

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

October 26, 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 and Amy Rinard.

Absent: Steve Nass

Others Present: Ben Wehmeier, County Administrator; Alexa Zoellner, Reporter, Jefferson Daily Union; Patrick Dolan, Instructor, WCTC; Connie Freeberg, Paralegal II; J. Blair Ward, Corporation Counsel; Mary Magnuson, Public Health Nurse; Gail Scott, Health Director; Andy Erdman, Land Information Director; Brian Udovich, Highway Operations Manager; Greg Koepfel, Highway Department; Tracy Saxby, Land Information; Kelly Stade, Land Information/Treasurer and Staci Hoffman, Register or Deeds.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No Changes were made.

5. Public Comment

None

6. Approval of September 28, 2016 Committee meeting minutes

Motion by Schroeder; Second by Hanneman to approve the September 28, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the October 11, 2016 County Board meeting minutes

Motion by Braughler; Second by Hanneman to approve the October 11, 2016 County Board meeting minutes as presented. (Ayes -All) Motion Carried.

8. Communications

- History of Jefferson County

9. LEAN Presentations

a. County Board Agenda Process

Presentation was given by Corporation Counsel Staff, Connie Freeberg & J. Blair Ward, County Clerk, Barbara Frank and Administration Staff, Tammie Jaeger.

b. Policy Paradigm

Presentation was given by Health Department Staff, Gail Scott & Mary Magnuson.

c. Construction Project Planning

Presentation was given by Highway Staff, Brian Udovich & Greg Koepfel.

d. Chaotic Files

Presentation was given by Land Information/Treasurer Staff, Tracy Saxby and Kelly Stade.

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

10. Update on preparations for November 8th Election – County Clerk

Wehmeier said that he is not aware of any issues. No action taken.

11. Review RFP for Facilitator of the Strategic Plan Update

A rough draft of the Strategic Plan RFP was provided for review. Wehmeier went over the RFP. The committee will review the RFP and bring feedback to the next meeting. No action taken.

12. Update on Intergovernmental Agreement with Dodge County for Economic Development

Wehmeier explained that the Dodge County Corporation Counsel initiated a draft of the intergovernmental agreement. Wehmeier will be meeting with Dodge County to discuss the agreement. It is anticipated that a document will be ready for review by November. No action taken.

13. Update on Supervisory District 24

No action taken.

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

Work on this will resume after the election. No action taken.

15. Financial Reports (September)

- 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: Helped out a writing class with resume writing, started bargaining with deputies, talked with businesses to find out where they are at and their future plans, attended an administrator's lunch which included conversations on collaboration, visited a startup business that conducts surveys which includes technology that provides validation, attended a meet and greet with Vicki Pratt, went to a Public Policy Forum, met with members of the Madison College board, attended the WMMIC Board of Directors meeting, invited manufactures to start building a manufacturing alliance group and had a good turnout with positive feedback, attended the Central Housing meeting for rehab loans, participated in a full scale train derailment exercise and hosted an Employee Recognition Tailgate Party at the Fair Park Activity Center. No action taken.

19. Discussion and possible action on tentative future meeting schedule and agenda items – (November 30, 2016, December 21, 2016, January 25, 2017)

- Approval of October 26, 2016 Administration & Rules Committee meeting minutes
- Approval of October 25, 2016 & November 14, 2016 County Board meeting minutes
- Update on vacancy in District 24
- Update on Dodge County Intergovernmental Agreement
- Discussion and possible action on RFP for Facilitator of Strategic Plan Update
- Interview Facilitators (December 21, 2016)

20. Adjourn

Motion made by Hanneman Second by Schroeder to adjourn at 10:16 a.m. (Ayes-All) Motion Carried.