

WEBSITE AD HOC COMMITTEE

MEETING-Via Teams

MARCH 30, 2026 – 10:00 AM

MINUTES

A. Call to Order

County Clerk, Jennifer Kelly, called the meeting to order at 10:00 a.m.

B. Roll Call

Present By Microsoft Teams:

County Clerk, Jennifer Kelly, Commissioner, Gretchen Janssen; and Alex Radke, IT.

C. Approval of Agenda/Additions

A Motion was made by Commissioner Janssen and seconded by Alex Radke to approve the agenda as presented.

The Motion carried by a voice vote. Ayes 3, Nays 0.

D. Approval of March 9, 2026 minutes

A Motion was made by Alex Radke and seconded by Commissioner Janssen to approve the March 9, 2026 minutes as presented.

The Motion carried by a voice vote. Ayes 3, Nays 0.

E. Public Comments

None.

New Business

1. Discuss the responses from the Department Heads regarding updating the County Website. Deadline is March 27, 2026 to receive responses.

Alex Radke stated he received 8 responses from the department heads or from someone in the department. The Committee reviewed the responses.

Emergency Measurers: Chris VanArsdale. Alex Radke will reach out to Chris and find out what updates need to be done and work with Jeff at Opus Web to update the website.

Transfer Station: Curt Judson. Alex Radke will reach out to Curt and work with Jeff at Opus Web to address Curt's concerns and update the website.

Airport: Casey Polkinghorne. Nothing requested as this time.

Drain Commissioner: Nolan Miles. Nothing requested at this time.

Probate/Family Court: Kelly Olson. Alex Radke will reach out to Kelly and work with Jeff at Opus Web to address all of Kelly's requests and update the website.

Equalization: Jaikob Djerf. Alex Radke will reach out to Jaikob and work with Jeff at Opus Web to address Jaikob's requests and update the website.

97th District Court: Judge Nicholas Daavettila. Alex Radke will reach out to Andrea Johnson and Judge Daavettila to address all the Judge's requests. Alex will work with Jeff at Opus Web to make any changes/updates to the website.

Circuit Court: Laura Lamerand. Alex Radke will reach out to Laura to find out why the link is not accessible. Alex will talk to Jeff at Opus Web to get the link working.

Commissioner Janssen suggested getting a calendar of events on the county website, and to be able to see closures on the calendar. Alex Radke said it is easy to make an event. He will follow up with Jeff at Opus Web.

Commissioner Janssen discussed having the Commissioner approve some kind of policy or procedure for updating the County website moving forward when department heads have changes in staff, or whatever they need updating. Maybe a form could be considered or is an email from the department enough for Opus Web.

It was agreed that Commissioner Janssen would address the following with the Commissioners: Department Heads/Administrators/Deputies will email Jeff at Opus Web and copy Alex Radke, IT, of any changes to their department website.

2. WCAG Guidelines Discussion-Alex Radke, IT

Alex Radke shared the WCAG 2 Overview on the screen. He stated the municipalities must be up to date by 2027.

Alex Radke will talk with Jeff at Opus Web to get written or some kind of proof of what Opus Web is doing to follow the WCAG Guidelines.

3. Next meeting date and time.

The Committee will meet next on Monday, April 27, 2026 at 10:00 a.m. in the same location (5th floor conference room in the Courthouse) with Microsoft Teams available.

F. Public Comments

None.

J. Adjournment

Motion was made by Commissioner Janssen and seconded by Alex Radke to adjourn the meeting at 10:39 a.m.

The Motion carried by a voice vote. Ayes 3, Nays 0.

GRETCHEN JANSSEN

ALEX RADKE

JENNIFER KELLY
COUNTY CLERK/REGISTER OF DEEDS

APPROVED: _____
JK