

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

July 31, 2013

Administration & Rules Committee

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: John Molinaro, Paul Babcock, James Braughler, Jim Mode and Rick Kuhlman.

Others Present: Ben Wehmeier - County Administrator; Tammie Jaeger - Administrative Secretary; Connie Freeberg - Paralegal II; Phil Ristow - Corporation Counsel; Supervisor, Lydia Statz, Reporter, Jefferson Daily Union; Captain Duane Scott; Supervisor Dick Schultz; Supervisor Walt Christensen; Barb Frank - County Clerk; Staci Hoffman - Register of Deeds.

3. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance with the open meeting law.

4. Review of Agenda

#14 was removed and will be discussed at the August meeting

5. Public Comment

None

6. Approval of June 26, 2013 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the June 26, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of July 9, 2013 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to approve the July 9, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- Revised Official Minute book procedure

9. Discussion and possible action on placement of sex offenders in Jefferson County

Jim Mode informed the committee that a citizen had questions regarding sex offender placement in Jefferson County. Some municipalities have ordinances in place prohibiting sexual offenders from living in their area. Phil Ristow explained that sex offenders have to be placed back into the county that they were from. There are no counties that have any type of ordinance on placement of sex offenders at this time. No action taken.

10. Discussion and possible action on county-wide transition plan

Ben explained that he has started discussions on transition planning with department heads. He will report back to the committee in a couple of months. No action taken.

11. Discussion and possible action on official minute book and record keeping procedure

The committee was provided with a revised procedure to review. Barb Frank explained that this is a work in progress. If any changes are made to the procedure, Barb will keep the committee informed. If County Board members receive any communication related to committee agenda items they should share it with staff so that it is available for public record requests. It was suggested that any personal emails are received relating to county agenda items should be forwarded to their county email so that it is archived. The committee will review the procedure again at their next meeting. No action taken.

12. **Discussion and possible action on vehicle usage policy**

Ben Wehmeier explained that departments have been providing a vehicle report to their committees. The committee discussed more efficient ways to make use of the county vehicles. This item will be discussed at a future meeting. No action taken.
13. **Update on research for using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board to obtain their information**

John Molinaro explained that the Chromebooks are on backorder. Three were ordered for the County Board Supervisors to use. Ben Wehmeier informed the committee that the use of technology will be a subject at the WCA convention. John brought up the idea of forming a technology committee. This will be discussed after the WCA convention.
14. **Resolutions from Wisconsin Counties Association**

The Committee will discuss these resolutions when they have the actual resolutions to review. No action taken.
15. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
 - a. Outagamie County Resolution – Support legislation requiring a county to make a library service payment to each public library in an adjacent county

The committee reviewed the resolution. The county currently does this. No action taken.
 - b. Barron County Resolution – “Supporting Annual WCA convention in the Wisconsin Dells”

The committee reviewed the resolution. No action taken.
 - c. Brown County Resolution – “In favor of freezing renewable energy requirements at the 2011 level”

The committee reviewed the resolution. No action taken.
 - d. Eau Claire County Resolution – “Support of clean energy choices for Wisconsin”

The committee reviewed this resolution. The committee supports this resolution.

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to support the clean energy choices for Wisconsin resolution and forward it to the County Board for their consideration. (Ayes-All) Motion carried
 - e. Outagamie County Resolution – “Oppose legislation that would allow bail bondsmen to operate in the State of Wisconsin”

This resolution was already vetoed by the Governor. No action taken.
 - f. Adams County Resolution – “Opposing the provisions of Assembly Bill 85 and Senate Bill 95 that seek to control the percentage of local property tax dollars allotted to specific county departments”

The committee reviewed this resolution. The committee will watch the progress of this resolution. No action taken.
16. **Review Administration and County Board Financial Report.**

Financial reports were provided for the committee to review. John Molinaro and Ben Wehmeier commented on their budgets. No action taken.
17. **County Administrator’s monthly report**

Ben Wehmeier reviewed his monthly report and addressed questions from the Committee.
18. **Tentative Future Agenda Items and Meeting Dates**
 - Approval of July 31, 2013 Administration & Rules Committee meeting minutes
 - Approval of August 13, 2013 County Board meeting minutes
 - Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Update on research for using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board to obtain their information

- Discussion and possible action on county-wide transition plan
- Discussion and possible action on vehicle usage policy
- County Administrator's monthly report
- Discussion and possible action on WCA Resolutions

19. **Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn at 9:34 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

August 28	November TBA
September 25	December TBA
October 30	