

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**February 24, 2016**

Administration & Rules Committee

**1. Call to Order**

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

**2. Roll Call**

**Administration and Rules Committee Members**

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

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeburg, Paralegal II; Barb Frank, County Clerk; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Mark Watkins, Land & Water Conservation Director; Rob Klotz, Planning and Zoning Director and Joe Nehmer, Parks Director.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Review of Agenda**

No changes.

**5. Public Comment**

None

**6. Approval of January 27, 2016 Committee meeting minutes**

Motion by Schroeder; Second by Hanneman to approve the January 27, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the February 9, 2016 County Board meeting minutes**

Motion by Hanneman; Second by Braughler to approve the February 9, 2016 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

- County Board Rule questions/potential changes
- Official newspaper bids
- Draft Social Media Policy

**9. Discussion and possible action on bids for County's official newspaper**

Bids were received from the Watertown Daily Times and the Daily Jefferson County Union. The cost per line for the Watertown Daily Times bid was .68 with a circulation of 2,794. The cost per line for the Daily Jefferson County Union was .74 with a circulation of 6,960. The committee discussed circulation issues. The County Administrator will consider publishing important information in multiple newspapers.

Motion by Schroeder; Second by Hanneman to accept the bid from the Daily Jefferson County Union and forward to the County Board for their consideration. (Ayes-4, Braughler opposed).

**10. Discussion and possible action to dissolve the Sustainability Task Force and reassign duties to the Infrastructure Committee**

Rinard explained that after speaking to the Chair of the Sustainability Task Force there was no opposition to this idea. A resolution will be drafted.

Motion by Nass; Second by Rinard for Corporation Counsel to draft a resolution dissolving the Sustainability Task Force and reassigning the duties to the Infrastructure Committee and forward it to the County Board for their consideration. (Ayes-All) Motion carried.

- 11. Discussion and possible action to incorporate the Farmland Conservation Easement Commission with Land and Water Conservation committee**

The committee reviewed the Board Rules related to these committees.

Motion by Schroeder; Second by Nass to recommend this change and forward to the County Board for their consideration. (Ayes-All) Motion carried.
- 12. Discussion and possible action on additional amendments to the Board Rules for 2016-2018**

A draft of the County Board Rules was provided for review. Schroeder provided additional questions/potential changes for the committee to consider. The committee directed the Corporation Counsel to make the suggested changes.

Motion by Schroeder; Second by Nass to approve the changes and forward to the County Board for their consideration. (Ayes-All) Motion carried.
- 13. Discussion and possible action on enacting a social media policy**

A copy of the Social Media Policy was provided for review. The Corporation Counsel will make the recommended changes and bring it back to the next meeting. No action taken.
- 14. Discussion and possible action on Resolution “In Support of the Wisconsin Department of Health Services Enhancing the Quality of the Medicaid Non-Emergency Medical Transportation system” referred to the Human Services Board**

The Human Services Board supported this resolution.

Motion by Nass; Second by Schroeder to forward this resolution to the County Board for their consideration (Ayes-All) Motion carried.
- 15. Discussion and possible action on Resolution “Opposing any Legislation Expanding the Subpoena Process” referred to the District Attorney’s office**

An email from the District Attorney was provided for review. The DA asked the committee to hold off on this resolution at this time. No action taken.
- 16. Discussion and possible action on resolutions, letters or reports from other governmental agencies**
  - a. Door County Resolution – “Recommendations as to Legislation that Impacts Planning, Zoning and Land Use Laws”

A copy of the resolution was provided for the committee to review. The Planning and Zoning Committee supports this resolution. The Corporation Counsel will update the resolution and bring it back to the next meeting for review. No action taken.
  - b. Outagamie County Resolution – “Oppose any legislation which would allow a dairy farmer to sell unpasteurized (raw) milk and raw milk products”

A copy of the resolution was provided for the committee to review. No action taken.
  - c. Kewaunee County Resolution – “In Support of a National Marine Sanctuary in Wisconsin’s Mid-Lake Region and Inclusion of Kewanee County’s Coastal Areas”

A copy of the resolution was provided for the committee to review. No action taken.
- 17. Discussion and possible action on Task Force assignments – County Board Committee and work flow process**

Frank said that some research has been done. A meeting needs to be scheduled after the April election to work on this project. This will be discussed at the next meeting. No action taken.
- 18. County Administrator’s monthly report**

No action taken.
- 19. Tentative Future Agenda Items and Meeting Dates (March 30, 2016)**
  - Approval of February 24, 2016 Administration & Rules Committee meeting minutes
  - Approval of March 8, 2016 County Board meeting minutes
  - Discussion and possible action on enacting a social media policy

- Resolution – “Recommendations as to Legislation that Impacts Planning, Zoning and Land Use Laws”

- Discussion and possible action on Task Force assignments – County Board Committee and work flow process
- Discussion and possible action on additional amendments to the Board Rules for 2016-

2018

**20. Adjourn**

Motion made by Nass; Second by Hanneman to adjourn at 10:25 a.m. (Ayes-All) Motion Carried.