

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

May 31, 2017

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Rinard at 3:00 p.m.

2. Roll Call

Administration and Rules Committee Members

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

Others Present: Staci Hoffman, Register of Deeds; J. Blair Ward, Corporation Counsel; Barb Frank, County Clerk and Connie Freeberg, Paralegal.

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 the April 10, 2017 Committee meeting minutes

Motion by Nass; Second by Hanneman to approve the April 10, 2017 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the April 26, 2017 Committee meeting minutes

Motion by Braughler; Second by Nass to approve the April 26, 2017 Committee meeting minutes as presented. (Ayes-All) Motion carried.

8. Approval of the May 9, 2017 County Board minutes

Motion by Nass; Second by Hanneman to approve the May 9, 2017 County Board minutes as corrected. (Ayes-All) Motion carried.

9. Communications

- Draft Ordinance – County Board Rules Section 3.01 Meetings, Quorum and order of Business

10. Discussion and possible action on Ordinance HR0240, Establishing Positions, review of request of a position change in the County Clerk's Office to increase the Deputy Position from .5 FTE to 1.0 FTE

Information was provided for review. When a department head requests a new position or an increase of hours the personnel ordinance requires the committee to go before the parent committee for support of these requests.

Motion by Schroeder; Second by Rinard to support County Administrator review of the request (Ayes-All) Motion Carried.

11. Discussion and possible action on County Board Rules Section 3.01 Meetings, Quorum and Order of Business – Setting time for April meetings

A copy of the resolution was provided for review. The committee supports a start time of 5:00 p.m. for April meetings.

Motion by Schroeder; Second by Nass to support this resolution with revisions removing any reference to organizational meetings and forward to the County Board for their consideration in June. (Ayes-All) Motion Carried.

12. Discussion and possible action on resolution approving Register of Deeds Records Indexing Project

Hoffman has money left in the redaction funds to use for this indexing project. An RFP was issued and two responses were received: US Imaging .48/document (Tract Only) .47/document (Tract & Parcel Number) and On Q Solutions .20/document (Tract Only) .25/document (Tract & Parcel Number).

Motion by Nass; Second by Braughler to support this resolution awarding the contract to On Q Solutions and forward to the County Board for their consideration in June (Ayes-All) Motion Carried.

13. Discussion and possible action on repealing the Jefferson County Alarm System Ordinance

A copy of the ordinance was provided for review. This was requested by the Sheriff's Office because it is obsolete.

Motion by Nass; Second by Hanneman to support this resolution and forward to the County Board for their consideration in June (Ayes-All) Motion Carried.

14. Discussion and possible action on Resolution Honoring Harriet Schwoch for her Dedication and Service to the Citizens of Jefferson County

A draft resolution was provided for review.

Motion by Nass; Second by Rinard to support this resolution and forward to the County Board for their consideration in June (Ayes-All) Motion Carried.

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

a. Walworth County Resolution "Recommending Change in Unemployment Compensation Rules"

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

b. Outagamie County Resolution "Support Recount Reform Bill"

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

16. 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.

17. Update on Strategic Plan

Wehmeier said that there are three World Café's scheduled to gather information. Thursday, June 8th at 11:15 a.m. and 12:15 p.m. for staff; Monday, June 12th at the Fort Atkinson Club and Wednesday, June 14th at the Comfort Suites in Johnson Creek for the public. Department Heads will attend an educational event at the Highway Department on Tuesday, June 20th from 11:30 – 4:00 p.m. All County Board members are encouraged to attend this educational event. Schroeder said that a list of potential people has been identified to build the actual strategic plan.

A draft of the County Vision was provided for review. Contact Schroeder if you have any thoughts on the overall vision of the county. No action taken.

18. County Administrator's monthly report

Wehmeier gave a verbal report highlighting the following: hired a finance director, finished the CAFR report, attended strategic planning meetings with municipalities and school superintendents, participated in "3 little pigs" for law day, attended the Southern Housing Consortium meeting, judicial parking meetings, attended the WMMIC Board meeting and was appointed to the Board of Directors. Attended the Fort Healthcare EMS meeting and Joint Review Board annual meetings. Is

working with fair staff on fair issues and sponsorships, met with Dodge County and Beaver Dam, attended the Thrive2021 kickoff event. No action taken.

- 19. Convene in closed session pursuant to state statute 19.85 (1)(c), “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility “ to discuss the performance evaluation of the County Administrator.**

Motion by Schroeder; Second by Braughler followed by a roll call vote. Motion carried.

- 14. Reconvene in open session for possible action on items discussed in closed session**

Motion by Rinard; Second by Hanneman to reconvene in open session. Voice Vote. All in favor. Motion carried.

Motion by Braughler; Second by Hanneman to increase the compensation for the County Administrator to step 11 and authorize a \$5,000 bonus along with a Professional Development allotment for the County Administrator and staff effective July 1, 2017. (Ayes-All) Motion carried.

- 15. Discussion and possible action on tentative future meeting schedule and agenda items – (June 28th, 2017 – 8:30 a.m.)**

- Approval of May 31, 2017 Administration & Rules Committee meeting minutes
- Approval of June 19, 2017 County Board meeting minutes

- 15. Adjourn**

Motion made by Hanneman; Second by Rinard to adjourn at 5:08 p.m. (Ayes-All) Motion Carried.