

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

July 29, 2015

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Rinard at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

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

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeberg – Paralegal II; Brian Lamers, Finance Director; Yelena Zarwell, Assistant Corporation Counsel; Carla Robinson, Clerk of Courts; Barb Frank, County Clerk and J. Blair Ward, Corporation Counsel.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No Changes.

5. Public Comment

None

6. Approval of June 24, 2015 Administration & Rules Committee meeting minutes

Motion by Hanneman; Second by Schroeder to approve the June 24, 2015 Administration & Rules Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the July 14, 2015 County Board minutes

Motion by Hanneman; Second by Braughler to approve the July 14, 2015 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

None

9. Update – Task Force on County Government Organization and Operations

Hanneman said that the Task Force is working on a report and presentation on the formal recommendations of the Task Force for County Board in September. The final report will follow. No action taken.

10. Discussion and possible action on Task Force assignments

Wehmeier explained that the tasks assigned to the Administration and Rules Committee include review of the Strategic Plan, review of committee structure and meeting outline, County Board size and overall structure of the county. There may be select members from the Administration and Rules Committee assigned to work on these assignments. No action taken.

11. Update on the State Budget

Wehmeier said that the State Budget has been passed. Wisconsin Counties Association has a webinar available on the overall state budget if anyone is interested in viewing it. He reviewed areas of the budget that affect the County. No action taken.

12. Discussion and possible action on resolutions referred for recommendation

- a. Discussion and possible action on Resolution – Support the funding of pay progression for prosecutors and creation and funding of additional assistant District Attorney positions (Referred to DA)
DA Happ provided information for the committee to review. The committee discussed the resolution. Staff will work on a resolution for the committee to review at the next meeting. No action taken.
- b. Discussion and possible action on Resolution – Reassign County Veterans Service Commission to Chapter 59 of Wis. State Statutes (Referred to Veterans Service Officer)
The committee reviewed the resolution. No action taken.

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

- a. Door County Resolution – Regarding requested removal of Shoreland Zoning Policy item from the 2015-2017 Wisconsin State Budget Bill
The Zoning Committee has already sent a letter to the state regarding this subject. No action taken.
- b. St. Croix County Resolution – Repeal Paragraph 23 of Motion #520 to the State of Wisconsin 2015-2017 Budget Bill Relative to Shoreland Zoning Standards
No action taken.
- c. Wisconsin Counties Association (WCA) – Sample resolution on Transportation
The committee reviewed the resolution. Staff will draft a resolution for committee review at the next meeting. No action taken.
- d. Portage County Resolution – Sense of the board resolution encouraging reasonable solutions by government and railroad officials to the ongoing issues of unreasonable train delays in the Junction City area of Portage County
No action taken.

14. Review Financial Reports (June)

- a. County Administrator
- b. Clerk of Courts
- c. Corporation Counsel
- d. County Board
- e. Register of Deeds

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

15. County Administrator's monthly report

Wehmeier gave his monthly report and addressed questions from the committee. No action taken.

16. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data and possible annual salary increase

Motion by Braughler; Second by Nass to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data and possible salary increase. (Roll call vote was taken – Ayes-All) Motion carried.

17. Reconvene in open session to take possible action on items discussed in closed session

Motion by Schroeder; Second by Hanneman to reconvene in open session.

Motion by Schroeder; Second by Hanneman to adopt the presented performance evaluation with step increase and place goals in the formal evaluation. (Ayes-All) Motion carried.

18. Tentative Future Agenda Items and Meeting Dates (August 26, 2015)

- Approval of July 29, 2015 Administration & Rules Committee meeting minutes
- Approval of August 11, 2015 County Board meeting minutes
- Review Resolution "Secure state funding to support communicable disease control for population health" (Referred to Board of Health - July 29th)

- Discussion and possible action on compensation issues related to the County administrator
- Discussion and possible action on amending Access to Public Records Ordinance to address electronic media. (Referred to Courthouse Securities & Facilities Committee – September 2, 2015)
- Discussion and possible action on Draft of Resolution – Support the funding of pay progression for prosecutors and creation and funding of additional assistant District Attorney positions
- Discussion and possible action on Draft Transportation Resolution

19. Adjourn

Motion made by Nass; Second by Hanneman to adjourn at 10:25 a.m. (Ayes-All) Motion Carried.