

# AGENDA

## Administration & Rules Committee

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

February 25, 2013

Room 112

10:30 a.m.

### 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 January 30, 2013 Administration & Rules Committee meeting minutes
7. Approval of the February 12, 2013 County Board meeting minutes
8. Communications
9. Discussion and possible action on the process to determine how the administration office will function during the vacancy of the County Administrator
10. Discussion and possible action on resolutions, letters or reports from other governmental agencies
11. County Administrator's monthly report
12. Tentative Future Meeting schedule and Agenda Items

March 27 <sup>th</sup> , 2013	April 24 <sup>th</sup> , 2013
-------------------------------	-------------------------------

All meetings in Room 112 at 8:30 a.m. unless noted.

13. 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

#6

January 30, 2013  
Administration & Rules Committee

\* Immediately following the County Administrator Search Committee meeting.

1. **Call to Order**

Meeting was called to order by Supervisor Molinaro at 10:37 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; Tammie Jaeger – Administrative Assistant – Confidential; Connie Freeberg – Paralegal II; Brian Lamers – Finance Director; Phil Ristow – Corporation Counsel; David Diestler – Fair Park Director; Amy Cielinski – Communications Intern; Alex Hein – Fair Park Office Assistant; Andy Erdman – Land Information Director; and Stacie Hoffman – Register of Deeds.

3. **Certification of compliance with Open Meeting Law Requirements**

Gary Petre certified compliance with the open meeting law.

4. **Review of Agenda**

Item 11 was moved up to accommodate staff.

5. **Public Comment**

None

6. **Approval of December 3, 2012 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the December 3, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. **Approval of December 11, 2012 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Supervisor Mode; Second by Supervisor Braughler to correct and approve the December 11, 2012 Administration & Rules Committee meeting minutes as corrected. (Ayes-All) Motion carried.

8. **Communications**

None

9. **Discussion and possible action on Fair Park request to use additional social media (Twitter, YouTube, Pinterest, Blogs, Four Square)**

Dave Diestler explained how the Fair Park could use this social media. Alex Hein and Amy Cielinski went over the types of social media that they would like to use and answered questions from the committee.

Motion made by Supervisor Braughler; Second by Supervisor Kuhlman to approve the Fair Park request to use this additional social media. (Ayes-All) Motion carried.

10. **Discussion and possible action on Resolutions from the Register of Deeds Office**

- a. Proposed resolution regarding Social Security Redaction Fee Sunset approved by the Planning and Zoning Committee and Land Information Council

A copy of the resolution was provided for the committee to review. Phil Ristow, Stacie Hoffman and Andy Erdman reviewed this resolution with the Committee.

Motion made by Supervisor Mode; Second by Supervisor Molinaro to support this resolution, with additional language added, and forward it to the County Board for their consideration. (Ayes-All) Motion carried.

- b. MERS (Mortgage Electronic Registration Systems)

Stacie Hoffman gave the committee an update on Mortgage Electronic Registration Systems. No action taken.

11. **Discussion and possible action on establishing a policy regarding County Board approval of donations made to the County**

John Molinaro explained the need for a policy regarding County Board approval of donations made to the County. It was suggested that a resolution may include the following: 1) a thank you will be sent for all donations, 2) donations given for a specific project that is already in place require no further approval 3) if the donation is over \$5,000 and is not designated for a project that is already established it would go to County Board for their review.

A list of donations should be included in the departmental annual report to the County Board and should also be given to the Finance Director. This information will be forwarded to the Finance Committee for their consideration.

Motion made by Supervisor Babcock; Second by Supervisor Mode to ask department heads to include donations in their annual report to the County Board. (Ayes-All) Motion carried.

12. **Discussion and possible action on a resolution supporting position papers on legislative issues from Sheboygan County**

- a. Address Clerk of Circuit Courts Funding Disparity
- b. Enhance Cell Phone Emergency Response Funding\*
- c. Improve Economic Development Revolving Loan Funds and County Collaboration
- d. Maintain State Shared Revenue
- e. Rebuild General Transportation Aids (GTA)\*
- f. Require Law Enforcement Employee Pension Contributions
- g. Restore State Victim/Witness Funding
- h. Restore Youth Aids Funding
- i. Support Local Control and Adjust Statutory Property Tax Levy Limit
- j. Support Local Control and Eliminate Antiquated County Tax Rate Limits\*

The Committee discussed this item and concluded that the Wisconsin Counties Association (WCA) was addressing 4 or 5 of these issues as part of the WCA's legislative priorities. The County will follow the WCA's progress on these issues. No action taken.

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

- a. Letter from Wisconsin Counties Association to Secretary Mark Gottlieb, Wisconsin Department of Transportation on behalf of the Wisconsin County Highway Association, the Wisconsin County Executives and Administrator's Association and the Wisconsin Counties Association.

No action taken.

- b. Manitowoc County Resolution "Supporting Same Day Voter Registration"

No action taken.

14. **County Administrator's monthly reports**

Gary Petre reviewed his December 2012 and January 2013 monthly reports and addressed questions from the Committee.

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

- Approval of January 30, 2013 Administration & Rules Committee meeting minutes
- Approval of February 12, 2013 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- Discussion and possible action on the process to determine how the administration office will function during the vacancy of the County Administrator

16. **Adjourn**

Motion made by Supervisor Mode; Second by Supervisor Braugler to adjourn at 11:48 a.m. (Ayes-All) Motion Carried.

**Future Tentative Meeting Dates**

The next regular meeting is scheduled for February 25, 2013. @10:30 a.m.

**CORRECTIONS TO BE MADE TO  
FEBRUARY 12, 2013, JEFFERSON COUNTY BOARD MINUTES**

**Page 203:**

Line 45 – Change 2012 to 2013

Line 46 – Change 2012 to 2013

Line 47 – Change 2012 to 2013

Line 48 – Change 2012 to 2013

**Page 204:**

Line 1 – Change 2012 to 2013

Line 2 – Change 2012 to 2013

Line 3 – Change 2012 to 2013

Line 4 – Change 2012 to 2013

**Page 206:**

Line 19 – Insert aining to abst to form the word abstaining

Line 19 – Insert a period at the end of the line

**Page 209:**

Line 18 – Insert a period after 5

**Page 211:**

Line 25 – Delete the second l after the letter I.

Line 43 – Delete the words seconded and

**Page 217:**

Line 16 – Delete the T in MidstatTe

**Page 218:**

Line 4 – Delete the

Line 19 – Move line 19 flush with the left margin

**County Administrator's  
Monthly Activity Report  
February, 2013**

1. Department Head Meeting

There was a department head meeting held on 2/13 (copy of agenda attached). As requested by the Administration and Rules Committee, department heads were instructed to include a list of donations in their annual reports to the County Board. The next meeting is scheduled for 3/13.

2. Committee/Board, Staff and Other meetings

I will have attended 10 Committee/Board meetings by the end of this month. In addition, I will have had at least 10 meetings with staff and other officials this month.

On 2/12, I held a meeting in my office with Supv. Dick Jones and Finance and Admin. Office staff to discuss the 2014 Budget preparation process. Supv. Jones asked for the meeting to learn more about the preparation process and how that may be impacted by my retirement. Staff have already begun the process with the development of the 2014 Budget Calendar that was reviewed by the Finance Committee at its 2/14 meeting.

3. Old Countryside Home Property Purchase

On 2/19, the City's Common Council will be holding its second reading and voting on the County's application to rezone the subject property to Mixed Use. Based on the County's Offer to Purchase, the County has until 3/11 to receive the necessary City approvals. If the City approves the application, the County will be in a position to move forward with the purchase of the property. The County will then have one year to submit the Final Site Plan for the property.

On 2/19, the Infrastructure Committee is reviewing a draft Request for Proposal (RFP) to hire an Architectural firm to complete a final building design and the Final Site Plan to ensure that the two plans are compatible and meet the needs of this County project. It is anticipated that submitted proposals will be reviewed by the Committee on 3/20 and a recommendation for hiring a firm will be submitted to the County Board on 4/16.

4. Courthouse Bathroom Renovation

On 2/12 the County Board awarded the construction contract to Advance Building Corporation in Verona, WI. The low base bid of \$105,500 is within the project budget of \$115,411. The contractor has informed the County that it will begin work on approximately 4/1. A meeting with the contractor and the Sheriff's Office will be held in the near future to discuss coordination of contractor access, work hours, impact on lobby security, etc.

**County Administrator's  
Monthly Activity Report  
February, 2013**

5. Courthouse Security Entrance

On 2/12 the County Board awarded the construction contract to Advance Building Corporation in Verona, WI. The low base bid of \$302,500 is within the project budget of \$320,000. Additional costs related to water pipe relocation may be incurred. It is anticipated that this project will not get started until the Spring.

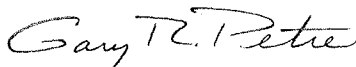
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 3/27. I will have two evaluations to complete prior to my retirement. After that, the next evaluation is due on 5/14.

The Classification and Compensation Plan's Position Allocation Review (Employee Appeal) Process has begun. Interested employees have until 2/20 to notify the Human Resources Director of their intent to file a review before the Human Resources Committee. The Committee has scheduled two dates during the last week in February to meet with employees who desire to do so. By County Board resolution, the decision of the Committee on an employee's pay grade assignment is final.

7. Board/Commission Appointments

It is anticipated that there will not be any appointments submitted to the County Board for confirmation at its 3/12 meeting. The next County Administrator appointments requiring Board confirmation will be to the Zoning Board of Adjustment. The terms of two of the members to this Board expire on 7/1.



Gary R. Petre  
County Administrator

Jefferson County  
Department Head Meeting

February 13, 2013

1:00 p.m.

Workforce Development  
874 Collins, Rm 103  
Jefferson, WI

1. Donations to County departments (Brian)
  - a. County policy on Board approval
  - b. Annual reporting
2. Status of Compensation Plan Reviews (Terri)
3. Vacation Ordinance Change (Terri)
4. Status of County Administrator recruitment (Terri)
5. Courthouse bathroom remodeling project (Gary)
6. Department Head Items
7. Next Meeting – ~~April 17, 2013~~ (s/b March 13, 2013)