

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

January 30, 2018

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; Connie Freeberg, Paralegal; J. Blair Ward, Corporation Counsel; Barb Frank, County Clerk; Mark Anderson, Town of Koshkonong; Jae Ames, Town of Koshkonong and John Poeppel, Town of Koshkonong.

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

Anderson, Ames and Poeppel spoke in support of the resolution against eminent domain for private companies.

6. Approval of the November 29, 2017 Committee meeting minutes

Motion by Nass; Second by Hanneman to approve the November 29, 2017 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the December 12, 2017 County Board minutes

Motion by Braughler; Second by Schroeder to approve the December 12, 2017 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- Spreadsheet of committees and statutory requirements

9. Discussion and possible action on county board rules

A copy of the proposed calendar was provided for review. These dates will be given to the County Board at their February meeting.

Motion by Hanneman; Second by Nass to approve the proposed dates and forward to the County Board in February for their review. (Ayes-All) Motion Carried.

Wehmeier explained that staff met to review the board rules. A spreadsheet of Jefferson County Committees and Statutory Requirements was provided for reference. Wehmeier went over the proposed changes to the board rules. A draft of the revised board rules will be sent to the Administration and Rules Committee, committee chairs and department heads for review. This will be discussed at the next meeting. No action taken.

10. Discussion and possible action on county board supervisor orientation topics

Wehmeier said that they will be conducting a survey of county board members asking for orientation topic ideas at the next board meeting. Current topics will be noted in the survey. The County Board orientation is scheduled for Tuesday, April 10th. No action taken.

11. Discussion and possible action on specifications and bidding for the official newspaper 2018-2020

There were no suggested changes for the specifications. No action taken.

12. Discussion on procedures for reviewing and acting on resolutions involving pending state legislation and other state issues

Wehmeier discussed this with Department Heads. He reviewed ideas in a draft legislation policy. This will be discussed again at the next meeting. No action taken.

13. Discussion of department annual reports

Wehmeier explained that a lot of work goes into these reports. Staff is looking for recommendations on how to better engage with the board and provide valuable information. This may be included in the survey to county board. This will be discussed at the next meeting. No action taken.

14. Financial Reports (November)

- 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.

15. Update on Strategic Plan

Wehmeier said they are starting to look at creating the sub working groups. This will be discussed at the next meeting. No action taken.

16. Update on new county website

The committee viewed the new website. No action taken.

17. County Administrator's monthly report

Wehmeier gave a verbal report highlighting the following: Staff evaluations, retirements and transitions; UW Extension transition. Met with finance chair and judge on parking lot. No action taken.

18. Discussion and possible action on tentative future meeting schedule and agenda items – (February 28, 2018)

- Approval of January 30, 2018 Administration & Rules Committee meeting minutes
- Approval of February 13, 2018 County Board meeting minutes
- Financial Reports (December)
- Discussion and possible action on county board rules
- Discussion and possible action on county board supervisor orientation topics
- Discussion on procedures for reviewing and acting on resolutions involving pending state legislation and other stat issues
- Discussion of department annual reports
- Update on Strategic Plan

15. Next meeting February 28, 2018

16. Adjourn

Motion made by Schroeder; Second by Nass to adjourn at 12:06 p.m. (Ayes-All) Motion Carried.