

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**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.