



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 10:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, September 13, 2016**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – August 9, 2016
4. Veteran's Service Line Item Transfer – Discussion/Action
5. Budget Proposals
 - a. Information Systems
 - b. Child Support
6. Child Support Directors Report
7. Amending County Ordinances to Continue to Address the Board Size Reduction – Discussion/Action
8. County Administrator
 - a. Monthly Report
 - b. Conferences/Training Requests – Discussion/Action
9. Monthly Expenditure Review
10. Next Month's Agenda Items
11. Personnel Director Report
12. Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 11:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
13. Closed Session per WI Statute 19.85(1)(c) to Conduct County Administrator Annual Evaluation
14. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 09/06/2016

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.

Administration & Personnel Committee
August 9, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden
Others: Catherine Schmit, Andrew Kaftan, Charles Weaver, Jeremiah Erickson, Ken Kittleson, Rob Conroy, Ed Smudde, Deb Brandt, Gary Dechant, Ron Hamilton, Sharon Nelson, Tina Osterberg.

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

- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 07/12/2016 minutes. Carried 5-0.
- New Position Requests –
 - a. Finance – Tina Osterberg explained a new position request for the Financial and System Controls Specialist. Discussion. Motion to approve position request by Pete Peterson second by Mary Von Ruden. Carried 3-2.
 - b. Jail – Rob Conroy explained a new position request for two jailers. Discussion. Motion to approve two jailer position requests by Pete Peterson second by Sharon Folcey. Carried 4-1.

Rob explained a new position request for a Jail Receptionist/Administrative Assistant. Discussion. Motion to approve Jailer receptionist/Administrative Assistant by Sharon Folcey second by Pete Peterson. Carried 3-2.
- Ken Kittleson provided the monthly Personnel Director's Report.
- Resolution Establishing 2017 Annual Budgeted Allocation for Pay for Performance – Catherine Schmit explained resolution to establish 2017 budget for merit-based pay. Discussion. Motion by Sharon Folcey second by Pete Peterson to approve resolution and forward to full county board for approval. Carried 3-2.
- Budget Proposals
 - a. Personnel – Ken Kittleson explained the 2017 Budget Proposal and answered questions.
 - b. Land Information – Jeremiah Erickson explained the 2017 Budget Proposal and answered questions.
 - c. Veteran's Service – Charles Weaver explained the 2017 Budget Proposal and answered questions.
 - d. Register of Deeds – Deb Brandt explained the 2017 Budget Proposal and answered questions.
 - e. Surveyor – Gary Dechant explained the 2017 Budget Proposal.
 - f. Corporation Counsel – Andrew Kaftan explained the 2017 Budget Proposal and answered questions.
 - g. County Clerk/Elections – Shelley Bohl explained the 2017 Budget Proposal and answered questions.
 - h. Administrator – Catherine Schmit explained the 2017 Budget Proposal and answered questions.
- Resolution Amending County Ordinances to Continue to Address the Board Size Reduction - Andrew Kaftan provided the updated resolution from last month. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve resolution and forward to the full county board. Carried 5-0.

Andy explained that currently he is working on changing the preface of the code to reflect the current board members.

Andy asked preference of the committee on how to move forward with ordinance review and updates. Discussion. It was recommended by the committee to have Corporation Counsel identify issues and provide the ordinance chapter to the committee so they may read, digest and see what is all involved with updating the code. The committee will begin with Chapter 2. Andy will also be working on Chapter 1 & 15.

- Resolution Format & Process – Shelley Bohl, County Clerk presented a new draft template for Monroe County Resolutions. Discussion. It was a consensus of the committee to change the template of all resolutions in order to provide more clarity.
- Resolution Amending Monroe County Marriage License Fees – Shelley Bohl, County Clerk explained the slight increase in Marriage License fees. Statewide fees were presented to members. Discussion. Motion by Carol Las second by Mary Von Ruden to approve resolution and forward to the full county board. Discussion. Motion by Pete Peterson second by Sharon Folcey to raise marriage license fee to \$80.00. The amendment failed 2-3. The original resolution carried 5-0.

Pete Peterson briefly left the meeting at 11:50 a.m.

- County Clerk Credit Card Increase – Shelley Bohl, County Clerk explained the need to increase her county credit card limit for County Board conference and room reservations. Motion by Mary Von Ruden second by Carol Las to increase the Clerk's credit card from \$1,000.00 to \$2,000.00. Carried 4 yes, 1 absent.

Pete Peterson re-joined the meeting at 11:52 a.m.

- 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 Month's Meeting Date/Time – September 13, 2016 at 10:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda -- Ordinance Review and Updates.

Sharon Folcey was excused from the meeting at 12:01 p.m.

- Motion to go into closed session by Pete Peterson second by Carol Las. Carol Las, Pete Peterson and Wallace Habhegger all voted yes.
- Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 11:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion to return to open session by Carol Las second by Pete Peterson. Carol Las, Pete Peterson and Wallace Habhegger all voted yes.
- Motion by Pete Peterson second by Carol Las to go into closed session. Carol Las, Pete Peterson, Mary Von Ruden and Wallace Habhegger all voted yes.
- Closed Session per WI Statute 19.85(1)(c) to conduct County Administrator Annual Evaluation.
- Motion by Carol Las second by Pete Peterson to return to open session. Carol Las, Pete Peterson, Mary Von Ruden and Wallace Habhegger all voted yes.
- Motion by Mary Von Ruden second by Carol Las to adjourn at 12:25 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Veteran Services
 Budget Year Amended: 2016

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
14700000-531060	Printing	\$ 300.00	\$ 80.00	-	\$ 220.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 80.00		

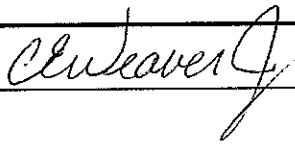
To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
14700000-532500	Dues	\$ 160.00	\$ 80.00	\$ 140.00	\$ 240.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 80.00		

Explanation for Transfer:

The dues for the WI CVSO Association have to be paid to the association in NLT Dec 31, 2016 in order to remain in good standing with the association. If this is approved we will be in good standing and I will be caught up. In prior years they just paid it out of the next year budget. If this is approved it will fix it so that we will remain caught up and that this will not happen again in the future for this budget item.

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