

Administration & Personnel Committee
August 13, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Charles Weaver, Tina Osterberg, Lisa Hanson, Gary Dechant, Ed Smudde, Hannah Olsen, Andrew Kaftan, Jeremiah Erickson

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, September 11, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. Bargaining will be held on August 29, 2018 at 4:30 p.m.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the 07/10/18 minutes. Carried 5-0.
- Personnel
 - a. Ed Smudde provided the Monthly Personnel Director's Report.
 - b. Ed presented the Personnel budget and answered questions.
- Budget Presentations –
 - a. Veteran's Service – Charles Weaver presented the Veterans Service budget and answered questions.
 - b. Surveyor – Gary Dechant presented the Surveyor budget and answered questions.
 - c. Corporation Counsel – Andrew Kaftan presented the Corporation Counsel budget and answered questions.
 - d. Land Information – Jeremiah Erickson presented the Land Information budget and answered questions.
 - e. County Administrator – Jim Bialecki presented the Administrator budget and answered questions.
 - f. County Clerk – Shelley Bohl presented the County Clerk/Election budget and answered questions.
 - g. Information Systems – None. The Information Systems Budget will be presented in September.
- Maintenance New Position Request – Jim Bialecki explained the new Preventative Maintenance Technician Position request, done by offsetting costs through the removal of one Custodian position and on-call laborer budget. There are no additional costs to the levy. Discussion. Motion by Mark Halverson second by Mary Von Ruden to approve position. Carried 5-0.
- Fuel Contract Approval – Tina Osterberg provided bid proposals for fuel. Lisa Hanson explained the bid proposal process. Currently the county is contracted through BP Travel Center in Sparta. Discussion. Motion by Mary Von Ruden second by Mark Halverson to approve Kwik Trip for the county-wide fuel contract. Carried 5-0.
- Administrator Resignation, Discuss future plans for backfilling position – Jim Bialecki explained that he is retiring in January. Pete Peterson opened the floor for future plans to backfill the position. In the past the county looked at the County Administrator versus the County Administrative Coordinator Position. It was suggested to put the County Administrator position out for advertisement. It was also suggested that we should be looking at our own Department Heads for experience. This item will be revisited next month.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Register of Deeds, Child Support and Information Systems Budgets; Administrator Position Recruitment Process Discussion/Action; Bargaining Closed Session & employee performance.
- Motion by Cedric Schnitzler second by Sharon Folcey to move into closed session. Schnitzler, Folcey and Peterson all voted yes.

- Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Cedric Schnitzler second by Sharon Folcey to return to open session. Schnitzler, Folcey and Peterson all voted yes.
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 10:49 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder