

AGENDA

Administration & Rules Committee

Jefferson County Courthouse
320 S. Main Street
Jefferson, WI 53549

December 3, 2012

8:00 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 November 28, 2012 Administration & Rules Committee meeting minutes
7. Communications
8. Discussion and possible action on hiring an outside consultant to assist in filling the County Administrator position
9. Discussion and possible action on forming a subcommittee for the interview and selection process in filling the County Administrator position
10. Tentative Future Meeting schedule and Agenda Items

December 20 th 2012	March 27 th , 2013
January 30 th , 2013	April 24 th , 2013
February 27 th , 2013	

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

11. 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

November 28, 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; Phil Ristow – Corporation Counsel; Supervisor Walt Christensen; Stacie Hoffman – Register of Deeds; Terri Palm-Kostroski – Human Resources Director.
3. **Certification of compliance with Open Meeting Law Requirements**
Gary Petre certified compliance with the open meeting law.
4. **Review of Agenda**
Item 9 will be postponed until the next meeting.
5. **Public Comment**
None
6. **Approval of October 31, 2012 Administration & Rules Committee meeting minutes**
Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to approve the October 31, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.
7. **Approval of October 23 and November 13, 2012 County Board minutes**
Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to approve the October 23 and November 13, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.
8. **Communications**
 - Corrections to November 13, 2012 County Board Minutes
 - Resolution from Sheboygan County “Supporting Position Papers on Legislative Issues”
 - Memo from Gus Wirth, WCA President, regarding the County Ambassador Program
9. **Discussion and possible action on Fair Park request to use additional social media (Twitter, YouTube, Pinterest, Blogs)**
This item will be discussed at the next meeting. No action taken.
10. **Discussion and possible action on Transportation Planning**
The Committee was given information to review. Gary Petre went over the information with the Committee. He explained that Brown Cab is conducting a study of transportation needs in Jefferson County. Gary and other County staff attended a workshop to give their input on the County’s transportation needs. The Committee will continue to be updated on this study. No action taken.
11. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
 - Resolution – “Asking the State Legislature to amend Wisconsin’s Open Records Law, Chapter 19, to permit an authority to impose fees for actual expenses incurred in accommodating open records requests to inspect and/or hand county election ballots”
The Committee supports this and will forward a resolution to the County Board

Motion made by Supervisor Braughler; Second by Supervisor Babcock to recommend and forward a resolution to amend Wisconsin's Open Records Law to the County Board for their consideration. (Ayes-All) Motion carried.

- Resolution – “Authorizing funds to be re-instated for the Household, Agricultural and Pharmaceutical Hazardous Waste Programs”

The committee reviewed the resolution.

Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to recommend and forward this resolution to the County Board for their consideration. (Ayes-All) Motion carried.

- Resolution – “Amend §706.05 to require recording of mortgage assignments”
Phil Ristow explained this resolution to the Committee. Stacie Hoffman also explained the resolution. The Committee supports this resolution and will wait to see what action the WCA takes. No action taken.

12. County Administrator's monthly report

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

13. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation and employment contract renewal

Motion made by Supervisor Braughler; Second by Supervisor Mode to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation and employment contract renewal (Roll Call Vote was taken - Ayes-All) Motion Carried.

14. Reconvene in open session to take possible action on items discussed in closed session.

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to reconvene in open session. (Ayes-All) Motion Carried.

John Molinaro stated that Gary Petre announced that he will retire effective April 1, 2013 upon the expiration of his current employment contract date of March 31, 2013. The Committee discussed the possibility of hiring an outside consultant to help fill the position. They also discussed whether or not they should form a subcommittee for the interview process. There will be a special Administration and Rules Committee meeting on Monday, December 3, 2012 to discuss these issues. No action taken.

15. Tentative Future Agenda Items and Meeting Dates

- Approval of November 28, 2012 Administration & Rules Committee meeting minutes
- Approval of December 11, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- Status Report and review of policies for inclusion in the Codification project
- Follow up on WCA's County Ambassador Program
- Discussion and possible action on Resolutions from the Register of Deeds Office
- Discussion and possible action on Fair Park request to use additional social media (Twitter, YouTube, Pinterest, Blogs)
- Discussion and possible action on resolution from Sheboygan County
- Discussion and possible action regarding recruitment for the County Administrator position

16. Adjourn

Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 10:15 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

A special meeting will be held on Monday, December 3rd, 2012 at 8:00 a.m. The next regular meeting is scheduled for December 20th, 2012.

JEFFERSON COUNTY DEMOGRAPHICS

AND

WORKFORCE PROFILE SUMMARY**

HOUSEHOLDS:

On January 1, 2011, the Wisconsin Department of Administration forecasted the population of Jefferson County at 83,686. Of this population it is estimated, by the United States, Department of Labor, that the 2011 annual workforce participation in Jefferson County was 41,443* persons. This means on average, assuming an annual 2011 unemployment rate of 8%, 38,221 people were working while 3212 individuals on average were unemployed during the same period. Further the United States Census Bureau reported in its recent release of household information that there are approximately 35,147 housing units in Jefferson County with an average household size of 2.55, which is slightly higher than the 2.41 per household size for the State of Wisconsin. It further found that the household median income for Jefferson County is \$54,769.00 with the statewide median household income at \$51,598.00.

COMMUTING PATTERNS:

The work commuting patterns have change little over the past several years. Daily about 15,500 Jefferson County residents work outside of Jefferson County while some 11,300 workers commute into Jefferson County. Over 1/3 of all employees that commute into Jefferson County originate from Dodge County. It is estimated that approximately 1/3 of those who commute out of Jefferson County travel to work in Waukesha County. Additionally, it is estimated that almost 1/4 of those who commute out travel to Dane County. Estimates of commuting and traffic counts still project approximately 25,000 commutes taking place within Jefferson County on a daily basis.

BUSINESS:

The United States Department of Agriculture (USDA), National Agricultural Statistics Service 2007 report, identified a total of 1434 farms in Jefferson County at an average size of 170 acres. Also the USDA report that Jefferson County has over 244,000 acres in farming. Crop sales exceeded 86 million dollars with livestock sales at almost 123 million dollars. Jefferson County has approximately 1995 non-farm business establishments operating in its borders according to the US Census Bureau and the Wisconsin Office of Economic Advisors. In 2011, Jefferson County experienced a slight reduction in business establishments within Jefferson County. Well over half of these businesses reported employing 19 or fewer employees. The top ten employers in Jefferson County are highlighted in **Chart A** with Fort Healthcare Inc. ranked as the largest employer in Jefferson County. The top ten employers account for about 20 percent of the jobs within Jefferson County.

#9

RESOLUTION NO. 2005-11

WHEREAS, Willard D. Hausen has announced his retirement from the position of County Administrator effective September 1, 2005, and

WHEREAS, the Administrative Committee is charged with supervising the office of County Administrator, and

WHEREAS, the Administrative Committee proposes that a Search Committee be created for the purpose of filling the vacancy created by Mr. Hausen's retirement, and

WHEREAS, the Administrative Committee proposes that the Search Committee be similar to the Administrative Policy Committee from 1982, when this situation last arose, and

WHEREAS, the Administrative Committee recommends that the Search Committee be comprised of the two County Board Vice Chairpersons, the Finance Committee Chairperson, the Highway Committee Chairperson, the Law Enforcement Committee Chairperson, Countryside Board of Trustees Chairperson, and the Human Services Board Chairperson.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator Search Committee be established, and comprised of the persons as set forth above.

BE IT FURTHER RESOLVED that the Search Committee may employ such professional assistance as it deems appropriate.

Fiscal Note: Meeting fees, advertising and professional services are anticipated to be about \$3500.

AYES 26

NOES 0

ABSENT 2

ABSTAIN 2

Requested by
Administrative Committee

Addendum to 05-10-05