

## COMMITTEE MINUTES

April 28, 2021

Executive Committee

1. **Call to Order**

Meeting was called to order by Rinard at 8:30 a.m.

2. **Roll Call**

Members present: Amy Rinard, Chair; Jim Braugher, Vice Chair; Steve Nass; Michael Wineke

Members present via ZOOM: Conor Nelan, Secretary

Others Present: Ben Wehmeier, County Administrator; Supervisor Anita Martin, Sarana Stolar, J. Blair Ward

Others present via ZOOM: Yelena Zarwell, Audrey McGraw, Supervisor Kirk Lund, Terri Palm-Kostroski, Supervisor, Richard Jones, Supervisor Walt Christensen; Whitney DeVoe, Marc DeVries, Supervisor Laura Payne, Deb Schroedl

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

Wehmeier certified compliance with the Open Meetings Law.

4. **Review of Agenda**

No changes were made.

5. **Public Comment**

None

6. **Approval of March 31, 2021 Executive Committee meeting minutes**

Draft minutes were provided for review.

Motion by Wineke/Nass to approve the committee meeting minutes from March 31, 2021 as amended. Motion passed 5-0.

7. **Approval of April 20, 2021 County Board meeting minutes**

The April minutes will be approved at the County Board meeting.

8. **Communications**

- Executive Order from the Governor regarding Special Election on July 13th
- WCA Annual Meeting will consider resolutions from counties by action by the board in June

9. **Discussion on County Board Orientation**

Wehmeier asked about holding a County Board orientation. An abbreviated orientation will be scheduled at 5:30 p.m. before the June County Board. No action taken.

10. **Discussion and possible action on appointing Karl Zarling to District 4 to complete the unexpired term of Augie Tietz**

Nass is recommending Karl Zarling to replace Augie Tietz in District 4. Zarling will be appointed and sworn in at the May meeting. No action taken.

11. **Discussion and possible action to approve a process and procedures in the administration of the American Rescue Plan Act funds**

Wehmeier shared a draft Resolution – “Establishing a process and procedures related to Jefferson County’s allocation of American Rescue Act dollars”. A final copy will be provided for review. Ward talked about the budget amendment process and expectations of the committee. The committee discussed what the process might look like. The committee supports the general parameters of the resolution. There will be a special order of business highlighting the American Rescue Plan Act followed by discussion at the May 11<sup>th</sup> County Board meeting. No action taken.

12. **Discussion and possible action to amend County Board Rules**

Wehmeier highlighted some of the areas that need to be reviewed.

- Discuss and Define the need for election of secretary  
The committee discussed eliminating the secretary position. Ward will review Roberts Rules of order and the State Statues. The committee will be updated on this in May. No action taken.
- LEPC Membership  
Martin would like to specify that at least one county board supervisor would be appointed to the LEPC.
- Discuss board meeting changes – April meeting
- Traffic Safety Membership  
Martin discussed concerns with the Law Enforcement and Emergency Management Committee, LEPC and the Traffic Safety Committee. Blair will do some research on these committees and report back to the appropriate committees.

13. **Discussion and possible action to amend Remote Meeting Attendance Policy**

A draft policy was provided for review. Rinard discussed bringing back in-person meetings. The committee had been working on this policy in April 2020 and then had to revert to an emergency declaration due to COVID-19. The committee reviewed the draft policy. Lund discussed his concerns with eliminating in-person county board meetings. He would like to continue remote attendance until we reach herd immunity and the pandemic ends. Payne said she also has concerns about ending remote attendance and thinks we should set an example and continue to allow remote attendance. She feels that remote access is very beneficial, and allows more people are participate in meetings. She is not comfortable returning to in-person meetings. Christensen said that remote attendance has helped him attend more meetings that he normally could not attend. He does support bringing back in-person attendance at the county board meetings. Nelan feels that we shouldn't be putting pressure on anybody to have them show up in person. He would like to continue remote meetings for all meetings. Wineke feels that remote attendance works fine in committee meetings but not for the county board meetings. He feels that we need to look at the voting system to make sure that works and then he doesn't see a problem with the continued use of ZOOM for remote attendance. It was suggested that the county board should be using their tablets to vote. Ward questioned the process if internet connections are lost and voting issues. Staff was asked to work on the technology and will look at the remote attendance policy at a later date. An email will be sent to County Board supervisors reminding them of the protocol. No action taken.

14. **Discussion and overview of the proposed biennial budget and next steps**

Wehmeier reviewed documents regarding the governor's budget. He shared Assembly Bill 68. He is looking for direction going forward. Wehmeier asked what the process should be to keep committees and the county board updated on this going forward. No action taken.

15. **Financial Reports**

- Clerk of Courts
- Corporation Counsel
- County Administrator
- County Board
- County Clerk

Financial reports were provided for review. No action taken.

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

Wehmeier gave a report highlighting the following: Working through American Rescue Act planning; broadband projects, Rock River Landing ribbon cutting, WMMIC meetings, met with Fort Atkinson City Manager, Interurban Trail planning meetings, working on business expansion and relocation opportunities with JCEDC, building renovation planning meetings, vaccination clinic is being held at the Johnson Creek Outlet Mall, No action taken.

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

The next meeting will be on May 26, 2021 at 8:30 a.m. and June 30, 2021 at 8:30 a.m.

- a. Approval of April 28, 2021 Executive Committee minutes
- b. Approval of May 11, 2021 County Board minutes

- c. Financial Reports
- d. County Administrator's Monthly Report

**14. Adjourn**

Motion by Braughler/Wineke to adjourn at 11:05 a.m. Motion passed.