

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 8, 2020**  
Executive 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 Mode, Amy Rinard and Jim Schroeder. Steve Nass present at 8:33.  
  
Others Present: Ben Wehmeier, County Administrator; Anita Martin, Lake Mills; Supervisor Walt Christensen; Sarana Stolar, Corporation Counsel; Frankie Fuller and Patricia Cicero, Interim Land and Water Conservation Director.
3. **Certification of compliance with Open Meeting Law Requirements**  
Wehmeier certified compliance with the Open Meetings Law.
4. **Review of Agenda**  
No Changes.
5. **Public Comment**  
Fuller talked about climate change being included as discussion in the Comprehensive Plan update.
6. **Approval of the November 27, 2019 committee meeting minutes**  
Draft minutes were provided for review.  
  
Motion by Braughler/Mode to approve the November 27, 2019 committee meeting minutes as presented. Motion passed 5-0.
7. **Approval of the December 10, 2019 county board minutes**  
Draft minutes were provided for review.  
  
Motion by Mode/Schroeder to approve the December 10, 2019 County Board minutes as corrected. Motion passed 5-0.
8. **Communications**  
None
9. **Comprehensive Plan Update**  
Wehmeier talked about the Focus Groups and the ranking process. The Focus Groups included Housing, Agriculture, Young Professionals, Transportation, Jurisdictions, Natural Resources, Emergency Technologies & Renewable Energy, Hispanic/Latino, Tourism. The committee supports these focus groups. No action taken.  
  
Motion by Schroeder/Mode to support the Focus Groups. Motion passed 5-0.
10. **Discussion and possible action on Shared Purchasing Agent and Risk Manager/Safety Position with Dodge County**  
Wehmeier explained that this is just a concept at this point. Staff has been discussing this position with Dodge County. The Purchasing Agent would be a Dodge County employee, and the Risk Manager/Safety Position would be a Jefferson County employee. Wehmeier asked the committee if this is something that the committee would like staff to continue to explore. No action taken.  
  
Motion by Nass/Braughler to pursue the possibility of sharing a Purchasing Agent and Risk Manager/Safety Position with Dodge County. Motion passed 5-0.
11. **Discussion and Possible Action on Complete Count Committee - Census**  
No action taken.

12. **Discussion and possible action on draft of County Board Rules regarding combination committees (HR & Finance: UW Extension & Land and Water Conservation)**

Wehmeier provided handouts of revised County Board Rules were provided for review. The committee discussed the revisions. The committee supports the combination of the HR & Finance and also the UW Extension & Land and Water Conservation Committees. An updated draft of the Board Rules will be brought back to the committee at the next meeting for review. No action taken.

13. **Review of County Board Rules**

The committee reviewed the Board Rules. Rinard would like to continue the Broadband Workgroup for another two years. It was also suggested that a January meeting be added to the Board Rules and it could be canceled if it's not needed. Remote attendance at meetings was discussed. Remote attendance language will be drafted for review at the next meeting. No action taken.

14. **Discussion on County Board orientation**

County Board Orientation will be held the second Tuesday in April at 5:15 p.m. for Jefferson County 101 for new members and 6:00 p.m. for the full County Board. Proposed Rolls and Responsibilities Presentation, John Hochkammer, WCA; reviewing Board Rules and how a bill becomes law in the county, overview of Strategic Plan, Comp Plan update, introduce rough budget calendar, open meetings law and coordination of meetings and agendas, administrative items: id badges, per diem, mailbox, email, cyber security, things you don't want to do if you are a County Board member, open and closed meeting rules, overview of committee responsibilities, basics of Roberts Rules of Order.

15. **Financial Reports (YTD)**

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

Financial Reports were provided for review. No action taken.

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

Wehmeier gave a verbal report highlighting the following: RFP for design work for courthouse and Sheriff's Office; moving forward with combination of free clinics; comp plan work, WMMIC Board meeting, UW Whitewater event, broadband grant writing, prepping for debt issuance, finishing up labor negotiations, continued work with Policy Forum for shared services and collaborative efforts, working through transition items with Corporation Counsel in Blair's absence. No action taken.

17. **Discussion and possible action on tentative future meeting schedule and agenda items**

- Approval of January 8, 2020 Executive Committee meeting minutes
- Approval of January 14, 2020 County Board meeting minutes
- Discussion and possible action on Resolution "Recommending Support for HR 763, the Proposed Energy Innovation and Carbon Dividend Act"
- Comprehensive Plan Update
- Discuss Complete Count Committee - Census
- Discussion on revised draft of County Board Rules regarding combination of committees (HR & Finance; UW Extension & Land and Water Conservation)
- Discussion and possible action on remote meeting attendance rules
- Review of County Board Rules
- Financial Reports

18. **Next meeting:** January 29, 2020 at 8:30 a.m.

19. **Adjourn**

Motion by Nass/Mode to adjourn at 10:41 a.m. Motion approved 5-0.