

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

August 22, 2012

**Administration & Rules Committee
8:30 a.m.**

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, John Molinaro, Paul Babcock, and Rick Kuhlman. Jim Mode, Excused.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential; Steve Grabow – UW Extension Community Development Educator; Terri Palm-Kostroski – Human Resources Director; Phil Ristow – Corporation Counsel.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

No changes were made

5. Public Comment

None

6. Approval of July 25, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to approve the July 25, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of August 13, 2012 County Board minutes

Motion by Supervisor Braughler; Second by Supervisor Babcock to approve the August 13, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- County Administrator's Monthly Report
- County Board Minute Corrections

9. Discussion and possible action on the Strategic Plan

A report on the status of the Strategic Plan was provided for the committee to review. Steve Grabow reviewed and discussed the progress and implementation of the plan. The committee will consider reconvening the Strategic Plan Steering Committee members or a group made up of committee chairs and department heads to continue to review the plan. No action taken.

10. Discussion and possible action on determining fees for processing public records request and public records requests by elected officials

Phil Ristow explained that our current County Ordinance establishes a fee of .25 cents per copy. The question for the Committee to consider is whether or not the County should provide custom reports for open records requests. The committee also discussed how the county should handle requests from elected officials. Historically, elected officials have not been charged. The Department head has the authority to waive these fees. The committee asked that Phil Ristow contact the Wisconsin Counties Association (WCA) for any information that they may have on this topic and also get some feedback on electronic records requests. This item will be discussed again at the next meeting. No action taken.

11. **Status Report and review of policies for inclusion in the Codification project**

Phil Ristow explained that they are currently working on this project as time permits. Phil will pull out current policies for the committee to review and come back to the committee with recommendations on whether or not they should be placed in the code. This item will be discussed when more information is available. No action taken.

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

2012 WCA Resolutions

- **Resolution 1** “Endorsing the American Bar Association Resolution Promoting Civil Public Discourse”

The committee reviewed the resolution. The committee will support the WCA Resolution Committee recommendation to indefinitely postpone.

- **Resolution 2** “Supporting the WDVA and Continued Funding for the State/County Partnership”

The committee reviewed the resolution. The committee supports this resolution.

- **Resolution 3** “Recommending Legislation Authorizing the Option of County Regulation of High Capacity Wells”

The committee reviewed the resolution. The committee supports the WCA Resolution Committee recommendation to forward this resolution to the Board of Directors.

- **Resolution 4** “Requesting that the Governor and all Elected Representatives in the Wisconsin State Legislature Reject Further Cuts to County Land Conservation Staffing Grants”

The committee reviewed the resolution. The committee supports this resolution.

- **Resolution 5** “Creating Statewide Seamless Data Layers, Allowing the Integration of Information Across Government Jurisdictions”

The committee reviewed the resolution. The committee supports the WCA Resolution Committee recommendation to forward this resolution to the Board of Directors.

- **Resolution 6** “Supporting Open Pit Iron Ore Mining in Ashland and Iron Counties”

The committee reviewed the resolution. The committee will support the WCA Resolution Committee recommendation to indefinitely postpone.

- **Resolution 7** “Recommending Legislation Authorizing Wisconsin Counties to Impose a Frac Sand Production Tax”

The committee reviewed the resolution. The committee supports the WCA Resolution Committee recommendation to forward this resolution to the Board of Directors.

- **Resolution 8** “Seeking State Support of Frac Sand Mining Via Policy Development and Allocation of State Resources to Assist in This Area of Economic Development”

The committee reviewed the resolution. The committee supports the WCA Resolution Committee recommendation to forward this resolution to the Board of Directors.

- **Resolution 9** “Requesting Wisconsin Department of Health Services do a Health Impact Assessment of Frac Sand Mining on Public Health”

The committee reviewed the resolution. The Committee supports this resolution.

- **Resolution 10** “Requesting that the Department of Health Services Incentivize More Effective Regional Collaboration, Cost Savings and Efficiency in Income Maintenance (IM) Administration by Bringing More Equity to Calendar Year 2013 Consortia Funding Allocations”

The committee reviewed the resolution. John Molinaro will try and get more information on this resolution before he makes a recommendation.

- **Resolution 11** “Supporting Policy of Tax Equity on Other Tobacco Products”

The committee reviewed the resolution. The committee supports this resolution.

- **Resolution 12** “Requesting the State of Wisconsin Department of Transportation Develop a Proactive Approach to Signage on the U.S. Highway 12 Bypass in Order to Provide Support to Businesses that may be Negatively Impacted by Highway Improvements”

The committee reviewed the resolution. The committee supports this resolution.

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

Gary Petre reviewed his monthly report and addressed questions from the Committee.

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

The committee did not convene in closed session.

15. **Reconvene in open session to take possible action on item discussed in closed session.**

16. **Tentative Future Agenda Items and Meeting Dates**

- Approval of August 22, 2012 Administration & Rules Committee meeting
- Approval of September 11, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Update on meeting of County Board Committee Chairs
- Discussion and possible action on the Strategic Plan
- County Administrator’s monthly report
- Status Report and review of policies for inclusion in the Codification project
- Discussion and possible action on Transportation Plan
- Discussion and possible action on determining fees for processing public records request and public records requests by elected officials and custom reports
- Update on the WCA Conference
- Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data
- Reconvene in open session to take possible action on item discussed in closed session.

17. **Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Braughler to adjourn at 10:07 a.m. (Ayes-All) Motion carried.

Future Tentative Meeting Date

Wednesday, September 26, 2012