



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: **Wednesday, May 13, 2015** **(Please note day change)*

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – April 14, 2015 (enclosure)
3. Veterans Service
 - a. Veteran's Graves Report – Discussion/Action
4. Register of Deeds
 - a. Ordinance Allowing Cut Off Time for the Filing and Recording of Documents – Discussion/Action
5. Child Support Report
6. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
7. County Administrator Rating Process and Contract Review Discussion
8. County Board Evaluation Process and Results
9. 2016 County Board Reduction - Process and Procedure Discussion
10. Monthly Expenditure Review
11. Next Month's Meeting Date/Time
12. Next Month's Agenda Items
13. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 05/05/15

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

April 14, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele

Others: Catherine Schmit, Andrew Kaftan, Lisa Haldinger Hamblin, Margaret Garvin, Jeremiah Erickson

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

- Minutes Approval- Motion by Bruce Humphrey second by Pete Peterson to approve the 03/17/2015 minutes. Supervisor Peterson expressed his opinion that he would like to see more detailed minutes. Carried 5-0.
- Catherine Schmit provided the monthly Administrator's Report.
- Administrator Conferences/Training Requests- ICMA Budgeting Guide Webinar Series
Motion by Bruce Humphrey, second by Pete Peterson to approve the ICMA webinar training as requested. Carried 5-0.
- Veteran's Service Graves Report- Margaret Garvin distributed a copy of a draft letter to be distributed to Monroe County Town Boards, Village Boards and City Councils regarding renewed efforts to care for Veteran's Graves. Discussion as to the intent of the County Board in providing this funding. Motion by Bruce Humphrey, second by Pete Peterson to distribute the letter as amended. Carried 5-0.
- Land Information Council Advisory Motion – Jeremiah Erickson approached the committee with a concern regarding mileage and per diem payments for civilian members of the Land Information Council. Motion by Pete Peterson, second by Bruce Humphrey to approve mileage and per diem payments be made to the Land Information Council Advisory Council members to be paid from the County Board mileage & per diem budgeted funds. Carried 5-0.
- County General Donation Policy or Ordinance – Discussion with Corporation Counsel in development of a County General Donation Policy. Corporation Counsel to draft a policy and bring it forward to next months' meeting.
- County Administrator Process- Discussion regarding process of Administrator performance and review of contract. Personnel Department to work on redesign of performance evaluation form and outline of process. Pete Peterson to distribute information to the group as developed.
- 2016 County Board Reduction, Process and Procedure Discussion- Sharon Folcey opened the floor for discussion. Discussion of proposal previously provided by Jim Kuhn for combination of committees. Sharon Folcey distributed an example from La Crosse County. Discussion. Sharon Folcey discussed providing an evaluation process for the County Board, distributed a sample form.
- Pete Peterson excused at 11:25 am.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date- May 13, 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, County Administrator Rating Process & Contract Review Discussion, County Board Evaluation Process & Results.
- Adjournment- Motion by James Kuhn second by Paul Steele to adjourn at 11:37 a.m. Carried 5-0.

Cathy Schmit, County Administrator

Recorder