

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

April 30, 2014

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Barb Frank, County Clerk at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: Jim Braughler, Jennifer Hanneman, Amy Rinard, Jim Schroeder.

Steve Nass, Excused.

Others Present: Ben Wehmeier - County Administrator; Connie Freeberg - Paralegal II; Tammie Jaeger - Administrative Secretary; Phil Ristow - Corporation Counsel; Brian Lamers - Finance Director; Barb Frank - County Clerk; Stacie Hoffman - Register of Deeds.

3. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance with the open meeting law.

4. Review of Agenda

5. Public Comment

None

6. Election of Chair, Vice Chair, Secretary

Supervisor Rinard nominated Jim Schroeder for Chairman (Schroeder declined the nomination); Supervisor Schroeder nominated Amy Rinard for Chairman; Second by Supervisor Braughler. (Ayes-All) Motion Carried.

Supervisor Hanneman nominated Jim Braughler for Vice Chairman; Second by Supervisor Schroeder (Ayes-All) Motion Carried.

Supervisor Hanneman nominated Steve Nass for Secretary; Second by Supervisor Schroeder (Ayes-All) Motion Carried.

7. Approval of March 20, 2014 Administration & Rules Committee meeting minutes

Motion made by Supervisor Braughler; Second by Supervisor Schroeder to approve the March 20, 2014 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

8. Approval of April 15, 2014 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Supervisor Braughler; Second by Supervisor Schroeder to approve the April 15, 2014 County Board meeting minutes as corrected. (Ayes-All) Motion Carried.

9. Communications

- County Board Minute Corrections
- Ordinance - "Amend Board Rules on Land Information Council to include Land Information Office Director and the real property lister"
- Ordinance - "Delete meeting fees for the Chair when meeting with staff"
- Ordinance - "Delete County Board Chair and Vice Chair as members of Finance Committee"
- Ordinance - Repeal Ordinance 2005-29 eliminating health and dental insurance for the County Board Chair"

10. Consideration to insert or delete resolution/ordinance reports from County Board minutes

Ben Wehmeier explained that departments are including reports with the resolutions that go to County Board. The Committee should consider whether or not the reports should be included in the minutes. The cost of printing the additional information was discussed. Phil Ristow estimated that the cost increase would be estimated at \$2,000. It was suggested to include the information in the minutes for the next 6 months and report back to the committee for reconsideration.

Rinard said she would like to recommend changes in the style and format of the county board meeting minutes. At the suggestion of Barb Frank, it was agreed that Rinard would meet with Frank and Connie Freeberg and bring recommendations for consideration by the committee at its next meeting.

Motion made by Supervisor Schroeder; Second by Supervisor Hanneman to include the executive summaries in the minutes for a trial period of 6 months. (Ayes-All) Motion Carried.

11. Consider Board Rule Amendments

a. 3.02 (6) – Delete meeting fees for the Chair meeting with Staff

A copy of the ordinance was provided for the committee to review.

Phil Ristow explained the history of this rule. Chairman Schroeder supports this change.

Motion made by Supervisor Hanneman; Second by Supervisor Braugher to delete meeting fees for the chair meeting with staff and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

b. 3.05 (2)(c) – Delete “County Board Chair, Vice Chair designated by the Chair, and three other members”

A copy of the ordinance was provided for the committee to review.

The committee discussed this issue and supported the idea of relying on the Chair’s discretion to make these appointments. Staff will survey other counties to see how their rules relate to Finance Committee appointments.

Motion made by Supervisor Schroeder; Second by Supervisor Rinard to delete “County Board Chair, Vice Chair designated by the Chair, and three other members from the ordinance and forward to the June County Board for their consideration”. (Ayes-All) Motion Carried.

The Motion was rescinded and will be discussed at the next meeting.

c. Consider repeal of Ordinance 2005-29 making the Board Chair eligible for health and dental insurance on the same terms as eligible non-union employees and elected officials

A copy of the ordinance was provided for the committee to review.

The committee and staff discussed this issue. Jim Schroeder asked that this item be placed on the agenda. He doesn’t feel that the Chair position is a full-time position. Staff informed the committee that the State Plan has their own eligibility rules for health insurance.

Motion made by Supervisor Braugher; Second by Supervisor Hanneman to repeal of Ordinance 2005-29 making the Board Chair eligible for health and dental insurance on the same terms as eligible non-union employees and elected officials and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

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

a. Outagamie County Resolution “Oppose lifting the state law limiting non-resident alien land ownership”

The committee discussed this resolution. No action taken.

- b. Outagamie County Resolution “Support the Department of Corrections developing a system of graduated sanctions”

The committee discussed this resolution. No action taken.

13. **Review Administration and County Board Financial Report**

Financial reports were provided for the committee to review. No action taken.

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

Ben Wehmeier provided a report for the committee to review. He went over the report and addressed questions and comments from the committee.

15. **Set next meeting date**

May 28, 2014

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

- Approval of March 20, 2014 Administration & Rules Committee meeting minutes
- Approval of April 15, 2014 County Board meeting minutes
- Discussion and possible action on County Board minute style format
- Ordinance – “Amend Board Rules on Land Information Council to include Land Information Office Director and the real property lister”
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Discussion and possible action on County Board technology
- County Administrator’s monthly report
- Discuss renewing the Wisconsin River Rail Transit Commission (WRRTC) membership at the May meeting

17. **Adjourn**

Motion made by Supervisor Hanneman; Second by Supervisor Braughler to adjourn at 9:50 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates-

May 28, 2014