

## **AGENDA**

### **Administration & Rules Committee**

**Jefferson County Courthouse**

**320 S. Main Street**

**Jefferson, WI 53549**

April 26, 2012

8:30 a.m. - Room 112

### **Committee Members**

Paul Babcock – James Braugher – 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 March 28, 2012 Administration & Rules Committee meeting minutes
7. Approval of April 17, 2012 County Board minutes
8. Communications
9. Discussion and possible action on resolutions, letters or reports from other governmental agencies
  - a. Resolution – Oppose any language that holds the county financially responsible for services that are already paid for by other entities”
10. Discussion and possible action on the 2011 County board Committee, board and Commission member per diems
11. County Administrator’s monthly report
12. Discussion and possible action on meeting dates
13. Tentative Future Meeting schedule and Agenda Items
14. 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

Item 6

March 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, Jim Mode, Greg David, Paul Babcock and John Molinaro.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential.

**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 February 29, 2012 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Mode; Second by Supervisor David to approve the February 29, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

**7. Approval of March 13, 2012 County Board minutes**

Motion by Supervisor David; Second by Supervisor Braughler to approve the March 13, 2012 County Board as corrected. (Ayes-All) Motion carried.

**8. Communications**

- Email and brochure from Greg David regarding "A Revolution of the Middle... and the Pursuit of Happiness" book study circle. Greg will present this idea to the County Board at their May meeting.

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

None

**10. County Administrator's monthly report**

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

**11. County Administrator's Office 2011 annual report**

Gary Petre went over his annual report. This report will be presented to the County Board at their April meeting.

**12. Discussion and possible action on meeting dates**

Next meeting will be held on April 25, 2012 at 8:30 a.m.

**13. Tentative Future Agenda Items and Meeting Dates**

- Approval of March 28, 2012 Administration & Rules Committee meeting
- Correction and Approval of April 17, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- Jefferson County website design presentation by MIS staff
- Discussion and possible action on Public Works Committee

- Discussion and possible action on implementing ideas related to the County's governing Assessment Survey Report
- Set committee meeting calendar dates and times
- Status report from Corporation Counsel on codification project
- Youth Government Day briefing

**14. Adjourn**

Motion made by Supervisor Mode; Second by Supervisor David to adjourn at 8:59 a.m. (Ayes-All) Motion carried.

**Future Meeting Dates**

Wednesday, April 25, 2012 at 8:30 a.m.

**CORRECTIONS TO BE MADE TO  
APRIL 17, 2012, JEFFERSON COUNTY BOARD MINUTES**

Item 7

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**Page 311:**

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**Page 312:**

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**Page 313:**

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**Page 334:**

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Line 34 – underline the , after the word object

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**Page 335:**

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**NOTE TO GARY ROMENS:** The font or size does not seem to be the same as we usually have for the minute book. Please check. Thank you.

**RESOLUTION NO.: 124—2011-12**

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

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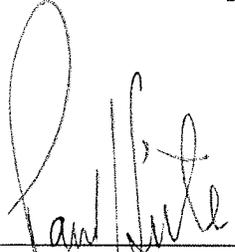
Under current law, counties may establish specialty or treatment courts that offer treatment programs, alternatives to incarceration and other types of assistance for people accused of certain crimes or for certain people who are identified as needing special assistance. Currently, a few Wisconsin counties have established veterans courts with special programs and procedures that seek to assist veterans and armed service members who face or are convicted of criminal charges. Under proposed legislation, if a person convicted of a crime enters a guilty or no contest plea to a crime or is facing revocation of his or her probation or extended supervision or enters into a deferred prosecution program and the person is a veteran or service member the person may qualify for a transfer to a veterans court. Under the proposal, the county where the sentencing court is located retains the responsibility to fund any community-based care, treatment, or services for the veteran or service member and to pay the costs of jailing the veteran or service member. This resolution opposes any language that holds the county financially responsible for services that are already paid for by other entities.

NOW THEREFORE, the undersigned members of the Public Safety Committee recommend adoption of the following resolution.

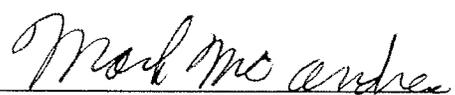
BE IT RESOLVED, that the Outagamie County Board of Supervisors does oppose any language that holds the county financially responsible for services that are already paid for by other entities, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Lobbyist, all other Wisconsin Counties and the Outagamie County Veterans Service Officer.

Dated this 27th day of March, 2012

  
\_\_\_\_\_  
Paul Hirte

Respectfully Submitted,  
PUBLIC SAFETY COMMITTEE

  
\_\_\_\_\_  
Mark McAndrews

## Jefferson County Committee Meetings

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>BABCOCK, PAUL</b>						
	11 ADMIN & RULES/ICC		605.00	70.02	675.02	
	11 COUNTY BOARD	660.00	605.00	70.56	1,335.56	
	11 LAW ENF/EM MGMT COMM		605.00	70.56	675.56	
	10 PARKS COMMITTEE		550.00	57.78	607.78	
						3,293.92
<b>BORLAND, GLEN</b>						
	10 COUNTY BOARD	660.00	550.00	64.98	1,274.98	
	1 EDUCATION SESSION		55.00	6.12	61.12	
	9 HIGHWAY COMMITTEE		495.00	51.12	546.12	
	1 INFRASTRUCTURE		55.00	0.00	55.00	
	5 JOINT MEETING HY/INFRAS		275.00	6.66	281.66	
	9 LAW ENF/EM MGMT COMM		495.00	57.24	552.24	
	0 MILEAGE DONATION			0.00	0.00	
	12 PARKS COMMITTEE		660.00	77.22	737.22	
	0 PER DIEM DONATION			0.00	0.00	
						3,508.34
<b>BRAUGHLER, JAMES</b>						
	12 ADMIN & RULES/ICC		660.00	186.72	846.72	
	11 COUNTY BOARD	660.00	605.00	188.16	1,453.16	
	1 EDUCATION SESSION		55.00	12.75	67.75	
	16 FINANCE COMMITTEE		880.00	274.08	1,154.08	
	26 HUMAN RESOURCES		1,505.00	390.36	1,895.36	
	3 SEMINAR/CONVENTION		190.00	159.46	349.46	
						5,766.53

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>BUCHANAN, RONALD</b>						
	12 COUNTY BOARD	660.00	660.00	188.16	1,508.16	
	1 EDUCATION SESSION		55.00	16.32	71.32	
	13 FAIR COMMITTEE		715.00	222.24	937.24	
	6 FAIR WEEK		480.00	106.56	586.56	
	13 HIGHWAY COMMITTEE		715.00	203.04	918.04	
	12 HOME CONSORTIUM		660.00	0.00	660.00	
	2 H-SEM/CONV		110.00	0.00	110.00	
	2 INFRASTRUCTURE		110.00	0.00	110.00	
	6 JOINT MEETING HY/INFRASTR		330.00	17.76	347.76	
	2 SEMINAR/CONVENTION		110.00	0.00	110.00	
	10 UW EXTENSION EDUC COMM		550.00	168.96	718.96	
	1 VETERANS SERVICE COMM		55.00	17.76	72.76	
						6,150.80
<b>BUROW, MIKE</b>						
	11 COUNTY BOARD	660.00	605.00	47.04	1,312.04	
	9 FAIR COMMITTEE		495.00	38.88	533.88	
	5 FAIR WEEK		350.00	22.20	372.20	
	14 LAND & WATER CONSERVATION		770.00	59.64	829.64	
	2 SEMINAR/CONVENTION		135.00	109.89	244.89	
	9 UW EXTENSION EDUC COMM		495.00	38.16	533.16	
						3,825.81
<b>CHRISTENSEN, WALT</b>						
	12 COUNTY BOARD	660.00	660.00	160.88	1,480.88	
	2 FARMLAND PRESER STEERING		110.00	24.48	134.48	
	8 LAKE RIPLEY MGMT DIST		440.00	50.58	490.58	
	13 LAND & WATER CONSERVATION		715.00	172.50	887.50	
						2,993.44
<b>DAVID, GREG</b>						
	12 ADMIN & RULES/ICC		660.00	177.66	837.66	
	12 COUNTY BOARD	660.00	660.00	180.18	1,500.18	
	1 EDUCATION SESSION		55.00	12.75	67.75	
	2 FARMLAND PRESER STEERING		110.00	28.56	138.56	
	8 HOME CONSORTIUM		440.00	0.00	440.00	
	32 PLANNING & ZONING COMM		1,760.00	475.86	2,235.86	
						5,220.01

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>DELANY, MARY</b>						
	10 COUNTY BOARD	660.00	550.00	10.83	1,220.83	
	11 ECONOMIC DEVELOPMENT CONS		605.00	9.59	614.59	
	12 HUMAN RESOURCES		660.00	10.47	670.47	
	7 INFRASTRUCTURE		385.00	4.08	389.08	
						2,894.97
<b>HANNEMAN, JENNIFER</b>						
	11 COUNTY BOARD	660.00	605.00	23.52	1,288.52	
	13 HOME CONSORTIUM		715.00	0.00	715.00	
	9 SOLID WASTE/AIR QUALITY		495.00	39.65	534.65	
						2,538.17
<b>IMRIE, VIC</b>						
	11 COUNTY BOARD	660.00	605.00	117.60	1,382.60	
	9 FAIR COMMITTEE		495.00	94.50	589.50	
	4 FAIR WEEK		220.00	44.40	264.40	
	6 SOLID WASTE/AIR QUALITY		330.00	61.20	391.20	
						2,627.70
<b>JAECKEL, GEORGE</b>						
	12 COUNTY BOARD	660.00	660.00	57.92	1,377.92	
	12 HIGHWAY COMMITTEE		660.00	47.12	707.12	
	2 INFRASTRUCTURE		110.00	0.00	110.00	
	6 JOINT MEETING HY/INFRASSTR		330.00	5.00	335.00	
	12 LAW ENF/EM MGMT COMM		660.00	57.51	717.51	
	0 MILEAGE DONATION			0.00	0.00	
						3,247.54
<b>JONES, RICHARD C</b>						
	0 AGING & DIS RESOURCE CENT			213.00	213.00	
	11 COUNTY BOARD	660.00	605.00	237.00	1,502.00	
	18 FINANCE COMMITTEE		990.00	387.00	1,377.00	
	12 HUMAN SERVICES BOARD		660.00	268.72	928.72	
	8 INFRASTRUCTURE		440.00	168.60	608.60	
						4,629.32
<b>KUHLMAN, RICK</b>						
	10 COUNTY BOARD	660.00	550.00	170.40	1,380.40	
	6 INFRASTRUCTURE		330.00	102.24	432.24	
	12 PARKS COMMITTEE		660.00	203.04	863.04	
						2,675.68

\* Other Expense include mileage, parking, meals and registration fees

Name  
MODE, JIM

	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
12	ADMIN & RULES/ICC		660.00	63.45	723.45	
0	AGING & DIS RESOURCE CENT			58.80	58.80	
12	COUNTY BOARD	660.00	660.00	64.35	1,384.35	
2	EDUCATION SESSION		110.00	79.47	189.47	
18	FINANCE COMMITTEE		990.00	96.75	1,086.75	
30	HUMAN SERVICES BOARD		1,650.00	1,561.08	3,211.08	
6	SEMINAR/CONVENTION		330.00	961.43	1,291.43	
						7,945.33

Name  
MOLINARO, JOHN

	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
12	ADMIN & RULES/ICC		660.00	0.00	660.00	
12	COUNTY BOARD	6,600.00	660.00	0.00	7,260.00	
3	COUNTY BOARD OF HEALTH		165.00	0.00	165.00	
1	COUNTY HEALTH COMMITTEE		55.00	0.00	55.00	
7	ECONOMIC DEVELOPMENT CONS		385.00	0.00	385.00	
22	EDUCATION SESSION		1,210.00	168.84	1,378.84	
10	FAIR COMMITTEE		550.00	75.00	625.00	
9	FARMLAND CONSERV EASEMENT		495.00	0.00	495.00	
2	FARMLAND PRESER STEERING		110.00	0.00	110.00	
18	FINANCE COMMITTEE		990.00	0.00	990.00	
2	HIGHWAY COMMITTEE		110.00	0.00	110.00	
29	HUMAN RESOURCES		1,720.00	22.20	1,742.20	
11	HUMAN SERVICES BOARD		605.00	0.00	605.00	
4	INFRASTRUCTURE		220.00	0.00	220.00	
9	INTER-COUNTY COORD COMM		495.00	0.00	495.00	
6	JOINT MEETING HY/INFRAS		330.00	0.00	330.00	
7	LAND & WATER CONSERVATION		385.00	0.00	385.00	
1	LAND PRESERVATION WRKGRP		55.00	0.00	55.00	
9	LAW ENF/EM MGMT COMM		495.00	0.00	495.00	
5	MEET W/ LOCAL GOVT/ASSOC		275.00	16.32	291.32	
4	MEET WITH DEPARTMENT HEAD		220.00	0.00	220.00	
1	MEET WITH STATE EMPLOYEE		55.00	0.00	55.00	
1	MID-WIS FED LIB SYS BOARD		55.00	0.00	55.00	
16	PARKS COMMITTEE		880.00	10.20	890.20	
0	PER DIEM DONATION			0.00	0.00	
2	PERSONNEL COMMITTEE		110.00	0.00	110.00	
8	PLANNING & ZONING COMM		440.00	0.00	440.00	
4	SECURITY & FACILITIES		220.00	0.00	220.00	
3	SEMINAR/CONVENTION		215.00	7.22	222.22	
5	SOLID WASTE/AIR QUALITY		275.00	0.00	275.00	
1	SUSTAINABILITY TASK FORCE		55.00	0.00	55.00	
3	UW EXTENSION EDUC COMM		165.00	0.00	165.00	
1	VETERANS SERVICE COMM		55.00	10.20	65.20	
2	WAIK CO VTAE DIST BOARD		110.00	75.57	185.57	
						19,810.55

\* Other Expense include mileage, parking, meals and registration fees

Tuesday, April 03, 2012

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<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>MORRIS, DWAYNE</b>						
	9 COUNTY BOARD	660.00	495.00	154.08	1,309.08	
	1 JEFFERSON CO LIBRARY CNCL		55.00	18.87	73.87	
	9 LAW ENF/EM MGMT COMM		495.00	155.52	650.52	
						2,033.47
<b>MORSE, EDWIN W</b>						
	11 COUNTY BOARD	660.00	605.00	100.73	1,365.73	
	6 COUNTY BOARD OF HEALTH		330.00	54.32	384.32	
	1 LAND & WATER CONSERVATION		55.00	9.44	64.44	
	9 UW EXTENSION EDUC COMM		495.00	81.09	576.09	
						2,390.57
<b>NASS, STEVEN</b>						
	11 COUNTY BOARD	660.00	605.00	141.12	1,406.12	
	1 EDUCATION SESSION		55.00	12.24	67.24	
	11 FARMLAND CONSERV EASEMENT		605.00	141.12	746.12	
	2 FARMLAND PRESER STEERING		110.00	24.48	134.48	
	2 LAND INFORMATION COUNCIL		110.00	23.43	133.43	
	0 MILEAGE DONATION			0.00	0.00	
	14 PARKS COMMITTEE		770.00	178.92	948.92	
	0 PER DIEM DONATION			0.00	0.00	
	33 PLANNING & ZONING COMM		1,815.00	422.28	2,237.28	
						5,673.59
<b>PETERSON, CRAIG A</b>						
	11 COUNTY BOARD	660.00	605.00	152.88	1,417.88	
	12 HIGHWAY COMMITTEE		660.00	150.54	810.54	
	2 H-SEM/CONV		110.00	0.00	110.00	
	14 HUMAN RESOURCES		770.00	192.66	962.66	
	2 INFRASTRUCTURE		110.00	0.00	110.00	
	6 JOINT MEETING HY/INFRASTR		330.00	14.43	344.43	
						3,755.51
<b>POULSON, BLANE</b>						
	11 COUNTY BOARD	660.00	605.00	199.92	1,464.92	
	8 FAIR COMMITTEE		440.00	146.37	586.37	
	5 FAIR WEEK		400.00	94.35	494.35	
	10 FARMLAND CONSERV EASEMENT		550.00	179.52	729.52	
	8 HIGHWAY COMMITTEE		440.00	144.84	584.84	
	4 JOINT MEETING HY/INFRASTR		220.00	0.00	220.00	
						4,080.00

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>REESE, DONALD</b>						
	11 COUNTY BOARD	660.00	605.00	141.12	1,406.12	
	1 EDUCATION SESSION		55.00	12.24	67.24	
	2 FARMLAND PRESER STEERING		110.00	24.48	134.48	
	8 INFRASTRUCTURE		440.00	101.16	541.16	
	34 PLANNING & ZONING COMM		1,870.00	433.44	2,303.44	
	3 SEMINAR/CONVENTION		165.00	136.68	301.68	
	8 SOLID WASTE/AIR QUALITY		440.00	100.08	540.08	
						5,294.20
<b>RINARD, AMY R</b>						
	12 COUNTY BOARD	660.00	660.00	308.88	1,628.88	
	2 EDUCATION SESSION		110.00	122.51	232.51	
	12 FARMLAND CONSERV EASEMENT		660.00	306.72	966.72	
	2 FARMLAND PRESER STEERING		110.00	48.96	158.96	
	33 PLANNING & ZONING COMM		1,815.00	844.56	2,659.56	
	1 SEMINAR/CONVENTION		80.00	51.00	131.00	
						5,777.63
<b>ROGERS, PAMELA</b>						
	12 COUNTY BOARD	660.00	660.00	109.40	1,429.40	
	1 EDUCATION SESSION		55.00	8.67	63.67	
	18 FINANCE COMMITTEE		990.00	164.48	1,154.48	
	12 HUMAN SERVICES BOARD		660.00	108.63	768.63	
	12 LAW ENF/EM MGMT COMM		660.00	108.63	768.63	
						4,184.80
<b>ROOU, JANET C</b>						
	12 COUNTY BOARD	660.00	660.00	283.14	1,603.14	
	2 EDUCATION SESSION		110.00	158.10	268.10	
	2 FARMLAND PRESER STEERING		110.00	44.88	154.88	
	11 HOME CONSORTIUM		605.00	0.00	605.00	
	4 LOWER SPRING LAKE PROJECT		220.00	10.88	230.88	
	1 MEET W/ LOCAL GOVT/ASSOC		55.00	157.07	212.07	
	35 PLANNING & ZONING COMM		1,925.00	819.06	2,744.06	
	4 SEMINAR/CONVENTION		245.00	148.29	393.29	
	5 UTILITY TAX CO		275.00	279.10	554.10	
						6,765.52

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>SCHROEDER, JAMES R</b>						
	12 COUNTY BOARD	660.00	660.00	0.00	1,320.00	
	12 ECONOMIC DEVELOPMENT CONS		660.00	0.00	660.00	
	7 INFRASTRUCTURE		385.00	0.00	385.00	
	1 SEMINAR/CONVENTION		55.00	0.00	55.00	
						2,420.00
<b>SCHULTZ, RICHARD R</b>						
	10 COUNTY BOARD	660.00	550.00	75.18	1,285.18	
	6 COUNTY BOARD OF HEALTH		330.00	44.73	374.73	
	13 HUMAN RESOURCES		715.00	97.23	812.23	
						2,472.14
<b>TIETZ, RICHARD A</b>						
	12 COUNTY BOARD	660.00	660.00	188.16	1,508.16	
	11 ECONOMIC DEVELOPMENT CONS		605.00	186.72	791.72	
	11 HUMAN SERVICES BOARD		605.00	188.16	793.16	
	14 PARKS COMMITTEE		770.00	237.12	1,007.12	
						4,100.16
<b>ZASTROW, LLOYD</b>						
	11 COUNTY BOARD	660.00	605.00	211.68	1,476.68	
	1 FAIR COMMITTEE		55.00	19.98	74.98	
	15 HUMAN RESOURCES		825.00	286.74	1,111.74	
	5 SOLID WASTE/AIR QUALITY		275.00	93.42	368.42	
	8 UW EXTENSION EDUC COMM		440.00	155.96	595.96	
						3,627.78
<b>ZENTNER, CARLTON</b>						
	11 COUNTY BOARD	660.00	605.00	0.00	1,265.00	
	12 LAND & WATER CONSERVATION		660.00	0.00	660.00	
	0 PER DIEM DONATION			0.00	0.00	
	1 SEMINAR/CONVENTION		55.00	0.00	55.00	
	7 SOLID WASTE/AIR QUALITY		385.00	0.00	385.00	
						2,365.00
	<b>County Board Members' Totals</b>	1578	25,080.00	87,490.00	19,498.44	132,068.44
<b>APPLING, JULAINE</b>						
	2 JEFFERSON CO LIBRARY CNCL		110.00	34.41	144.41	
						144.41
<b>BOCKMANN, HAROLD</b>						
	4 TRAFFIC SAFETY COMMISSION		220.00	21.30	241.30	
						241.30

\* Other Expense include mileage, parking, meals and registration fees

Tuesday, April 03, 2012

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<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
BRANTMEIER, BENNETT	12 SHERIFF'S CIVIL SERVICE		660.00	99.36	759.36	759.36
BURLINGHAM, MARGARET	2 FARMLAND CONSERV EASEMENT		660.00	236.43	896.43	896.43
CALKINS, STEWART	2 FARMLAND PRESER STEERING		110.00	0.00	110.00	110.00
CARROLL, DONALD	10 ZONING/BD OF ADJ		550.00	244.35	794.35	794.35
CLISH, MICHAEL	1 VETERANS SERVICE COMM		55.00	8.33	63.33	63.33
DELZER, DONALD	4 TRAFFIC SAFETY COMMISSION		220.00	25.95	245.95	245.95
DOVI, BILL	2 FARMLAND PRESER STEERING		110.00	42.84	152.84	152.84
FINN, TIMOTHY	1 VETERANS SERVICE COMM		55.00	10.55	65.55	65.55
FROELICH, LEIGH	2 JEFFERSON CO LIBRARY CNCL		110.00	0.00	110.00	110.00
GAUGERT, WILLIAM	14 SHERIFF'S CIVIL SERVICE		770.00	101.22	871.22	871.22
GIMLER, RICHARD	2 FARMLAND PRESER STEERING		110.00	40.80	150.80	150.80
GOETSCH, PERRY	2 FARMLAND PRESER STEERING		110.00	42.84	152.84	152.84

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
HADLER, MARIAH	7 FARMLAND CONSERV EASEMENT		385.00	22.23	407.23	
	3 FARMLAND PRESER STEERING		165.00	17.34	182.34	
HARTWICK, SUE						589.57
	0 PER DIEM DONATION			0.00	0.00	
HOEFT, JANET SAYRE						0.00
	2 JEFFERSON CO LIBRARY CNCL		110.00	11.66	121.66	
	1 PLANNING & ZONING COMM		55.00	11.98	66.98	
	8 ZONING/BD OF ADJ		440.00	88.88	528.88	
HUTCHINGS, ANNA						717.51
	4 COUNTY BOARD OF HEALTH		220.00	42.60	262.60	
HYNEK, PAUL						262.60
	1 ZONING/BD OF ADJ		55.00	15.55	70.55	
KANNENBERG, RITA						70.55
	0 NUTRITION			46.86	46.86	
LARSON, JEFFREY						46.86
	2 FARMLAND PRESER STEERING		110.00	3.06	113.06	
LARSON, JOANNE						113.06
	2 LAND INFORMATION COUNCIL		110.00	17.04	127.04	
LAUDENSLAGER, RODNEY						127.04
	1 SHERIFF'S CIVIL SERVICE		55.00	18.87	73.87	
LAWSON, VIRGENE						73.87
	0 AGING & DIS RESOURCE CENT			176.40	176.40	
MC KENZIE, JOHN						176.40
	5 COUNTY BOARD OF HEALTH		275.00	34.32	309.32	
	1 EDUCATION SESSION		55.00	5.10	60.10	
	11 HUMAN SERVICES BOARD		605.00	74.55	679.55	
	1 SEMINAR/CONVENTION		55.00	184.26	239.26	
						1,288.23

\* Other Expense include mileage, parking, meals and registration fees

Tuesday, April 03, 2012

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<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
MCPHERSON, BILL	1 VETERANS SERVICE COMM		55.00	16.65	71.65	71.65
MELOY, STEVE	11 SHERIFF'S CIVIL SERVICE		605.00	67.32	672.32	672.32
MORAN, MARIAN	0 AGING & DIS RESOURCE CENT			176.40	176.40	176.40
NATROP, BARBARA	0 NUTRITION			44.88	44.88	44.88
NEUPERT, JOHN	10 SHERIFF'S CIVIL SERVICE		550.00	103.80	653.80	653.80
	4 TRAFFIC SAFETY COMMISSION		220.00	52.23	272.23	926.03
POULSON, HOWARD D	2 FARMLAND PRESER STEERING		110.00	40.80	150.80	150.80
REMMEL, AUDREY	0 NUTRITION			28.35	28.35	28.35
SANDERS, DEAN	3 JEFFERSON CO LIBRARY CNCL		165.00	25.47	190.47	190.47
SCHULTZ, JAMES	9 HUMAN SERVICES BOARD		495.00	129.15	624.15	624.15
SPANGLER, CHRISTINE	14 SHERIFF'S CIVIL SERVICE		770.00	144.60	914.60	914.60
STEPPEKE, MARYANN	0 AGING & DIS RESOURCE CENT			85.20	85.20	85.20
STOFFEL, ELIZABETH	3 JEFFERSON CO LIBRARY CNCL		165.00	31.11	196.11	196.11

\* Other Expense include mileage, parking, meals and registration fees

<u>Name</u>	<u>Committee</u>	<u>Salary</u>	<u>Meeting Fees</u>	<u>Other Expenses</u>	<u>Total</u>	<u>Grand Total</u>
<b>TORRES, GREGORY M</b>						
	11 COUNTY BOARD	577.50	605.00	141.12	1,323.62	
	1 EDUCATION SESSION		55.00	12.75	67.75	
	11 FAIR COMMITTEE		605.00	140.04	745.04	
	4 FAIR WEEK		320.00	53.28	373.28	
	8 LAND & WATER CONSERVATION		440.00	100.08	540.08	
	7 UW EXTENSION EDUC COMM		385.00	87.84	472.84	
						3,522.61
<b>VANACKER, SHARON</b>						
	0 AGING & DIS RESOURCE CENT			152.88	152.88	
						152.88
<b>WEIS, DALE</b>						
	9 ZONING/BD OF ADJ		495.00	101.42	596.42	
						596.42
<b>WILLIAMS, DONALD</b>						
	3 COUNTY BOARD OF HEALTH		165.00	18.90	183.90	
						183.90
<b>ZIMMERMAN, SCOTT</b>						
	14 LAND & WATER CONSERVATION		770.00	238.56	1,008.56	
						1,008.56
	<b>Non Board Members' Totals</b>	244	577.50	13,520.00	3,671.89	17,769.39
	<b>Grand Totals</b>	1822	25,657.50	101,010.00	23,170.33	149,837.83

\* Other Expense include mileage, parking, meals and registration fees

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

Item 11

1. 2013 Budget

The 2013 Budget Calendar was reviewed and approved by the Finance Committee on 4/12. 2013 position reclassification and new position requests have been received from the departments. Due to the potential for the Classification and Compensation Study to be completed this year, 2013 position reclassification requests may be reviewed as part of the study and not as separate requests. The MIS department will issue forms to the departments for requesting 2013 computer equipment and programming services.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes relating to Section HR0500 - Personal Conduct and Discipline will be submitted to the Committee for review and to the full County Board at its 5/7 meeting.

3. Department Head Meeting

There was a department head meeting on 4/18 (copy of agenda attached). In addition to the listed agenda items, department heads discussed items related to MIS department projects.

4. Committee/Board, Staff and Other meetings

I will have attended 5 Committee/Board meetings this month. In addition, I will have had 12 meetings with staff and other officials this month. These include meetings to discuss personnel issues; wireless internet connections for the Health department and Workforce Development building; County Board Committee and Commission appointments; department operations with Fair Park staff; and the additional Highway Department facility study.

On 4/10, I participated in the first of two sessions of orientation for County Board members. The session was well attended by new and reelected board members; some department heads; and interested citizens. The second session, which is scheduled for the evening of 6/4, will be conducted more as an open forum. It will address the County's Strategic Plan; the roles of County Board Committees; and current major issues facing County government.

Youth Government day will be held on Friday 4/27. The schedule of events for the day is very similar to the past few years.

5. Highway Facilities Site Analysis

A meeting was held on 4/17 with City of Jefferson officials; the Highway Commissioner; me; and representatives from Bray Architects to review the utility requirements for Sites A and C and to discuss the impact on existing utilities if the current Puerner Street site was chosen for a new Highway facility. City staff and Bray Architects will work together to develop utility cost estimates for the three sites. In addition, Bray will continue to work on options for the

Our goal is to have some information available to the interested Board committees during their May cycle of meetings and to the full County Board at its June meeting.

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

6. Courthouse Parking Lot Project

The engineering/construction management agreement with GMA Engineers for the Courthouse parking lot project has been signed. Construction contracts should be forwarded to the County Board for approval at its June meeting.

7. County Web Site

MIS, Administration and department staff continue work on a new, more user friendly version of the County's web site. County department heads and their staff involved with maintenance of the web site are reviewing the draft design and submitting their suggestions to MIS for consideration. It is anticipated that the new web site will be operational by the end of May.

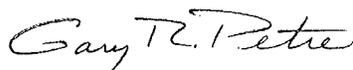
8. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 5/9.

The recruitment process for a new Fair Park Director has begun. As of today, 8 applications have been received. The job application deadline has been set for 4/27.

9. Board/Commission Appointments

At this time, it is likely that there will be appointments being submitted for confirmation to the County Board on 5/7 for the Blue Spring Lake Management District and the Lower Spring Lake Rehabilitation District. These are the only appointments that I am aware of at this time.



Gary R. Petre  
County Administrator

Jefferson County  
Department Head Meeting

Wednesday, April 18, 2012

1:00 p.m.

Workforce Development  
874 Collins, Rm 103  
Jefferson, WI

1. Items for new Committee meetings
  - a. Election of Officers
  - b. Confirm Committee meeting dates & times

Note: Some meetings fall on a County holiday

2. County Board elections
3. County Board committee appointments
4. 2013 Budget
  - a. Reclassification and New Positions
  - b. Impact of Classification and Wage Study
5. Department Head Items

2012 Meeting Dates (all meetings at 1:00 p.m. in Room 103 at Workforce Development):

May 9<sup>th</sup>  
June 14<sup>th</sup> (UW Extension, Rooms 8/9)  
August 15<sup>th</sup>  
September 12<sup>th</sup>  
October 10<sup>th</sup>  
November 14<sup>th</sup>  
December 12<sup>th</sup>