



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**  
TIME: 2:30 p.m.  
PLACE: Rolling Hills Activity Room  
14345 County Hwy B  
Sparta, WI 54656  
DATE: **Tuesday, June 16, 2015** *\*(Please note day & time change)*

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – May 13, 2015 (enclosure)
3. Land Information
  - a. GIS/E911 Addressing Position – Discussion/Action
4. County Clerk Petty Cash Account Closure – Discussion/Action
5. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
6. County Administrator Rating Process and Contract Review Discussion/Action
7. 2016 County Board Reduction - Process and Procedure Discussion/Action
8. Monthly Expenditure Review
9. Next Month's Meeting Date/Time
10. Next Month's Agenda Items
11. Adjournment

Sharon Folcey, Committee Chair  
Date notices mailed: 06/15/15

*Jared  
6/15/15  
MLB*

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  
May 13, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele  
Others: Margaret Garvin, Deb Brandt, Andrew Kaftan, Pamela Pipkin

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

- Minutes Approval – Motion by Pete Peterson second by Bruce Humphrey to approve the 04/14/2015 minutes. Carried 5-0.
- Veteran's Service Graves Report – Margaret Garvin asked for guidance from the committee on whom is to file W9 forms for the money received from the Care of Veteran's Graves; the Legion Posts, Municipalities, Cemeteries? Discussion. Motion by James Kuhn second by Bruce Humphrey to transfer W9 guidance to the Finance Committee. Discussion. Carried 5-0. Margaret discussed that Veterans flags are currently being distributed to graves.
- Register of Deeds Ordinance allowing cut off time for the filing and recording of documents – Deb Brandt presented a summary of each counties document recording closing times. The need for Monroe County document recording cut off times were discussed. Motion by Bruce Humphrey second by Paul Steele to forward a resolution to the full board per WI State Statute 59.20 to create a cut off time for filing and recording of documents, 60 minutes before closing. Discussion. Carried 5-0.
- Pamela Pipkin provided a Child Support report.
- County Administrator Report – None.
- Administrator Conferences/Training Requests – None.
- County Administrator Rating Process and Contract Review Discussion – Pete Peterson discussed that Personnel is currently working on the County Administrator Rating Process. Thoughts on review of the Administrator Contract were discussed. Motion by Bruce Humphrey second by Paul Steele to have the Chairman compile contract issues/concerns from all board members and forward to the committee for review. It was suggested to have supervisors sign at the bottom. Discussion. Carried 5-0.
- County Board Evaluation Process and Results – Sharon Folcey provided a County Board Evaluation form to members. This form will be provided to all members for opinions of the current governing structure and for generation of consensus in areas where the Board should focus attention. It was suggested to place an area for comments, change return date and add signature line.
- 2016 County Board Reduction, Process and Procedure Discussion – Sharon Folcey provided a committee structure to members. The committee discussed the reduction of committees. It was suggested to have Property & Purchasing and Rolling Hills as separate committees, the county would then have 11 standing committees. Discussion. Andy will review constraints of all committees.
- The monthly expenditure report was provided to members via iPad's and reviewed.
- Next meeting date – June 10, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – 2016 County Board Reduction, County Administrator Rating Process and Contract Review
- Adjournment - Motion by Pete Peterson second by Bruce Humphrey to adjourn at 10:37 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder