

Administration & Personnel Committee  
March 14, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent  
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, Jeremiah Erickson, Charles Weaver

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Next Month's Meeting Date/Time – The next meeting is April 11, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 02/14/17 minutes. Carried 4-0.
- Land Record Budget Adjustment – Jeremiah Erickson explained the 2017 line item transfer in the amount of \$20,424.00 for strategic grant award. Motion by Mary Von Ruden second by Pete Peterson to approve budget adjustment. Discussion. Carried 4-0.
- Veteran's Service Line Item Transfer – Charles Weaver explained the 2016 line item transfer in the amount of \$26.47 for Veteran Service Commission Board Member meeting mileage. Motion by Sharon Folcey second by Mary Von Ruden to approve line item transfer. Carried 4-0.
- Resolution Establishing Veteran's Service Office Non-Lapsing Donation Account – Charles Weaver explained the need to set up a non-lapsing donation account to receive restricted donations to fund the use for Veterans in Monroe County. Andrew Kaftan, Corporation Counsel further explained. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to the board. Discussion. Carried 4-0.

Pete Peterson left the meeting briefly at 9:16 a.m.

- Ken Kittleson provided the Monthly Personnel Director's Report.

Pete Peterson re-joined the meeting at 9:19 a.m.

- Personnel Line Item Transfer– Ken Kittleson explained the 2016 line item transfer in the amount of \$8,750.00 for increase in Section 125 Flexible Spending Program Administrative Fee and additional Health Reimbursement payments. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- Jim Bialecki provided the Interim County Administrator Monthly Report.
- County Administrator Salary/Fringe Benefits – Wallace Habegger explained that last month the committee discussed that it would negotiate a salary/fringe package with Jim Bialecki. Ken Kittleson explained that by approving the position indefinitely, per county policy Jim moved from a limited term employee to regular part time and is eligible for benefits. Discussion. Jim explained he is waiving rights to health, dental and retirement. Pete Peterson suggested moving the hourly rate to \$48.20. Ken Kittleson explained that the increase in wage could be in exchange for health, dental and retirement with an effective date of February 23, 2017. Discussion. A resolution will be drafted and brought back to the Administrative Committee next month for approval.
- Election Budget Adjustment – Shelley Bohl explained the 2016 budget adjustment in the amount of \$3,577.58 for a shortage in the municipal portion of the ballot. Revenues from the recount will cover all of the expenses except for \$239.38 to be taken from the contingency fund. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- County Clerk Line Item Transfer – Shelley Bohl explained the 2016 line item transfer in the amount of \$35.00 for copies. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- The monthly expenditure report was provided to members via iPad's.

- Items for next month's agenda – County Administrator Salary/Fringe Resolution, Discuss Resolution in Support of Redistricting.
- Motion by Mary Von Ruden second by Sharon Folcey to adjourn at 10:05 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder