



# 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: 9:00 a.m.  
PLACE: Rolling Hills Activity Room  
14345 County Hwy B  
Sparta, WI 54656  
DATE: **Tuesday, January 12, 2016**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – December 8, 2015 (enclosure)
3. Veterans Service
  - a. Introduction of Veteran's Service Officer, Charles Weaver and Deputy Veteran's Service Officer, David Hottenstine
  - b. Credit Card Approval & Credit Card Increase – Discussion/Action
4. Information Systems Budget Adjustment – Discussion/Action
5. Ordinance Provisions following Committee Structure Change – Discussion/Action
6. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
7. Line Item Transfer(s) – Discussion/Action
  - a. County Clerk
  - b. Child Support
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: 01/04/2016

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  
December 8, 2015

Present: Sharon Folcey, James Kuhn, Bruce Humphrey, Pete Peterson, Paul Steele  
Others: Catherine Schmit, Pamela Pipkin, Deb Brandt

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 11/10/15 minutes. Carried 5-0.
- Register of Deeds Line Item Transfer – Deb Brandt explained the 2015 line item transfer in the amount of \$189.00 for educational expense for fall conference. Motion by Paul Steele second by Bruce Humphrey to approve line item transfer. Discussion. Carried 5-0.
- Child Support Budget Adjustment - Pamela Pipkin explained the 2015 budget adjustment in the amount of \$14,300.00 for family health and dental insurance not budgeted. Motion by Pete Peterson second by Bruce Humphrey to approve budget adjustment. Discussion. Carried 5-0.
- Ordinance Provisions following Committee Structure Change – This item will be revisited next month.
- County Board Strategic Planning Update – Catherine Schmit explained that her staff is looking at alternate locations. The strategic session will be held after the new term begins.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests - None
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – January 12, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Child Support Complaint Policy, Ordinance Provisions.
- Motion by Pete Peterson second by Bruce Humphrey to adjourn at 9:25 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

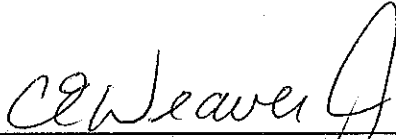
## Request for Credit Card Approval

Department: VETERAN SERVICES  
 Committee: ADMINISTRATIVE

Name of Card Holder	Title of Postion	Credit Card Limit
DAVID A. HOTTENSTINE	DEPUTY VETERAN SERVICE OFFICER	\$1000 <sup>00</sup>
CHARLES E. WEAVER JR	VETERAN SERVICE OFFICER	1000 <sup>00</sup> (INCREASE TO)

**Justification for Credit Card(s):**

Conventions and Training Seminars, Postage for David
INCREASE CARD FROM 600 <sup>00</sup> to \$1000 <sup>00</sup> for Charles

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved By Finance Committee: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ County Clerk  
 Budget Year Amended: \_\_\_\_\_ 2015

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11421000 521420	Election Programming	\$ 25,010.00	\$ 1,632.00	\$ 11,612.75	\$ 23,378.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,632.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531050	Postage	\$ 3,145.00	\$ 470.00	\$ 4,422.73	\$ 3,615.00
11420000 553100	Equipment Service Contract	\$ 2,508.00	\$ 1,162.00	\$ 3,926.64	\$ 3,670.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 1,632.00</b>		

**Explanation for Transfer:**

Countywide postage is over budget; A new copier was not anticipated.

The County didn't require a Primary Election in 2015, therefore the Election Budget has funds to cover the overages in the Clerk's Budget.

Department Head Approval

Shelley Ball 01/04/2016

Governing Committee Approval

\_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Child Support  
 Budget Year Amended: 2015

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000533200	mileage	\$ 1,350.00	\$ 400.00	\$ 681.87	\$ 950.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 400.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
21330000521040	court related expenses	\$ 3,000.00	\$ 400.00	\$ 3,028.00	\$ 3,400.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 400.00</b>		

**Explanation for Transfer:**  
 We have had to serve more people out of County than I anticipated this year.

Department Head Approval \_\_\_\_\_  
 Governing Committee Approval \_\_\_\_\_

-----  
**If < \$500:**  
 Send to County Administrator's Office  
 COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office  
 FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date \_\_\_\_\_ Revised 02/20/2014