

COMMITTEE MINUTES

May 26, 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; Steve Nass; Michael Wineke

Members present via ZOOM: Conor Nelan, Secretary, Jim Braughler, Vice Chair

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

Others present via ZOOM: Audrey McGraw, Supervisor Walt Christensen; Supervisor Laura Payne, Marc DeVries, Sarana Stolar.

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 April 28, 2021 Executive Committee meeting minutes**

Draft minutes were provided for review.

Motion by Nass/Wineke to approve the committee meeting minutes from April 28, 2021 as printed. Motion passed 5-0.

7. **Approval of May 11, 2021 County Board meeting minutes**

The county board will approve the minutes in June. No action taken.

8. **Communications**

- Wehmeier talked about the new COVID-19 guidelines.

9. **Discussion on County Board Orientation**

Ward talked about some of the topics that he would like to address at the county board orientation. Topics may include Open Meetings Law, public records, parliamentary procedure, county board rules, budget process, proper decorum in person and on ZOOM, WCA has training webinars available as well. No action taken.

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

A draft resolution was provided for review. Wehmeier is working with SRF Consulting to develop a process for implementation of the Comp Plan and to review the overlap related to the American Rescue Act funds. Wehmeier shared the proposed process from SRF.

Motion by Nass/Wineke to forward the resolution to the county board for consideration. Motion passed 5-0.

11. **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

Ward talked about the need for committee secretaries. The state statutes do not require us to have a secretary. The county clerk will keep and record minutes. It was decided that the board rules should be changed to eliminate committee secretaries beginning the next county board term.

Ward discussed the need for appointment of the Emergency Management Committee Chair by the county board chair. This is already in our county board rules. No need for any changes.

- LEPC Membership
Ward reviewed the criteria for LEPC membership. This could include a county board supervisor if desired. The rule will be changed to a minimum of 13 members and allow the county board chair to appoint others.
- Discuss board meeting changes – April meeting Ward said that the November and April meetings can be moved if you follow the proper procedure and timeline. McGraw will research when the election is certified.

- Traffic Safety Membership

Ward said that the statues say that the county board chair, executive or administrator can appoint additional people as members of the Traffic Safety. The board rules could be amended to reflect this.

Payne suggested changes to the public comment process. Nelan does not want public comment to get out of control. Braughler reminded everyone that we already have a provision to extend public speaking time and would like to continue to control public comment. Nass opposes extending public comment time. There is a provision in our county board rules that this can be lengthened or shortened at the discretion of the chair. Wehmeier discussed trying to come up with a way to hear both sides of the issue. Braughler suggested changing the sign-in sheet to include in favor or against a certain topic. Nelan suggested that the chair call on the public speakers in random order instead of in the order that they signed up.

Martin asked that the board rules clarify where annual reports are filed.

Rinard would like our county board rules to include language that all county board supervisors are expected to vote unless they have a conflict of interest. Wehmeier suggested including a county board supervisor job description, which could address expected conduct, in the rules.

12. **Discussion and possible establishing a Redistricting Committee**

Wehmeier discussed the census and redistricting process. There are statutory requirements that the county needs to follow. We may not have the data until September. WCA is working on legislative fixes to this. Right now, this process has been postponed. The WCA is gathering data on using a compressed timeline to get this done on time. This is getting mixed reviews. Wehmeier said that we should start thinking about establishing a Redistricting Committee. The consensus of the committee is that the Executive Committee will take the lead on redistricting. No action taken.

13. **Financial Reports**

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

Financial reports were provided for review. No action taken.

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

Wehmeier gave a report highlighting the following: Rescue Plan Act Funds process, prepping for bid packages including communications project and south campus water main replacement, working with broadband towers, building project planning, WMMIC meetings, budget prep, looking at health insurance options, investments, technology upgrades, COVID-19, loan fund program, recruiting bonuses. No action taken.

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

The next meeting will be on June 30, 2021 at 8:30 a.m. Room 202

- Approval of May 26, 2021 Executive Committee minutes
- Approval of June 8, 2021 County Board minutes
- Financial Reports
- County Administrator's Monthly Report
- Discuss Remote Attendance Policy
- Discussion and possible action on Redistricting
- Discussion and possible action on amendments to the county board rules

14. Adjourn

Motion by Nelan/Wineke to adjourn at 10:47 a.m. Motion passed.