

# AGENDA

## Administration & Rules Committee

Jefferson County Courthouse

320 S. Main Street

Jefferson, WI 53549

September 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 August 22, 2012 Administration & Rules Committee meeting minutes
7. Approval of September 11, 2012 County Board minutes
8. Communications
9. Discussion and possible action on request from the Parks Department to create a Facebook page for the County Dog Park
10. Discussion and possible action on determining fees for processing public records request and public records requests by elected officials and creating custom reports
11. Discussion and possible action on resolution to "Support funding allocation methodology for IM Consortia that reduces no consortia greater than the overall statewide percentage reduction" referred to the Human Services Board for their review and recommendation.
12. Discussion and possible action on resolutions, letters or reports from other governmental agencies
  - Resolution "Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax"
13. County Administrator's monthly report
14. Update on the WCA Conference
15. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data
16. Reconvene in open session to take possible action on items discussed in closed session
17. Tentative Future Meeting schedule and Agenda Items

2012	2013
October 31 <sup>st</sup>	January 30 <sup>th</sup>
November 28 <sup>th</sup>	February 27 <sup>th</sup>
<i>December 26<sup>th</sup> ?</i>	March 27 <sup>th</sup>
	April 24 <sup>th</sup>

All meetings in Room 112 at 8:30 a.m. unless noted.

18. 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

**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 Braugler to adjourn at 10:07 a.m. (Ayes-All) Motion carried.

**Future Tentative Meeting Date**

Wednesday, September 26, 2012

**CORRECTIONS TO BE MADE TO  
SEPTEMBER 11, 2012, JEFFERSON COUNTY BOARD MINUTES**

**Page 115:**

Lines 9 and 10 – center

RESOLUTION # 06-12-05

**TO SUPPORT FUNDING ALLOCATION METHODOLOGY FOR IM CONSORTIA THAT REDUCES NO CONSORTIA GREATER THAN THE OVERALL STATEWIDE PERCENTAGE REDUCTION**

**WHEREAS**, as a result of regionalization of IM Administration brought about by Wisconsin Act 32, the 2011-2013 Biennial Budget Bill, Monroe County entered into an agreement with 8 counties in the western region and formed the Western Region Economic Assistance (WREA) IM Consortium, and;

**WHEREAS**, the total reduction in state funding to counties for the administration of Income Maintenance programming was 17%, and

**WHEREAS**, due to time constraints related to budgeting and implementation, counties and consortia agreed to a caseload allocation methodology for the initial 1<sup>st</sup> year of the state/consortia contract (2012), and;

**WHEREAS**, the caseload methodology agreed upon in such an expedient manner financially affected counties and consortia inequitably, resulting in a greater adverse impact on small, rural, remote counties, and

**WHEREAS**, the Western Region for Economic Assistance Consortium (8 counties) and the Northern IM Consortium (12 counties) sustained a 31% and 37% reduction in state funding respectively, and

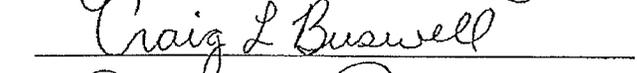
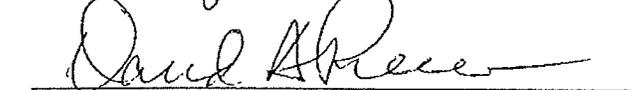
**WHEREAS**, that level of inequitable reduction of funding creates conditions and staffing levels in the two consortia that jeopardizes the consortia's ability to sustain a system that can meet performance measures and comply with state and federal regulations, now

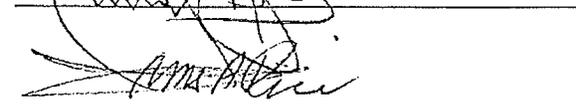
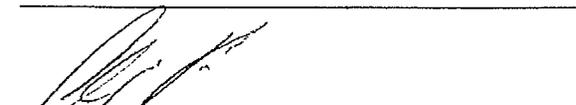
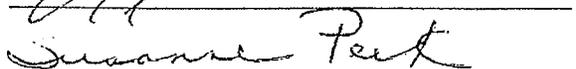
**THEREFORE BE IT RESOLVED** that the Monroe County Board of Supervisor, assembled this 21 day of June, 2012, does hereby support a funding allocation methodology for IM Consortia that reduces no consortia by greater than the overall statewide reduction of 17%, and

**BE IT FURTHER RESOLVED** that the County Clerk mail a copy of this resolution to Monroe County's legislative delegation as well as the Wisconsin Counties Association, the Wisconsin Counties Human Service Association, Governor Scott Walker, Secretary of Administration Michael Huebsch, and the Clerk's office in all 72 counties of Wisconsin.

Dated this the 21<sup>st</sup> day of June, 2012.

Presented by Human Services Board on June 26<sup>th</sup>, 2012

  
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Committee Vote: 8 yes, 0 no

Purpose: To advocate for more equity between the various Consortia in the distribution of the 2013 DHS Income Maintenance Allocations.

Adopted by the Monroe County Board of Supervisors

County Board Vote: For 22 Against 0  
Absent 2

#12

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## MEMORANDUM

TO: County Board Chairs, Executives, Administrators and Administrative Coordinators

FROM: Mark D. O'Connell, WCA Executive Director

DATE: August 29, 2012

RE: Sales Tax Resolution

We have recently received several requests for a draft resolution regarding collecting sales taxes related to Internet sales. Enclosed you will find a draft resolution the WCA legislative staff is asking you to consider introducing at your next board meeting. Currently, between \$150 million and \$250 million is being uncollected annually in Wisconsin state and local sales tax due to online-only retailers not collecting and remitting the tax. To assist WCA's lobbying efforts on this issue, we are asking county boards to adopt resolutions supporting legislation that would require online retailers with subsidiaries or affiliates located in Wisconsin to collect and remit state and local sales tax.

Not only is this a marketplace equity issue for traditional brick and mortar businesses in Wisconsin that are currently collecting sales tax, but it is also a revenue issue for county government. At a time when state aids are declining and sales tax growth is uncertain, enforcement of the state's sales tax law is critical.

Again, please consider introducing this resolution at your next board meeting. If your board does adopt the resolution, please inform WCA Research and Legislative Associate Kyle Christianson.

cc: WCA Board of Directors

MARK D. O'CONNELL, EXECUTIVE DIRECTOR

# County Board Resolution

Approved this \_\_\_\_ Day of \_\_\_\_\_, 2012 by  
\_\_\_\_\_ County

Relating to

## Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax

WHEREAS, under current law many online-only retailers are refusing to collect and remit sales taxes in states where they do not have a physical presence; and

WHEREAS, this creates an unfair price advantage for online-only retailers over traditional brick-and-mortar Wisconsin businesses that provide Wisconsin-based jobs; and

WHEREAS, as the amount of unpaid tax by some people grows, more revenue needs to be collected from everyone else to compensate; and

WHEREAS, uncollected Wisconsin state and local sales tax revenue is estimated between \$100 and \$200 million annually; and

WHEREAS, sales tax revenues are an important component of state and local government budgets; and

WHEREAS, this resolution supports all Wisconsin residents, businesses and units of government.

NOW, THEREFORE, BE IT RESOLVED that \_\_\_\_\_ County does hereby support legislation requiring online retailers with subsidiaries or affiliates located in Wisconsin to collect and remit Wisconsin state and local sales tax.

9/18/2012

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

1. 2013 Budget

The month of September has been occupied with 2013 Recommended Budget preparation and review activities. The Budget was issued on 9/12. The Finance Committee began its budget hearings on that same day. The hearings are scheduled to conclude on 9/19. Staff will then update all budget documents and incorporate any changes made by the Committee. As of today, the Committee has not made any changes to the Recommended Budget that would increase the tax levy from a 0.0% change from 2012. The 2013 Recommended Budget (as amended by the Finance Committee) books will be produced for distribution to the County Board at its 10/9 meeting. I will also prepare the budget presentation to the County Board and the instructions for supervisory amendments, for that meeting.

2. Department Head Meeting

There was no department head meeting held in September. The next meeting is scheduled for 10/10.

3. Committee/Board, Staff and Other meetings

I will have attended 16 Committee/Board meetings by the end of this month, including the four Finance Committee hearings on the 2013 Recommended Budget. In addition, I will have had at least 8 meetings with staff and other officials this month.

On 9/19, I will be attending the annual Fair Appreciation Dinner. This will also be attended by Fair Park Committee members and Chairman Molinaro.

On 9/23-25, I will be attending the WCA Annual Conference in LaCrosse. Supervisors John Molinaro and Jim Braughler will also be attending. We can share information about the conference with the Administration and Rules Committee at the 9/26 meeting.

4. Highway Facility Site Selection

On 9/11, the County Board passed a resolution authorizing that a new Offer to Purchase on the old Countryside Home property be submitted. Corporation Counsel Phil Ristow drafted the offer and it was signed by me and submitted to the seller on 9/13. As of the date of this report, I have not received any response to the County's new Offer. This may occur prior to the Administration and Rules Committee meeting on 9/26. An update will be provided to the Committee at that time. The 2013 Recommended Budget includes \$1,651,742 of assigned General Fund Balance for Highway Capital Projects. These funds are available for use by the County Board for either the proposed satellite facilities or the proposed new main facility.

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

5. Courthouse Security Entrance

Preliminary design plans have been reviewed by the Infrastructure Committee and updated plans will be submitted for the Committee's review at its 9/26 meeting. The Committee had previously authorized a contract with Design Alliance to develop final plans and issue bid specifications. Upon receipt of bids, the Committee will consider a recommendation to the full County Board. The 2013 Recommended Budget includes \$320,000 to pay for the potential cost of this project.

6. Personnel Matters

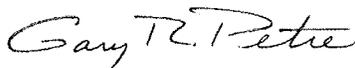
Department Head performance evaluations are up to date. The next evaluation is due on 11/3.

We will continue to monitor the status of the Dane County Circuit Court ruling on Act 10. At this time, we are not aware of any immediate impact that this ruling may have on Jefferson County.

On 9/18, Charlie Carlson of Carlson Dettmann Consulting presented a report to the Human Resources Committee that included a draft of employee classification and compensation recommendations. The Committee discussed the process that will need to occur during the next two months, if the County wants to implement the study recommendations by 1/1/13. The Committee will hold a special meeting on 10/8 to review the consultant's updated report, including the fiscal impact of its implementation to the County. Also discussed will be the development of a status report to the County Board at its 10/23 meeting.

7. Board/Commission Appointments

Two reappointments to the Human Services Board will be submitted to the County Board for confirmation at its 10/9 meeting. Jim Mode and Jim Schultz have agreed to serve on the Board for additional three-year terms.



Gary R. Petre  
County Administrator