

AGENDA

Administration & Rules Committee

**Jefferson County Courthouse
320 S. Main Street
Jefferson, WI 53549**

March 28, 2012

8:30 a.m. - Room 112

Committee Members

Paul Babcock – James Braughler – Greg David - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of February 29, 2012 Administration & Rules Committee meeting minutes
7. Approval of March 13, 2012 County Board minutes
8. Communications
9. Discussion and possible action on resolutions, letters or reports from other governmental agencies
10. County Administrator's monthly report
11. County Administrator's Office 2011 annual report
12. Discussion and possible action on meeting dates
13. Tentative Future Meeting schedule and Agenda Items

April 25, 2012

14. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**February 29, 2012
Administration & Rules Committee
8:30 a.m.**

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, Jim Mode, Greg David, Paul Babcock and John Molinaro.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal; Phil Ristow – Corporation Counsel; Karyn Spory, Reporter – Jefferson Daily Union; Joe Nehmer – Parks Director; Kevin Wiesemann – Parks Supervisor; Donna Haugom – Emergency Management Director; Captain Duane Scott; Bill Kern – Highway Commissioner; Jae Ames – Town of Koshkonong; Gary Luebe – Town of Koshkonong; Supervisor Jan Roou; Supervisor Walt Christensen; Terri Palm-Kostroski – Human Resources Director.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law, with a revised agenda dated 2-24-12.

4. Review of Agenda

No changes were made.

5. Public Comment

Jan Roou addressed the committee regarding citizen handouts that were made available at the County Board meeting on February 14, 2012 and informing the Committee that she may have handouts at the next County Board meeting.

6. Approval of January 25, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Babcock; Second by Supervisor David to approve the January 25, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of February 14, 2012 County Board minutes

Motion by Supervisor Mode; Second by Supervisor David to approve the February 14, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- FEMA handout on Hazard Mitigation Grant Program (HMGP)
- Map of Jefferson County Flood Mitigation Properties
- Resolution – “To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a
- Highway Committee Organizational Charts
- 2011 Administrator’s Office Annual Report

9. Discussion and possible action on County Board committee oversight and establishment of a County ordinance governing use of county acquired flood mitigation parcels

- Joe Nehmer distributed a map of the flood mitigation properties and a FEMA handout on Hazard Mitigation Grant Program (HMGP). He reviewed the issues with the committee. The County needs to determine who is responsible for making decisions regarding flood mitigation parcels. The Parks Committee is willing to take on this responsibility. Captain Scott said that without having a specific ordinance or policy in place, the Sheriff’s Department cannot enforce these issues.

Motion made by Supervisor Mode; Second by Supervisor David to give the Parks Committee oversight of these flood mitigation properties and forward an ordinance governing use of county acquired flood mitigation parcels to County Board for their consideration. (Ayes-All) Motion carried.

10. Discussion and possible action on a Public Works organizational structure

Gary Petre explained that County Board member Greg David requested that this item be discussed. Three organizational charts were distributed for the committee to review. Gary discussed these organizational charts. The discussion centered around the concept of creating a separate Department of Public Works Department which would include a Facilities Division Manager that would oversee facility and planning and maintenance for the entire county. The committee discussed this idea and Gary addressed their questions and concerns. The committee would like to review neighboring county organizational charts that currently have a Department of Public Works. The committee agreed that this concept is something they would like to look into. Gary will gather more information on what other counties are doing and bring it back to the committee at a future date for further consideration. No action taken.

11. Discussion and possible action on implementing ideas related to the County's governing Assessment Survey report

An update of this survey was distributed for the committee to review. Gary went over the suggestions included in the report. Many of these ideas could be incorporated in the County Board Supervisor Orientation, which all supervisors should attend. John Molinaro would also like to include the topic of using electronic media for all County Board Supervisors. The committee agreed that staff should work on updating the information presented at the County Board Supervisor Orientation. No action taken.

12. Discussion and recommendation on proposals for County's official newspaper and printing minute books

Phil Ristow explained that the only bid that was received was from the Jefferson County Daily Union. The committee discussed different options for printing and binding the minute books.

Motion made by Supervisor Babcock; Second by Supervisor David to accept the Daily Union bid as the official newspaper, but to have the minute books printed in house. (Ayes-4; Mode abstained) Motion carried.

13. Discussion and possible action on Town of Koshkonong Resolution – "To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a

The Committee discussed this resolution at their last meeting. John Molinaro has been in contact with the Town of Koshkonong. Supervisor Christensen distributed a revised version of a resolution regarding this issue. He is concerned that there are already different committee variations of this resolution addressing this topic and that the County Board may become confused. Jae Ames informed the committee that traffic counts have dropped excessively since the Department of Transportation (DOT) originally studied the need for the bypass. He is requesting the support of Jefferson County to discontinue plans for the Highway 12 bypass. The committee supports the Town of Koshkonong resolution with additional language addressing lane miles, discontinuing plans for the Highway 12 bypass and mapping.

Motion made by Supervisor Mode; Second by Supervisor David to support the Town of Koshkonong resolution with additional language addressing the additional lane miles, discontinuing plans for the Highway 12 bypass and mapping. (Ayes-All) Motion carried.

14. Discussion and possible action on resolutions, letters or reports from other governmental agencies

Resolution - "Supporting H.R. 2250 in the U.S. House of Representatives and U.S. Senate Bill 1392 to provide additional time for the administrator of the Environmental Protection Agency to issue achievable standards for industrial, commercial, and institutional boilers, process heaters, and incinerators, and for other purposes"

The Committee reviewed and discussed the resolution. No action taken.

15. Discussion and possible action on County Board rule changes including Human Resource Committee duties

The Committee was provided a draft of the proposed County Board rule changes for the Human Resources Committee. Phil Ristow suggested a revision. The Committee supports this change and will send it back to the Human Resources Committee for their consideration. No action taken.

16. County Administrator's monthly report

Gary Petre reviewed his monthly reports and addressed questions from the Committee.

17. Discussion and possible action on meeting dates

Next meeting will be held on March 28, 2012 at 8:30 a.m.

18. Tentative Future Agenda Items and Meeting Dates

- Approval of February 29, 2012 Administration & Rules Committee meeting minutes
- Correction and Approval of March 13, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- County Administrator's Office 2011 annual report
- Discussion and possible action on Public Works Committee
- Discussion and possible action on implementing ideas related to the County's governing Assessment Survey Report

19. Adjourn

Motion made by Supervisor David; Second by Supervisor Mode to adjourn at 10:10 a.m. (Ayes-All) Motion carried.

Future Meeting Dates

Wednesday, March 28, 2012 at 8:30 a.m.

Wednesday, April 25, 2012 at 8:30 a.m.

**CORRECTIONS TO BE MADE TO
MARCH 13, 2012, JEFFERSON COUNTY BOARD MINUTES**

Page 216:

Line 19 – Delete Gary and insert Barry

Page 217:

Lines 13 and 14 – center

Page 222:

Line 23 – correct the size the font for the letter e in the word the

Page 224:

Lines 3 and 8 – Insert a comma after 1977

Page 225:

Line 42 – double underline the word and

Line 43 – double underline the words limited service areas

Line 44 – double underline the word Preservation

Page 226:

Line 1 – Place a strikethrough on the letter s in the word occupations

Line 36 – Delete the strikethrough and then underline the words Amend Section 11.04(f)5. as follows.

Page 227:

Line 37 – Insert a comma after 1975

Page 228:

Line 40 – Delete the double underline under the letter m. in the word mineral

Page 229:

Line 23 – Place a strikethrough the letter b.

Page 230:

Line 1 – Insert a double underline under the letter s in exceptions

Line 21 – Place a strikethrough the word the

Line 22 – Insert a comma after 2000

Page 231:

Line 31 – Insert a comma after 1975

Page 232:

Line 19 – Insert a comma after 1975

Line 21 – Insert a comma after 1975

Line 33 – Insert a comma after 2000

Page 233:

Line 3 – Delete the – in the word location

Line 28 – Insert a comma after 1975

Lines 35 through 43 – Indent paragraph to align with paragraph above

Page 234:

Line 10 – Double underline the words Areas, and

Line 11 – Double underline the words Limited Service

Line 36 – Place a strikethrough the letter s in the word lands

Line 44 – Insert a comma after 2000

Page 235:

Line 19 – Insert a double underline under the letter s in the word Areas and under the word in

Line 20 – Place a strikethrough the word of

Line 29 – Delete the – in the word vegetation

Page 236:

Line 41 – Delete the – in the word topographic

Page 238:

Line 12 – Delete the – in the word description

Page 251:

Line 33 – Delete the underline under the words ~~or his designee~~

Line 43 – Delete the 8 in 3.08(9) and insert a 7 to make it read 3.07(9)

Page 252:

Line 2 – Delete the 8 in 3.08(9) and insert a 7 to make it read 3.07(9)

Line 25 – Delete the underline under the words unless other and place a strikethrough the words unless other (should read ~~unless other~~)

Page 253:

Line 23 – Place a strikethrough the word on and insert a comma after the word part

Page 254:

Line 14 – Insert a space between No. 2009-65

Page 256:

Line 32 – Delete the word Present and insert the word Percent

Line 36 – Change 150,616 to 150,617

Page 257:

Line 26 – Insert the word other between All operating

Line 27 – Insert the following words in the first column of the table – Total operating expenditures

Page 258:

Line 33 – Delete the ##### and insert (42,484,388.88)

Page 259:

Line 18 – In the third column change the figure to read 16,484,531.32 not 16,484.531.31 to

Page 270:

Line 32 – Underline A

Page 272:

Lines 20 thru 49 – Lines should be brought out to align with paragraphs above

Lines 20, 32, and 44 – The letters C., D. and E. should be brought out to the left to align with the other letters above it and the letters underlined

Page 273:

Lines 1 – 37 - Lines should be brought out to align with the paragraphs above

Lines 7 and 18 – The letters F. and G. should be brought out to the left to align with the other letters above it, or the letter H., and the letters underlined

Line 42 – Delete the word Resolution and insert Ordinance

Line 44 – Delete the word Resolution and insert Ordinance

Page 274:

Line 24 – Delete the word Resolution and insert Ordinance

Line 27 – Delete the word Resolution and insert Ordinance

Page 277:

Line 34 – Place a strikethrough the figure 2011

Page 279:

Line 49 – Underline the last s in Counsels

Page 281:

Line 9 – Place a strikethrough (S)

Page 284:

Line 8 – Underline A.

Page 285:

Line 1 – Place a strikethrough the word to

Line 14 & 15 – Delete the strikethrough the words (Am. Ord. 2005-15, 8/09/05)

Line 34 – Delete the underline under the word step

Page 287:

Line 5 – Underline the words A copy of said eval-

Line 6 – Underline the words uation form shall be provided to the employee.

Page 291:

Line 24 – Underline the words the contracted agency

Line 25 – Place a strikethrough the words NEAS, Inc.

Page 292:

Line 4 – Remove the uppercase V on Vacation and replace it with the lowercase v

Line 24 – Remove the lowercase p on policy and replace it with the uppercase P

Page 293:

Line 6 – Delete the underline under the words www.wagehour.

Line 7 – Delete the underline under the words dol.gov

Page 294:

Lines 12 and 13 – Delete the strikethrough the following: (Am. Ord. 2007-15, 07-10-07; Am. Ord. 2009-08, 06-09-09; Am. Ord. 2010-25, 02-08-11)

Line 49 – Place a strikethrough the words Wisconsin Public Employer's Group Health Insurance Plan.

Page 296:

Lines 40, 41 and 42 – Align these lines with the other paragraphs above and below it.

Line 40 – Place a period after the letter c

Page 302:

Line 19 – Delete the strikethrough the following: (Am. Ord. 85-7, 6-11-85.)

Line 22 – Delete the word Resolution and insert Ordinance

Line 23 – Delete the word Resolution and insert Ordinance

Line 37 – Delete the word Resolution and insert Ordinance

**County Administrator's
Monthly Activity Report
March, 2012**

1. 2013 Budget

The draft 2013 Budget Calendar has been prepared for review by the Finance Committee on 4/12. Work on the budget begins this month with the Human Resources Director's issuance of 2013 position reclassification and new position request instructions to the departments. In April, the MIS department will issue forms to the departments for requesting 2013 computer equipment and programming services.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes relating to Section HR0500 - Personal Conduct and Discipline will be submitted to the Committee for review and to the full County Board at its 5/7 meeting.

3. Department Head Meeting

There was a department head meeting on 3/21 (copy of agenda attached). As noted on the agenda, the department heads received a presentation from the Matt Howard, Director of the City of Milwaukee's Office on Sustainability. Matt gave us an overview of the City's sustainability efforts and some ideas on how we can easily reduce our energy consumption. It was encouraging to know that our departments, through the work of our maintenance departments and MIS, are already addressing these ideas. The presentation on the draft of the County's new web site design is discussed in a separate section of this report.

4. Committee/Board, Staff and Other meetings

I will have attended 8 Committee/Board meetings this month, including the special 3/15 Fair Park Committee meeting to discuss the resignation of the former Fair Park Director and the recruitment process for a new Director.

On 3/7-9, I attended a Wisconsin City/County Managers Conference. The conference was attended by almost 100 managers and administrators throughout the state. It included information on the process and parties involved in a government bond issuance; a presentation by Focus on Energy; and local government experiences in dealing with implementation of the State Budget Repair Bill.

I will have had 18 meetings with staff and other officials this month. These include meetings to discuss personnel issues; an update to the County's web site format and functions; a Courthouse fire drill; County Board member orientation; meetings with Fair Park staff; and the additional Highway Department facility study.

5. Highway Facilities Site Analysis

The firm Bray Associates Architects, Inc. was selected by the County Board at its 2/14 meeting for developing creative and innovative plans and cost estimates (development and operating) for the utilization of the current Puerner Street site for a new or remodeled Highway Department

**County Administrator's
Monthly Activity Report
March, 2012**

facility. Bray Associates representatives were in attendance at the County Board meeting to listen to the discussion and have been provided a copy of the adopted Board resolution.

The Board also adopted a resolution directing staff to obtain additional information on Sites A and C. Staff is in process of working on this resolution. A meeting was held with City of Jefferson officials to update them on the status of this County project. A meeting was also held the real estate broker representing the owner of the Site A Junction Road potential Highway Facility site. Further review of this parcel is being done and additional discussions with the owner will be needed. Bray Associates will provide technical engineering and site analysis support to County staff, as needed.

Our goal is to have some information available to the interested Board committees during their April cycle of meetings.

6. Courthouse Parking Lot Project

The engineering/construction management agreement with GMA Engineers for the Courthouse parking lot project is in process of being finalized. Construction contracts should be forwarded to the County Board for approval at its June meeting.

7. County Web Site

MIS and Administration staff began working on a new, more user friendly version of the County's web site. Department heads were presented with a draft of the new site design at the 3/21 department head meeting. County department heads and their staff involved with maintenance of the web site will review the draft design and submit their suggestions to MIS for consideration. It is anticipated that the new web site will be operational by the end of May.

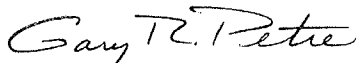
8. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 4/1.

The recruitment process for a new Fair Park Director has begun. The job description was reviewed and updated; a job announcement was developed; ads have been placed in selected newspapers and web sites; and the job application deadline has been set for 4/27.

9. Board/Commission Appointments

There are no appointments being submitted for confirmation to the County Board on 4/17.



Gary R. Petre
County Administrator

Jefferson County
Department Head Meeting

Wednesday, March 21, 2012

1:00 p.m.

UW Extension
864 Collins, Rm 8/9
Jefferson, WI

1. Presentation by Matt Howard, City of Milwaukee, on the City's Sustainability efforts (Supervisor David)
2. Presentation by MIS System's staff on draft of new County web site design (John R; Oral R; Scott F)
3. County email and WIFI software demonstration for cell phones and tablets (Roland W)
4. Status on County Board Orientation meetings
5. Department Head Items

2012 Meeting Dates:

April 18th
May 9th
June 13th
August 15th
September 12th
October 10th
November 14th
December 12th

-----Original Message-----

From: Greg David [<mailto:earth1st@me.com>]

Sent: Friday, March 23, 2012 2:49 PM

To: Gary Petre

Subject: Admin & Rules

Hi Gary.

I would like to invite the members of the Admin Rules Comm to participate in the book study.

Does this need to be an agenda item or can I do it as a communication or public comment?

Thanks.

Greg

Greg David

W4512 Riverdale Ln

Watertown, WI 53094

920-262-9996

920-988-5629 (cell)

Sent from iPhone

Please join us in conversations
about the meaning of :
*Life, Liberty and the
Pursuit of Happiness*



❖ SUSTAIN JEFFERSON ❖

Sustain Jefferson is excited to announce a public discussion about the issues facing our society. Sustainability, equity, justice, happiness and responsibility are all discussed in the book, study groups and online conversations.

- **What:** A book live chat and community internet discussion board.
- **When:** Starting in late March, running thru May.
- **Where:** In a location near you,
In your home, *You*
On the Internet. *decide.*
- **Who** Everyone! Public officials, Clergy, Tea Party, Greens, Dems, GOP, Libertarians, Populists, anyone who cares.

Join the Conversation!

*Is **constant growth** possible in a finite world?*

How much is enough?

*What is Peak Oil?
Why does it matter?
How will it affect us?*

*Are corporations really people?
What difference does it make?*

*What are **unalienable rights**?*

*What are **human rights**?*

*Does **equity and justice** for all exist today?
If not, why not?*

Who is responsible for our rights?

*What is **Commonwealth**?
Who owns it? Why?*

What really makes us happy?

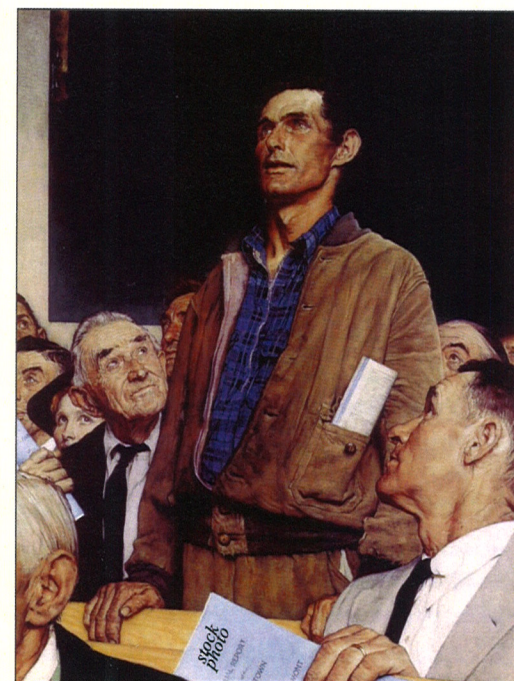
*What are our kids' needs?
Will they have what they need to survive?*

**For more information on
how to participate, contact:**

- <http://sustainjefferson.org/ns/rom>
- Earth1st@mac.com
- PO Box 74, Johnson Creek, WI
- 920-988-5629 53038

A Revolution of the Middle... and the Pursuit of Happiness

A Community Discussion
on the state of society today.



Join the Conversation!

- Participate in a book study circle
- Attend a Town Hall Meeting
- Read or listen at home
- Post on our discussion board
- Follow on YouTube & Cable Access

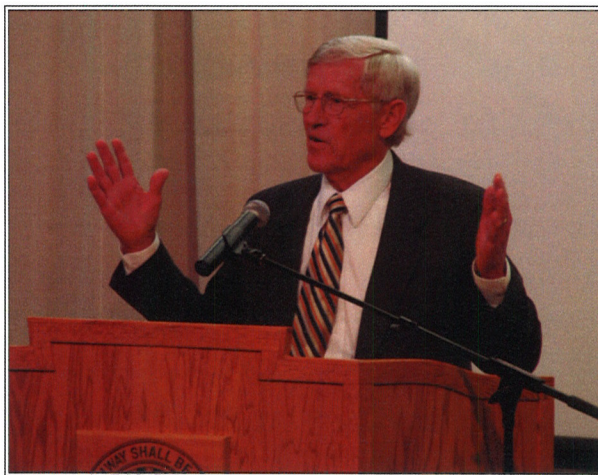
✿ SUSTAIN JEFFERSON ✿
Community Discussion
on the state of society today.

Based on the book:
*A Revolution of the Middle...
and the Pursuit of Happiness*
by John Ikerd

How to Participate

- **Read the book and attend a study circle in your area.**
Each week read a chapter in the book and study guide, then meet to discuss the book with a group of your peers.
- **Download the book online,**
and listen at your leisure, then comment on the Internet discussion board. Learn what others are saying.
- **Attend a Town Hall Meeting.**
Attend a monthly Town Hall Meeting to meet others to discuss the book or exchange ideas and hopes about the issues being raised. Please see our website, SustainJefferson.org for locations and dates.
- **Watch online and Cable Access.**
Informational videos are posted on YouTube and on local cable access TV. Town Hall Meetings will be filmed and posted. Best ideas and highlights video will be recorded.
- **Hold Your Own!**
Sustain Jefferson will provide a copy of the study guide and help facilitate a study group of your creation. Invite your friends and family to share this learning experience with you.

A Revolution of the Middle... and the Pursuit of Happiness a book by John Ikerd



A Revolution of the Middle is a book about sustainability. It explores issues like economics, ecology, politics, honesty, fairness, responsibility and many other concepts that seem to be losing their meaning today.

Professor Ikerd takes us on a journey of discovery of what our founding fathers fought for. He teaches what it means to live sustainably: economically, socially, ecologically and politically.

He challenges us to think beyond the bounds of the corporate media, and explores truth and honesty in regards to the crisis facing society today.

A study guide for the book enhances the learning and provides thought-provoking questions that can create powerful dialogue in the group.

Join the Revolution Today

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 3. **Chapter Three - Keeping the American Promise**
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Around, Green Economics, Consent of the Governed
 4. **Chapter Four - A New Way of Thinking**
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Sociology of Ecology and Economics
Economics of Ecology and Society
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 10. **Chapter Ten. - Renewing Prosperity**
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- Postscript: Rethinking Reality**
The Nature of Truth, The Nature of Reality

**Book downloads, a free audio version
and a study guide is available free of charge
at: <http://sustainjefferson.org/ns/rom>**