

## COMMITTEE MINUTES

May 31, 2023

Executive Committee

**1. Call to Order**

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

**2. Roll Call**

Members present: Joan Fitzgerald, Steve Nass, Blane Poulson, Brandon White, Michael Wineke.

Others Present: Ben Wehmeier, County Administrator; Supervisor Anita Martin, Audrey McGraw, County Clerk; J. Blair Ward, Corporation Counsel

Others Present via ZOOM: Sarana Stolar, Corporation Counsel; Sheryl Trent and Zach Ratkai, SBrand Solutions; Marc DeVries, Finance Director; Supervisor Walt Christensen; Brian Udovich, Highway

**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**

None

**6. Approval of the April 26, 2022 Executive Committee Meeting Minutes**

Draft minutes were provided for review.

Motion by Poulson/Fitzgerald to approve the April 26, 2023 Executive Committee meeting minutes as printed. Motion passed 5-0.

**7. Approval of the May 1, 2023 Joint Committee Meeting Minutes**

Draft minutes were provided for review.

Motion by Fitzgerald/White to approve the May 1, 2023 Joint Committee meeting minutes as printed.

**8. Approval of May 9, 2023 County Board minutes**

Draft minutes were provided for review.

Motion by Poulson/White to approve the May 9, 2023, County Board minutes as corrected. Motion passed 5-0.

**9. Discussion on County's Strategic Plan**

- **Update on process and schedule** – Ratkai went over the schedule of interviews and focus groups.
- **Input on interview and survey questions** – Interview and survey questions were provided for review. Ratkai reviewed the focus group agenda and questions with the committee.
- **Input on potential focus groups** – The committee approved of the proposed questions.

No action taken.

**10. Discussion and review of the Jefferson County Board of Supervisors Rules of Order for possible amendment**

No action taken.

**11. Discussion and possible action on amending the Jefferson County Board of Supervisors Rules of Order, section 3.07, RULES OF COUNTY BOARD STANDING COMMITTEES, paragraph 7, to require that all requests for payment of per diems and expenses be submitted within 30 days**

A revised copy of 3.07 (7) RULES OF COUNTY BOARD STANDING COMMITTEES was provided for review.

Motion by Nass/Poulson to approve the changes to the Jefferson County Board of supervisors Rules of Order, section 3.07, RULES OF COUNTY BOARD STANDING COMMITTEES, paragraph 7, to require that all requests for payment of per diems and expenses be submitted with 30 days and forward to the County Board for their consideration. Motion passed 5-0.

**12. Discussion on Joint Chair and Department Head Meetings and potential agenda topics**

Wehmeier said a joint meeting of Department Heads and Committee Chairs on June 20<sup>th</sup> 11:00 am-1:00 pm. Wehmeier asked the committee for topics. Some proposed topics were budget, meeting agendas, update on strategic planning process, overview of courthouse project. If you have any other ideas, please forward them to Ben. No action taken.

**13. Discussion on Corporation Counsel hiring process**

Wehmeier talked about the process. When filling Blair's role, multiple rounds of interviews were conducted. The position has been posted with a review date of June 9<sup>th</sup> open until filled. Wehmeier is looking for input from the committee on what role they would like to play in the process. Nass said he would like Supervisor White to serve on the interview panel. The committee supports that recommendation. No action taken.

**14. Discussion/Update on State Budget Process**

Wehmeier said the budget is moving slower than expected. He talked about state shared revenue and other items included in the proposed budget. 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 verbal report highlighting the following: Director of Facilities Management is onboard, building updates and furniture vendors, bi-weekly meetings with contractors on move-in dates, work with city on street closures and utility coordination, broadband project, union meetings and mediation, Annual WMMIC meeting, tourism meeting, Housing Summit, Corporation Counsel recruitment, Assistant to County Administrator interviews, budget prep, market analysis, finalizing Nestle project, finalizing the old highway site, shared position with Watertown for GIS technology in law enforcement, opioid settlement work, regional meetings for possible collaboration. No action taken.

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

Regular Meeting – June 28, 2023 at 8:30 a.m.

Agenda Items:

- Approval of May 31, 2023 Executive Committee minutes
- Approval of June 13, 2023 County Board minutes
- Strategic Plan Update
- Review of County Board Rules
- Financial Reports
- County Administrator's Monthly Report

**18. Adjourn**

Motion by White /Poulson to adjourn at 9:54 a.m. Motion passed 5-0.