

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

January 25, 2017

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, Jim Schroeder, Jennifer Hanneman, Steve Nass and Amy Rinard.

Others Present: Ben Wehmeier, County Administrator; Connie Freeberg, Paralegal II; Brian Lamers, Finance Director; J. Blair Ward, Corporation Counsel; Cindy Arbiture, Historic Sites Preservation Commission; Supervisor Morse and Joe DeRose, WI Historical Society.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No Changes were made.

5. Public Comment

DeRose and Arbiture spoke on the Jefferson County Historic Preservation Ordinance.

6. Approval of November 30, 2016 Committee meeting minutes

Motion by Schroeder; Second by Hanneman to approve the November 30, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the December 13, 2016 County Board meeting minutes

Motion by Braughler; Second by Nass to approve the December 13, 2016 County Board meeting minutes as corrected. (Ayes -All) Motion Carried.

8. Discussion and possible action on Ordinance "Repealing the Historic Sites Preservation Commission & Program Ordinance and Creating the Historic Sites Preservation Council Ordinance"

A copy of the ordinance was provided for review. Ward discussed the ordinance and the state law. Schroeder went over some changes that the Historic Sites Commission proposed for the ordinance. The committee supports the changes.

Motion by Schroeder; Second by Rinard to approve the ordinance as revised and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

9. Discussion and possible action on Ordinance "Amending the Board of Supervisors Rules of Order to Remove Historic Sites Preservation Commission and add Historic Sites Preservation Council"

A copy of the ordinance was provided for review. The committee supports this ordinance with revisions.

Motion by Braughler; Second by Hanneman to approve the ordinance and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

10. Communications

- Resolution – Endorsing Partnership Agreement between Dodge county, the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership for Economic Development Services and Collaboration
- Letter – City of Watertown to Dodge County
- Working draft of proposal – Partnership Agreement Between Dodge County ,the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership
- Task Force Action Plan

11. Update on Strategic Plan RFP Schedule

Wehmeier discussed the adjustment to the Strategic Plan RFP schedule. The RFP was released. Proposals are due February 14th at noon, with initial interviews on the 16th and final interviews on February 22nd. No action taken.

12. Discussion and possible action on Agreement with Dodge County for Economic Development

A draft resolution was provided for review along with a list of JCEDC accomplishments from Mayor David, Chairman of the JCEDC.

Motion by Braughler; Second by Hanneman to approve the ordinance and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

13. Update on filling District 24 vacancy

Alyssa Spaanem will be appointed to District 24 at the February County Board meeting. No action taken.

14. Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braughler, Nass, Frank)

No action taken.

15. Status report on Task Force action plan

An action plan was provided for review. Wehmeier went over the plan. This will be reviewed quarterly. No action taken.

16. Financial Reports (November)

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

Financial Reports were not available for review. No action taken.

17. County Administrator's monthly report

Wehmeier gave a verbal report. Highlights included: Meetings with WMMIC Board of Directors, Jefferson County Administrator Group, EMS/Fire, Public Policy Forum, GRB-City of Jefferson, Department Head meetings, Sheriff & Chief Banquet, State of the State, interview with Michael Clish "County in Review", Farm Technology Day host announced and is in the process of hiring the CJCC Coordinator. No action taken.

18. Discussion and possible action on tentative future meeting schedule and agenda items – (February 22, 2017)

- Approval of January 25, 2017 Administration & Rules Committee meeting minutes
- Approval of February 14, 2017 County Board meeting minutes
- Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braughler, Nass, Frank)
- Interview Facilitators (February 22, 2017)

19. Adjourn

Motion made by Nass; Second by Hanneman to adjourn at 10:45 a.m. (Ayes-All) Motion Carried.