



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
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## NOTICE OF MEETING

**COMMITTEE:** ADMINISTRATIVE/EXECUTIVE  
**TIME:** 9:00 a.m.  
**PLACE:** Room 409, Human Services  
14301 County Hwy B, Bldg A  
Sparta, WI 54656  
**DATE:** Tuesday, March 17, 2015

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Minutes approval – February 10, 2015 (enclosure)
3. County Administrator
  - a. Monthly Report
  - b. Conferences/Training Requests – Discussion/Action
4. County Clerk Line Item Transfer – Discussion/Actions
5. Veterans Service
  - a. Veteran's Graves Report – Discussion/Action
6. Resolution – Discussion/Action
  - a. Review of Monroe County Administrator Contract and Title by the Full County Board Rule 21 Petition
7. 2016 County Board Reduction - Process and Procedure Discussion
8. Monthly Expenditure Review
9. Demonstration on the new Munis-Tyler software program and the Employee Self Service Payroll System.
9. Next Month's Meeting Date/Time
10. Next Month's Agenda Items
11. Adjournment

Sharon Folcey, Committee Chair  
Date notices mailed: 03/12/15

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  
February 10, 2015

Present: Sharon Folcey, Bruce Humphrey, James Kuhn, Pete Peterson, Paul Steele  
Others: Catherine Schmit, Pamela Pipkin, Andy Kaftan, Teddy Duckworth arrived at 9:06, Margaret Garvin arrived at 9:10.

- 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 January 13, 2015 minutes. Carried 5-0.
- Catherine Schmit provided the monthly Administrator's Report
- Administrators Conferences & Training Requests - None
- Child Support Line Item Transfer – Pam Pipkin explained the 2014 line item transfer in the amount of \$5.00 for court related expenses. Motion to approve line item transfer by Bruce Humphrey second by Pete Peterson. Discussion. Carried 5-0.
- Veteran's Service Office, Care of Veteran's Graves – Discussion. Andy will look into who is required to submit reports. Will put on next month's agenda for further discussion.
- Resolution Eliminating Residency Requirement for County Administrator - Motion to amend resolution by Bruce Humphrey, second by Pete Peterson. Amendment to delete paragraph 4, 6, and 7. Change paragraph 5 to read: Whereas §66.0502 Wis. Stats., enacted in 2013, prohibits local government residency requirements, except for law enforcement, fire or emergency personnel. Motion for second amendment by James Kuhn, second by Paul Steele but ruled out of order as it did not relate to the resolution on the table. Resolution as amended carried 4 yes, 1 no. Resolution as amended is to be forwarded to the County Board in February.
- 2016 County Board Reduction, Process and Procedure Discussion – Andy Kaftan and Cathy Schmit are to send inquiries as to process followed by surrounding counties that have previously done reduction in board size.
- Monthly Expenditure Review – The monthly expenditure report was provided to members via ipad's and reviewed.
- Next Month's Meeting date/time – Tuesday, March 17, 2015 at 9:00 a.m. in Room 409, Human Services, 14301 County Hwy B, Bldg A, Sparta.
- Next month's agenda items – Demonstration on the new Munis software program and the Employee Self Service Payroll system. Veteran's Graves Report. 2016 County Board Reduction-Process and Procedure Discussion/Action.
- Motion by Pete Peterson, second by Bruce Humphrey to adjourn at 11:16 a.m. Carried 5-0.

Mary Brieske/Deputy County Clerk  
Recorder

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Clerk  
 Budget Year Amended: 2014

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 533200	Mileage	\$ 179.00	\$ 113.76	\$ -	\$ 65.24
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 113.76</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11420000 531050	Postage	\$ 3,210.00	\$ 113.76	\$ 3,323.76	\$ 3,323.76
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 113.76</b>		

<b>Explanation for Transfer:</b>
2014 countywide overage for voucher check postage

Department Head Approval Sherry Ball 02/09/2015

Governing Committee Approval \_\_\_\_\_

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**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

RESOLUTION NO. \_\_\_\_\_

**Review of Monroe County Administrator Contract and Title by the Full County Board**

**WHEREAS**, Monroe County Board of Supervisors created the position of Monroe County Administrator with the approval of Resolution 9-08-9; and

**WHEREAS**, The Monroe County Administrators position is a contracted position which is deemed an "at will" position under the MC Board and based upon SS 59.18; and

**WHEREAS**, The Administrative Executive Committee has for the last 5 years reviewed the Administrator on a yearly basis with no report or review offered to the full County Board; and

**WHEREAS**, No board discussion of this position or contract has never been allowed since the original approval, nor was the original contract distributed to the full county board, and

**WHEREAS**, Act 10 controls all public employees collective bargaining, compensation, retirement, health insurance, and sick leave, excluding firefighters and most law enforcement workers, and went into effect after this contract was created, and

**WHEREAS**, There are numerous elements in said contract such as the Blackberry phone payment, retirement benefits, moving expenses, actual review process, meeting attendance, moving expenses, annual dues budget etc which raise questions and need updating, and

**WHEREAS**, The original contract states that amendments shall be made from time to time, and subject to the County Personnel Manual; and

**WHEREAS**, Attorney Andrew Phillips of 'Phillips Borowski, S.C', on August 22, 2012, stated to the MC Board that "the only position" that the MC Board of supervisors should be reviewing is the MC Administrators position and contract, and

**WHEREAS**, Numerous questions have been raised since the creation of this positions' 'executive authority versus the legislative' authority of the county board of supervisors, and

**WHEREAS**, A full disclosure and discussion of the title, contract and position duties would serve to clarify the true extent of the positions authority and expectations by the Monroe County Board of Supervisors.

**NOW THEREFORE BE IT RESOLVED**, that pursuant to the authority vested in the full Monroe County Board, a special session, closed if appropriate, shall be held to review for action on the contract, title and duties of the Monroe County Administrator Position.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2015

Offered by Rule 21 Petition.

Vote of the Administrative/Executive Committee: \_\_\_\_ Yes; \_\_\_\_ No

Fiscal Note: There will be no financial impact.

Approved as to form by: Andrew Kaftan: CC

RECEIVED

FEB 25 2015

MONROE COUNTY CLERK

**RULE 21 PETITION**

We the undersigned Monroe County Supervisors, hereby petition, pursuant to Monroe County Board Rule #21, the Administrative Committee to review and consider the attached resolution.

Further, pursuant to Rule #21, we ask the chairperson of the committee to forward this resolution to the full County Board to be considered for action at the next scheduled County Board meeting.

- |                                      |                                   |                         |
|--------------------------------------|-----------------------------------|-------------------------|
| 1) <u>Carol A. Las</u><br>Print Name | <u>Carol A. Las</u><br>Signature  | <u>2/24/15</u><br>Date  |
| 2) <u>ROD Sherwood</u><br>Print Name | <u>ROD Sherwood</u><br>Signature  | <u>2-25-15</u><br>Date  |
| 3) _____<br>Print Name               | <u>James A. Rice</u><br>Signature | <u>2/25/15</u><br>Date  |
| 4) <u>Chris King</u><br>Print Name   | <u>Chris King</u><br>Signature    | <u>2-25-15</u><br>Date  |
| 5) <u>PAUL STEELE</u><br>Print Name  | <u>Paul Steele</u><br>Signature   | <u>02-25-15</u><br>Date |
| 6) _____<br>Print Name               | _____<br>Signature                | _____<br>Date           |
| 7) _____<br>Print Name               | _____<br>Signature                | _____<br>Date           |
| 8) _____<br>Print Name               | _____<br>Signature                | _____<br>Date           |
| 9) _____<br>Print Name               | _____<br>Signature                | _____<br>Date           |
| 10) _____<br>Print Name              | _____<br>Signature                | _____<br>Date           |
| 11) _____<br>Print Name              | _____<br>Signature                | _____<br>Date           |
| 12) _____<br>Print Name              | _____<br>Signature                | _____<br>Date           |
| 13) _____<br>Print Name              | _____<br>Signature                | _____<br>Date           |

**RECEIVED**

FEB 25 2015

MONROE COUNTY CLERK