



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

AMENDED 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, November 10, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – October 13, 2015 (enclosure)
3. Child Support Directors Report – Child Support Arrears
4. Resolution Amending the County Code to Incorporate Changes to County Committees and Boards due to Reduction of the Monroe County Board Size - Discussion/Action
5. Strategic Planning Update
6. County Board's Monthly Public Comment Period
7. County Administrator
 - a. Credit Card Request – Administrative Assistant
 - b. Monthly Report
 - c. Conferences/Training Requests – Discussion/Action
8. Monthly Expenditure Review
9. Next Month's Meeting Date/Time
10. Next Month's Agenda Items
11. Closed Session per WI Stats 19.85(1)(c) to Consider the Contract and Compensation of the County Administrator
12. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 11/04/15

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.



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

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, November 10, 2015**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – October 13, 2015 (enclosure)
3. Child Support Directors Report – Child Support Arrears
4. Resolution Amending the County Code to Incorporate Changes to County Committees and Boards due to Reduction of the Monroe County Board Size - Discussion/Action
5. Strategic Planning Update
6. County Administrator
 - a. Credit Card Request – Administrative Assistant
 - b. Monthly Report
 - c. Conferences/Training Requests – Discussion/Action
7. Monthly Expenditure Review
8. Next Month's Meeting Date/Time
9. Next Month's Agenda Items
10. Closed Session per WI Stats 19.85(1)(c) to Consider the Contract and Compensation of the County Administrator
11. Adjournment

Sharon Folcey, Committee Chair

Date notices mailed: 11/03/15

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
October 13, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele
Others: Catherine Schmit, Pamela Pipkin, Andrew Kaftan, Bob Janovick

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

- Minutes Approval – Motion by Bruce Humphrey second by Paul Steele to approve the 09/08/2015 minutes. Carried 5-0.
- Pamela Pipkin presented the Child Support Directors Report.
- Care of Veteran's Graves – Catherine Schmit explained that the Care of Veteran's Graves reimbursement is currently being calculated. The Veteran's Service Officer is resigning and has been asked that reimbursements be taken care of before her last day of employment.
- Catherine Schmit provided the monthly County Administrator Report.
- Administrator Conferences/Training Requests – Catherine Schmit asked to attend the WCA Conference on Fraud Risk, Awareness, Prevention, Management and Response next month in Stevens Point. Motion by Bruce Humphrey second by Pete Peterson for attendance. Discussion. Carried 5-0.
- Resolution Amending the County Code to Incorporate Changes to County Committees and Boards due to Reduction of the Monroe County Board Size – Andrew Kaftan provided a draft resolution to all members. The resolution will change the board structure in order to accommodate the change in the board size from 24 to 16. The only cost would be amending the county ordinances. Committee structure would move from 15 standing committees to 11. Discussion. It was suggested to have a chart sent to members for illustration. Motion by Bruce Humphrey second by James Kuhn to present the draft resolution to full board at the next board meeting for feedback, the final resolution would be presented for approval in November. Discussion. Andy will change the draft to include in the therefore paragraph, the effective date of 04/19/16 and in the attachment, #10 Sanitation/Zoning to incorporate land use planning. Carried 5-0.
- Committee Duties Discussion – It was a consensus that the committee duties will be discussed at a later date separate from the reduction of the Monroe County Board Size Resolution.
- County Board Strategic Planning Discussion – Catherine Schmit explained options have been explored at 3 Bears and the Cranberry Country Lodge. The purpose will be for a long range strategic planning, to set priorities and the direction of the county. The committee discussed facilitators, topics and the possibilities of including department heads. Discussion. It was a consensus of the committee to complete a strategic planning session early in 2016.
- The monthly expenditure report will be provided to members via iPad's.
- Next meeting date –November 10, 2015 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Resolution Amending the County Code to Incorporate Changes to County Committees and Boards due to Reduction of the Monroe County Board Size and Strategic Planning.
- Andrew Kaftan explained closed session procedures. Discussion.
- Motion by Pete Peterson second by Bruce Humphrey to go into closed session per WI Statute 19.85(1)(c) to consider the contract and compensation of the County Administrator, both parties to take part. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson voting yes; Steele voting no.

- Closed session per WI Statute 19.85(1)(c) to consider the contract and compensation of the County Administrator.
- Motion by Pete Peterson second by Bruce Humphrey to return to open session. A roll call vote was taken with Folcey, Kuhn, Humphrey, Peterson and Steele all voting yes.
- Motion to adjourn by Bruce Humphrey second by Pete Peterson at 12:20 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

RESOLUTION NO. _____

RESOLUTION AMENDING THE COUNTY CODE TO INCORPORATE CHANGES TO COUNTY COMMITTEES AND BOARDS DUE TO REDUCTION OF THE MONROE COUNTY BOARD SIZE

WHEREAS, the size of the county board will be reduced to 16 supervisory districts in April of 2016, and

WHEREAS, reduction of the board size will impact the staffing of county committees and boards by county board supervisors, and

WHEREAS, the Monroe County Administrative/Executive Committee has given considerable time and consideration to:

1. The most balanced approach to combining committees and boards to ensure full staffing by county board supervisors, and
2. Whether the committee or board is authorized by state statute or county ordinance, and
3. The duties of the committee or board, and
4. The work of the departments of the county.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that the attached amendments and additions to the Monroe County Code are hereby adopted as of April 19, 2016.

Offered by the Administrative/Executive Committee on November 24, 2015.

Vote: ____ yes ____ no

_____	_____
_____	_____

Purpose: To change the Monroe County Board committee and board structure to accommodate the change in the board size from 24 to 16 as of April 19, 2016.

Fiscal Note: Anticipated costs are the costs for amending the county ordinances.

Approved as to form: Corporation Counsel, Andrew Kaftan _____

Attachment to Resolution No. _____

THE MONROE COUNTY BOARD DOES ORDAIN:

That sec. 2-368 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows:

Sec. 2-368. - Standing committees.

(a) Following are the established standing committees and boards of the county:

(1) **Administration & Personnel Committee.**

(i) Composition and duties: Five county board supervisors to act as the Administrative/Executive Committee, *see Chapter 2, Article IV, Division 6, Subdivision II*, and the Personnel and Bargaining Committee. Three of the committee members shall serve as the Bargaining Committee.

(ii) To be the committee of jurisdiction for the following departments: Child Support Agency, Corporation Counsel, County Administrator, County Clerk, Information Systems, Land Information Office, Personnel, Real Property Lister, Register of Deeds, Surveyor, and Veterans Services.

(2) **Economic Development Committee.**

(i) Composition and duties: *See Chapter 2, Article IV, Division 6, Subdivision III.*

(ii) To be the committee of jurisdiction for the following departments: Economic Development, and Tourism.

(3) **Finance Committee.**

(i) Composition and duties: Five county board supervisors to act as the Finance Committee a/k/a Finance, Claims and Insurance Committee. To address library funding and planning.

(ii) To be the committee of jurisdiction for the following departments: Finance and County Treasurer.

(4) **Health & Human Services Committee.**

(i) Composition and duties: Five county board supervisors plus additional four citizen members under Wisconsin Statutes to act as the Board of Health, Human Services Board, *see Chapter 15, Article II, Division 2*, and Commission on Aging, *see Chapter 2, Article IV, Division 7*, and Senior Services Committee.

(ii) To be the committee of jurisdiction for the following departments: Health Department. Department of Human Services, and Senior Services.

(5) **Highway Committee.**

(i) Duties: To act as the Highway Committee under Chapter 83 of the Wisconsin Statutes.

(ii) To be the committee of jurisdiction for the following departments: Highway Department.

(6) **Natural Resources & Extension Committee.**

(i) Composition and duties: Five county board supervisors, plus members under §92.06 Wis. Stat., to act as the Agriculture and Extension Committee, Land Conservation Committee and Forestry & Parks Committee.

(ii) To be the committee of jurisdiction for the following departments: Home and Community Education, Land Conservation, Local History Room, Parks & Forestry, U.W. Extension and 4H.

(7) **Property & Maintenance Committee.**

(i) Composition and duties: Five county board supervisors to act as the Property & Purchasing Committee.

(ii) To be the committee of jurisdiction for the following departments: Maintenance.

(8) **Public Safety & Justice Committee**

(i) Composition and duties: Five county board supervisors to act as the Public Safety Committee.

(ii) To be the committee of jurisdiction for the following departments: Clerks of Courts, District Attorney's Office, Emergency Management, Justice Systems, Medical Examiner, Circuit and Probate Courts, Sheriff's Office and 911 Communications Center.

(9) **Rolling Hills Committee**

(i) Composition and duties: Five county board supervisors to act as the Rolling Hills Rehabilitation Center committee.

(ii) To be the committee of jurisdiction for the following departments: Rolling Hills Rehabilitation Center.

(10) **Sanitation & Zoning Committee.**

(i) Composition and duties: Five county board supervisors to act as the Dog Control Committee, Sanitation & Zoning Committee, Sanitation Committee and Zoning Committee. The Zoning Committee addresses land use, planning and zoning policy for the county.

(ii) To be the committee of jurisdiction for the following departments: Animal Shelter, Animal Control, Sanitation and Zoning.

(11) **Solid Waste Committee.**

(i) Composition and duties: *See Chapter 2, Article IV, Division 3.*

(b) Appointments to the committees listed in subsection (a) of this section shall be made in compliance with state laws, county ordinances or county board of supervisors' rules.

AND

That sec. 2-410 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows:

Sec. 2-410. - Composition.

The economic development, commerce and tourism committee shall consist of three county board supervisors and three ex-officio members that will participate in an advisory capacity on the standing committee. Such ex-officio members shall not have voting rights and shall not be compensated by the county for their participation. Term of all committee members shall coincide with the terms of all other standing committees.

AND

That sec. 5-352 of the General Code of the County of Monroe, Wisconsin, is hereby amended to read as follows: This article is promulgated pursuant to Wis. Stats. § 169.43 and pertains to the unincorporated areas of Monroe County. The Monroe County department of jurisdiction is the Dog Control department.

AND

That Chapter 35 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 44 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 47 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

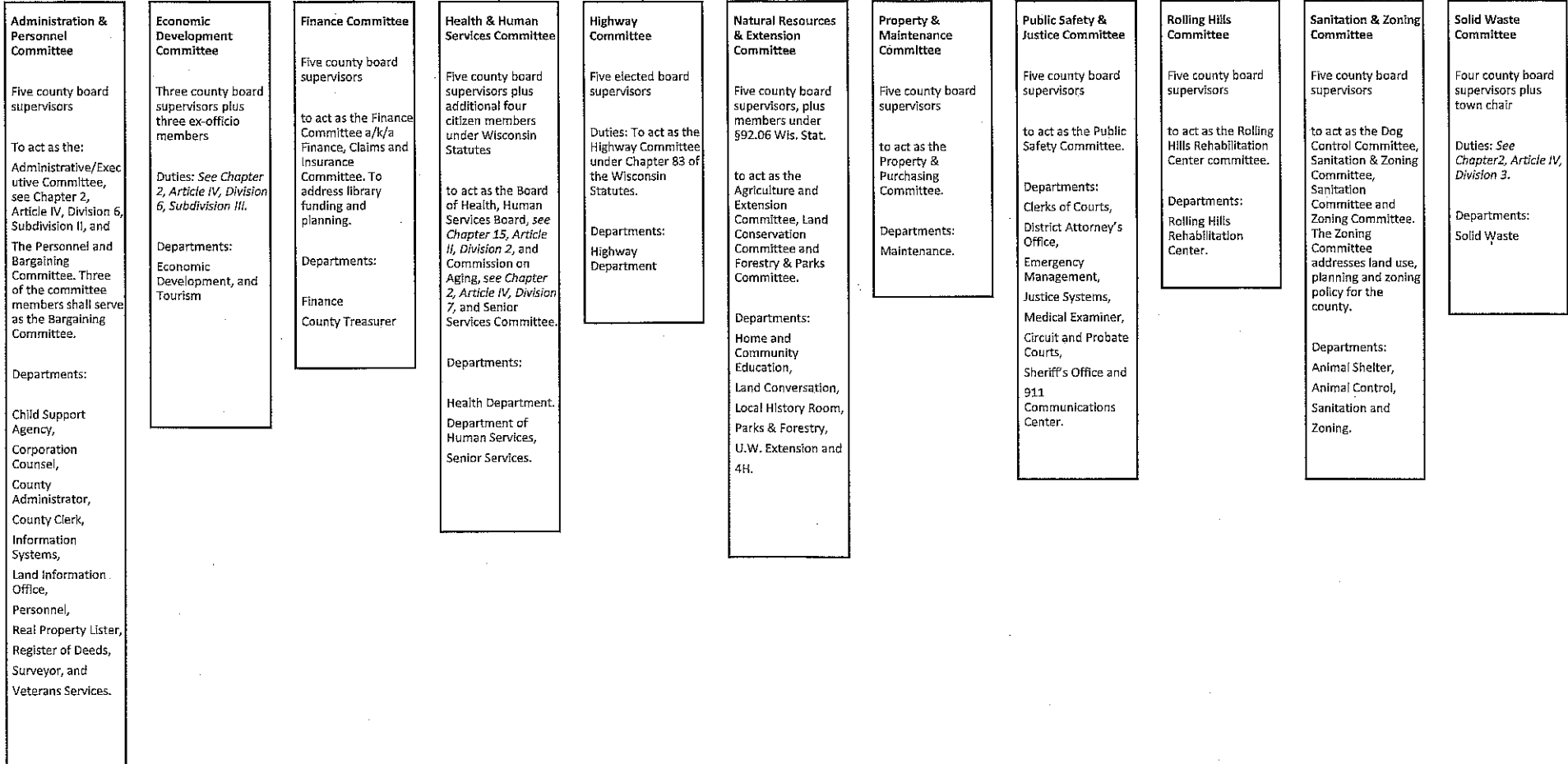
AND

That Chapter 50 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

AND

That Chapter 53 of the General Code of the County of Monroe, Wisconsin, is hereby amended so that any use of zoning committee, sanitation/planning committee, sanitation/planning and zoning/forestry committee, or planning and zoning committee is amended to read zoning committee.

Monroe County Board



Request for Credit Card Approval

Department: Administrator

Committee: Administrative/Executive

Name of Card Holder	Title of Postion	Credit Card Limit
Leslie Schreier	Office Assistant	\$ 1,000.00

Justification for Credit Card(s):

Travel, education, purchase of supplies.

Department Head Approval: Catherine J. Schmit

Date Approved by Committee of Jurisdiction: _____

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____