

AGENDA

Administration & Rules Committee

Jefferson County Courthouse
311 S. Center Avenue
Jefferson, WI 53549

Wednesday, October 26, 2016, Room 203, 8:30 a.m.

Committee Members

Amy Rinard, Chair; Jim Braughler, Vice-Chair; Steve Nass, Secretary; Jennifer Hanneman; Jim Schroeder

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of the September 28, 2016 Committee meeting minutes
7. Approval of the October 11, 2016 County Board meeting minutes
8. Communications
9. LEAN Presentations
 - a. County Board Agenda Process - Corporation Counsel, County Clerk, Administration
 - b. Policy Paradigm - Health Department
 - c. Construction Project Planning - Highway
 - d. Chaotic Files - Land Information
10. Update on preparations for November 8th Election – County Clerk
11. Review RFP for Facilitator of the Strategic Plan Update
12. Update on Intergovernmental Agreement with Dodge County for Economic Development
13. Update on Supervisory District 24
14. Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braughler, Nass, Frank)
15. Financial Reports (September)
 - a. Clerk of Courts
 - b. Corporation Counsel
 - c. County Administrator
 - d. County Board
 - e. County Clerk
 - f. Register of Deeds
16. County Administrator's monthly report
17. Discussion and possible action on tentative future meeting schedule and agenda items (November 30, 2016)
All meetings in Room 112 at 8:30 a.m. unless noted
18. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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**

September 28, 2016

Administration & Rules Committee

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

Members present: Jim Braughler, Jim Schroeder, Jennifer Hanneman, Steve Nass and Amy Rinard.

Others Present: Ben Wehmeier, County Administrator; Kim Eggers, Safety Coordinator; Casey Radtke, HR Associate; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, HR Director; Alexa Zoellner, Reporter, Jefferson Daily Union; Amy Kramer, Gail Zastrow, Leigh Scherer, DA Office Manager; Patrick Dolan, Instructor, WCTC; Connie Freeberg – Paralegal II; J. Blair Ward, Corporation Counsel and Brian Lamers, Finance Director.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

Item #11 will be moved up to accommodate staff.

5. Public Comment

None

6. Approval of August 31, 2016 Committee meeting minutes

Motion by Schroeder; Second by Braughler to approve the August 31, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the September 13, 2016 County Board meeting minutes

Motion by Hanneman; Second by Schroeder to approve the September 13, 2016 County Board meeting minutes as presented. (Ayes -All) Motion Carried.

8. Communications

None

9. LEAN Presentations

a. Onboarding

Presentation was given by HR Staff - Eggers, Radtke, Palm-Kostroski & Mundt

b. Scanning Closed Files

Presentation was given by Scherer – District Attorney's Office

Dolan was present to discuss the LEAN education process. No action taken.

10. Discussion and possible action on RFP for Facilitator of the Strategic Plan

Wehmeier explained that he started work on the RFP, but he needs clarification on what the committee expects the facilitator to do and what they want the process to look like. Schroeder said that he wants this to feed into Priority Based Budgeting. The committee feels that the document needs to be redone to address more specific goals and information. They would like the consultant to help decide how we get to where we want to go based on what we already have. The RFP should include information specifying the need for experience in Priority Based Budgeting. Wehmeier will work on the RFP and bring it back to the committee for review at their next meeting. Wehmeier would like to hold off on issuing the RFP until after the 2017 budget is approved. No action taken.

11. Discussion and possible action on Fair Park Committee Structure

Schroeder explained that there was a listening session after the fair and it was suggested that there should be stakeholder involvement on the Fair Park Committee. The Fair Park Committee supports this idea. Schroeder said that there would be 2 members from the public appointed. There are many interested in serving on the committee, so there would be an ad placed in the paper asking for a resume and cover letter to be submitted. This would require a change in the County Board rules.

Motion by Braugler; Second by Nass to revise the County Board rules to add two public members to the Fair Park Committee appointed by the chair in consultation with the Fair Park committee and forward to the County Board for their consideration at the October meeting. (Ayes-All) Motion Carried.

12. Discussion and possible action on Intergovernmental Agreement with Dodge County for Economic Development

Wehmeier said that Dodge County is looking at ways to collaborate, specifically in economic development. Dodge County approved \$85,000 to work on economic development. There may be an Intergovernmental Agreement for a partnership between Dodge and Jefferson County. No action taken.

13. Update on Supervisory District 24

Schroeder has an individual who may be interested in the position. No action taken.

14. Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braugler, Nass, Frank)

Braugler said that he did some research on eliminating District 24 with Land Information. The problem is the Wards. They are also looking into other options for reorganization in this district. No action taken.

15. Financial Reports (August)

- a. Clerk of Courts
- b. Corporation Counsel
- c. County Administrator
- d. County Board
- e. County Clerk
- f. Register of Deeds

Financial Reports were not available for review. No action taken.

18. County Administrator's monthly report

Wehmeier gave a verbal report. Highlights included: several meetings related to Fair, TAD Grant was awarded, meetings with new JCEDC Director, continuing work on UWX process, Interim 4-H position is being finalized, met with new Village of Cambridge Administer, Maranatha Breakfast Business meeting, Budget Hearings, met on solar options and Administration has an intern for this semester.

No action taken.

19. Discussion and possible action on tentative future meeting schedule and agenda items – (October 26, 2016, November 30, 2016)

- Approval of September 28, 2016 Administration & Rules Committee meeting minutes
- Approval of October 11, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process (Frank, Braugler, Nass)
- Update on vacancy in District 24
- Update on Dodge County Intergovernmental Agreement
- Review RFP for Facilitator of Strategic Plan Update
- Report on WCA Conference

20. Adjourn

Motion made by Hanneman; Second by Nass to adjourn at 10:04 a.m. (Ayes-All) Motion Carried.

Election Observation at Other Locations:

Municipal Clerk's Office

Observers may be present during absentee voting in the clerk's office (if it's in a public location). The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are not allowed.

Residential Care Facilities & Nursing Homes

Only observers appointed by the two major political parties may be present during absentee voting in residential care facilities and nursing homes. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Central Count

Observers may be present during absentee voting in a centralized vote counting location. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Contact Information Wisconsin Elections Commission

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Julie M. Glancey
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Don M. Millis

ADMINISTRATOR

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Wisconsin Election Observers

Rules-at-a-Glance

Wisconsin Administrative Rule EL Chapter 4 Election Observers

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, central count processes, recounts, and voting in residential care facilities and nursing homes.

These **Rules-at-a-Glance** should be viewed in conjunction with Wisconsin Administrative Rule EL Chapter 4.

September 2016

At the Polling Place, an Election Observer must:

- ✓ Notify the chief election inspector she/he is at the polling place to observe
- ✓ Follow the directives of the chief election inspector or designee
- ✓ Provide photo identification
- ✓ Complete and sign an election observer log
- ✓ Wear an Election Observer tag or badge



Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector or designee
- Challenges to voters must be filed with the chief election inspector or designee. Follow the process outlined by Wisconsin Administrative Rule EL Chapter 9
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.

Viewing documents

Observers are not entitled to view registration forms, proof of residence documents or the observer log on Election Day. Observers may ask the chief inspector or designee to view other documents, such as the poll list, that are available when doing so will not delay or disrupt the process, but this may not be possible when polls are busy, and they may not view confidential information. The chief inspector or designee has sole discretion to determine whether such documents may be viewed during voting hours.

Election Observers may not:

- Engage in electioneering*
- Video and still cameras are not allowed
- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls / use cell phones for voice calls inside the polling area (texting or other silent usage is acceptable if it is not disruptive)
- Wear clothing or buttons related to candidates, parties or referenda that is intended to influence the election
- Interact with voters, except when requested
- View confidential information on the poll list, or take photos or make photocopies of the poll list on Election Day
- Enter vehicles of curbside voters



* *Electioneering is defined in Wisconsin law as any activity which is intended to influence voting at an Election. Wis Stat. § 12.03*

Communications Media:

Observers from communications media organizations shall identify themselves and the organization they represent to the chief inspector upon arriving at the polling place. The inspector shall record the information on the EL-104, Inspectors Statement. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Polling Place Accessibility Assessments:

Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:

- Assessors should notify the municipal clerk at least 24 hours in advance
- Assessors may wear identifying name tags or shirts
- Assessors may work outside the observers' area unless their work is judged to be disruptive
- Assessors may take still photos or videotape for documentation if their use is not disruptive
- Election officials - clerks, chief election inspectors and poll workers - should facilitate the work of accessibility assessors