

# AGENDA

## Administration & Rules Committee

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

Wednesday, July 20, 2016, Room 202, 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. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of the June 22, 2016 Committee meeting minutes
7. Approval of the July 12, 2016 County Board meeting minutes
8. Communications
9. Discussion and possible action on RFP for County Board Video Services and other options
10. Discussion and possible action on WCA Transportation Resolution "Encouraging the State of Wisconsin to sustainably fund Wisconsin's transportation system"
11. Discussion and possible action on resolutions, letters or reports from other governmental agencies
12. Discussion and possible action on Task Force assignments – County Board Committee and work flow process
13. Financial Reports (June)
  - a. Clerk of Courts
  - b. Corporation Counsel
  - c. County Administrator
  - d. County Board
  - e. County Clerk
  - f. Register of Deeds
14. County Administrator's monthly report
15. Discussion and possible action on tentative future meeting schedule and agenda items (August 31, 2016)  
All meetings in Room 112 at 8:30 a.m. unless noted
16. 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**

**June 22, 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, Steve Nass, Jim Schroeder and Amy Rinard.

Excused: Jennifer Hanneman

Others Present: Ben Wehmeier, County Administrator; Barb Frank, County Clerk; Connie Freeberg – Paralegal II; J. Blair Ward, Corporation Counsel; Terri Palm-Kostroski, Human Resources Director and Brian Lamers, Finance Director.

**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 May 25, 2016 Committee meeting minutes**

Motion by Braughler; Second by Schroeder to approve the May 25, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the June 14, 2016 County Board meeting minutes**

Motion by Schroeder Second by Nass to approve the June 14, 2016 County Board meeting minutes as corrected. (Ayes -All) Motion Carried.

**8. Communications**

- a. Corrections for June 14, 2016 Minutes
- b. Financial Reports

**9. Discussion and possible action on RFP for County Board Video Services**

Wehmeier discussed the idea of sending out an RFP for County Board Video Services. The committee discussed other options for video services.

Motion by Schroeder; Second by Rinard to authorize an RFP and the have the administrator explore other options as well. (Ayes-All) Motion carried.

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

- a. Washara County Resolution – Urging the Amendment of §43.12, Wis. Stats, Related to Library Funding  
A copy of the resolution was provided for the committee to review. No action taken.
- b. WCA Resolution – Urging the Legislature and Governor to agree upon a sustainable solution for state and local road funding  
A copy of the resolution was provided for the committee to review. Schroeder supports this resolution. Ben will work with the Highway Commissioner to draft a resolution for Jefferson County and bring it back to committee for review. The committee would like the final draft sent to the townships and local state reps. No action taken.

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

The workgroup will be meeting to discuss this. A meeting of the Council of Governments is scheduled for July 28<sup>th</sup> at the Fair Park. The Committee Chair meeting will be scheduled for July 12<sup>th</sup> before the County Board meeting. No action taken.

**12. Discussion and possible action on Wisconsin Counties Association (WCA) materials “What are Counties?”**

The committee reviewed materials from WCA “What are Counties”. This will be posted on our website and used during the booth during the County Fair. No action taken.

**13. Financial Reports (May)**

- 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.

**14. County Administrator’s monthly report**

Wehmeier gave a verbal report. Highlights included: working with the JCEDC and consultant to replace the JCEDC Director; met with Dodge County regarding JCEDC partnership; met with WEDO on transition; met with County Executive & Administrators; held several quarterly Department Head meetings; met with Maas Construction; Attended several events with the Governor in attendance; met with Mike Wallace from Fort HealthCare; was asked to serve on the UW Extension Board; attended the Public Policy Forum Award Reception; served as the Memorial Day Speaker in Jefferson. No action taken.

**15. Convene in closed session pursuant to state statutes 19.85 (1)(c) to consider the County Administrator’s performance evaluation data**

Motion by Braughler; Second by Schroeder to convene in closed session pursuant to state statutes 19.85 (1)(c) to consider the County Administrator’s performance evaluation data. (Roll call vote was taken – Ayes-All) Motion carried.

**16. Reconvene in open session for possible action on items discussed in closed session**

Motion by Schroeder; Second by Nass to reconvene in open session  
The committee felt that the County Administrator goals were met.

Motion by Schroeder; Second by Nass to increase compensation up to two steps and authorize release of the \$5,000 bonus. (Ayes-All) Motion carried.

Motion by Braughler; Second by Nass to approve the goals for 2016-2017 as submitted by the County Administrator. (Ayes-All) Motion carried.

**17. Discussion of revising evaluation form used for evaluating County Administrator’s performance**

Rinard said that she received several responses from those who were asked to fill out the evaluation form. They didn’t feel they were qualified to address certain criteria that was included on the current form. Palm-Kostroski explained that the form could be revised and goals could be included. The Chair and Kostroski will work together to revise the evaluation form for next year. No action taken.

**18. Discussion and possible action on tentative future meeting schedule and agenda items – (July 20, 2016 - August 31, 2016)**

- Approval of June 22, 2016 Administration & Rules Committee meeting minutes
- Approval of July 12, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process
- Discussion and possible action on video RFP & other options
- Discussion and possible action on draft WCA Transportation Resolution

**19. Adjourn**

Motion made by Nass; Second by Braugler to adjourn at 10:14 a.m. (Ayes-All) Motion Carried.

DRAFT

**RESOLUTION NO. 2016-\_\_\_**

**Encouraging the State of Wisconsin to sustainably fund Wisconsin's transportation system**

Executive Summary

The State of Wisconsin highway and interstate system is the backbone of the surface transportation system and plays a vital role in the economy of Wisconsin. According to "*Filling Potholes: A New Look at Funding Local Transportation in Wisconsin*," commissioned by the Local Government Institute of Wisconsin (LGI), the condition of Wisconsin's highways is now in the bottom third of the country. The Transportation Finance and Policy Commission, appointed by the Governor and Legislature, clearly found that if Wisconsin does not adjust its user fees, the condition of both the state and local roads will deteriorate significantly over the next decade. This resolution encourages the Governor and Legislature to agree upon a sustainable solution that includes a responsible level of bonding and adjusts user fees to adequately and sustainably fund Wisconsin's transportation system

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WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state, and

WHEREAS, according to "*Filling Potholes: A New Look at Funding Local Transportation in Wisconsin*," commissioned by the Local Government Institute of Wisconsin (LGI), the condition of Wisconsin's highways is now in the bottom third of the country, and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances, and

WHEREAS, according to "*Filling Potholes*," municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012, and

WHEREAS, Mass Transit Operating Aids and County Elderly and Disabled Transportation assistance programs are funded through the state gas tax and vehicle registration user fee system which are critical to ensuring that transportation services are delivered to vulnerable citizens and funding for these programs helps ensure that all citizens have an opportunity to access the workplace as well as the marketplace, and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding, and

WHEREAS, the state highway and interstate system is the backbone of the surface transportation system and plays a vital role in the economy of Wisconsin, and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both the state and local roads will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors encourages the Governor and Legislature to agree upon a sustainable solution that includes a responsible level of bonding and adjusts user fees to adequately and sustainably fund Wisconsin's transportation system.

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to Governor Walker and the state legislators for Jefferson County and the Wisconsin Counties Association.

*Fiscal Note: This resolution will have no fiscal impact*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by Administration and Rules Committee

08-08-16

J. Blair Ward: 07-01-16

REVIEWED: Administrator: \_\_\_\_\_; Corp. Counsel: \_\_\_\_\_; Finance Director: \_\_\_\_\_