

# WEBSITE AD HOC COMMITTEE

## MEETING-Via Teams

APRIL 27, 2026 – 10:00 AM

### MINUTES

#### A. Call to Order

County Clerk, Jennifer Kelly, called the meeting to order at 10:04 a.m.

#### B. Roll Call

In Person: Jennifer Kelly, County Clerk/Register of Deeds.

Present By Microsoft Teams: Commissioner, Gretchen Janssen

Absent: Alex Radke, IT.

#### C. Approval of Agenda/Additions

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

The Motion carried by a voice vote. Ayes 2, Nays 0.

#### D. Approval of March 30, 2026 minutes

A Motion was made by Commissioner Janssen and seconded by Jennifer Kelly to approve the March 30, 2026 minutes as presented.

The Motion carried by a voice vote. Ayes 2, Nays 0.

#### E. Public Comments

None.

#### New Business

##### 1. Discuss the County Website and updates.

Commissioner Janssen and Clerk Kelly reviewed Alex's email. Clerk Kelly stated Alex Radke had a long conversation with Jeff at Opus Web, but did not know everything they discussed.

Commissioner Janssen will send out an email to Alex Radke regarding preparing a policy and procedure language for department heads that will be submitted to the Board of Commissioners.

##### 2. Next meeting date and time.

The Committee will meet if necessary.

#### F. Public Comments

None.

#### J. Adjournment

Motion was made by Commissioner Janssen and seconded by Jennifer Kelly to adjourn the meeting at 10:17 a.m.

The Motion carried by a voice vote. Ayes 2, Nays 0.

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GRETCHEN JANSSEN

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ALEX RADKE

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JENNIFER KELLY  
COUNTY CLERK/REGISTER OF DEEDS

APPROVED: \_\_\_\_\_  
JK