

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**November 25, 2008**

**Administration & Rules Committee**

- 1. Call to Order**  
Meeting was called to order by Chairman Schmeling at 8:30 a.m.
- 2. Roll Call**  
Members present: James Braughler, Jim Mode, Sharon Schmeling, Paul Babcock.  
Steve Nass, Excused  
  
Others Present: Gary Petre - County Administrator, Phil Ristow – Corporation Counsel, Connie Freeberg – Paralegal/County Board Reporter, Joe Nehmer, Parks Director, Greg David, County Board Supervisor.
- 3. Certification of compliance with Open Meeting Law Requirements**  
The County Administrator certified compliance.
- 4. Review of Agenda**  
No changes were made
- 5. Public Comment:** None
- 6. Approval of October 29, 2008 Administration & Rules Committee meeting minutes**  
Motion by Supervisor Babcock; Second by Supervisor Mode to approve minutes as presented. (Ayes-All)
- 7. Approval of October 28, 2008 County Board meeting minutes**  
Motion by Supervisor Mode; Second by Supervisor Babcock to approve minutes as corrected. (Ayes-All)
- 8. Approval of November 10, 2008 County Board meeting minutes**  
Motion by Supervisor Braughler; Second by Supervisor Mode to approve minutes as corrected. (Ayes-All)
- 9. Discussion and possible action on sponsoring a resolution to the County Board of Supervisors requesting state elected officials from Jefferson County take action to have alcohol and drug violations involving snowmobiling, and other recreational vehicles reported on Wisconsin drivers license records.**  
Joe Nehmer explained that Dave Walz from the DNR brought this issue to the Traffic Safety Commission meeting in July.  
  
Motion by Supervisor Babcock; Second by Supervisor Braughler to forward a Resolution to Elected Officials and the Wisconsin Counties Association (WCA) in support of alcohol and drug violations involving recreational vehicles be reported on Wisconsin drivers license records. (Ayes-All)
- 10. Discussion and possible action on proposed ethics ordinance language changes**  
Phil Ristow discussed the proposed changes to the ethics ordinance.  
  
Motion by Supervisor Mode; Second by Supervisor Babcock to approve the proposed changes to the ordinance. (Ayes-All)
- 11. Resolutions & Letters from other counties, citizens and organizations**  
The Committee reviewed a resolution regarding Mute Swan eradication. No action was taken.

- 12. Status Report on 2009 Budget Process and Annual Reports to the County Board**  
Gary Petre gave the committee a status report on the 2009 Budget Process. A copy of the schedule for Departmental Annual Reports was handed out for the committee to review. It was suggested that future annual reports be printed back to back and eliminate the use of color, pictures and binding. The written report should reflect the past year. The presentation to the County Board should be given by only one individual from the department and address the future of the Department.
- 13. Status Report on MIS Audit**  
Paula Sumpter prepared a written status report for the committee to review.
- 14. Status Report on Sheriff Audit**  
Gary Petre gave the committee a status report on the audit. The consultant will be giving a presentation to the Law Enforcement/Emergency Management meeting scheduled for December 17<sup>th</sup> at 8:30 a.m. at the Workforce Development Center. This will be a joint meeting with the Administration & Rules Committee.
- 15. Discussion and possible action on updates to the County Board rules and County Purchasing Ordinance related to the Fair Park.**  
Phil Ristow explained the reasons for the updates to the Board Rules and the County Purchasing Ordinance.

Motion by Supervisor Mode; Second by Supervisor Babcock to support the Fair Park Resolution with proposed changes to the Board Rules and Purchasing Ordinance. (Ayes-All)
- 16. Information from Corporation Counsel regarding the State law and County options for exceeding the State mandated tax levy limit.**  
Phil Ristow provided information on the State Statutes and explained the choices the County may have for future budget concerns. No action taken.
- 17. Discussion and possible action on Strategic Planning oversight, process and timeline**  
The committee discussed some options for Strategic Planning. No action taken.
- 18. Status report and discussion on County Administrator's performance evaluation process; future meeting with department heads and service agreement with HR consultant.**  
Steve Nass and Jim Mode will meet with Department Heads on December 10<sup>th</sup> at 1:00 p.m. at the UW Extension Office on behalf of the Administration & Rules Committee to discuss the Administrator's performance evaluation.
- 19. Tentative Future Agenda Items and meeting dates**  
December 29, 2008 – 8:30 a.m.

  - Report from Steve Nass & Jim Mode on the December 10<sup>th</sup> meeting with Department Heads
  - Discussion and possible action on Strategic Planning oversight, process and timeline
  - Resolutions & Letters from other counties, citizens and organizations
- 20. Adjourn**  
Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn – 10:50 a.m.