

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 24, 2014**

Administration & Rules Committee

- **Call to Order**

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

- **Roll Call**

**Administration and Rules Committee Members**

Members present: Jim Braughler, Jennifer Hanneman, Steve Nass, Amy Rinard and Jim Schroeder.

Others Present: Ben Wehmeier - County Administrator; Brian Lamers – Finance Director; Barbara Frank – County Clerk; Stacie Hoffman – Register of Deeds; J. Blair Ward – Corporation Counsel and Supervisor Carlton Zentner.

- **Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

- **Review of Agenda**

No changes were made.

- **Public Comment**

Hoffman informed the committee that she was elected to the WCA Board of Directors for 2014-2015 Term.

- **Approval of August 27, 2014 Administration & Rules Committee meeting minutes**

Motion made by Nass; Second by Braughler to approve the August 27, 2014 Administration & Rules Committee meeting minutes as corrected. (Ayes-All) Motion carried.

- **Approval of September 9, 2014 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Schroeder; Second by Hanneman to approve the September 9, 2014 County Board meeting minutes as corrected. (Ayes-All). Motion carried.

- **Communications**

- a. Corrections for September 9, 2014 County Board minutes
- b. Proclamation - Southern Housing Region CDBG Housing Program Proclamation – “Anniversary of the Wisconsin Open Housing Law”
- c. Resolution – “Create a Task Force on County Operations and Organization
- d. Financial Reports
- e. County Administrator’s Monthly Report

- **Update on 2015 Budget**

Wehmeier provided highlights including changes in employee benefits, the Personal Care Program and Capital Projects which are being discussed as part of the 2015 budget. The format of the budget document has also been changed. No action taken.

- **Discussion and possible action to create a Task Force on County Operations and Organization**

A copy of the draft resolution was provided for the committee to review. Schroeder gave the committee some background information on how this idea came about and the goals that it would try and accomplish. This Task Force will be transparent and inclusive and look at revenues, expenditure and possible partnerships with other agencies. Ward asked the committee to consider inserting the words “operational costs” and to consider changing “community member” to and/or other county stakeholder. Additional suggestions were made to increase the number of members to 9, increase the expenses and add a fiscal note. Zentner applauds this initiative and sees the Task Force as an opportunity to reduce costs for the

county, but he has some concerns about it. The resolution will be shared with department heads and discussed again at the next meeting. No action taken.

- **Discussion and possible action on resolutions, letters or reports from other governmental agencies**

- f. Outagamie Resolution “Support proposed legislation which would allow escrow accounts and irrevocable trusts used by landfill owners to demonstrate proof of financial responsibility to include securities issued by an instrumentality of the federal government, as well as securities issued by the federal government”

The committee reviewed the resolution.

Motion made by Nass; Second by Hanneman to forward this resolution to the Solid Waste/Air Quality Committee for their review and recommendation. (Ayes-All) Motion Carried.

- g. Southern Housing Region CDBG Housing Program Proclamation – “Anniversary of the Wisconsin Open Housing Law”

The committee reviewed the resolution.

Motion made by Nass; Second by Hanneman to advance this resolution to the County Board Chair for authorization of the Proclamation. (Ayes-All) Motion Carried.

- **Review Financial Reports**

- a. County Administrator
- b. Clerk of Courts
- c. Corporation Counsel
- d. County Board
- e. Register of Deeds

Financial reports were provided for the committee to review. No action taken.

- **County Administrator’s monthly reports**

A report was provided for the committee to review. Wehmeier addressed questions and comments from the committee. No action taken.

- **Set next meeting date**

October 29, 2014

- **Tentative Future Agenda Items and Meeting Dates**

- Approval of September 24, 2014 Administration & Rules Committee meeting minutes
- Approval of October 14, 2014 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Discussion and possible action on resolution to Create a Task Force on County Operations and Organization
- Discussion and possible decision on the Election of Council Chairperson, Vice Chairperson and Secretary of other Boards, Commissions, Councils and Committees that are not specified in the County Board Rules
- Reconsideration and possible action on inserting resolutions, ordinances and reports in the County Board minutes

- **Adjourn**

Motion made by Hanneman; Second by Nass to adjourn at 9:35 a.m. (Ayes-All) Motion Carried.