

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 25, 2013**  
Administration & Rules Committee

- **Call to Order**

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

- **Roll Call**

**Administration and Rules Committee Members**

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

Others Present: Ben Wehmeier - County Administrator; Tammie Jaeger – Administrative Secretary; Connie Freeberg – Paralegal II; Phil Ristow – Corporation Counsel; Amy Cielinski; Supervisor Dick Schultz; Supervisor Walt Christensen; Brian Lamers – Finance Director; Andy Erdman – Land Information Director.

- **Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance with the open meeting law.

- **Review of Agenda**

No changes made.

- **Public Comment**

None

- **Approval of August 28, 2013 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the August 28, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

- **Approval of September 10, 2013 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Supervisor Braughler; Second by Supervisor Mode to approve the September 10, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

- **Communications**

- County Board Financial Report
- Administration Financial Report
- Draft Ordinance – Create new supervisory district boundaries

- **Power Point presentation on QRs**

Amy Cielinski gave the committee a power point presentation on QRs (Quick Response Code) and how they could be useful for the county. This information will be shared with Department Heads in October to get their input.

Motion by Supervisor Braughler; Second by Supervisor Babcock to continue researching how QRs can be used for the County. (Ayes-All) Motion carried.

- **Discussion and possible action on Supervisor Kuhlman's resignation, possible appointment to fill the vacancy for Supervisory District 8 and the 2<sup>nd</sup> Vice Chair position**

Supervisor Rick Kuhlman resigned. John Molinaro discussed the issues associated with the vacancy. Jim Mode suggested waiting until the next election. No action taken.

- **Update on County Board Chairman Committee appointments**

Ed Morris was appointed to the Parks Committee and Mike Kelly was appointed to the Infrastructure Committee. No action taken.

- **Discussion and possible action on Committee oversight of County departments**  
 A list of committees and their oversight departments was provided for the committee to review. The committee discussed department policy oversight. Phil explained the main reason for giving departments an oversight committee is so they have a way to forward issues to the County Board. The committee role is to oversee policy verses getting involved with the day to day operations of the departments. No action taken.
- **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 there was a session at the WCA Conference on how the WCA could help reduce cost due to new technologies. TRC is an electronic bulletin board where counties can submit IT questions and other counties can respond. Jefferson County has 3 Chromebooks that supervisors are currently using. There was also discussion at the WCA conference on combining buying power with Wisconsin Counties. A discussion occurred on supervisors and staff using their personal ipads for business and the security issues associated with that. No action taken.
- **Discussion regarding Lynda.com training opportunities**  
 This is a software training program available to county staff and supervisors. It was suggested that a presentation on this program be given to the County Board at a future meeting. No action taken.
- **Discussion and possible action on the reporting of grant applications**  
 Ben Wehmeier explained that this was discussed at the last Department Head meeting. Department Heads will provide a summary to Ben on the grants their department applies for and Ben will come back to the committee with more information. No action taken.
- **Consider revision of Ordinance 2011-11 to assign annexed territory to the supervisory district that best promotes election efficiency, and to further refine the district assignment procedure following an annexation**  
 A draft ordinance was provided for the committee to review. Phil Ristow and Andy Erdman explained this ordinance. This will be discussed again at the October meeting. No action taken.
- **Discussion and possible action on courthouse address change**  
 John Molinaro explained that due to the new courthouse security entrance the address may have to be changed. Ben Wehmeier talked to the City of Jefferson about this. The address should be associated with the main entrance of the building. The new address would become S. Center Avenue.  
  
 Motion by Supervisor Babcock; Second by Supervisor Mode directing Ben Wehmeier to continue discussions with the city regarding the new address. (Ayes-All) Motion carried.
- **Discussion and possible action on resolutions, letters or reports from other governmental agencies**  
 None
- **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.
- **Report on Wisconsin Counties Association (WCA) Annual Conference**  
 John Molinaro gave the committee an update on the results and discussion of the resolutions considered at the WCA meeting. Jim Braughler gave an update on the sessions that he attended. No action taken. Jim will get more information on the open records law session that he attended and report back to the committee at a future meeting. Ben Wehmeier explained that he feels that Jefferson County is doing well on many of the issues that were discussed at the conference.
- **County Administrator's monthly report**  
 Ben Wehmeier gave a brief monthly report and addressed questions from the Committee.

- **Tentative Future Agenda Items and Meeting Dates**
  - Approval of September 25, 2013 Administration & Rules Committee meeting minutes
  - Approval of October 8, 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
  - County Administrator's monthly report
  - Consider revision of Ordinance 2011-11 to assign annexed territory to the supervisory district that best promotes election efficiency, and to further refine the district assignment procedure following an annexation
  - Set November and December committee dates
  - Report from Jim Braughler on the open records session presented at the WCA Conference
- **Adjourn**  
 Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 10:23 a.m. (Ayes-All) Motion Carried.

**Future Tentative Meeting Dates**

October 30	
November 26	December 25

The December 25 meeting time will be determined at a later date.