

AGENDA

Administration & Rules Committee

Jefferson County Courthouse
311 S. Center Avenue
Jefferson, WI 53549

Wednesday, May 25, 2016, Room 112, 8:30 a.m.

Committee Members

Amy Rinard, Chair; Jim Braughler, Vice-Chair; Steve Nass, Secretary; Jennifer Hanneman; Jim Schroeder

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Election of Officers
5. Review of Agenda
6. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
7. Approval of the April 27, 2016 Committee meeting minutes
8. Approval of the April 19, 2016 County Board minutes on behalf of the County Board pursuant to Section 3.05 (2)(a) of the Board Rules in order to meet the publication requirement under Sec. 59.14 (2), Stats
9. Approval of the May 10, 2016 County Board meeting minutes
10. Communications
11. Discussion and possible action on resolution allowing the Clerk of Court to contract with the Department of Revenue for debt collection
12. Discussion and possible action on committee chair meeting
13. Discussion and possible action on Council of Governments
14. Discussion and possible action on Wisconsin Counties Association (WCA) annual meeting resolution deadline
15. Discussion and possible action on resolutions, letters or reports from other governmental agencies
16. Discussion and possible action on Task Force assignments – County Board Committee and work flow process
17. Financial Reports (April)
 - a. Clerk of Courts
 - b. Corporation Counsel
 - c. County Administrator
 - d. County Board
 - e. County Clerk
 - f. Register of Deeds
18. County Administrator's monthly report
19. Discussion and possible action on tentative future meeting schedule and agenda items (June 29, 2016)
All meetings in Room 112 at 8:30 a.m. unless noted
20. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

April 27, 2016

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Rinard at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: Jim Braughler, Jennifer Hanneman, Jim Schroeder and Amy Rinard.

Excused: Steve Nass

Others Present: Ben Wehmeier, County Administrator; Barb Frank, County Clerk; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director and Yelena Zarwell, Assistant Corporation Counsel.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No changes.

5. Public Comment

None

6. Approval of March 30, 2016 Committee meeting minutes

Motion by Hanneman; Second by Braughler to approve the March 30, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the April 19, 2016 County Board meeting minutes

The County Board minutes were not available for approval. The minutes will be approved by the Administration and Rules Committee at the next meeting.

8. Communications-None

- JCEDC Strategic Development Plan

9. Discussion and possible action on enacting a social media policy

A copy of the updated social media policy was provided for review. Ward went over the revisions.

Motion by Schroeder; Second by Hanneman to approve the social media policy and forward to County Board for their consideration. (Ayes-All) Motion carried.

10. Discussion and possible action on resolutions, letters or reports from other governmental agencies

- a. **Buffalo County Resolution "Oppose UW-Cooperative Extension Multi-County Reorganization Plan**
- b. **Calumet County Resolution - "Opposing the UW-Cooperative Extension Reorganization Plan**

The Committee reviewed the resolutions. The County has already passed a resolution opposing this. No action taken.

11. Discussion and possible action on Task Force assignments - County Board Committee and work flow process

A meeting of the chairs will be held after elections take place to discuss this. No action taken.

12. Financial Reports

- a. Clerk of Courts
- b. Corporation Counsel
- c. County Administrator
- d. County Board
- e. County Clerk
- f. Register of Deeds

Financial Reports were provided for review. No action taken.

13. County Administrator's monthly report

Wehmeier talked about the following: Replacement of UW Extension 4-H Agent and other UW Extension Changes; Discussion with MATC culinary staff regarding the Fair Park kitchen food services, Fire Chief's Association & EMS, Old Highway Shop, Active Shooter Training, CJCC Grant and possible expansion of programs, Youth Government Day, Veterans' Service Office, Midwest Leadership Institute Training, LEAN Kick off meeting, Governor in Jefferson, May 9th at 12:30 p.m. No action taken.

14. Tentative Future Agenda Items and Meeting Dates (May , 2016)

- Approval of April 27, 2016 Administration & Rules Committee meeting minutes
- Approval of April May 10, 2016 County Board meeting minutes
- Task Force Assignments
- Discussion about the Committee Chair Meeting
- WCA Annual Meeting Resolution Deadline
- Discussion and possible action on Council of Governments

15. Adjourn

Motion made by Hanneman; Second by Schroeder to adjourn at 9:42 a.m. (Ayes-All) Motion Carried.

**CORRECTIONS TO BE MADE TO
APRIL 19, 2016, JEFFERSON COUNTY BOARD MEETING MINUTES**

Page 3 thru 51:

In the footer on each page, delete 16 and insert 19

Page 3:

Line 2 – Delete 21, 2015, and insert **APRIL 19, 2016**,

Page 7:

Line 7 – Underline First

Page 12:

Line 36 – Underline person, or in the absence of the Chairperson

Line 37 – Underline and both Vice Chair

Page 15:

Line 13 – Delete County and insert County

Line 14 – Delete Clerk and insert Clerk

Line 45 – Underline the word and

Line 45 – Delete **Safety Program** and insert Safety Program

Page 16:

Line 30 – Underline the word and

Line 34 – Put a strikethrough Five so it reads ~~Five~~

Line 35 – Underline the word Seven

Page 18:

Line 28 – Delete **Bridges Federated Library System Board** and insert **BRIDGES FEDERATED LIBRARY SYSTEM BOARD**

Page 19:

Line 14 – Delete **Fourteen members.** and insert Fourteen members.

Page 23:

Line 7 – Delete confirmed by the Board. and insert ~~and confirmed by the Board.~~

Page 27:

Line 28 – Delete MARCH and insert APRIL

Line 30 – Delete 1,033,735.39 and insert 6,331,421.28

Line 39 – Delete APRIL and insert April

Page 28:

Line 8 – Delete (January 2016)

Line 21 – Delete the word and

Line 22 – Insert after 9 months the following: ; and Allan Kircher, Central Services, 12 years 5 months

Page 30:

Line 32 – Insert R. before Kutz (should read R. Kutz)

Line 33 – Insert G. before Kutz (should read G. Kutz)

Page 31:

Line 25 – Insert R. before Kutz

Line 26 – Insert G. before Kutz

Page 32:

Line 27 – Insert R. before Kutz

Line 28 – Insert G. before Kutz

Page 33:

Line 11 – Insert R. before Kutz

Line 12 – Insert G. before Kutz

Line 34:

Line 1 – Insert R. before Kutz

Line 2 – Insert G. before Kutz

Line 35:

Line 20 – Insert R. before Kutz

Line 21 – Insert G. before Kutz

Page 37:

Line 6 – The following should be in bold print: Rinard moved that Resolution No. 2016-07 be adopted.

Page 39:

Line 51 – **Sec-** should not be in bold print. It should read as follows: Sec-

Page 40:

Line 1 – **onded and carried.** should not be in bold print. It should read as follows: onded and carried.

Line 49 – Insert R. before Kutz

Line 50 – Insert G. before Kutz

Page 42:

Line 1 – Insert R. before Kutz

Line 2 – Insert G. before Kutz

Line 40 – Jones moved that Resolution No. 2016-13 be adopted. – should be in bold print.

Line 42 – Insert R. before Kutz

Line 44 – Insert G. before Kutz

Page 43:

Lines 14 and 15 – Line 15 should join line 14

Page 45:

Line 7 – Insert R. before Kutz

Line 8 – Insert G. before Kutz

Page 47:

Line 31 – Insert R. before Kutz

Line 32 – Insert G. before Kutz

Page 48:

Line 40 – Delete **Sec-** and insert Sec-

Line 41 – Delete **onded.** and insert onded.

Page 50:

Line 33 and 34 – Center the following language which is in bold print:

**FROM EXCLUSIVE AGRICULTURAL A-1 TO 1-3,
AGRICULTURAL/RURAL RESIDENTIAL**

Page 51:

Line 19 – Insert R. before Kutz