

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

October 30, 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 and Jim Mode.

Others Present: Ben Wehmeier - County Administrator; Tammie Jaeger - Administrative Secretary; Connie Freeberg - Paralegal II; Phil Ristow - Corporation Counsel; Barb Frank - County Clerk; Brian Lamers - Finance Director; Stacie 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

No changes made.

5. Public Comment

None

6. Approval of September 25, 2013 Administration & Rules Committee meeting minutes

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the September 25, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of October 8, 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 October 8, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried. (Babcock abstained)

8. Communications

- Phil will amend the supervisory district annexation ordinance and forward it to the County Board for their consideration.

9. Elect Vice Chairman for Administration and Rules Committee

John Molinaro nominated Jim Mode as Vice Chair; Second by Supervisor Babcock.

Motion by Supervisor Molinaro; Second by Supervisor Babcock to elect Jim Mode as Vice Chair for the Administration and Rules Committee. (Ayes-All) Motion carried.

10. 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 three supervisors are using the Chromebooks, but he is working on getting them to use them more consistently. There was discussion on cost savings. No action taken.

11. Update on courthouse address change

The new address for the courthouse is 311 S. Center Avenue, Jefferson WI 53549. No action taken.

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

a. Wood County – Resolution “Create nonpartisan procedure for the preparation of legislative and congressional redistricting plans”
The committee discussed the resolution. No action taken.

b. Columbia County – Resolution “Funding for Victim Witness Coordinator Program”
The committee discussed the resolution. The committee would like it rewritten to include a 90% reimbursement.

Motion made by Supervisor Babcock; Second by Supervisor Mode to support the resolution with changes and forward it to County Board for their consideration. (Ayes-All) Motion Carried.

13. **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.

14. **Discussion and possible action on purchase of scanning equipment for the Register of Deeds office**

Stacie Hoffman explained that the Register of Deeds office has redaction funds for the purchase of scanning equipment. She explained that the quality and convenience of the new equipment would benefit multiple departments. The committee supported the purchase of the scanning equipment, as well as the motorized roll film attachment. Brian Lamers will inform the Finance Committee of this purchase.

Motion made by Supervisor Mode; Second by Supervisor Braughler to approve the Register of Deeds purchase of scanning equipment and the roll film attachment. (Ayes-All) Motion Carried.

15. **County Administrator’s monthly report**

Ben Wehmeier gave a brief monthly report and addressed questions from the Committee.

16. **Tentative Future Agenda Items and Meeting Dates**

- Approval of October 30, 2013 Administration & Rules Committee meeting minutes
- Approval of November 12, 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
- Set December committee date
- Report from Jim Braughler on the open records session presented at the WCA Conference

17. **Adjourn**

Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn at 9:30 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

November 26	December TBA
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