

## **COMMITTEE ON COMMITTEES**

### **April 16, 2008**

1. The Committee met in the Courthouse County Board Room in the City of Dodgeville on Wednesday, April 16, 2008 at 5:30 p.m. and was called to order by Chairman Mark Masters.
2. Roll call was taken. Committee members present: Sups. Mark Masters, Bill Ehr, Peter Berg, Larry Steffes and Diane McGuire. Excused/absent: None. Also present: Sup. Joe Thomas and Randy Terronez, County Administrator.
3. Motion by Sup. Diane McGuire, second by Sup. Larry Steffes to approve the certification of the meeting. Carried.
4. Motion by Sup. Larry Steffes, second by Sup. Bill Ehr to approve the April 16, 2008 meeting agenda with moving the Board Rules ahead of the committee appointments. Carried.
5. Motion by Sup. Diane McGuire, second by Peter Berg to approve the meeting minutes of March 10, 2008, March 18, 2008 and March 26, 2008. Carried
6. Opportunity for members of the audience to address the committee. None.
7. Board Rules

Copies of the Board Rules and Board Per Diem Resolution - Resolution #16-1101 were distributed. Section 1.11 (3) states: "Insofar as practical, each standing committee shall have not less than three nor more than eight members." Thus, committee size can have a range.

Sup. Mark Masters reviewed the following items with Committee members:

A. Non Committee members per diem for attending other Committees — discussion given on increased attendance of non Committee members at committee meetings (particularly the new standing committees and the Building Committee). Recent discussion has been to encourage non Committee member attendance. Pros and cons of continuing to pay per diem and mileage to non Committee members was discussed. It was noted that the Board Rules contain no reference to per diem but the County Board's Per Diem Policy is contained in Resolution #16-1101.

Motion by Sup. Bill Ehr, second by Sup. Larry Steffes to forward this issue to the full Board with no recommendation. Carried.

B. Per Diem for non-Board members – Resolution #16-1101- some committees are allowed per diem/mileage for At Large members (e.g., Land Conservation Committee) and others do not (e.g., Commission on Aging At Large receive mileage only). It was noted that specific statutes specify payment for At Large members while other statutes do not. Staff requested to inventory the committees and determine cost impact.

C. Citizen At-Large representation on Boards/Committees

Randy Terronez noted that his prior experience in prior communities had greater at-large representation on Boards/Commissions, specifically the Planning-Zoning Committee. It was noted that this may be a longer term issue.

- D. Ethics Committee – this committee was established per state mandate and consists of 3 at-large members. Brad Glass, James Palzkill and Beryl Melcher are the members. Sup. Peter Berg has researched this area and has had a brief discussion with Corporation Counsel. It has not met since first being established several years ago. Committee discussed need for staggered terms and increase from 3 to 5 members.

Motion by Sup. Peter Berg, second by Sup. Bill Ehr to establish staggered, three year terms for the Ethics Committee and increase the size from 3 members to 5 members. Carried.

- E. Planning and Zoning Committee - discussion given on increasing membership. Pros and cons of geographic representation was discussed. Handout of email from Scott Godfrey on distinction between a commission and committee was reviewed. The body had been designated as a commission several years ago.

Motion by Sup. Peter Berg, second by Sup. Bill Ehr to increase the Planning and Zoning body from 5 members to 7 members and to establish the designation as a committee. Carried.

- F. Phone Conference Call – Section 1.25 (10) allows for a member to participate in the meeting off-site via conference phone call provided the committee chair and/or staff has been contacted and the equipment necessary for the general public to hear the conversation is used. The issue of allowing per diem for the off-site member was discussed. Additionally, discussion at prior meetings had been in agreement that the quorum needs to be physically present in cases of allowing a member off-site to participate.

Motion by Sup. Diane McGuire, second by Sup. Larry Steffes to not allow per diem for a member off-site and to require that a quorum of the committee needs to be physically present. Carried.

- G. Committee on Committee Membership – language needs to be included in Section 1.17 on the Board Chair and Vice Chair automatically serving on the Committee on Committees.

Motion by Sup. Larry Steffes, second by Sup. Peter Berg to specify that the Board Chair and Vice Chair automatically serve on the Committee on Committees. Carried.

- H. Committee on Committees Role in appointment/removal of Committee Chair and Vice Chair – as part of the committee restructuring process, language was proposed removed allowing the Board Chair with concurrence of the Committee on Committees to appoint and/or remove the committee chairs and vice chairs. The language was inadvertently kept in the Committee on Committees and needs removing to be consistent.

Motion by Sup. Diane McGuire, second by Sup. Larry Steffes to eliminate Section 1.17 (4). Carried.

- I. County Administrator Reporting – the position of County Administrator was placed under the Committee on Committees as the governing committee. During the committee restructuring the position was placed under the Administrative Services Committee. Discussion was given on the need to keep the reporting responsibility for overall job performance under the Committee on Committees but to allow the non-performance areas to go through the Administrative Services Committee or any other committee as appropriate.

Motion by Sup. Peter Berg, second by Sup. Bill Ehr to add language to County Administrator Section 1.05 and the Committee on Committees section 1.17 specifying that the governing body for overall job performance issues is the Committee on Committees and that the County Administrator can place non job performance issues of any of the appropriate committee agenda Carried.

- J. Increasing Committee Size from 5 members to 7 members – discussion given on need for additional participation on certain committees – specifically Building, Bloomfield and Committee on Committees.

Per Board Rules, the above is allowed provided that the size is no more than eight members.

Committee discussion was given on costs savings of committee consolidation. (Estimated at approximately \$12,000 by elimination of approximately 14 committees.) This proposal would not be a net increase in costs.

Motion by Sup. Bill Ehr, second by Sup. Peter Berg to increase the size of the following committees:

1. Committee on Committees from 5 to 7
2. Building Committee from 5 to 7
3. Bloomfield Manor Committee from 5 to 7.

Carried.

- K. Length of Committee Meetings – discussion was given on providing additional per diem when a meeting lasts longer than 3 or 4 hours. Committee consensus was not to make any changes.

## 8. Appointments

Sup. Mark Masters noted that he needs additional time to personally contact certain Board members. At the same time, certain committees have immediate issues that need addressing. He distributed chart of Board membership and list of committees.

Sup. Mark Masters appointed the following individuals in order to expedite appropriate committee business:

1. Planning and Zoning Committee – Sups. Bill Ehr, Dwayne Hiltbrand, Carol Anderson and one member to be named prior to the April 23 Planning and Zoning Committee meeting. It was noted that 3 additional members will be appointed later;
2. Building Committee – Sups. Eric Anderson, Ron Berg, Phil Mrozinski, Bill Ehr, John Lind, Brad Wells and John Meyers;
3. Airport Commission – Sups. Larry Steffes and Phil Mrozinski and At Large Members for one-year term – Clinton Fruit and At Large two-year term Arnie Christen.

8. The next meeting date was set for Monday, April 21, 2008 at 5:00 p.m.
9. Motion by Sup. Bill Ehr, second by Sup. Peter Berg to adjourn the meeting. Carried.

Meeting adjourned at 7:12 p.m.

Submitted by Randy Terronez, County Administrator

DRAFT