

## COMMITTEE MINUTES

November 29, 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; Michael Luckey, Supervisor Anita Martin, Danielle Thompson, Corporation Counsel; Supervisor Walt Christensen

Others Present via ZOOM: Sarana Stolar, Corporation Counsel

**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**

Christensen and Martin spoke on suggested county board rule changes.

**6. Approval of the October 25, 2023 Executive Committee Meeting Minutes**

Draft minutes were provided for review.

Motion by Poulson/White to approve the October 25, 2023 Executive Committee meeting minutes as printed. Motion passed 5-0.

**7. Approval of October 24, 2023 County Board minutes**

Draft minutes were provided for review.

Motion by Fitzgerald/Poulson to approve the October 24, 2023 County Board minutes as printed. Motion passed 5-0.

**8. Approval of the November 14, 2023 County Board minutes**

Draft minutes were provided for review.

Motion by Fitzgerald/Poulson to approve the November 14, 2023 County Board minutes as printed. Motion passed 5-0.

**9. Strategic Plan Update – Branding, Implementation Plan, Priority Based Budget, Strategic Marketing**

Wehmeier talked about the scoring sheet for Priority Based Budgeting process and moving on with more strategic marketing with Discover Wisconsin and Uniquely Wisconsin. Luckey said that the final strategic plan document is complete. He is looking into strategic plan banners and other ideas to provide visual representation of the County priorities. Implementation teams are being assembled to determine action steps. There will be an update on the implementation process at the February County Board. The new Jefferson County logo will be launched soon. No action taken.

**10. Discussion on amending Board Rules**

Suggested Board Rule changes were provided for review. The committee discussed the suggested changes. Thompson will revise the Board Rules to include suggested changes and bring them back to the committee at the next meeting for review. No action taken.

**11. Discussion on county board orientation**

Wehmeier and Luckey discussed feedback they received for county board orientation. No action taken.

**12. Discussion and possible action to enter into an Intergovernmental Agreement to provide Geographical Information Services (GIS) to the City of Fort Atkinson and Watertown.**

Wehmeier said that this has been discussed by the Planning and Zoning Committee. This would be a new shared GIS position.

Motion by Poulson/White to enter into an intergovernmental agreement with the cities of Fort Atkinson and Watertown. Motion passed 5-0

**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 verbal report highlighting the following: Meeting with County Executive Farrow, UW Extension meeting related to shared position water study, union meetings, meetings with Discover Wisconsin, Habitat for Humanity expanding to Jefferson County, WMMIC meetings, housing funding, judicial rotation/structure change meetings, Fair Park, CJCC Coordinator position search, served on City of Fort Atkinson interview panel. No action taken.

**15. Assistant to the County Administrator's monthly report**

Luckey gave a verbal report highlighting the following: work on the Strategic Plan, working on implementing Financial Empowerment Center(FEC) for all residents, funded by a grant. EMS options, meeting with all supervisors, broadband projects. No action taken.

**16. Convene in closed session pursuant to state statute 19.85 (1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to conduct the County Administrator's annual review and discuss the County Administrator's contract, including but not limited to, the method and criteria used for evaluating the County Administrator's performance.**

Motion by Nass/Fitzgerald to convene in closed session. Motion passed by roll call vote.

**17. Reconvene in open session for discussion and possible action on items discussed in closed session" following the closed session notice.**

Motion by Poulson/White to reconvene in open session. Motion passed 5-0.

Motion by Poulson/Fitzgerald to give the Administrator his step increase and annual performance bonus for 2023. Motion passed 5-0.

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

Regular Meeting – December 27, 2023 at 8:30 a.m.

Agenda Items:

- Approval of November 29, 2023 Executive Committee minutes
- Approval of December 12, 2023 County Board minutes
- Strategic Plan Update – Branding, Implementation Plan, Priority Based Budget, Strategic Marketing
- Discussion on amending Board Rules
- Discussion on County Board Orientation
- Financial Reports
- County Administrator's Monthly Report
- Assistant to the County Administrator's Monthly Report

**19. Adjourn**

Motion by Poulson/Fitzgerald to adjourn. Motion passed 5-0.