

COMMITTEE MINUTES

February 28, 2024

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, Assistant to the County Administrator; Supervisor Anita Martin, Danielle Thompson, Corporation Counsel; Stacy Sherman, Josh Ostermann, Discover Wisconsin; Tim Sullivan, Reporter, Jefferson Daily Union.

Others Present via ZOOM: Chief Don Hunter; Supervisor Walt Christensen

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

Supervisor Martin talked about the requests she has had related to recording meetings. She asked about what information is being shared with the incoming County Board Supervisors.

6. Approval of the January 31, 2024 Executive Committee Meeting Minutes

Draft minutes were provided for review.

Motion by Poulson/Fitzgerald to approve the January 31, 2024 Executive Committee meeting minutes as printed. Motion passed 5-0.

7. Approval of the February 13, 2024 County Board minutes

Draft minutes were provided for review.

Motion by Fitzgerald/Poulson approve the February 13, 2024 County Board minutes as printed. Motion passed 5-0.

8. Discussion and possible action on 2024-2026 official newspaper bid documents.

Bid information was provided for review. Thompson said bids were received from the Jefferson County Daily Union, Watertown Daily Times, and the Wisconsin State Journal. Legal notices are not negotiable. If notices are not published on time, they have agreed to waive the fee. They have added a dedicated rep to handle the legal notices.

Motion by Nass/White to accept the bid from the Jefferson Daily Union as our official newspaper. Motion passed 5-0.

9. Update on Discover Wisconsin and Uniquely Wisconsin Projects

Wehmeier and Luckey are working with staff from Discover Wisconsin. Ostermann from Discover Wisconsin gave a presentation on what has been accomplished so far and what the plan is going forward. The goal is to promote tourism and economic development together. Wehmeier shared a calendar of scheduled TV spots, blogs, video content, podcasts through the year. No action taken.

10. Discussion and possible action on Intergovernmental Agreement with City of Watertown for a shared CAD/IT Position

Wehmeier talked about the agreement with the City of Watertown for a Computer Aided Dispatch(CAD)/IT System Position. This would be a shared position with the City of Watertown. Hunter said that this person would be dedicated to records management. Our cost would be approximately \$70,000.

Motion by Poulson/White to authorize an Intergovernmental Agreement with City of Watertown for a shared CAD/IT Position. Motion passed 5-0.

11. Discussion and possible action on County Board meeting dates for 2024-2026

A list of county board meeting dates was provided.

Motion by Nass/Poulson to approve the calendar of meeting dates as presented with the November meeting being held on Wednesday, November 12th.

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

Wehmeier said that staff is working Priority Based Budgeting process. They are in the scoring process. County Board members are invited to participate in the peer scoring process. Luckey said they continue to have Strategic Plan meetings. Quarterly Strategic Plan updates to the County Board will continue. No action taken.

13. Discussion on amending Board Rules

Wehmeier shared a revised version of the board rules. Thompson made changes to the board rules after the straw poll results. The committee reviewed the proposed changes. No action taken.

14. Discussion and possible action on county board orientation

Wehmeier said there aren't any significant changes since last time. They are still looking at suggestions for education session topics. Meeting notices and newsletters are being emailed to the county board candidates. Luckey will send out an email to potential board candidates with additional information. 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: Project Dove (Kikkoman) meetings, housing meetings with potential partners, year-end closeouts, marketing analysis and plans for the future, Legislative Exchange, Fair Park meetings, Fair Park Director Interviews, CJCC graduation, Whitewater Chancellor Inauguration. No action taken.

17. Assistant to the County Administrator's monthly report

Luckey gave a verbal report highlighting the following: WCA Legislative Conference, National NACo Conference in Washington, DC, lobbying on Capitol Hill, weekly fair meetings, grant work, priority-based budgeting work. No action taken.

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

Regular Meeting – March 27, 2024 at 8:30 a.m.

Agenda Items:

- Approval of February 28, 2024 Executive Committee minutes
- Approval of March 12, 2024 County Board minutes
- Strategic Plan Update – Branding, Implementation Plan, Priority Based Budget, Strategic Marketing
- Discussion on amending Board Rules
- Discussion on County Board Orientation – Committee Chair 101
- Financial Reports
- County Administrator's Monthly Report
- Assistant to the County Administrator's Monthly Report

19. Adjourn

Motion by Nass/Fitzgerald to adjourn at 9:53 a.m. Motion passed 5-0.