

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 28, 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, Jim Schroeder, Jennifer Hanneman, Steve Nass and Amy Rinard.

Others Present: Ben Wehmeier, County Administrator; Kim Eggers, Safety Coordinator; Casey Radtke, HR Associate; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, HR Director; Alexa Zoellner, Reporter, Jefferson Daily Union; Amy Kramer, Gail Zastrow, Leigh Scherer, DA Office Manager; Patrick Dolan, Instructor, WCTC; Connie Freeberg – Paralegal II; J. Blair Ward, Corporation Counsel and Brian Lamers, Finance Director.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Review of Agenda**

Item #11 will be moved up to accommodate staff.

**5. Public Comment**

None

**6. Approval of August 31, 2016 Committee meeting minutes**

Motion by Schroeder; Second by Braughler to approve the August 31, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the September 13, 2016 County Board meeting minutes**

Motion by Hanneman; Second by Schroeder to approve the September 13, 2016 County Board meeting minutes as presented. (Ayes -All) Motion Carried.

**8. Communications**

None

**9. LEAN Presentations**

a. Onboarding

Presentation was given by HR Staff - Eggers, Radtke, Palm-Kostroski & Mundt

b. Scanning Closed Files

Presentation was given by Scherer – District Attorney’s Office

Dolan was present to discuss the LEAN education process. No action taken.

**10. Discussion and possible action on RFP for Facilitator of the Strategic Plan**

Wehmeier explained that he started work on the RFP, but he needs clarification on what the committee expects the facilitator to do and what they want the process to look like. Schroeder said that he wants this to feed into Priority Based Budgeting. The committee feels that the document needs to be redone to address more specific goals and information. They would like the consultant to help decide how we get to where we want to go based on what we already have. The RFP should include information specifying the need for experience in Priority Based Budgeting. Wehmeier will work on the RFP and bring it back to the committee for review at their next meeting. Wehmeier would like to hold off on issuing the RFP until after the 2017 budget is approved. No action taken.

**11. Discussion and possible action on Fair Park Committee Structure**

Schroeder explained that there was a listening session after the fair and it was suggested that there should be stakeholder involvement on the Fair Park Committee. The Fair Park Committee supports this idea. Schroeder said that there would be 2 members from the public appointed. There are many interested in serving on the committee, so there would be an ad placed in the paper asking for a resume and cover letter to be submitted. This would require a change in the County Board rules.

Motion by Braughler; Second by Nass to revise the County Board rules to add two public members to the Fair Park Committee appointed by the chair in consultation with the Fair Park committee and forward to the County Board for their consideration at the October meeting. (Ayes-All) Motion Carried.

**12. Discussion and possible action on Intergovernmental Agreement with Dodge County for Economic Development**

Wehmeier said that Dodge County is looking at ways to collaborate, specifically in economic development. Dodge County approved \$85,000 to work on economic development. There may be an Intergovernmental Agreement for a partnership between Dodge and Jefferson County. No action taken.

**13. Update on Supervisory District 24**

Schroeder has an individual who may be interested in the position. No action taken.

**14. Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braughler, Nass, Frank)**

Braughler said that he did some research on eliminating District 24 with Land Information. The problem is the Wards. They are also looking into other options for reorganization in this district. No action taken.

**15. Financial Reports (August)**

- 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.

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

Wehmeier gave a verbal report. Highlights included: several meetings related to Fair, TAD Grant was awarded, meetings with new JCEDC Director, continuing work on UWX process, Interim 4-H position is being finalized, met with new Village of Cambridge Administer, Maranatha Breakfast Business meeting, Budget Hearings, met on solar options and Administration has an intern for this semester.

No action taken.

**19. Discussion and possible action on tentative future meeting schedule and agenda items – (October 26, 2016, November 30, 2016)**

- Approval of September 28, 2016 Administration & Rules Committee meeting minutes
- Approval of October 11, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process (Frank, Braughler, Nass)
- Update on vacancy in District 24
- Update on Dodge County Intergovernmental Agreement
- Review RFP for Facilitator of Strategic Plan Update
- Report on WCA Conference

**20. Adjourn**

Motion made by Hanneman; Second by Nass to adjourn at 10:04 a.m. (Ayes-All) Motion Carried.