

Intercounty Coordinating Committee Meeting Minutes
Monday, February 16, 2008
Dodge County Administration Building
Juneau, Wisconsin

ICC Participants

Columbia County – John Tramburg, Debra Wopat, Susan Moll; **Dodge County** – Russell Kottke, Ray Seaholm, Jim Mielke, Jeff Hoffman; **Green Lake County** – Dan Priske, Orrin Helme, Marge Bostelmann, Jason Kauffeld; **Jefferson County** - Sharon Schmeling; Steve Grabow, Steve Nass; **Sauk County** – Paul Endres; **Marquette County** - Brent Miller, Paul Wade; **WCA** – Sarah Diedrick-Kasdorf ; **Congressman** – Representative for Tom Petri, Tyler Vorpapel ; **UW Extension Local Government Center** – Alan Probst .

Call to Order

The meeting was called to order by ICC Chair Russell Kottke at 9:30 a.m.

Certification of Wisconsin Open Meetings Law Notice

The Secretary confirmed the requirements of the WI Open Meetings Law were met.

Adoption of Agenda

Motion by Green Lake County, second by Jefferson County to approve the agenda – Approved.

Approval of Previous Meeting Minutes

Motion by Columbia County, second by Columbia County to approve the minutes of the January 2009 meeting of the Intercounty Coordinating Committee.
Approved.

Legislative Report

Tyler Vorpapel, representative from Congressman Petri's office, shared the following. The Congressman serves on the Transport and Infrastructure committee – is the ranking member aviation subcommittee – and is a member of Education workforce committee. He commented that Congress passed the Stimulus Bill. Congressional representative Petri voted against the Legislation because he thought not enough was targeted to job creation. In his opinion, only eight percent was for transportation. He felt ninety-two percent was targeted on human services programs.

He answered questions on the Stimulus Bill details. Jefferson County asked about the status of their updated FEMA maps.

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Wisconsin Counties Association Report

Sarah Diedrick-Kasdorf talked about Wisconsin's economic stimulus package. The economic stimulus bill is up for debate today in Madison. The package still leaves the budget about \$360 million short. The details of the Governor's budget are still unclear. She shared the proposed budget adjustment bill highlights. She added information on the Streamline Sales Tax idea. She explained the status of the Phosphorous Bill which is being debated this week, in addition she stated the OWI legislation will be a major topic of debate this year for the Legislature and she commented on how this legislation will affect the Counties. She answered questions.

Program - County Leadership and Administrative Structure.

Dodge County process of hiring an Administrator - Presented by – **Russell Kottke**, Dodge County Board Chair.

Russell Kottke talked about the process Dodge County used to hire their County Administrator. He said the County started with a three-person committee to research their options. He went through the process after the decision was made to go with an Administrator. He said the County used of a private consultant to assist with the hiring process.

County leadership comment on local situation

Dodge County – James Mielke County Administrator

Mr. Mielke handed out the organizational chart for Dodge County. His challenges include keeping the County Board informed, and staying in their good graces. The Budgeting process changed to be the responsibility of the Administrator, in the past it was lead by the County Board Chair. His budget process includes working with Department Heads to develop the budget. He holds Management Council meetings monthly – he communicate with Department Heads about County issues, but stated it is 'their' meeting, He uses email, or the phone, to talk about issues. He thinks it is important to keep the County Board informed, no surprises. He wants Department Heads to share concerns. Dodge County wants to improve on a good working machine. Challenge, losing institutional knowledge - many Department Heads will be retiring soon.

Columbia County - Sue Moll County Administrative Coordinator

Columbia County has a strong Committee structure – face challenges with information overload and the budget.

Jefferson County – County Administrator

County Board Chair Sharon Schmeling commented that Jefferson County has had an Administrative form of leadership for a long time, they hired a new Administrator 3 years ago. The follow statutes for the Administrator's responsibilities. The Administrator develops a budget with input from the Department Heads - he provides budget guidelines to help the Department Heads make their budgets. Finance Committee provides policy in the process. Jefferson County wants to make the budget process more collaborative.

Administrator attends most Committee meetings, meets with Department Heads regularly, weekly with County Board Chair, Monthly with County Board. The Administrator is part of the hiring process, makes recommendations for hires. Three years ago, the Administrator hiring process was done in-house.

Green Lake County - Marge Bostelmann – Admin. Coordinator, and County Clerk. She works with the County Board and County Board Chair, regularly. Direction for the budgeting comes from the Finance Committee. She works with the Department Heads to complete the budget. Has monthly meetings with Department Heads to talk about County Board discussions and has presentations on county issues. Secretary to several committees, helps keep tab on what is going on in the County. Open door policy with Department Head and Staff. She does not have the authority to hire - fire.

Sauk County - Administrative Coordinator

Paul Endres commented that Sauk County operates on a strong committee structure. He said the Executive Committee and Legislative Committee work closely with the Administrative Coordinator.

Marquette County - Brett Miller - Administrative Coordinator

He compiles the finance budget, works with the Executive Committee to present the budget, and he leads monthly meetings with all Department Heads to update everyone on State and local issues. Meets three or four times a week with the County Board Chair – open door policy – speaks at county board. His challenge is the budget – the affect of budget cuts on the staff moral. Marquette County operates with a strong committee system – County Board has a history of agreeing with the Committee decisions.

The structure of County Leadership – Presented by - **Alan Probst**, Specialist with UW-Extension Local Government Center

He shared the research behind the presentation. Started with the size and scope of the County Boards in the State - what County Government can and cannot do by Statute. Internal operations within Counties are Administrative Home Rule. There are three forms of County Government. Probst has noticed changes or trend is Counties are going to a more professional form of leadership. Executives are located in most densely populated counties. He went over the roles and responsibilities of the three forms of leadership, County Executive, County Administrator, and Administrative Coordinator. He thinks the requirements of Counties is so great, it takes an experienced professional to manage County issues. He touched on the roles and responsibilities of the County Board Chair, County Supervisors, and the County Board.

He talked about how the Board sets policy. He talked about the variety of plans counties can complete – (e.g. comprehensive plans, strategic plans, capital improvement plans). How the county budget works to set policy. The use of

Ordinances to enforce policy changes – they are permanent and enforceable. He completed a brief discussion on the County Offices and Departments – including Constitutional Officers description. He added the roles and responsibilities of each of the positions. He added detailed information about the circumstances of working with the Sheriff's Department. He went on to discuss the idea of governance, consensus building, and County Board operations. Also, he talked about how County Board Supervisors work with County Department Heads and staff.

He talked about Policy vs. Administrative Operations – discussion on the similarities and differences in the two concepts. "Thou Shalt Not Micro-Manage" Probst offers this as the leadership approach of County Board Supervisors. He touched on the roles of County Department Heads or Staff when dealing with County Board Supervisors, and County Administrative leader – staff is to remain politically neutral. He took questions.

Next Meeting

Next meeting: March 16, 2009 - Topic is Tourism – in Green Lake

Adjournment

Meeting adjourned by the Chair at 12:02

Respectfully Submitted,

Jeff Hoffman
UW-Extension, Dodge County