

## **AGENDA**

### **Administration & Rules Committee**

**Jefferson County Courthouse**

**320 S. Main Street**

**Jefferson, WI 53549**

June 26, 2012

8:30 a.m. - Room 112

### **Committee Members**

Paul Babcock – James Braughler – Rick Kuhlman - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of May 30, 2012 Administration & Rules Committee meeting minutes
7. Approval of June 12, 2012 County Board minutes
8. Communications
9. Discussion and possible action on resolutions, letters or reports from other governmental agencies
10. County Administrator's monthly report
11. Discussion and possible action on meeting of County Board Committee Chairs
12. Tentative Future Meeting schedule and Agenda Items
13. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

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

#6

May 30, 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, Jim Mode, John Molinaro, and Paul Babcock. Rick Kuhlman, Absent.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential, Phil Ristow – Corporation Counsel; Yvonne Duesterhoeft – Veterans Service Officer; Oral Rowland – MIS Programmer; Scott Fossum – MIS Programmer; John Rageth – MIS Manager.

**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. Election of Committee Chair, Vice Chair, and Secretary**

Supervisor Mode nominated John Molinaro for Chairman; Second by Supervisor Babcock. (Ayes – All) Motion Carried.

Supervisor Babcock nominated Jim Mode for Vice Chairman; Second by Supervisor Braughler. (Ayes – All) Motion Carried.

Supervisor Molinaro nominated Jim Braughler for Secretary; Second by Supervisor Babcock. (Ayes – All) Motion Carried.

**7. Approval of April 26, 2012 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Mode; Second by Supervisor Braughler to approve the April 26, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-3) Motion carried. (Babcock abstained)

**8. Approval of May 7, 2012 County Board minutes**

Motion by Supervisor Mode; Second by Supervisor Braughler to approve the May 7, 2012 County Board minutes as corrected. (Ayes-3) Motion carried. (Babcock abstained)

**9. Communications**

- a. Codification Information – Chapter 1 – General Provisions

**10. Jefferson County website design presentation by MIS Staff**

MIS Staff showed the committee the new website design. The Committee made comments and suggestions. The Committee would like to have a short presentation featuring the new website for the County Board Supervisors at their June 12th meeting so that they become familiar with how to find the information they need on the new website. Molinaro would like MIS staff to look into applications for iphones and ipads. No action taken.

**11. Discussion and possible action on comments from Veterans Service Officer and Judge Koschnick regarding the Outagamie County Resolution to “Oppose any language that holds the county financially responsible for services that are already paid for by other entities”**

Gary Petre sent an email to Judge Koschnick. The Judges didn't have any opinion on this resolution. Yvonne Duesterhoeft discussed this resolution. Jefferson County doesn't have a Veteran's Court and she felt that this would not be an issue. No action taken.

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

There were no resolutions, letters or reports to review.

**13. Discussion regarding possible agenda topics for a meeting of County Board Committee Chairs**

Once all of the chairs have been elected, there will be a meeting of the chairmen. Some of the topics that the committee would like addressed with the chairs are: 1) working with Department Heads on the agenda; 2) what to do if there is an emergency that arises during a meeting; use of sign in sheets; 3) discuss the roll of other board members who are not part of the committee; 4) discuss rules regarding who can attend meetings during closed session; 5) review of the open meetings law; 6) chairman should be responsible for committee members getting a better understanding of the department they are working with. No action taken.

**14. Status report from Corporation Counsel on Codification of Ordinances project**

Phil Ristow provided information for the committee to review. Corporation Counsel will be doing the Codification project themselves. The Committee would like regular updates on this project. No action taken.

**15. County Administrator's monthly report**

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

**16. Discussion and possible action on future meeting schedule**

Next meeting will be held on Tuesday, June 26, 2012 at 8:30 a.m. The Committee will continue to meet the last Wednesday of the month at 8:30 a.m.

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

- Approval of May 30, 2012 Administration & Rules Committee meeting
- Correction and Approval of June 12, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- Discussion and possible action on implementing ideas related to the County's Governing Assessment Survey Report
- Status Report and review of policies for inclusion in the Codification project

**18. Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn at 9:46 a.m. (Ayes-All) Motion carried.

**Future Meeting Date**

Tuesday, June 26, 2012 at 8:30 a.m.

#7

**CORRECTIONS TO BE MADE TO  
JUNE 12, 2012, JEFFERSON COUNTY BOARD MINUTES**

**Page 62:**

Line 4 – Delete the –

**Page 71:**

Line 2 – center the heading **JEFFERSON COUNTY WEAPON POLICY**

Line 14 – place a strikethrough the word used

Line 28 – italicize the word if

Lines 31 thru 33 – underline 4. A person using a knife or similar cutting implement in the normal course of business in a Fair Park structure outside of office areas.

**County Administrator's  
Monthly Activity Report  
June, 2012**

#11

1. 2013 Budget

The requested MIS budgets were finalized and the MIS budget allocations to departments were calculated for inclusion in department requested budgets. 2013 Budget Guidelines; budget forms; and tax levy goals were developed and distributed to the departments on 6/14. Departments now have the materials that they need to prepare their 2013 Requested budgets that are due to the County Administrator no later than 7/20 (HS budget due 7/27).

2. Department Head Meeting

There was a department head meeting on 6/14 for the purpose of reviewing the 2013 Budget Guidelines and Goals; distributing the MIS budget allocations; and discussing the budget process and outlook. The next meeting is scheduled for 8/15. We do not have a department head meeting in July due to the numerous budget meetings held during the month.

3. Committee/Board, Staff and Other meetings

I will have attended 10 Committee/Board meetings by the end of this month. In addition, I will have had 10 meetings with staff and other officials this month. These include meetings to discuss personnel matters; the 2013 budget; Fair Park sponsorships; and other Fair Park operational matters.

The second session of this year's County Board Orientation was held on 6/4. I participated in the event with about ten County Board members and several staff. Steve Grabow presented a summary of the County's Strategic Planning process and the distinctions between elected officials and staff. We also discussed several of the current major issues facing the County. This session was also open to the general public. One member of the public attended.

At the request of the Infrastructure Committee, on 6/12 I met with architect Pete Weston, owner of Design Alliance, Mark Miller and Capt. Jerry Haferman. Pete was asked to submit a proposal to update a 2008 design that he did and to oversee construction re-bidding for a new Courthouse Security Entrance project. His proposal has been received and the Committee will discuss this item at its 6/19 meeting.

Also on 6/12, I attended an event to recognize the County's collection and recycling of 1M pounds of electronic e-waste. This event was also attended by a number of County Board members; State officials; and recycling partners.

4. Highway Facilities Site Analysis

Based on the action of the County Board on 6/12, the Infrastructure Committee will be discussing the pros and cons of building a new Highway department main facility at the site of the old Countryside Home (Site G). This item is on the Committee's 6/19 agenda for discussion and possible action.

**County Administrator's  
Monthly Activity Report  
June, 2012**

5. Courthouse Parking Lot Project

A contract recommendation with Tri-North Builders was approved by the County Board at its 6/12 meeting. The approved base contract bid and first alternate totaling approximately \$250,000, is under the projects available \$419,000 budget by \$169,000. Construction costs could increase under other bid alternates if additional work is identified during construction. Construction is scheduled to begin on 6/25 and be completed in mid-September. A press release announcing this project and providing alternate parking options was issued on 6/18 and also posted on the County's web site.

6. County Web Site

The new web site was made active on-line to the public on 6/1. We have received a number of favorable comments about the new site and will continue to monitor the site for corrections, updates and further enhancements.

7. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 6/30.

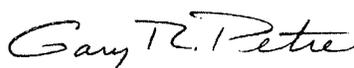
The Human Resources Director continues to review the County's Personnel Policies and Procedures. On 6/19, the Human Resources Committee considered the creation of an ordinance to address the potential misuse of County time or resources for political activity. The Committee's recommendation for adoption of the ordinance will go to the County Board at its 7/10 meeting.

The recruitment process for a new Fair Park Director was completed this month. The appointment of Mr. David Diestler was submitted to and confirmed by the County Board at its 6/12 meeting. Dave started in his new position on 6/18 and began the day with his new employee orientation and a tour of the Fair Park grounds and facilities.

The recruitment process for a new Finance Director has begun. The application review date was set for 6/18. A total of 15 applications have been received and are in process of being reviewed to determine which applicants will be asked to come in for an initial interview.

8. Board/Commission Appointments

At this time, I do not anticipate any appointments being submitted to the County Board for confirmation at its 7/10 meeting.



Gary R. Petre  
County Administrator



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Motion: Adopted:  LAD  
 1<sup>st</sup> Clendenning Lost:   
 2<sup>nd</sup> Rozar Tabled:   
 No: 2 Yes: 17 Absent: 0  
 Number of votes required:  
 Majority  Two-thirds  
 Reviewed by: PAK, Corp Counsel  
 Reviewed by: \_\_\_\_\_, Finance Dir.

INTENT & SYNOPSIS: To seek state support of frac sand mining via policy development and allocation of state resources to assist in this area of economic development.

FISCAL NOTE: Nothing specific. This resolution is intended to get the state thinking about the reallocation of existing funding to support the huge potential that exists with frac sand mining. The resolution does not seek to commit the county or the state to any specific use of funds.

SOURCE OF MONEY: n/a

	NO	YES	A
1 Nelson, J		✓	
2 Rozar, D			
3 Feirer, M			
4 Wagner, E			
5 Hendler, P			
6 Breu, A	✓		
7 A shbeck, R			
8 Miner, T			
9 Winch, W			
10 Hen kel, H			
11 Curr y, K			
12 Machon, D	✓		
13 Hoka mp, M			
14 Polach, D			
15 Clende nning, B			
16 Plim l, L			
17 All worden, G			
18 Murph y, B			
19 Moody, R			

WHEREAS, the State of Wisconsin has the good fortune of having large deposits of the type of sand needed by the oil and gas industry in recovering greater amounts of these petro-chemicals through the use of the fracking process, and

WHEREAS, frac sand companies have come to Wisconsin to mine the frac sand and are currently operating in over 20 counties, and

WHEREAS, the frac sand companies operating in Wisconsin are creating thousands of new jobs and significantly increasing the tax base, and

WHEREAS, there are infrastructure costs associated with the new frac sand mining industry's development in Wisconsin, primarily with respect to improving local roads to withstand the weight of the sand being hauled over them as the local roads are not built to the standards of the state highways, which are designed to handle the added weight, and

WHEREAS, the State of Wisconsin has and will continue to reap the benefits of the frac sand mining industry; it is appropriate for the state to share with the local units of governments some of the costs associated with developing and supporting this industry, primarily with respect to the roads, and

WHEREAS, the State of Wisconsin has a history of investing its limited resources into maintaining and expanding the businesses and industries that operate here in its attempt at being a business friendly state.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record in supporting the development and expansion of the frac sand mining industry and encourages the State of Wisconsin to join in that support by its policy development and resource allocation so as to enable the frac sand mining industry to thrive.

BE IT FURTHER RESOLVED that the State of Wisconsin's Department of Transportation is requested to assist local units of government in maintaining the roads and highways used by the frac sand haulers by reallocating some of its funding for this purpose.

BE IT FURTHER RESOLVED that the Wood County Clerk forward a copy of this resolution to Governor Walker, Department of Transportation Secretary Gottlieb, Wisconsin Counties Association Executive Director O'Connell, area legislators, including Senator Lassa and Representatives Vruwink and Krug, and to our fellow counties so as to seek their support of this proposal.

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 WILLIAM CLENDENNING (Chairman)  
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 GERALD NELSON  
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 GARY ALLWORDEN  
 \_\_\_\_\_  
 ED WAGNER  
 \_\_\_\_\_  
 WILLIAM MURPHY  
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 Adopted by the County Board of Wood County, this 19<sup>th</sup> day of June 20 12  
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 Cynthia Copress County Clerk  
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 \_\_\_\_\_ County Board Chairman