

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 27, 2016**

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, Jim Schroeder, Amy Rinard and Steve Nass.

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeburg, Paralegal II; Staci Hoffman, Register of Deeds, Barb Frank, County Clerk; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director and Sharon Ehrhardt, Solid Waste Program Assistant.

**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 November 25, 2015 Committee meeting minutes**

Motion by Hanneman; Second by Schroeder to approve the November 25, 2015 Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the December 8, 2015 County Board meeting minutes**

Motion by Hanneman; Second by Braughler to approve the December 8, 2015 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

- New Land Records Management System for register of Deeds Office

**9. Discussion and possible action on a budget amendment authorizing use of restricted funds towards a new records management system for Register of Deeds**

Hoffman explained that she is looking for support in purchasing a new records management system. Fidlar Technologies Avid Life Cycle submitted a quote of \$75,500 with an additional annual maintenance fee of \$30,000 per year. The Finance Committee supports this purchase.

Motion by Nass; Second by Hanneman to approve this request and forward to the County Board for their consideration. (Ayes-All) Motion carried.

**10. Discussion and possible action on amending the ordinance on the Jefferson County Criminal Justice Collaborating Council**

A copy of a draft ordinance "Amend the Jefferson County Criminal Justice Collaborating Council" was provided for review. Wehmeier explained that the CJCC recommended that the Corporation Counsel be a part of this group.

Motion by Nass; Second by Hanneman to amend the ordinance to include the Corporation Counsel. (Ayes-All) Motion carried.

**11. Discussion and possible action on amendments to the Board Rules for 2016-2018**

A copy of the current Board Rules and proposed changes were provided for review. The committee discussed the County Board meeting date conflicts and discussed other proposed changes.

Motion by Schroeder; Second by Nass to approve the proposed County Board meeting date changes. (Ayes-All) Motion carried.

Motion by Nass; Second by Braughler to forward the changes as amended to the County Board for their consideration. (Ayes-All) Motion carried.

Rinard provided a handout with additional changes for the committee to review. The Committee reviewed the changes and made additional revisions. A revised draft of the Board Rules will be provided to all County Board Supervisors for their review. This will be discussed at the next meeting. No further action taken.

**12. Discussion and possible action on the bid procedure for the Official Newspaper**

Handouts were provided for review. Bids will be reviewed at the next meeting and forwarded to the County Board for their consideration in March.

Motion by Braughler; Second by Hanneman to approve the bid procedure for the official newspaper as amended. (Ayes-All) Motion carried.

**13. Discussion and possible action on Resolution “In Support of the Wisconsin Department of Health Services Enhancing the Quality of the Medicaid Non-Emergency Medical Transportation system”**

A copy of the resolution was provided for review. This resolution will go back to the Human Services Board for review at their next meeting.

Motion by Schroeder; Second by Nass to forward to the County Board for their consideration, contingent on the support of the Human Services Board. (Ayes-All) Motion carried.

**14. Discussion and possible action on Resolution “Supporting Amendment to 2009 Wisconsin Act 50 and to support 2015 Assembly Bill 515”**

A copy of the resolution was provided for review.

Motion by Nass; Second by Hanneman to advance this resolution to the County Board for their consideration. (Ayes-All) Motion carried.

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

a. Racine County Resolution – “Opposing any Legislation Expanding the Subpoena Process”

A copy of the resolution was provided for the committee to review. This resolution will be forwarded to the District Attorney’s Office for their recommendation. No action taken.

b. Shawano County Resolution – “To Urge Amending the Law Concerning County Payment for Library Services”

A copy of the resolution was provided for the committee to review. The committee opposes this resolution. No action taken.

c. Kewaunee County Resolution – “In Support of a National Marine Sanctuary in Wisconsin’s Mid-Lake Region and Inclusion of Kewanee County’s Coastal Areas”

A copy of the resolution was provided for the committee to review. No action taken.

**16. Discussion and possible action on Task Force assignments**

a. Discussion on County Board committees and work flow process

Frank has started work on gathering information from other municipalities on this process.

**17. Review Financial Reports (November)**

- 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.

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

Wehmeier said that he has been very busy with meetings and trainings. Highlights included the following: The Medical College hearing is scheduled for this week, the County is working on closing out 2015, there has been a lot of work associated with the JCEDC, he toured the Tyson plant and there is a Statewide EOC exercise with National Guard planned for June. No action taken.

**19. Tentative Future Agenda Items and Meeting Dates (February 24, 2016)**

- Approval of January 27, 2016 Administration & Rules Committee meeting minutes
- Approval of February 9, 2016 County Board meeting minutes
- Discussion and possible action to dissolve the Sustainability Task Force and reassign duties to the Infrastructure Committee
- Discussion and possible action to incorporate the Farmland Conservation Easement Commission with Land & Water Conservation Committee

**20. Adjourn**

Motion made by Braugher ; Second by Hanneman to adjourn at 10:55 a.m. (Ayes-All) Motion Carried.