



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATIVE/EXECUTIVE**
TIME: 9:30 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Friday, April 8, 2016**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – March 8, 2016 (enclosure)
3. Register of Deeds Report
4. Veteran's Service Report
5. Ordinance Updates Due to Board Size and Committee Structure Change – Discussion/Action
6. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
7. Monthly Expenditure Review
8. Next Month's Meeting Date/Time
9. Next Month's Agenda Items
10. Adjournment

Sharon Folcey, Committee Chair
Date notices mailed: 04/01/2016

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
March 8, 2016

Present: Sharon Folcey, James Kuhn, Pete Peterson, Bruce Humphrey; Paul Steele absent.
Others: Catherine Schmit, Andrew Kaftan.

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 Pete Peterson to approve the 02/09/16 minutes. Carried 4-0.
- Resolution Setting Compensation for Condemnation Commissioners – Corporation Counsel, Andrew Kaftan explained the request for modification of the compensation for service and mileage for the Condemnation Commissioners. Discussion. The county would not be paying the fee. Motion by Pete Peterson to amend the resolution to establish the rate at \$40.00 per hour and use the standard government rate for mileage. Discussion. The amendment failed for a lack of a second. Motion by Bruce Humphrey second by Pete Peterson to approve resolution and forward to the full board. Carried 4-0. Discussion. Motion by Bruce Humphrey second by Pete Peterson to amend resolution to reflect mileage at the IRS tax rate and the fiscal note should reflect that expenses are to be paid by the condemner. The resolution as amended carried 4-0.
- Resolution Modifying Ordinance Changes Due to Board Size and Committee Structure Change – Corporation Counsel, Andrew Kaftan provided Chapter 2 Administration Contents of the Monroe County Code to Members. Discussion. It was recommended to find a model and move forward with code structure changes. Corporation Counsel will bring back a draft with suggested changes, beginning with a table of contents. Discussion. Andy provided the draft Monroe County Board and Committee Rules to members. Discussion. Motion by Pete Peterson second by James Kuhn to approve resolution with attachment and forward to the full board for approval. Carried 4-0.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – None
- County Administrator New Position Request – County Administrator, Catherine Schmit provided a Full Time Purchasing and Procurement Position to members. Cathy explained the need for the position and described the duties and responsibilities of the position. Discussion. This position request will be taken up by the Personnel Committee on Wednesday.
- The monthly expenditure report was provided to members via iPad's.
- Next meeting date – April 8, 2016 at 9:30 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Ordinance Updates.
- Motion by Pete Peterson second by Sharon Folcey to adjourn at 10:35 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder