

AGENDA

Administration & Rules Committee

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

January 28, 2009

8:30 a.m. Room 112

Committee Members

Paul Babcock – James Braughler - Jim Mode - Steve Nass – Sharon Schmeling, 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 December 31, 2008 Administration & Rules Committee meeting minutes
7. Approval of January 13, 2009 County Board meeting minutes
8. Discussion and possible action on resolutions, letters or reports from other counties
9. Discussion and possible action on an election to fill the vacant County Board Supervisor District 13 seat.
10. Discussion and possible action on flat Fee in Register of Deeds office (attachment)
11. Discussion and possible action on County Administrator's job description (attachment)
12. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data
13. Reconvene in open session
14. Discussion and possible action on County Administrator's employment contract
15. County Administrator's monthly report
16. Update on the MIS Operational Audit
17. Tentative Future Agenda Items and Meeting Dates
18. 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.