



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**  
TIME: 9:00 a.m.  
PLACE: Rolling Hills Activity Room  
14345 County Hwy B  
Sparta, WI 54656  
DATE: **Tuesday, April 14, 2015**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – March 17, 2015 (enclosure)
3. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
4. Veterans Service
  - a. Veteran's Graves Report – Discussion/Action
5. Land Information Council Advisory Motion – Discussion/Action
6. Should the county implement a general donation policy or ordinance – Discussion/Action
7. Administrator Process
8. 2016 County Board Reduction - Process and Procedure Discussion
9. Monthly Expenditure Review
10. Next Month's Meeting Date/Time
11. Next Month's Agenda Items
12. Adjournment

Sharon Folcey, Committee Chair  
Date notices mailed: 04/08/15

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administrative/Executive Committee  
March 17, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele  
Others: Catherine Schmit, Margaret Garvin, Annette Erickson, Deb Brandt, Andrew Kaftan, Pamela Pipkin, Tina Osterberg

The meeting was called to order in the Human Services meeting room #409 at 9:00 a.m.

- Minutes Approval – Motion by Pete Peterson second by Bruce Humphrey to approve the 02/10/2015 minutes. Carried 5-0.
- Catherine Schmit provided the monthly Administrator's Report.
- Administrator Conferences/Training Requests – None.
- Shelley Bohl, County Clerk explained the 2014 line item transfer in the amount of \$113.76 for countywide postage overage. Motion by Bruce Humphrey second by James Kuhn to approve line item transfer. Discussion. Carried 5-0.
- Veteran's Service Graves Report – Margaret Garvin provided a sample letter to be provided to cemeteries in regards to the \$10,000.00 intended for Veterans graves. It was discussed that per statute every town board, village board or common council of every city should see all graves/tombstones of all veterans receive proper and decent care. Private cemeteries were also discussed. Motion by Bruce Humphrey second by Pete Peterson to deal with statutory obligations for the towns, villages and common councils in Monroe County and after that, the committee will use discretion for private cemeteries. Discussion. Carried 5-0.
- Resolution for Review of Monroe County Administrator Contract and Title by the Full County Board by Rule 21 Petition – Sharon Folcey explained that the committee previously had discussed re-structuring the Administrator's evaluation and these suggestions have been forwarded to Personnel. Andrew Kaftan explained that the rule 21 resolution doesn't set a specific agenda, the chair will set the agenda. The committee discussed that the resolution reflects discussion of title, contract and position duties. No motion was made on the resolution from the committee.
- 2016 County Board Reduction, Process and Procedure Discussion – Sharon Folcey opened the floor for discussion. Jim Kuhn provided a suggestion to members for combination of committees. Members will review and provide feedback at next month's meeting.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – April 14, 2015 at 9:00 a.m. at the Rolling Hills Activity Room.
- Items for next month's agenda – 2016 County Board Reduction, Veteran's Service Graves Report
- Catherine Schmit provided a demonstration on the new Munis-Tyler software program and the Employee Self Service Payroll System and answered questions.
- Adjournment - Motion by James Kuhn second by Pete Peterson to adjourn at 11:46 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Committee: Land Information Council

Date: Tuesday, March 31, 2015

Location: Monroe County Courthouse, Meeting Rm 2, 112 South Court St, Sparta, WI 54656

Time: 1:00 PM

Present: Gene Treu, Cindy Zinke, Gary Dechant, Al Hoff, Deb Brandt, Jeremy Erickson, Randy Williams, Cindy Struve

1. The meeting was called to order at 1:02 PM.
2. August 4, 2014 minutes were approved by Gene Treu, Seconded by Cindy Zinke. All in favor. Motion carried.
3. New Business re-election of officers... **Jeremiah Erickson Chair, Al Hoff Vice-Chair, motion by Cindy Zinke second by Gene Treu, All in favor, motion carried.**
3. Register of Deeds Office back-scanning project (Source Code Systems). We are scanned and redacted back to approximately 1945. Approximately \$40,000 of redaction fee funds has recently been spent on back-scanning and redaction. The rest of the records are yet to be scanned but there is still some money available. Al noted that we should determine what a scanner/plotter costs to see if it would be a worthwhile expense. Gary noted that Juneau County may have spent around \$6000 for a new scanner. Perhaps if we had a large format scanner we could do some of our own back-scanning and back-keying but at this time ROD does not have any available staff time for the project. Our web portal is getting daily use. Approximately 141,000 images were recently imported into the system and will be available online as they are back-keyed.
4. Section Corner Monumentation/maintenance. Gary stated that last year he managed to maintain 84. The year before he worked upon 69. Lawrence Johns completed all but one corner on his project that wrapped last year. He will be completing the additional corner though this year. Last year Gary reviewed 44 Certified Survey Maps (CSMs). He has reviewed four so far this year. The objective is to check for compliance with County codes, AE7 State administrative codes and Chapter 236 of the statutes, along with general typing errors etc. 5% of corners are recommended to be maintained per year. Gene noted that we would be better served to accelerate that process. Gary stated we pay \$175 per corner for maintenance out of the County Surveyor Budget. To set a corner we pay \$350 plus an additional \$75 for coordinates. Gene stated it would be good to try and get 150 complete per year to speed up the maintenance cycle and as a result save money by protecting our investment in the corners. **Gene motioned to earmark \$12,000 of the land records budget for the purpose of section corner monument maintenance. Deb seconded. Roll Vote Gary Dechant abstained. All voting were in favor. Motion Carried.**
5. Statewide Parcel Mapping Project. Discussed the future of the project and timelines. A report will come out this summer and the data will be made available online in July. A grant cycle will begin this year. At this time it is likely that we may try for a grant that will populate address information at the parcel attribute level.
6. GeoComm projects and addressing. Mobile units still may not have all the kinks worked out. When that is complete dispatch will be able to update and we can go into a maintenance cycle. Jeremy has been identifying some problems in the data and Geocomm is reviewing and adjusting on a case-by-case basis. Some different Geocomm staff members just took control of the project. **Motion to recommend that members of Emergency Management, Dispatch, The Sherriff's Dept., Information Technology, Land Records, Zoning, the**

**County Administrator and any other pertinent stakeholders involved review and resolve the GeoComm project. Motion by Deb Brandt, Second by Gene Treu. All in favor. Motion carried.**

7. 2015 Wisconsin Regional Orthophotography Consortium (WROC) Project Update. 6" is being flown. The Villages of Kendall, Wilton and Cashton as well as the Cities of Sparta and Tomah are sharing acquisition costs for the project. The Eastern 2/3 of the county were reportedly flown a few weeks ago. The rest of the county has yet to be flown but as soon as the remaining snow melts and clear conditions are at hand it will be flown and acquired.

8. Monroe County Land Records Modernization Plan Progress. I noted that I am working with a Land Information Plan Instruction Review and Revision Group we have met in about four teleconferences with two more left. Upon which new instructions will be adopted. The new plans will be due sometime in December of this year.

9. Long Term Goals. Under consideration for our next plan will be a Section Corner maintenance project or the establishment of more contracted time for a surveyor. Back-scanning and the re-scanning of plats. Pictometry. ADC updates to allow for download of layers. Update of our product fee schedule. A separate site address vs access address layer. Migration to the parcel fabric.

10. Old Business... Discussed council per diems for citizen members and we believe that the situation was left with the new committee that was going to look at committee restructuring. I am contacting the Clerk's Office to determine the status of this request. **Motion to recommend to the Administrative Committee that the county pay per diems to citizen board members by Gene Treu, Seconded by Deb Brandt. Gary Dechant abstained. All voting were in favor. Motion carried.**

11. New Business... Revisit all agenda items in the next meeting. Possibly a Land Records Modernization Draft Plan as well as the possibility of the budget for 2016. Likely to meet in August TBD.

12. Adjourned at 2:53 PM. Gene Treu motion, Cindy Zinke seconded, all in favor, meeting adjourned.

MONROE COUNTY - OTHER THAN STANDING COMMITTEES

Name	Mileage	Per Diem	Comments	If claims are being submitted presently or not
ADRC	yes	yes		Claims
CAP - Community Action Planning	yes	yes		Presently none
Community Steering Committee	yes	yes		
Dog Control Board	yes	yes		Presently none
Ethics Board	no	no	but does not say "no" in either the Code or Rules	Presently none
Hidden Valleys	yes	yes	Touism would pay all conference expenses	Claims
Housing Authority	no	no		Presently none
HS Citizens Advisory Committee*	yes	yes	*reimbursable	Claims
HS Long Term Support Programs*	yes	yes	*reimbursable	Presently none
ITBEC	yes	yes		Yes-Supervisor
Justice Center Building	yes	yes		Yes-Supervisors
Land Information Council				Presently none
LEO's	no	yes	Workforce Connections, Inc. pays mileage	claims
Lemonweir Drainage District	yes	yes		
Local History Room Trustees	no	no		Presently none
Mississippi River Regional Planning	yes	yes	some do not turn in	Claims
Mo. Co Justice Coordinating Council				Presently none
PIC Private Industry Council	yes	yes		
Revolving Loan Fund	yes	no	according to establishing resolution	Presently none
Safe Communities Coalition	no	no		Presently none
Shelter Care	no	no		
Tourism & Economic Development	yes	yes	Touism would pay all conference expenses	
Transportation Coordinating	no	no		Presently none
Veterans Service Commission	yes	yes		Claims
Village of Warrens and Mo. Co. Sewer Commission				Co. Bd. Member claims - not city of Tomah PW Dir
W-2 Community Steering*	yes	yes		Presently none

Western Wisconsin Cares				Claims
Winding Rivers Library System	no	yes	Mileage paid by Winding Rivers	Presently none
Winding Rivers Joint County Planning	yes	yes		Presently none
Zoning Board of Adjustment	yes	yes		Presently none

**Standing Committees with Citizen members**

Health Board	yes	yes		claims
Human Services	yes	yes	reimburseable	claims
Senior Services	yes	yes	reimburseable	claims
Solid Waste	yes	yes	reimburseable	claims

Highway, Human Services, Rolling Hills, Senior Services, Solid Waste - payments are reimbursable

\*If someone serves as part of their job, they do not get per diem, they are "on the job" and already being paid

Committees are no longer listed in official directory - may have dissolved.

Updated/Reviewed by Administrative/Executive Committee on 04/14/2015

MONROE COUNTY - OTHER THAN STANDING COMMITTEES

name	mileage	per diem	comments
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Hidden Valleys	yes	yes	
Housing Authority	no	no	
HS Citizens Advisory Committee*	yes	yes	reimbursable
HS Long Term Support Programs*	yes	yes	reimbursable
ITBEC	yes	yes	→ only if a member
Lemonweir Drainage District	yes	yes	
Local History Room Trustees	no	no	
Mississippi River Regional Planning	yes	yes	some do not turn in
PIC Private Industry Council	yes	yes	
Revolving Loan Fund	yes	no	according to establishing resolution
Safe Communities Coalition	no	no	
Shelter Care	no	no	
Tourism & Economic Development*	yes	yes	
Transportation Coordinating	no	no	
Veterans Service Commission	yes	yes	
W-2 Community Steering*	yes	yes	
Winding Rivers Library System	yes	yes	mileage paid by WR

Winding Rivers Joint County Planning	yes	yes	
Zoning Board of Adjustment	yes	yes	
Standing committees with citizen members			
HEALTH BOARD	yes	yes	some do not turn in
HUMAN SERVICES	yes	yes	reimbursable
SENIOR SERVICES	yes	yes	reimbursable
SOLID WASTE	yes	yes	reimbursable

Highway, Human Services, Rolling Hills, Senior Services, Solid Waste - payments are reimbursable

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updated/reviewed by Administrative/Executive Committee on 7/17/02