

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**February 29, 2012
Administration & Rules Committee
8:30 a.m.**

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, Jim Mode, Greg David, Paul Babcock and John Molinaro.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal; Phil Ristow – Corporation Counsel; Karyn Spory, Reporter – Jefferson Daily Union; Joe Nehmer – Parks Director; Kevin Wiesemann – Parks Supervisor; Donna Haugom – Emergency Management Director; Captain Duane Scott; Bill Kern – Highway Commissioner; Jae Ames – Town of Koshkonong; Gary Luebe – Town of Koshkonong; Supervisor Jan Rouu; Supervisor Walt Christensen; Terri Palm-Kostroski – Human Resources Director.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law, with a revised agenda dated 2-24-12.

4. Review of Agenda

No changes were made.

5. Public Comment

Jan Rouu addressed the committee regarding citizen handouts that were made available at the County Board meeting on February 14, 2012 and informing the Committee that she may have handouts at the next County Board meeting.

6. Approval of January 25, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Babcock; Second by Supervisor David to approve the January 25, 2012 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of February 14, 2012 County Board minutes

Motion by Supervisor Mode; Second by Supervisor David to approve the February 14, 2012 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- FEMA handout on Hazard Mitigation Grant Program (HMGP)
- Map of Jefferson County Flood Mitigation Properties
- Resolution – “To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a
- Highway Committee Organizational Charts
- 2011 Administrator’s Office Annual Report

9. Discussion and possible action on County Board committee oversight and establishment of a County ordinance governing use of county acquired flood mitigation parcels

- Joe Nehmer distributed a map of the flood mitigation properties and a FEMA handout on Hazard Mitigation Grant Program (HMGP). He reviewed the issues with the committee. The County needs to determine who is responsible for making decisions regarding flood mitigation parcels. The Parks Committee is willing to take on this responsibility. Captain Scott said that without having a specific ordinance or policy in place, the Sheriff’s Department cannot enforce these issues.

Motion made by Supervisor Mode; Second by Supervisor David to give the Parks Committee oversight of these flood mitigation properties and forward an ordinance governing use of county acquired flood mitigation parcels to County Board for their consideration. (Ayes-All) Motion carried.

10. Discussion and possible action on a Public Works organizational structure

Gary Petre explained that County Board member Greg David requested that this item be discussed. Three organizational charts were distributed for the committee to review. Gary discussed these organizational charts. The discussion centered around the concept of creating a separate Department of Public Works Department which would include a Facilities Division Manager that would oversee facility and planning and maintenance for the entire county. The committee discussed this idea and Gary addressed their questions and concerns. The committee would like to review neighboring county organizational charts that currently have a Department of Public Works. The committee agreed that this concept is something they would like to look into. Gary will gather more information on what other counties are doing and bring it back to the committee at a future date for further consideration. No action taken.

11. Discussion and possible action on implementing ideas related to the County's governing Assessment Survey report

An update of this survey was distributed for the committee to review. Gary went over the suggestions included in the report. Many of these ideas could be incorporated in the County Board Supervisor Orientation, which all supervisors should attend. John Molinaro would also like to include the topic of using electronic media for all County Board Supervisors. The committee agreed that staff should work on updating the information presented at the County Board Supervisor Orientation. No action taken.

12. Discussion and recommendation on proposals for County's official newspaper and printing minute books

Phil Ristow explained that the only bid that was received was from the Jefferson County Daily Union. The committee discussed different options for printing and binding the minute books.

Motion made by Supervisor Babcock; Second by Supervisor David to accept the Daily Union bid as the official newspaper, but to have the minute books printed in house. (Ayes-4; Mode abstained) Motion carried.

13. Discussion and possible action on Town of Koshkonong Resolution - "To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a

The Committee discussed this resolution at their last meeting. John Molinaro has been in contact with the Town of Koshkonong. Supervisor Christensen distributed a revised version of a resolution regarding this issue. He is concerned that there are already different committee variations of this resolution addressing this topic and that the County Board may become confused. Jae Ames informed the committee that traffic counts have dropped excessively since the Department of Transportation (DOT) originally studied the need for the bypass. He is requesting the support of Jefferson County to discontinue plans for the Highway 12 bypass. The committee supports the Town of Koshkonong resolution with additional language addressing lane miles, discontinuing plans for the Highway 12 bypass and mapping.

Motion made by Supervisor Mode; Second by Supervisor David to support the Town of Koshkonong resolution with additional language addressing the additional lane miles, discontinuing plans for the Highway 12 bypass and mapping. (Ayes-All) Motion carried.

14. Discussion and possible action on resolutions, letters or reports from other governmental agencies

Resolution - "Supporting H.R. 2250 in the U.S. House of Representatives and U.S. Senate Bill 1392 to provide additional time for the administrator of the Environmental Protection Agency to issue achievable standards for industrial, commercial, and institutional boilers, process heaters, and incinerators, and for other purposes"

The Committee reviewed and discussed the resolution. No action taken.

15. Discussion and possible action on County Board rule changes including Human Resource Committee duties

The Committee was provided a draft of the proposed County Board rule changes for the Human Resources Committee. Phil Ristow suggested a revision. The Committee supports this change and will send it back to the Human Resources Committee for their consideration. No action taken.

16. County Administrator's monthly report

Gary Petre reviewed his monthly reports and addressed questions from the Committee.

17. Discussion and possible action on meeting dates

Next meeting will be held on March 28, 2012 at 8:30 a.m.

18. Tentative Future Agenda Items and Meeting Dates

- Approval of February 29, 2012 Administration & Rules Committee meeting minutes
- Correction and Approval of March 13, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report
- County Administrator's Office 2011 annual report
- Discussion and possible action on Public Works Committee
- Discussion and possible action on implementing ideas related to the County's governing Assessment Survey Report

19. Adjourn

Motion made by Supervisor David; Second by Supervisor Mode to adjourn at 10:10 a.m. (Ayes-All) Motion carried.

Future Meeting Dates

Wednesday, March 28, 2012 at 8:30 a.m.

Wednesday, April 25, 2012 at 8:30 a.m.