

Administration & Personnel Committee
August 11, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden
Others: Tina Osterberg, Andrew Kaftan, Gary Dechant, Ed Smudde, Charles Weaver, Deb Brandt, Hannah Olsen, Adrian Lockington, Rick Folkedahl, Jeremiah Erickson, Alison Elliott, Garret Jerue-Corporate Insurance Specialist-The Insurance Center, Stephen Hansen-Regional Vice President-Pareto Captive Services

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, September 8, 2020 at 12:00 p.m. in the Monroe County Board Assembly Room. The committee agreed to flex the meeting times for September, October and November to accommodate and assure full attendance of committee members.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the July 14, 2020 minutes. Carried 5-0.
- 2021 Budget Presentations –
 - a. Surveyor – Gary Dechant presented the Surveyor budget and answered questions.
 - b. Land Records – See below
 - c. Veterans Services – Charles Weaver presented the Veterans Service budget and answered questions.
 - d. Register of Deeds – Deb Brandt presented the Register of Deeds budget and answered questions.
 - e. Corporation Counsel – Andrew Kaftan presented the Corporation Counsel budget and answered questions.
 - f. County Administrator – Tina Osterberg presented the Administrator budget and answered questions.
 - g. County Board – Shelley Bohl presented the County Board budget and answered questions.
 - h. County Clerk – Shelley Bohl presented the County Clerk budget and answered questions.
 - i. Information Systems – Rick Folkedahl presented the Information Systems budget and answered questions.
- Monroe County Board and Committee Rules Review – Chair Wallace Habegger opened the floor for any suggested changes to the Monroe County Board and Committee Rules. No changes were noted except for Rule 5d that will be discussed below.
- Resolution Amending the Rule 5d of the Monroe County Board – Andrew Kaftan, Corporation Counsel provided a draft resolution to members regarding rule 5d for options of the paths that a resolution can take to make it onto the Monroe County Board agenda. Discussion. Motion by Mark Halverson second by Mary Von Ruden to amend rule as follows: petition to bear 3 signatures otherwise invalid, filing in writing with the appropriate committee and the County Clerk, upon presentation to the appropriate committee, committee chair shall place it on the committee agenda for discussion/comment at the next committee meeting; then forwarded to the Board Chair to be considered at the next scheduled board meeting. Carried 5-0.

Mark Halverson left the meeting at 10:00 a.m.

- Land Records – Jeremiah Erickson presented the Land Records budget and answered questions.
- Economic Development Committee Composition and Duties – Tina Osterberg, County Administrator provided the updated Economic Development Composition and Duties at request of the Economic Committee. Discussion. Motion by Sharon Folcey second by Mark Halverson to approve composition and duties as submitted. Carried 4-0.
- Resolution Amending the County Code to Amend Committee Name to Economic Development and Tourism – The resolution would amend the county ordinances to change committee name from Economic Development to Economic Development and Tourism committee. Motion by Mary Von Ruden second by Sharon Folcey to approve resolution and forward to the board. Carried 4-0.

- Resolution Amending Monroe County Preliminary Plat Review Fee and Replat Review Fee – Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained increase in fee to cover the cost of the County Land Use Planner. Motion by Mary Von Ruden second by Brett Larkin to approve resolution and forward to the full board for approval. Carried 4-0.
- Information Technology
 - a. Richard Folkedahl provided the Information Technology Director Report
 - b. County Network Issues – Richard Folkedahl explained that the county network issues have been identified.
- Personnel –
 - a. Resolution Authorizing Self-Funded Insurance Plan – Ed Smudde explained that the resolution would transfer budgeted dollars for health insurance to be placed in a separate internal service fund and investment account to fund a self-funded health insurance plan for 2021 and years thereafter. The plan is to keep the plan as similar as to what we have as possible. Discussion. Motion by Mary Von Ruden second by Brett Larkin to approve resolution. Carried 4-0.
 - b. Ed Smudde presented the Personnel budget and answered questions.
 - c. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the Monthly Administrators Report.
- Website Photo Contest – Adrian Lockington, Administrative Office Specialist provided photo's to committee members for the website photo contest. Discussion. Members chose a total of five photos. Winners will be announced by the end of the day.
- Next Month's Agenda Items – None
- Wallace Habegger adjourned the meeting at 12:08 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder