

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**May 29, 2013
Administration & Rules Committee**

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: John Molinaro, Paul Babcock, James Braughler, Jim Mode and Rick Kuhlman.

Others Present: Kathi Cauley – Interim County Administrator; Tammie Jaeger – Administrative Secretary; Connie Freeberg – Paralegal II; Phil Ristow – Corporation Counsel; Roland Welsch – IT Manager; Barb Frank – County Clerk; Brian Lamers – Finance Director; Chief Deputy Jeff Parker.

3. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance with the open meeting law.

4. Review of Agenda

No changes were made.

5. Public Comment

None

6. Approval of May 24, 2013 Administration & Rules Committee meeting minutes

Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to approve the May 24, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of May 14, 2013 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the May 14, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

8. Approval of the May 8, 2013 County Administrator Search Committee minutes (as a quorum of the County Administrator Search Committee)

Motion made by Supervisor Braughler; Second by Supervisor Kuhlman to approve the May 8, 2013 County Administrator Search Committee meeting minutes as printed. (Ayes-All) Motion carried. (Mode – Abstained)

9. Communications

- Corrections to the May 14, 2013 County Board Minutes
- Portage County Resolution – In support of amending state law to permit a multi-vendor student information system for Wisconsin school districts by 2013 Assembly Bill 60 and 2013 Senate Bill 54
- Manitowoc County Resolution – “Opposing AB85 and SB95”
- Vehicle Usage Policy from Outagamie County
- County Administrator’s Monthly Activity Report
- Draft Jefferson County Ordinance – “Reporting absence to County Clerk in advance of County Board meeting”
- Draft Jefferson County Ordinance – “Amend Board Rules to allow Vice Chair to be designated in order to make a meeting quorum”
- Draft Jefferson County Ordinance – “Amend Board Rules to revise number of members appointed to Mid Wisconsin Federated Library System Board”

10. Discussion and possible action on vehicle usage report

A copy of a Vehicle Usage Policy from Outagamie County was distributed for the committee to review. The committee felt that this would be something that the new administrator and department heads should be involved in. A copy of the policy will be emailed to Department Heads. This will be discussed at a future meeting. No action taken.

11. Discuss research on using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board to obtain their information.

Roland Welsch provided samples of electronic media for the committee to consider. He discussed multiple media options that are available and addressed questions and concerns from the committee. It was suggested that a presentation on the use of electronic media be done for County Board. Roland will present this to the County Board at the June meeting. No further action taken.

12. Discussion and possible action on updating the procedure for reporting absences for meetings.

Phil Ristow provided a draft ordinance regarding absences for the committee to review. Language will be added to the ordinance regarding contacting Committee Chairmen and additional wording will be added to the section of the ordinance addressing Clerk Duties stating that the County Clerk will notify appropriate staff. The revised version shall be on the next agenda.

13. Discussion and possible action on resolutions referred to the Law Enforcement and Emergency Management Committee

- a. Outagamie County Resolution – Exempting off-duty officers from current state law prohibiting a licensee from carrying a firearm on school grounds and certain posted private properties.
- b. Outagamie County Resolution – Authorizing lobbyist to request the state legislature re-examine WI State Statute 968.255 regarding strip searches.
- c. Outagamie County Resolution – Extending the time period from 12 months to 24 months for a county to seek reimbursement for certain expenses it incurs from a person sentenced to a county jail.

Chief Parker discussed these resolutions. The Law Enforcement and Emergency Management Committee supports these resolutions.

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to support these resolutions and forward them to the County Board for their consideration. (Ayes-All)
Motion carried.

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

- a. Outagamie County Resolution – “Oppose all legislative efforts to remove local control of the 911 system”

The Committee discussed this resolution.

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

- b. Lanlade County Resolution – “Opposition to increasing acreage of alien ownership”

The Committee discussed this resolution.

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

- c. Manitowoc County Resolution – “Opposing AB85 and SB95”

The Committee discussed this resolution. No action taken.

- d. Portage County Resolution – “In support of amending state law to permit a multi-vendor student information system for Wisconsin school districts by 2013 Assembly Bill 60 and 2013 Senate Bill 54”

The Committee discussed this resolution. No action taken.

15. Interim County Administrator’s monthly report

Kathi Cauley reviewed her monthly report and addressed questions from the Committee.

16. Tentative Future Agenda Items and Meeting Dates

- Approval of May 29, 2013 Administration & Rules Committee meeting minutes
- Approval of June 11, 2013 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - a. Draft Jefferson County Ordinance – “Amend Board Rules to allow Vice Chairs to be designated in order to make a meeting quorum”
 - b. Draft Jefferson County Ordinance – “Amend Board Rules to revise number of members appointed to Mid Wisconsin Federated Library System Board”
- Discussion and possible action on vehicle usage policy
- Discuss research on using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board
- Interim County Interim Administrator’s monthly report
- Discuss Interim County Administrator recommendations

17. Adjourn

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to adjourn at 10:00 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

June 26	October 30
July 31	November 27
August 28	December 25
September 25	

The November 27 and December 25 meeting times will be determined at a later date.