's Report.
- Ed Smudde provided the Personnel Director Report.
- Charles Weaver provided the Veterans Service Officer's Report.
- Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office – Pete Peterson explained that the resolution was postponed at the January County Board meeting and sent back to the committee for further review. The Treasurer is asking for equal pay among the three officials and a higher percentage increase than 2% for the term years. Discussion. Some points discussed were job duties, additional duties added by resolution and un-equal staffing. The original resolution as set by the committee at a 2% per year increase was not challenged by the Clerk. This item will be revisited next month.
- Economic Development Coordinator Update – Tina Osterberg, Monroe County Administrator explained that the Economic Development Committee will be meeting Thursday. There are no new updates.
- Highway Road Sign Resolution 95-6-3 and Funding – The County by resolution is currently responsible for signs where Town Roads intersect County Highways. Tina Osterberg, County Administrator explained that it is estimated sign replacement is \$61,390.00; 1754 signs @ \$35.00 each. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to have the Highway Committee draft a resolution to deal with items to include past signs, upcoming signs, grace periods and funding. Carried 5-0.

- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2021-2024 Term of Office; Information Technology Director Report; Closed Session to Complete the County Administrator's Performance Evaluation.

Motion by Cedric Schnitzler second by Mark Halverson to move into closed session. Pete Peterson, Sharon Folcey, Mary Von Ruden, Cedric Schnitzler, Mark Halverson all voted yes.

- Closed Session per WI Statutes 19.85(1)(c), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation.
- Motion by Mary Von Ruden second by Sharon Folcey to return to open session and adjourn at 11:00 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder