

AGENDA

Administration & Rules Committee

**Jefferson County Courthouse
311 S. Center Avenue
Jefferson, WI 53549**

Wednesday, February 28, 2018, Room 205, 8:30 a.m.

Committee Members

Amy Rinard, Chair; Jim Braughler, Vice-Chair; Steve Nass, Secretary; Jennifer Hanneman; Jim Schroeder

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of January 31, 2018 committee meeting minutes
7. Approval of February 13, 2018 county board minutes
8. Communications
9. Discussion with legal counsel on the status of County Board committees between the organizational meeting and the Chair making permanent committee appointments
10. Discussion and possible action on county board rules
11. Discussion and possible action on county board supervisor orientation topics
12. Discussion and possible action on amending the official newspaper specifications to include publishing of the county weekly meeting notice
13. Discussion and possible action on bids for the official newspaper 2018-2020 and recommendation to the County Board
14. Review of County Clerk staffing level request
15. Discussion of department annual reports
16. Financial reports (December)
 - a. Clerk of Courts
 - b. Corporation Counsel
 - c. County Administrator
 - d. County Board
 - e. County Clerk
 - f. Register of Deeds
17. Update on Strategic Plan
18. County Administrator's monthly report
19. Discussion and possible action on tentative future meeting schedule and agenda items.
20. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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.