

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

October 31, 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, Rick Kuhlman and Jim Mode.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential; Carla Robinson – Clerk of Courts; 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

Item 12 was moved to accommodate staff.

5. Public Comment

None

6. Approval of September 26, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the September 26, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of October 9, 2012 County Board minutes

Motion made by Supervisor Braughler; Second by Supervisor Mode to approve the October 9, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- Resolution – “To Seek State Support of Frac Sand Mining via Policy Development”
- Memo from Family Court regarding increase in FCS Study Fees

9. Discussion and possible action relating to amending County Board Rule (3.01(2)) to permit convening meetings of the County Board at 6:00 p.m., rather than 7:00 p.m. during the winter months.

The committee discussed changing the meeting time. They agreed that changing the meeting time to 6:00 p.m. may make it more difficult for staff and the public to attend.

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to take no action to change the time of the County Board meetings. (Ayes-All) Motion carried.

10. Discussion and possible action on fee increases in the Clerk of Courts office

A memo regarding the fee increase was distributed for the committee to review. Carla Robinson explained the reason for requesting an increase in FCS Study Fees. The request is to increase fees from \$600 to \$1,000.

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to raise the FCS Study Fees to \$1,000. (Ayes-All) Motion carried.

11. Discussion and possible action on the Strategic Plan

No action taken.

12. **Discussion and possible action on determining fees for processing public records requests and public records requests by elected officials and custom reports**
No action taken.
13. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
 - Resolution – “Supporting Request For Stay or Proceedings in MTI v. Walker”
The committee discussed this resolution. No action taken.
 - Resolution – “Requesting elected state officials and the Governor to re-examine the policies which have led to historically high incarceration rates in Wisconsin
The committee discussed this resolution. The Committee will forward the resolution to the Human Services Board and the Law Enforcement Emergency Management Committees for their consideration. No action taken.
 - Resolution – “To Seek State Support of Frac Sand Mining via Policy Development
The committee discussed this resolution. The committee would like the Highway Committee to consider road use agreements in Jefferson County. No action taken.
14. **County Administrator’s monthly report**
Gary Petre reviewed his monthly report and addressed questions from the Committee.
15. **Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data**
Motion made by Supervisor Braughler; Second by Supervisor Babcock to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator’s performance evaluation data (Roll Call Vote was taken - Ayes-All) Motion Carried. Rick Kuhlman was excused at 10:15 a.m.
16. **Reconvene in open session to take possible action on item discussed in closed session.**
Motion made by Supervisor Mode; Second by Supervisor Babcock to reconvene in open session. (Ayes-4/Excused-1) Motion Carried.

Motion made by Supervisor Mode; Second by Supervisor Babcock to send the performance evaluation data to the HR Director for final presentation to the County Administrator. (Ayes-4/Excused-1) Motion Carried.
17. **Tentative Future Agenda Items and Meeting Dates**
 - Approval of October 31, 2012 Administration & Rules Committee meeting
 - Approval of October 23 and November 13, 2012 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - 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
 - 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.
 - Discussion & possible action on extension of the County Administrator’s contract
18. **Adjourn**
Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 10:30 a.m. (Ayes-4/Excused-1) Motion Carried.

Future Tentative Meeting Dates

The next meetings will be held on Wednesday, November 28th 2012 and Wednesday, December 20th, 2012.