

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**July 20, 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, Steve Nass, Jim Schroeder, Jennifer Hanneman and Amy Rinard.

Others Present: Ben Wehmeier, County Administrator; Barb Frank, County Clerk; Connie Freeberg – Paralegal II; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director and Alexa Zoellner, Reporter, Daily Union.

**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 22, 2016 Committee meeting minutes**

Motion by Braughler; Second by Nass to approve the June 22, 2016 Committee meeting minutes as presented. (Ayes-4, Hanneman Abstained) Motion carried.

**7. Approval of the July 12, 2016 County Board meeting minutes**

Motion by Schroeder; Second by Hanneman to approve the July 12, 2016 County Board meeting minutes as corrected. (Ayes -4, Braughler Abstained) Motion Carried.

**8. Communications**

- Updated Records Retention Policy
- Minute Corrections for July 12, 2016

**9. Discussion and possible action on RFP for County Board Video Services and other options**

Wehmeier explained that they plan on reaching out to schools as another option. No action taken.

**10. Discussion and possible action on WCA Transportation Resolution “Encouraging the State of Wisconsin to sustainably fund Wisconsin’s transportation system”**

A copy of the resolution was provided for review. The Highway Commissioner is working on collecting specific information for Jefferson County. The committee will table this until their next meeting. No action taken.

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

None

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

The group will continue to work on this project. The Council of Governments will be held at the Fair Park on Thursday, July 28<sup>th</sup>. No action taken.

**13. Discussion and possible action on amending the Jefferson County Records Retention Ordinance**

Ward provided copies of the updated Jefferson County Records Retention Ordinance for review. The committee will review the ordinance. This will be discussed at the next meeting. No action taken.

### **Financial Reports (June)**

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

Financial Reports were not available for review. No action taken.

### **14. County Administrator's monthly report**

Wehmeier gave a verbal report. Highlights included: The County receiving the GFOA budget award for 2016, UWX planning meetings, met with parties interested in the old highway site, attended the Glory Global renovation/groundbreaking event in Watertown, Farm Technology meetings, Meeting with M7 regarding exporting opportunities, County Fair, record breaking Brew with a View event, Grabow retirement, TAD grant for treatment grant, Semifinalist round of interviews for JCEDC Director, Kickoff meeting for ERP system and Bridges Federated Library System received an award. No action taken.

### **15. Discussion and possible action on tentative future meeting schedule and agenda items – (August 31, 2016 – September 28, 2016)**

- Approval of July 20, 2016 Administration & Rules Committee meeting minutes
- Approval of August 8, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process (Frank, Braughler, Nass)
- Discussion and possible action on amending the Jefferson County Records Retention Ordinance
- Discussion and possible action on WCA Resolutions
- Discussion and possible action on RFP for County Board Video Services and other options

### **16. Adjourn**

Motion made by Braughler; Second by Hanneman to adjourn at 8:57 a.m. (Ayes-All) Motion Carried.