

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

May 25, 2016

Administration & Rules Committee

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

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

Others Present: Ben Wehmeier, County Administrator; Donna Haugom, Emergency Management Director; Barb Frank, County Clerk; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Carla Robinson, Clerk of Courts and Barb Frank, County Clerk.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Election of Officers

Nass nominated Rinard for Chair; Second by Hanneman (Ayes-All) Motion Carried.

Nass nominated Braughler for Vice Chair; Second by Hanneman (Ayes-All) Motion Carried.

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

5. Review of Agenda

No changes.

6. Public Comment

None

7. Approval of April 27, 2016 Committee meeting minutes

Motion by Hanneman; Second by Braughler to approve the April 27, 2016 Committee meeting minutes as presented. (Ayes-4, Nass Abstained) Motion carried.

8. Approval of the April 19, 2016 County Board minutes on behalf of the County Board pursuant to Section 3.05 (2)(a) of the Board Rules in order to meet the publication requirement under Sec 59.14 (2), Stats

Motion by Schroeder Second by Hanneman to approve the April 19, 2016 County Board meeting minutes as corrected. (Ayes -All) Motion Carried.

9. Approval of the May 10, 2016 County Board meeting minutes

Motion by Nass Second by Schroeder to approve the May 10, 2016 County Board meeting minutes as corrected. (Ayes -All) Motion Carried

10. Communications-None

11. Discussion and possible action on resolution allowing the Clerk of Court to contract with the Department of Revenue for debt collection

A draft resolution was provided for review. Robinson explained that this would be an additional tool for collecting debt.

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

12. Discussion and possible endorsement of county administrator developing a county working group related to Fire/EMS with membership including municipalities, townships and Fire/EMS

Wehmeier explained some of the issues behind the development of this working group. This may be helpful to facilitate a plan within the groups. The committee supports this idea. No further action taken.

Motion by Schroeder; Second by Nass to endorse the development of a county working group related to Fire/EMS with membership including municipalities, townships and Fire/EMS (Ayes-All) Motion Carried.

13. Discussion and possible action on committee chair meeting

Schroeder is working on getting a meeting set up in June. Frank talked about some of the agenda items that would be discussed. Other items included discussion of meeting times to accommodate the public and supervisors, committee structure, consistency of meeting agenda format and county board size. Staff will find a date and set an agenda for the meeting. No further action taken.

14. Discussion and possible action on Council of Governments

Schroeder explained that this may be held at Fair Park on Thursday, July 28th. It is hoped that this will provide opportunities to work together and provide a united front with state and federal government. No action taken.

15. Discussion and possible action on Wisconsin Counties Association (WCA) annual meeting resolution deadline

Wehmeier explained that there were no resolutions brought forward at this time. No action taken.

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

None

17. Discussion and possible action on Task Force assignments – County Board Committee and work flow process

No action taken.

18. Financial Reports (April)

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

Financial Reports were provided for review. No action taken.

19. County Administrator's monthly report

Wehmeier reported the following highlights: Attended meeting with Department of Justice in preparation for TAD grant, met with ERP representative- contract should go to County Board in June, attended county administrators meeting - trying to develop routine meetings, working on 4-H coverage for fair, medical college meetings, meeting with governor, VA issues concerning grants that counties receive, LEAN kickoff meetings - five county projects are being worked on, COOP finalizations, Canine & Law Enforcement Officers Memorial Ceremony was held, the dairy breakfast was well attended, attended Town Hall meeting in Ixonia, met with Waukesha County Executive on collaborative efforts, hosted joint Sheriff & Chief Association & CJCC presentation on heroin, there will be a statewide emergency management exercise on June 8th, Wehmeier will be speaking at a Memorial Day Ceremony on Monday. No action taken.

20. Tentative Future Agenda Items and Meeting Dates (June 22, 2016 – Jul 20, 2016)

- Approval of May 25, 2016 Administration & Rules Committee meeting minutes
- Approval of June 14, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process
- Discussion and possible action on RFP for County Board Video Services

21. Adjourn

Motion made by Hanneman; Second by Schroeder to adjourn at 9:58 a.m. (Ayes-All) Motion Carried.