

ADMINISTRATIVE COMMITTEE

February 14, 2014

The Administrative Committee met on Tuesday, February 14, 2014 at 10:00 a.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of May 28, 2013.

Members present: Larry Wolf, Mark Stead, Robert Scallon, John Beinborn and Vince Loeffelholz. Robert Keeney, Richard Wilkinson and Randy Hamann were also present. John Patcle and Lester Jantzen had asked permission to be excused.

The meeting was called to order by Chair Larry Wolf at 10:00 a.m. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places.

Agenda: John Beinborn seconded by Vincent Loeffelholz made a motion to approve the agenda. Motion carried.

Minutes: Mark Stead, seconded by Robert Scallon made a motion to approve the minutes of May 28, 2013 with the following corrections:

Page 1 change three year period to two year completion date.

Page 3 correct spelling of Fred Naatz and delete "Construction Management Fees" from statement made of fees not included. Correct the word is to if.

Page 4 correct spelling of "city counsel" to "City Council".

Motion carried.

Conservation, Sanitation and Zoning Committee reorganization: Mark Stead, seconded by Vince Loeffelholz made a motion to send a recommendation to the full county board to establish a seven (7) member committee to represent the newly formed Conservation, Sanitation and Zoning Department. The seven member committee will include six (6) Grant County Board Members **(with two of those members being members on the Ag and Extension Committee)**, and one (1) member representing FSA (Farm Service Agency). Motion carried.

Park Committee reorganization: The committee discussed the possibility of combining the Parks Committee under the Highway Committee. Pros and Cons were discussed with the input of the Randy Hamann and Richard Wilkinson, seasonal workers in the River Access program and Linda K. Gebhard, County Clerk, Supervisor of the River Access Program. There has been some concern on the amount of meetings being held; at this time it is by the call of the chair. The concern is that a quicker time line may be needed to work on the issues that come up regarding the Grant County Boat Landings.

Vince Loeffelholz, seconded by John Beinborn made a motion to send a recommendation to the Parks Committee and Highway Committee for their input to combine those two committees into one. If all committees are in agreement; this issue will then be sent on to the full County Board for the final decision. **(The administrative responsibilities would stay under the County Clerk's Office)**. Motion carried.

Excused verses Un-Excused absences: Larry Wolf, Chair stated a concern that in the By Laws it is unclear what constitutes an excused absence. After discussion, Mark Stead, seconded by John Beinborn made a motion to send a recommendation to the County Board to add the following wording to Section E—The By-Laws of the Committees . "It is the responsibility of the Board Member requesting to be

excused from attending a committee or board meeting, to notify one of the following: The County Board Chair, the Committee Chair Person or the Department of the Committee”. Motion carried.

Rotation of Committee Assignments: Discussion included the following. Some felt it would be wrong to force a member to represent a committee that they were not interested in. This may impact a member’s contribution to the committee if they were forced to be on it. Other members felt that by requiring board members to serve a term on each of the county committees would broaden their understanding in the procedures of all the departments.

The final recommendation of the Committee was to leave the committee assignment process as it has been in the past. However; during the process of assigning the committee, each Board Member will be instructed that the committee questionnaires must be filled out completely, for all committees. Each board member will fill out the questionnaire selecting their first, second, third, etc choices for all the committees. This will benefit the Administrative Committee when it comes time to choose new committee assignments.

Recording of all official meetings held in Grant County: Larry Wolf handed the discussion over to John Beinborn who has been researching this issue. John stated that the IT Department would house the recorders that could be used to record all the meeting and they would be responsible to download the recordings to a server. It was stated that by having all meetings recorded this would potentially clear up any uncertainties that may arise in accurately recording the contents of a committee meeting. Mark Stead asked what constitutes an official county meeting. Larry Wolf stated that if an agenda has been posted establishing a time and place of the meeting, this would be an “Official Meeting” for the county. Another question was brought up by Robert Keeney that the county has a policy not to publish unapproved minutes. He felt that once the recording was downloaded it then may become a public record. John Beinborn stated that he may have to consult Todd Infield, Corporation Counsel for clarity on that matter.

Vince Loeffelholz, seconded by John Beinborn made a motion to send a recommendation to the full County Board to add the wording in the By Laws for the County to state “all committee meetings held in facilities owned or leased by the County shall be electronically recorded”. Motion carried with Mark Stead casting a nay vote.

Adjournment: Mark Stead made a motion, seconded by Robert Scallon to adjourn the meeting pursuant to the next meeting at the call of the chair. Motion carried.