

## MINUTES

Executive & Legislative Committee  
Tuesday, August 6, 2013, 8:00 A.M.  
Sauk County West Square Building, 505 Broadway, Room 213, Baraboo, WI

Members Present: Krueger, Fordham, Lane, Wenzel and Stevens

Members Absent:

Others Present: Liebman, Pate, DeMars, R. Meister and J. Spencer, L Meadowcroft, John Allen

Chair Krueger called the meeting to order at 8:04 A.M. and compliance with the Open Meeting Law was verified.

MOTION (Lane/Fordham) to adopt the agenda moving items # 12; Consideration of creating a special committee to recommend programmatic options within the Justice Continuum under Communications; and, item # 15, Possible closed session pursuant to Wis. Stats. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is, or is likely to become involved. Cassetica Software under MIS reports item f. Motion carried unanimously.

MOTION (Fordham/Wenzel) to approve the minutes of the regular July 2 and special July 16, 2013 meetings. Motion carried unanimously.

### **Public Comment:**

John Allen, re: Frac Sand mining concerns in Sauk County.

Linda Meadowcroft, re: Requests Sauk County review other counties codes regarding Frac Sand mining and add to our Chapter 7.

### **Communications.**

Chair Krueger shared the following:

- a. WCA: Annual Conference/Business Meeting

### **Consideration of creating a special committee to recommend programmatic options within the Justice Continuum.**

Chair Krueger advised both Judge Evenson and District Attorney Calkins have been involved in prior discussions to seek their input and time involved from them both in order for this to be successful program. Sheriff Meister added he felt that Sergeant Lewis Lange and the office Administrative Assistant should be involved. Chair Krueger advised that it would be fine for others to attend; they are just not part of the decision making. We need to remain functional to make decisions; no need to reinvent the wheel. We should check into other counties such as La Crosse, Dunn and Eau Claire that have similar programs using comprehensive rehabilitation services. This committee would be created to work to coordinate with departments and committees that pertain to programs typically aligned with clients of the justice system. This special committee would be comprised of five board members appointed by the County Board Chair, one from Executive & Legislative, one from Human Services Board, one from Law Enforcement & Judiciary and two at large, a circuit court judge, district attorney, sheriff and human services director.

MOTION (Lane/Wenzel) to approve resolution and forward to the County Board for consideration at the August 20, 2013 meeting. Motion carried unanimously.

### **MIS Department.**

- a. S. Pate, MIS Director, presented the monthly report and list of bills for his department.

MOTION (Fordham/Lane) to receive the report and approve bills in the amount of \$ 98,260.28. Motion carried unanimously.

- b. Consideration of budget request.

Pate presented his 2014 departmental costs summarizing consulting, support & maintenance and charge backs for his department. MOTION (Stevens/Fordham) to approve as presented and forward to Administration review. Motion carried unanimously.

- c. Consider approval of travel in excess of 300 miles for MIS staff to attend the MWLUG training in Indianapolis, Indiana. Pate presented details on the training for this staff person. MOTION (Wenzel/Stevens) to approve request for attendance for the training. Motion carried unanimously.

- d. Discussion of Social Media Policy.

Pate provided background details for this policy indicating with the county face book page available for departments to use; this policy is needed to set guidelines to establish consistency within county departments. It has been submitted to Corporation Counsel, Personnel and Administrative Coordinator for review. MOTION (Lane/Fordham) to approve policy with the exception if language is changed; it must be brought back to committee to review again. Motion carried unanimously.

e. Discussion of Mobile Device Policy.

Pate presented details for this policy and requirements to comply with federal regulations governing privacy, security of information and to protect confidential data in the event of theft for both personal and county devices. It also has been submitted to Corporation Counsel, Personnel and Administrative Coordinator for review. MOTION (Lane/Wenzel to approve policy with the exception if language is changed; it must be brought back to committee to review again. Motion carried unanimously.

f. Update on Wisconsin Counties Association/Information Technology initiative.

Pate and Krueger elaborated on the opportunity of savings if four-five counties would get together when purchasing software. Krueger advised the presentation was made to ICC and it was agreed to unanimously explore. At the WCA conference in September; a meeting is scheduled on Monday at 1:45 P.M. for County Board Chairs, IT Directors and Administrative Directors/Coordinators to begin discussions on moving forward to explore this option.

**Possible closed session pursuant to Wis. Stats. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is, or is likely to become involved. Cassetica Software.** MOTION (Fordham/Lane) to go into closed session pursuant to Wis. Stats. 19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is, or is likely to become involved. Cassetica Software, allowing Liebman, Corporation Counsel, Pate, MIS Director and DeMars, County Clerk to remain. Roll call vote: AYES: (5) Krueger, Fordham, Wenzel, Lane and Stevens. NAYS: (0).

MOTION (Fordham/Stevens) reconvene in open session immediately following closed session. Motion carried unanimously.

**Consideration of action and direction for resolution with Cassetica.**

MOTION (Stevens/Fordham) to approve making settlement payment to Cassetica and forward resolution to the County Board for consideration at the August 20, 2013. Motion carried unanimously.

**County Clerk Department:**

a. R. DeMars, County Clerk, presented the monthly report and list of bills for her department. She additionally explained with moving forward with new electronic system of reporting to committee members to receive on their iPads, she currently is not receiving hard copies of MIS reports and most likely will not receive hard copies of any of these departments once they are all on board with this new process. She questioned if the committee wants the County Clerk's office to retain a hard copy file of all meeting documentation. Consensus of committee is to continue with receiving hard copies for the county clerk's files. Chair Krueger will contact Pate to retrieve missing month's reports.

MOTION (Stevens/Fordham) to receive the report and approve bills in the amount of \$ 394.88 and \$ 1,400.00 to WCA for September Annual Conference registration fees. Motion carried unanimously.

b. Discussion County Board meeting minutes.

Liebman distributed a copy of "The Proper Preparation of Minutes" (revised April 9, 2012) that was provided to all supervisors with their new term in April 2012. This item is on the agenda as questions were raised by some supervisors at the July board meeting as to how public comment should be recorded in the minutes. DeMars advised she was preparing minutes as in the past and concerned if she should prepare them differently. According to the handout; public comment should be stated only by name, and topic and brief overview to that item. Consensus of committee is to continue listing only name and issue topic written on public comment form.

c. Consideration of budget request.

DeMars presented her 2014 departmental costs highlighting the specific line items within her election budget that significantly increased due to 2014 being a four year election cycle. Wages for overtime, election programming, ballots, postage and supplies are the noticeably impacted budget amounts. She pointed out that the increase budgeted in revenue for 2014 is due to the new cost allocations used to charge back to municipalities versus years in past. She began this new process this year for 2013 to collect costs paid by the county but are allowable charge backs per Wi Statutes to the municipalities; and they see a very minimal increase in election cost charge backs. She reported the update to her CIP form decreasing the amount from \$ 800,000 to \$ 550,000 for the earliest anticipated year 2015 for new voting equipment. The original amount had brought a diverse discussion among the committee members at the June 4<sup>th</sup> meeting. DeMars advised the original amount was basically carried over from previous years; and she made time to follow up with DVS to get a more realistic number. Estimated costs if we were purchasing the units now are \$ 8,200 per unit; one per municipality, (41) municipalities, (includes a backup unit here), software & hardware, printer and IT supplies. DeMars was asked to monitor costs and report back prior to preparing 2015 budget or earlier should there be a significant increase. MOTION (Lane/Wenzel) to approve as presented and forward to Administration review. Motion carried unanimously.

Supervisor Lane excused from the meeting after the County Clerk's budget presentation.

**Corporation Counsel Department:**

- a. T. Liebman, Corporation Counsel, presented the monthly report and list of bills for his department. MOTION (Stevens/Fordham) to receive the report and approve bills in the amount of \$ 935.22. Motion carried unanimously.
- b. Consideration of budget request.  
Liebman presented an overview of his 2014 departmental costs and revenues indicating no increase in operating costs, but a slight increase in revenues due to the increase in cases being handled. MOTION (Wenzel/Stevens) to approve as presented and forward to Administrative review. Motion carried unanimously.

**Administrative Coordinator Department:**

- a. Schauf previously submitted both her monthly report and 2014 budget to the committee members to review in advance of the meeting. MOTION (Stevens/Fordham) to receive the report with no bills needing approval. Motion carried unanimously.
- b. Consideration of budget request.  
MOTION (Fordham/Stevens) to approve as presented and move forward to Administrative review with the exception to review the \$ 150,000 line item for criminal justice planning questioning if it should be coming out of the general fund and not tax levy dollars. Motion carried unanimously.

**County Board Chair Report:**

Chair Krueger presented the following:

- a. Monthly Report.  
7/5 Update on Broadband Survey – school districts assisting by distributing during registration  
Meetings attended:  
7/8 Property & Insurance  
7/8 Human Services  
7/9 Law Enforcement  
7/9 Finance  
7/10 UW Campus special meeting, re: vendor presentation for the new science facility. Bray Architect was selected for the project.  
7/11 Courthouse Security  
7/11 Highway & Parks  
7/11 Finalized County Board agenda with Corporation Counsel, County Clerk, Administrative Coordinator and Controller  
7/12 Governor's visit to Seneca  
7/15 Chaired the WCA Audit Committee  
7/15 Sauk County Development Corporation  
7/16 County Board  
7/17 Justice Continuum, re: group discussions with Judge, DA  
7/22 ICC @ Marquette County  
7/22 Economic Development  
7/23 Sorenson, Michalek and Krueger met with Jeff Bloohm/Mid- Continent Railway, re: review/discussion to get changes done to flood zone map before deadline.  
7/24 Justice Continuum, re: continue discussion with DA  
7/25 BOMC, re met with Devils Lake State Park personnel to begin initial draft of intergovernmental agreement with DNR and local units on the rails and trails project.  
7/31 Justice Continuum, re: follow up discussions  
8/1-8/2 WCA, re: Motorola presentation
- b. Consideration of budget request.  
Chair Krueger presented his 2014 budget pointing out the decrease in MIS chargebacks is due to the fact that the vendor is refining the Meeting Management System and the module will be implemented when ready, so for 2014 only a portion of the annual maintenance costs are budgeted. He also indicated should he not be reappointed as board chair in 2014, per diems and mileage amounts could change under the board chair budget.

**Update on Wisconsin Counties participating in the NACo Dental program.**

- a. Report on Wisconsin Counties participating in the NACo Dental program.  
In the excused absence of Schauf, Administrative Coordinator, no update is available at this time.  
MOTION (Stevens/Fordham) to move item to a special meeting before County Board on August 20, 2013. Motion carried unanimously.

**Possible closed session pursuant to Wis. Stats. 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is, or is likely to become involved. Ho-Chunk Trust Land Acquisition.** MOTION (Fordham/Stevens) to go into closed session pursuant to Wis. Stats. 19.85 (1)(g), conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is, or is likely to become involved. Ho-Chunk Trust Land Acquisition, allowing Liebman, Corporation Counsel and DeMars, County Clerk to remain. Roll call vote: AYES: (4) Krueger, Fordham, Wenzel and Stevens. NAYS: (0). ABSENT: (1) Lane.

MOTION (Wenzel/Stevens) to reconvene in open session immediately following the closed session. Motion carried unanimously.

**Possible closed session pursuant to Wis. Stats. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the (governmental) body has jurisdiction or exercises responsibility. Performance Evaluation Administrative Coordinator.** MOTION (Stevens/Fordham) to move item to a special meeting before County Board August 20, 2013. Motion carried unanimously.

MOTION (Fordham/Wenzel) to adjourn and set the next regular meeting date for Tuesday, September 3, 2013 at 8:00 A.M. Motion carried unanimously.

Respectfully submitted,

Rebecca A. DeMars, County Clerk/Secretary