

Ad Hoc County Board Rules Meeting Minutes

Feb 12, 2016, 2:00 p.m. A160

1
2
3
4
5
6
7
8
9
10

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

Meeting was called to order by County Clerk, Phillippi at 2:05 p.m. The meeting was properly noticed. Present, Grabarski, Allen, Stuchlak, West and Babock. Also present, Wagner and Kubisiak. Motioned by Grabarski/Allen to approve the agenda. Motion carried by unanimous voice vote. Nominations for Chair were opened by Phillippi. West was nominated for Chair, by Allen, there were no other nominations. Nominations were closed by Phillippi. All in favor of West as Chair. West took over as Chair. West opened nominations for Vice Chair. Allen was nominated as Vice Chair, by Stuchlak, there were no other nominations. Nominations were closed by West. All in favor of Allen as Vice Chair. Discussion began on County Board Rules.

Table of Contents

RULE ONE: COUNTY BOARD OF SUPERVISORS..... 3
RULE TWO: TERM OF OFFICE 3
RULE THREE: HOME RULE 3
RULE FOUR: PARLIAMENTARY PROCEDURE 3
RULE FIVE: ORGANIZATIONAL MEETING 4
RULE SIX: CALL OF THE ROLL..... 4
RULE SEVEN: VOTING 4
RULE EIGHT: RULES OF THE BOARD 4
RULE NINE: RULE CHANGE 5
RULE TEN: ELECTION OF OFFICERS 5
RULE ELEVEN: COMMITTEE ON APPOINTMENTS..... 5
RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR..... 5
RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR 6
RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING 6
RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR 6
RULE SIXTEEN: COUNTY BOARD VACANCY 6
RULE SEVENTEEN: TIME AND PLACE OF MEETINGS 7
RULE EIGHTEEN: SPECIAL MEETING..... 7
RULE NINETEEN: QUARTERLY COMMUNICATION AND STRATEGIC PLANNING MEETING 7
RULE TWENTY: ATTENDANCE..... 8
RULE TWENTY ONE: QUORUM..... 8
RULE TWENTY TWO: OPEN MEETINGS 8
RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES 9

35	RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES	10
36	RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS.....	13
37	<i>County Board General Duties:.....</i>	<i>13</i>
38	<i>Standing Committees Organization:.....</i>	<i>13</i>
39	<i>General Duties:.....</i>	<i>13</i>
40	ADMINISTRATIVE & FINANCE COMMITTEE.....	14
41	1. <i>Health Insurance Committee.....</i>	<i>15</i>
42	2. <i>Rural Industrial Development Commission.....</i>	<i>15</i>
43	3. <i>Revolving Loan Fund.....</i>	<i>15</i>
44	4. <i>Technology Steering Committee.....</i>	<i>16</i>
45	ETHICS BOARD.....	16
46	EXECUTIVE COMMITTEE.....	16
47	EXTENSION COMMITTEE.....	17
48	HEALTH & HUMAN SERVICES BOARD.....	17
49	1. <i>Aging Advisory Committee.....</i>	<i>18</i>
50	2. <i>Nutrition Advisory Committee.....</i>	<i>18</i>
51	3. <i>Long Term Support Advisory Committee.....</i>	<i>18</i>
52	4. <i>Veteran Service Commission.....</i>	<i>19</i>
53	HIGHWAY COMMITTEE.....	19
54	1. <i>Traffic Safety Commission.....</i>	<i>19</i>
55	HOUSING AUTHORITY.....	20
56	LAND & WATER CONSERVATION COMMITTEE.....	20
57	LIBRARY BOARD.....	21
58	PARKS COMMITTEE.....	21
59	PLANNING & ZONING COMMITTEE.....	22
60	1. <i>Board of Adjustment.....</i>	<i>22</i>
61	2. <i>Land Information Committee.....</i>	<i>23</i>
62	PROPERTY COMMITTEE.....	23
63	1. <i>Airport Commission.....</i>	<i>24</i>
64	2. <i>Fair Board.....</i>	<i>24</i>
65	3. <i>Workplace Safety Committee.....</i>	<i>24</i>
66	PUBLIC SAFETY & JUDICIARY COMMITTEE.....	24
67	SOLID WASTE COMMITTEE.....	25
68	SPECIAL OR AD HOC COMMITTEES.....	26
69	RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES.....	26
70	RULE TWENTY SEVEN: NEW POSITIONS.....	26
71	RULE TWENTY EIGHT: FUNDING.....	26
72	RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY.....	27
73	RULE THIRTY: RULES IN VIOLATION OF LAW.....	27
74	RULE THIRTY ONE:.....	27
75	B. <i>Central Wisconsin Community Action Council (CWCAC).....</i>	<i>27</i>
76	D. <i>Lake Districts.....</i>	<i>27</i>
77	E. <i>Golden Sands Committee.....</i>	<i>27</i>
78	F. <i>North Central Wisconsin Workforce Development Board (NCWWDB).....</i>	<i>28</i>
79	G. <i>North Central Wisconsin Regional Planning Commission (NCWRPC).....</i>	<i>28</i>

80 H. South Central Environmental Health Consortium. (SCEH).....28
81 I. South Central Library System Board (SCLS).28

82 **APPENDIX ONE: DEFINITIONS..... 28**

83 **QUORUM: A MAJORITY OF SUPERVISORS OR COMMITTEE MEMBERS SHALL CONSTITUTE A QUORUM. 29**

84 **APPENDIX TWO: ACRONYMS: 29**

85 SCEH: South Central Environmental Health Consortium.....29

86 **APPENDIX THREE: TAKING MINUTES..... 29**

87 **RULE ONE: COUNTY BOARD OF SUPERVISORS**

88 The governing body shall be known as "Adams County Board of Supervisors" and shall from this
89 point forward be called the "County Board". The County Board shall consist of twenty (20)
90 Supervisors representing twenty (20) Districts within Adams County.

91
92 **RULE TWO: TERM OF OFFICE**

93 The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the
94 even numbered years.

95
96 **RULE THREE: HOME RULE**

97 To give the County the largest measure of self government under the Administrative Home Rule
98 authority granted to Counties in §59.03(1), Wisconsin Statutes, this chapter shall be liberally
99 construed in favor of the rights, powers and privileges of the County to exercise any organizational
100 or administrative power.

101
102 **RULE FOUR: PARLIAMENTARY PROCEDURE**

- 103 A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of
104 Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County
105 Board in all cases where applicable, improper use of a motion shall be immediately addressed
106 by the Corporation Counsel.
- 107 B. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the
108 whole County Board, and shall vote on all questions taken by ayes and nays except an appeal
109 from their own decisions.
- 110 C. Every matter that comes before the County Board, may without motion, be referred to its
111 appropriate Committee by the Chair.
- 112 D. When a motion is made and seconded, it shall be stated by the Chair or Clerk before debate.
113 If a motion contains several points, a Supervisor may require the motion to be divided.
- 114 E. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before
115 the decision of the Chair. All Motions, Amendments, Resolutions or Ordinances shall be
116 entered in the minutes.
- 117 F. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County
118 Board, she/he shall address the Chair and limit their remarks to the question under debate.
- 119 G. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two
120 (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is
121 to speak first (1st).
- 122 H. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The
123 County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the
124 Chair shall be submitted to.
- 125 I. All questions shall be put in the order in which they were moved except privileged questions.

- 126 All other separate motions shall have precedence in the order in which they are named.
- 127 J. Any Supervisor desirous of terminating debate may call the previous question when recognized
- 128 by the Chair. The Chair shall ask if there is any objection to closing the debate. If a
- 129 Supervisor objects to the call of the previous question, the Chair may call for a motion to end
- 130 the debate. If the motion has been seconded the Chair must immediately take a vote as to
- 131 whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of
- 132 the County Board.
- 133 K. A Motion to adjourn shall always be in order; but this Rule shall not authorize any Supervisor to
- 134 move an adjournment when another Supervisor has the floor or when the Board is voting.
- 135 L. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who
- 136 has been excused from the previous County Board meeting, to move for reconsideration of the
- 137 vote on any question on the same or next regular meeting of the County Board.
- 138 M. Any Supervisor may, call on any County employee for remarks on matters pertaining to their
- 139 Office or Department.

140

141 **RULE FIVE: ORGANIZATIONAL MEETING**

- 142 A. The first meeting of the newly Elected Board will be an Organizational Meeting. The meeting
- 143 will be held the third (3rd) Tuesday in April in even numbered years. The order of business for
- 144 this meeting will be as follows:
- 145 1. Call the meeting to Order by the County Clerk
 - 146 2. County Clerk to indicate if the Meeting was properly announced
 - 147 3. Administration of the Oath of Office
 - 148 4. Roll Call
 - 149 5. Moment of Silence
 - 150 6. Pledge of Allegiance
 - 151 7. Approve the Agenda
 - 152 8. Election of the County Board Chair (two (2) year term)
 - 153 9. Election of 1st Vice-Chair (two (2) year term)
 - 154 10. Election of 2nd Vice-Chair (two (2) year term)
 - 155 11. Go to regular business under Rule Twenty Four

156

157 **RULE SIX: CALL OF THE ROLL**

158 Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the

159 members.

160

161 **RULE SEVEN: VOTING**

162 All Supervisors present at any meeting of the County Board shall be required to vote unless

163 excused by the Chair or a majority vote of the County Board. Voting shall be done electronically,

164 unless the Chair calls to have a voice vote. Anytime the County Board or a Committee votes on

165 any matter, the Secretary, or Recording Secretary of the Committee shall record the members'

166 votes and enter it into the meeting minutes.

167

168 **RULE EIGHT: RULES OF THE BOARD**

169 The Rules of the Board are adopted in even number years at the April regular **organizational**

170 County Board Meeting. Changes recommended by **an** the ad hoc county board rules committee

171 will be **presented to the organizational** reviewed in March by the outgoing board **meeting** and

172 adopted by the incoming board **for adoption** in April.

173

174 **RULE NINE: RULE CHANGE**

- 175 A. The Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
176 B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-
177 thirds ($\frac{2}{3}$) vote of Supervisors present.

178

179 **RULE TEN: ELECTION OF OFFICERS**

180 The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by
181 secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair,
182 to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the
183 Chair is elected:

- 184 A. Nominations shall be accepted from the floor. After three (3) calls for "any other nominations",
185 nominations shall be closed
186 B. Each nominee may speak for three (3) minutes.
187 C. Each position shall be voted on by separate secret ballot.
188 D. Secret ballots are used until a majority vote of the members present elects such Officer
189 E. In the event a candidate does not obtain a majority vote the election shall continue until a
190 majority vote is obtained

191

192 **RULE ELEVEN: COMMITTEE ON APPOINTMENTS**

193 The Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, and 2nd
194 Vice Chair. The Committee on Appointments shall appoint all members of Committees, subject to
195 confirmation of the County Board. These initial appointments shall occur within 10 working days of
196 the Organizational Meeting held in April of even numbered years. Thereafter, the County Board
197 Chair will make recommendations for committee member replacements and/or appointments
198 subject to confirmation of the County Board. The County Clerk shall be responsible for maintaining
199 committee listings.

200

201 **RULE TWELVE: DUTIES OF THE COUNTY BOARD CHAIR**

202 The County Board Chair shall perform all duties under §59.12, Wisconsin Stats., as may be
203 amended from time to time. The Chair preserves the order of the County Board, and shall decide
204 all the questions of order, subject to an appeal of the County Board.

205

- 206 A. The Chair shall ensure the County Board and individual Supervisors act consistently with the
207 County Board's Rules and Policies.
208 B. The Chair shall preside at County Board meetings in an efficient and effective manner and shall
209 set the general tone for each meeting through positive leadership.
210 C. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the
211 point.
212 D. The Chair shall ensure the other Supervisors are informed of current and pending County Board
213 issues and processes.
214 E. The Chair may excuse the attendance of members and the same shall be entered into the
215 minutes of the County Board.
216 F. The Chair shall be an ex-officio member of all Committees, and may vote only in the absence
217 of a member of the Committee if there is no quorum.
218 G. The Chair shall preserve and may speak on points of order in preference to other Supervisors
219 and shall be required to vote on all questions and matters pertaining to the County Board,
220 except questions on appeal from his decisions, and his vote shall be recorded with the rest.
221 H. The Chair/Clerk may administer oaths to persons required to be sworn concerning any matter
222 submitted to the board or a committee of the board or connected with their powers or duties.

223 I. The Chair, or designee, shall represent the County at all ceremonial events or functions, when
224 requested, and shall represent the County upon request of groups or organizations to present
225 County positions or programs.

226 J. Approve County Board Agendas within 24 hours of receipt
227

228 The Chair is a member of the County Board, and has the same rights in debate as any other
229 member. However, the Chair is also obligated to maintain impartiality and fairness to the debate
230 when presiding over the County Board.
231

232 **RULE THIRTEEN: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR**

233 A. The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.

234 B. The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence
235 due to disability, incapacity, death, resignation or removal. The 2nd Vice Chair shall be moved
236 to 1st Vice Chair position and an election, as provided in **Rule Ten**, shall be held to elect a new
237 2nd Vice Chair for the remainder of the term.

238 C. In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the
239 2nd Vice Chair shall assume the Chair's duties and responsibilities.
240

241 **RULE FOURTEEN: APPOINTMENTS AND ORIENTATION MEETING**

242 The second meeting of the newly Elected Board is to be held after the Organizational Meeting.
243 The meeting will be held within 10 working days of the Organization Meeting in April in even
244 numbered years. The meeting will only consist of appointments and Orientation and no additional
245 business shall take place. The order of business for this meeting will be as follows:

246 1. Call the meeting to Order by the Chair

247 2. Was the meeting properly announced

248 3. Roll Call

249 4. Moment of Silence

250 5. Pledge of Allegiance

251 6. Approve the Agenda

252 7. Appointments

253 8. Recess for orientation of board members

254 9. Conducted by **County Manager**, Corporation Counsel, County Clerk and/or outside agencies as
255 applicable

256 10. Reconvene

257 11. Adjourn
258

259 **RULE FIFTEEN: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR**

260 In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to
261 order, and the County Board shall then elect, as provided in **Rule Ten**, one (1) of the members as
262 temporary Chair.
263

264 **RULE SIXTEEN: COUNTY BOARD VACANCY**

265 In the event of a vacancy on the County Board, the County Chairperson shall appoint a person
266 who is a qualified elector and resident of that supervisory district to fill the vacancy for the
267 unexpired portion of the term, pursuant §59.12, Wisconsin Statutes. If the County Board
268 disapproves the appointment, any member of the County Board, at the same meeting, may offer
269 nominations to fill the vacancy subject to the approval of the County Board. Any person appointed
270 to the County Board under this paragraph shall take Office upon being approved by the County
271 Board and sworn in by the Chair or the County Clerk.

272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320

RULE SEVENTEEN: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 6:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

RULE EIGHTEEN: SPECIAL MEETING

- A. The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least 48 hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.
- B. In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least 24 hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

RULE NINETEEN: ~~QUARTERLY~~ COMMUNICATION AND STRATEGIC PLANNING MEETING

The County Board may meet ~~at a minimum quarterly and more frequently~~, if necessary, to ensure the other Supervisors are informed of current and pending County Board issues and processes and advancement of strategic planning. This meeting may include Supervisors, members of management and/or others as deemed appropriate. It is encouraged that this meeting take place in conjunction with a regular County Board Meeting and as a Committee Meeting of the Whole, with a specific agenda. Items/topics of discussion will be determined prior to adjournment of the previous County Board Meeting. This meeting is meant to promote communication, open government and transparency, and encourage forward thinking by respectfully discussing, debating and searching for understanding of County plans.

The order of business for this meeting may be as follows:

- 1. Call to order by the Chair
- 2. Was the meeting properly announced
- 3. Roll Call
- 4. Approve Agenda
- 5. Review of previous meeting minutes
- 6. Identify agenda items:
 - a.
 - b. etc

- 321 7. Set next-meeting date
- 322 8. Adjournment

323

324 **RULE TWENTY: ATTENDANCE**

- 325 A. Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4)
- 326 Wisconsin Statutes. Absences may be excused solely by the County Board Chair, but advance
- 327 notification to the County Clerk is acceptable subject to the Chair's approval.
- 328 B. The above attendance rules also apply to Committees. ~~with the exception that only the~~
- 329 ~~Committee Chair shall be contacted and approve any absences.~~ Committee members may
- 330 designate their replacement or request the County Clerk to find their replacement. Committee
- 331 meeting absences may be excused by the Chair of the committee, or by notification to the
- 332 County Clerk. The Committee Chair will be informed at all times. ****
- 333

334 **Unexcused Absences**

- 335 A. An unexcused absence from any County Board meeting by a Supervisor, depending upon the
- 336 circumstances, shall subject such Supervisor to suspension or expulsion from the County Board
- 337 upon two-thirds (2/3) vote of the members present.
- 338 B. A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be
- 339 reported to the County Board Chair for appropriate County Board action. The County Board
- 340 action may include reprimand or suspension from the County Board or Committee. This action
- 341 must be approved by two-thirds (2/3) vote of the members present.
- 342 C. If a Supervisor is excused from a Committee meeting, ~~at the discretion of the Committee Chair,~~
- 343 ~~they may designate another Supervisor to replace the excused Supervisor, only to constitute a~~
- 344 ~~quorum.~~ they may designate their replacement or request the County Clerk to find their
- 345 replacement. The Committee Chair will be informed at all times. ****
- 346

347 **RULE TWENTY ONE: QUORUM**

348 A majority of Supervisors or Committee members shall constitute a quorum.

349

350 **RULE TWENTY TWO: OPEN MEETINGS**

351 The public is entitled to the fullest and most complete information regarding the affairs of County

352 Government as is compatible with the conduct of County affairs and the transaction of County

353 business. The Wisconsin Statutes shall be complied with by all members, at all meetings. The

354 County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin

355 Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall

356 be given, including the topics for any contemplated closed session, as provided by Wisconsin

357 Statutes.

- 358 A. **Attendance at Closed Session Meetings.** Supervisors shall be allowed attendance at
- 359 closed session meetings. A legally constituted Committee of the County may lawfully vote to
- 360 exclude any Supervisor not a member of that Committee from a lawfully closed session
- 361 pursuant to §19.89 Wisconsin Statutes.
- 362 B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed
- 363 session of the County Board or Committee of the County Board shall maintain the
- 364 confidentiality of the proceedings during that closed session, and shall not disclose the events
- 365 of the closed session to any person not admitted to the closed session without approval of the
- 366 County Board or Committee that held the session. All County Board Supervisors and members
- 367 of Committees shall comply with Open Meetings Law pursuant to Sub Chapter V §19.81 et seq.
- 368 Wisconsin Statutes.
- 369 C. **Agendas.** Agendas of all meetings shall be noticed at least 24 hours in advance of the

meeting with the County Clerk's office and any news media and those who request agendas. In an emergency, a meeting may be called without 24 hours notice, but emergency meetings do require at least two (2) hours notice of the meeting and shall be reviewed and advised by the Corporation Counsel prior to the meeting being called to order.

- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the recorder of the minutes and filed with the County Clerk's Office within 10 working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE TWENTY THREE: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board
- B. A meeting of any County Board standing or Ad Hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board, the Board Chair, or the Committee Chair to attend
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body
- E. A seminar or conference where funding is available
- F. ~~Travel days prior to the start of or after the end of a conference or an event, providing the event is over 60 miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.~~
- G. No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board
- H. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting, however mileage may be reimbursed
- I. **Per diem payments shall be allowed for attendance at Town Board meetings, within their Supervisory District, unless said Supervisor is a member of that Board.**

The per diem rate for attendance at County Board meetings is ~~\$45.00~~ **\$50.00**; per diem rate for attendance at all other meetings and events, is ~~\$35.00~~ **\$40.00**. Effective April 2016, County Board meetings are ~~\$50.00~~ \$per diem rate for attendance. All other meetings and events are ~~\$40.00~~.

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.

- 416 B. If a meeting lasts five (5) four (4) hours or more on the same day, an additional per diem
417 payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid. Effective April
418 2018, an additional per diem payment of twenty-five dollars (\$25.00),
419 C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap
420 less than one and one-half (1½) hours between adjournment of one (1) meeting and the
421 commencement of the other meeting, then an additional per diem payment of fifteen dollars
422 (\$15.00) for that second (2) or subsequent meeting shall be paid. Effective April, 2018, then
423 an additional per diem payment of twenty-five dollars (\$25.00) for that second (2nd) or
424 subsequent meeting shall be paid
425

426 **Mileage, Meals, and Lodging**

427 All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board
428 member's shall be paid mileage for all assigned County Board meetings. County Board member's
429 shall only be paid mileage if they actually drive to Committee meetings. The County Board shall
430 be paid for mileage, meals, and lodging as provided in the Administrative Policy Documents and/or
431 Employee Manual.
432

433 **Expense Vouchers**

434 Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before
435 the County Board meeting. All members of Committees or other sub-units of County Government
436 who have claims shall submit them within 30 days of the date incurred. Six (6) Supervisors shall
437 review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall
438 rotate on a three (3) month cycle.
439

440 **County Board Chair**

441 The County Board Chair shall be monetarily compensated an extra \$200.00 per month in addition
442 to his or her regular Committee per diems. Effective April, 2018, \$300.00 per month in addition to
443 his or her regular Committee per diems shall be monetarily compensated.
444

445 **RULE TWENTY FOUR: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES**

- 446 A. **County Board Agenda.** All items, including Resolutions and Ordinances in printed hard copy,
447 shall be delivered to the County Clerk by 9:00 a.m. seven (7) days prior to the County Board
448 meeting. (i.e. Tues) The County Clerk shall, at least four (4) days before the County Board
449 meeting, present to each supervisor, written minutes of the previous meeting, current
450 resolutions and ordinances, along with an itemized agenda of the matters to be considered by
451 the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda.
452 County Board Supervisors may place items on the agenda seven days (7) prior to the County
453 Board Meeting by contacting the County Board Chair and/or County Clerk. Copies of all
454 Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and
455 written minutes of the previous meeting. At the beginning of the meeting, the County Board
456 shall approve the minutes of the previous meeting. The order of business for all regular
457 County Board meetings may be as follows:
458 1. Call to Order by the Chair
459 2. Was the meeting properly noticed
460 3. Moment of Silence
461 4. Pledge of Allegiance
462 5. Roll Call
463 6. Approve Agenda

- 464 7. Approval of Minutes
- 465 8. Public Participation
- 466 9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and
- 467 appoint six (6) Supervisors to approve claims
- 468 10. Correspondence
- 469 11. Appointments
- 470 12. Unfinished Business (includes reconsideration of previous month action - see preceding
- 471 month agenda)
- 472 13. Reports and Presentations
- 473 a. County Manager/Administrative Coordinator
- 474 b. Written Department Summary Reports
- 475 c. Miscellaneous
- 476 14. Review Committee Minutes
- 477 15. Resolutions
- 478 16. Ordinances
- 479 17. Denials
- 480 18. Petitions
- 481 19. Approve Claims
- 482 20. Per Diem and Mileage for this Meeting read by the County Clerk
- 483 21. Motion for County Clerk to correct errors
- 484 22. Set next meeting date
- 485 23. Closed Session, pursuant to Chapter 19, Wisconsin Statutes
- 486 24. Adjournment

487

488 B. **Committee Agenda.** The Oversight Committee Chair shall approve/finalize the Committee's
489 meeting agendas before it is sent to the Committee members. Items to be discussed shall
490 identify the topic with enough specificity for the members of the Committee and the public's
491 understanding. If the item is not clearly identified, the Committee shall not discuss or take
492 action on the issue. The following format shall be followed:

493 Date:

494 Time:

495 Place:

496 Agenda:

- 497 1. Call to Order by the Chair
- 498 2. Was the meeting properly noticed
- 499 3. Roll Call
- 500 4. Approve the agenda
- 501 5. Approve minutes (list date(s) of meeting(s))
- 502 6. Public Participation
- 503 7. Correspondence
- 504 8. List items for action or discussion
- 505 9. Report of Departments (List items for action)
- 506 10. Report of Committee Members (List items for action)
- 507 11. Set next meeting date
- 508 12. Closed Session, pursuant to Chapter 19, Wisconsin Statute
- 509 13. Adjournment

510

511 Any person wishing to attend, who, because of a disability, requires special accommodation,
512 should contact the name of Department and phone number where they may call at least 24 hours

513 before the scheduled meeting time so appropriate arrangements can be made.

514

515 This is a public meeting. As such, all members or a majority of the members of the County Board
516 may be in attendance. While a majority of the County Board members or the majority of any
517 given County Board Committee may be present, only the above Committee will take official action
518 based on the above agenda. Public participation is limited to agenda items with a three (3) minute
519 limitation.

520

521 **C. Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have
522 requested a joint meeting shall agree to the agenda items relating to the Joint Committee
523 Meeting and relay that information to the appropriate Department Head(s). Each Committee
524 involved in a Joint Committee Meeting shall be responsible for preparing their agenda for the
525 joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who
526 shall chair the meeting. The members of all Committees involved in a Joint Committee meeting
527 may make motions and vote on all agenda items as a whole.

528

529 **D. Public Participation.** It is important that individuals have an opportunity to address the
530 County Board and the Committee at meetings as PUBLIC PARTICIPATION. Individuals shall
531 sign their name, address, and indicate the agenda item on which he/she will be speaking. The
532 individual's name will be called when it is their turn to speak, on the related agenda item.
533 (State clearly and concisely the issue. Comments will be limited to a maximum of THREE (3)
534 MINUTES, unless additional time is approved by the Chair. (If you have written material,
535 please provide copies. It is not necessary to read an entire document.))

536

537 The public participation portion, discussion at the meeting is limited to members of the County
538 Board. Department heads/employees shall be recognized by a County Board Member before
539 speaking.

540

541 **E. County Board Minutes.** Each Supervisor shall read the minutes of the previous Board
542 meeting before the County Board meeting. Any appropriate corrections or alterations of such
543 minutes will be made at the succeeding County Board Meeting. The minutes of the County
544 Board meetings will be printed in the County Board Proceedings Book.

545

546 The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases
547 where an order, motion, or resolution shall be entered on the minutes of the Board, the name of
548 the Supervisor moving the same, the name of the Supervisor seconding, and the results of the
549 vote shall be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES
550 HAVE NOT BEEN APPROVED BY THE COUNTY BOARD.

551

552 **F. Committee Meeting Minutes.** The recorder of the minutes for each Committee shall keep
553 correct minutes of all Committee meetings and shall provide copies to all Committee members.
554 Any time there is a motion, it shall be entered in the minutes of the Committee meeting,
555 including the name of the Supervisor moving the same and the name of the Supervisor
556 seconding the motion, and the results of the vote on the motion. The recorder is responsible
557 for submitting a hard copy of the meeting minutes with associated hand-outs/attachments to
558 the County Clerk within 10 working days after the meeting. At the end of the meeting minutes
559 it shall read as follows: THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

560

561 Any appropriate corrections or alterations of such minutes will be made at the succeeding
562 Committee meeting. The official signed minutes shall be completed and a hard copy given to the
563 County Clerk's Office within five (5) working days of the meeting and shall be made available to
564 the public as requested. At the end of the meeting minutes, it shall read as follows: THESE
565 MINUTES HAVE BEEN APPROVED BY THE COMMITTEE. (See Appendix Three (Taking Minutes))
566

567 **RULE TWENTY FIVE: COMMITTEES, BOARDS AND COMMISSIONS**

568 After the initial appointment to the Committees, a replacement will be based on the
569 recommendations of the Committee seeking replacement, submitted to the County Board Chair for
570 appointment subject to ratification by the County Board. The Committee on Appointments shall
571 recommend appointments to Special and/or Ad Hoc Committees subject to confirmation by the
572 County Board. The County Board and Committee Duties and Structure shall be as follows:
573

574 **County Board General Duties:**

- 575 A. The County Board shall have all powers and duties granted by the Wisconsin State Statutes.
576 B. The County Board is responsible for the review and adoption of the Administrative Policy
577 Documents and Employee Manual annually.
578 C. The County Board shall have final approval of the following items, including but not limited to:
579 1. County Budget
580 2. Collective Bargaining Agreements
581 3. Transfer of General Funds
582 4. Establishing Committees, Boards and Commissions
583 5. Review proposed state and local legislation concerning County Government and make
584 recommendations
585 D. Confirm the appointment of non-elected Department Heads by a majority vote if required by
586 Wisconsin Statutes
587 E. Elect the County Highway Commissioner per Wisconsin Statutes
588

589 **Standing Committees Organization:**

- 590 A. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall
591 assume the Chair position and an election shall be held to elect a Vice Chair for the remainder
592 of the term.
593 B. A majority of the members of any Committee shall constitute a quorum for the transaction of
594 business.
595 C. The Chair of each Committee shall report to the County Board of their Committee activities as
596 requested at County Board meetings.
597

598 **General Duties:**

- 599 A. At the first organizational meeting, the Committee shall elect a Chair, Vice Chair, and recorder
600 of the minutes.
601 B. Review and recommend the annual budget for County Departments.
602 C. Review of Department financial reports for each of the County Departments within the
603 Committee's oversight
604 D. Direct and guide Policy and accountability of the Departments within the Committee's
605 oversight.
606 E. Approve items including but not limited to:
607 1. Departmental budget with a written one (1) year plan of operation to include goals &
608 expectations
609 2. Departmental policies and procedures

- 610 3. Staffing levels and hours
611 4. Grant applications and acceptances
612 5. Establishing Departmental fee schedules
613 6. Establishing Departmental short and long range goals
614 F. Approve and bring forth intergovernmental agreements and contracts as necessary or as
615 otherwise authorized by law
616 G. Approve and bring forth resolutions and ordinances for action by the County Board
617

618 **ADMINISTRATIVE & FINANCE COMMITTEE**

- 619 **A. Membership.** The Administrative & Finance Committee shall be comprised of (5) five County
620 Board Supervisors;
621 1. County Board Chair
622 2. First (1st) Vice Chair
623 3. Second (2nd) Vice Chair
624 4. Two (2) appointed County Board Supervisors at large
625 ~~A. of which would be a member of the Executive Committee and Health and Human Services~~
626 ~~Board; however, this person cannot Chair both the Administrative & Finance Committee and~~
627 ~~the Executive Committee.~~
628 **B. Oversight.** The Administrative & Finance Committee shall confer and have policy-making
629 responsibilities for the following Departments: Corporation Counsel, County Clerk, County
630 Treasurer, County Manager/Administrative Coordinator, Personnel and MIS.
631 **C. Duties and Responsibilities.** Shall have oversight of the County Budget and transfer of
632 funds per the County Budget and Accounting Polices and be consistent with §65.90 of the
633 Wisconsin State Statutes, as they may be amended from time to time.
634 Duties and responsibilities include, but are not limited to the following:
635 1. Examine all claims against the County
636 2. Provides oversight for all routine County financial matters including review and approval of:
637
 - 638 • Audit reports
 - 639 • Investments
 - 640 • Insurance policies, bonding
 - 641 • Contingency funds, and
 - 642 • Recommends budget amendments to the County Board
643 3. Review on a monthly basis, the Treasurer's report on County investment activities pursuant
644 §59.62, Wisconsin Statutes
645 4. Evaluate and make recommendations to the County Board on the issuance of new debt,
646 refinancing existing debt, and authorizing debt repayment
647 5. Approve the implementation of a five (5) year technology plan for the County
648 6. Review and update all computer and technological policies annually
649 7. Review and update budget and accounting policies annually
650 8. Review and recommend salaries, benefits and compensation structure for all county
651 personnel. ~~to the Executive Committee~~
652 9. Maintain a level of communication with the Drainage Boards
653 10. Introduce Policy Resolutions that are not the responsibility of another committee.
654 11. Communication and liaison between all committees, municipalities and government units, to
655 work out problems of mutual concern.
656 12. Hear policy violations and/or potential issues that may result in litigation.
657 13. Develop short and long range plans for the County.
658 14. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel
Director on collective bargaining issues. Prior to any contract being submitted to

659 arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee
660 and discuss the status of negotiations and receive further direction.

661 15. All proposed union contracts shall be submitted to the Committee and County Board for
662 final approval.
663

664 **D. Sub Committees, Boards and Commissions:**

665 **1. Health Insurance Committee.** This is an advisory Commission not a policy-making
666 Commission. The purpose is to find ways to reduce costs of health, dental, vision, etc
667 insurances for both the county and the insured employees. Recommend plan design and
668 cost to the Finance Committee. The quorum for the Health Insurance Advisory Committees
669 be established at five (5) members. Membership to include: two (2) County Board
670 Members that are appointed by the board and each department head or their designee.
671 (Res. #100-2014)
672

673 **2. Rural Industrial Development Commission.** This is an advisory Commission not a
674 policy-making Commission.

675 a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7)
676 members that reflect the diversity of needs within the County. The Commission shall
677 consist of representatives from the following and shall be appointed by the Committee
678 on Appointments and approved by the County Board:

- 679 1. Adams Columbia Electric Cooperative
- 680 2. Adams County Board Supervisor
- 681 3. Adams County Banks
- 682 4. Local Business Community
- 683 5. Towns
- 684 6. City of Adams
- 685 7. Village of Friendship
- 686 8. Ex-Officio members include:
 - 687 a. President of the Village of Friendship
 - 688 b. Mayor of the City of Adams
 - 689 c. All Chairpersons of all Town Boards within the County
 - 690 d. Adams County Executive Director of the Chamber

691 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
692 to the following:

- 693 1. The Rural Industrial Development Commission shall elect annually a President, Vice-
694 President, Recorder of the minutes, and Treasurer.
- 695 2. Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved
696 by the County Board
697

698 **3. Revolving Loan Fund.** This is an advisory Board, not a policy-making Board.

699 a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of
700 the Rural Industrial Development Commission.

701 b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to
702 the following:

- 703 1. Serve new and expanding businesses in Adams County
- 704 2. Provide gap financing
- 705 3. Encourage investment
- 706 4. Encourage creation of permanent, year round jobs
- 707 5. Encourage retention and expansion of existing businesses

6. Attract new business
7. Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County

~~**4. Technology Steering Committee.** This is an advisory Committee, not a policy making Committee.~~

- ~~a. **Membership.** The Technology Steering Committee will include seven (7) members. The Committee members should be named as follows: County Manager/Director of Finance or representative ((Ad Hoc Member) anyone deemed necessary by the committee, appointed by the committee serving limited term), the MIS Department Information Systems Manager, a member of GIS, Health and Human Services ((1) one designated by the Oversight Committee), Public Safety & Judiciary ((1) one designated by the Oversight Committee), and (1) one County Board Member (as designated/appointed by the Chair Committee on Appointments). The County Board Member will be the Chair.~~
- ~~b. **Oversight.** Identify areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government. **To become internal policy.**~~

ETHICS BOARD

This policy recognizes the Ethics Board as set forth in Adams County Ethics Ordinance 22-2011. The Ethics Board shall be governed by Adams County Ethics Ordinance 22-2011 and any amendments or modifications or revisions thereto, as may be enacted by the County Board.

EXECUTIVE COMMITTEE

- ~~A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
 6. County Board Chair
 7. First (1st) Vice Chair
 8. Three (3) appointed County Board Supervisors at large~~
- ~~B. **Oversight.** The Executive Committee shall confer and have policy making responsibilities for the following Departments: Corporation Counsel and Personnel.~~
- ~~C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. The Executive Committee in conjunction with the Oversight Committee will interview up to three (3) candidates to make the recommendation for an appointment to the position of Department Head. The Executive Committee in conjunction with Administrative and Finance Committee shall recommend an appointee for the position of County Manager/Director of Finance.
 2. Introduce Policy Resolutions that are not the responsibility of another committee.
 3. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
 4. Hear policy violations and/or potential issues that may result in litigation.
 5. Develop short and long range plans for the County.
 6. Set parameters, goals, and give Policy directions to the Corporation Counsel and Personnel Director on collective bargaining issues. Prior to any contract being submitted to~~

756 arbitration, the Corporation Counsel and Personnel Director shall meet with the Committee
757 and discuss the status of negotiations and receive further direction.

- 758 7. ~~All proposed union contracts shall be submitted to the Committee and County Board for~~
759 ~~final approval.~~
- 760 8. Review the recommendation of the Administrative & Finance Committee regarding salaries,
761 benefits and compensation structure for all county personnel, and submit to the County
762 Board for final approval. **Now referred to as Administrative & Finance Committee**

763 **EXTENSION COMMITTEE**

- 764 **A. Membership.** ~~The Extension Committee shall be comprised of five (5) County Board~~
765 ~~Supervisors two (2) of which will serve on the Land & Water Committee.~~
- 766 **B. Oversight.** ~~The Extension Committee shall confer and have policy making responsibilities for~~
767 ~~the UW Extension Department.~~
- 768 **C. Duties and Responsibilities.** ~~Duties and responsibilities include, but are not limited to the~~
769 ~~following:~~
- 770 1. ~~General policy making responsibilities.~~
 - 771 2. ~~Assist in determining appropriate programs to be provided by the County Extension~~
772 ~~Department.~~
 - 773 3. ~~Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b),~~
774 ~~Wisconsin Statutes.~~ **Now referred to as Land & Water Resource and Recreation**
775 **Committee.**

776 **HEALTH & HUMAN SERVICES BOARD**

- 777 **A. Membership.** The Health & Human Services Board shall be comprised of nine (9) members,
778 which shall consist of:
- 779 1. Five (5) shall be County Board Supervisors, one (1) of which will be a member of the
780 Administrative and Finance Committee
 - 781 2. Four (4) shall be individuals who are not elected officials or employees of the County.
782 These members shall be comprised of the following:
783 a. An individual who receives or has received human services, or shall be a family member
784 of such an individual, and who has demonstrated interest or competence in the field of
785 public or community health
786 b. A good faith effort shall be made to appoint a Physician
787 c. A good faith effort shall be made to appoint a Registered Nurse
788 d. No public or private provider of services shall be appointed to the Health & Human
789 Services Board
- 790 **B. Term.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three
791 (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the
792 members shall expire each year.
- 793 **C. Oversight.** The Health & Human Services Board shall confer and have policy-making
794 responsibilities, except as provided by law, for the following Departments: Health & Human
795 Services and Veteran Services.
- 796 **D. Duties and Responsibilities.** Created pursuant to §46.23(4)(a)(1) and §46.23(4)(b)(2),
797 Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
- 798 1. Oversee the Department and assure enforcement of the Health and Human Services
799 Statutes, Rules, and Regulations
 - 800 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin
801 Statutes
 - 802 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes
803
- 804

- 805 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by
806 §46.82(4)(d), Wisconsin Statutes
- 807 5. Develop Policies and authorize direction and planning for the delivery of all human services;
808 Health & Human Services that meet the physical and mental health, social and economic
809 needs of individuals and families; review the coordinated plan and budget; set priorities on
810 program operations within the funding mechanisms provided by Federal, State, and County
811 Government
- 812 6. Assess the health status of the citizens and recommend Policies that will improve the health
813 status and assure that needed health services are provided
- 814 E. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health
815 & Human Services Board. The Health & Human Services Board shall be responsible for
816 interaction, communication and recommendations to the County Board with respect to its
817 subcommittees, including: Aging Advisory Committee, Nutrition Advisory Committee, Long
818 Term Support Advisory Committee, and AODA & Crisis Advisory Committee. The Board shall
819 have interaction and communication with the Veteran Services Commission, Central Wisconsin
820 Community Action Counsel, and North Central Wisconsin Workforce Development Board.
- 821 1. **Aging Advisory Committee.**
- 822 a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7)
823 members, and include at least 50% of older individuals. At least five (5) members will
824 be age 60 and over, and five (5) shall be citizen members. The remaining members
825 shall be the Aging & Disability Resource Manager serving as the Aging Director and
826 Director of the Health & Human Services Department. The membership should be
827 representative of the varying socio-economic composition of the older population in the
828 County.
- 829 b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly
830 practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No
831 member may serve more than two (2) consecutive three (3) year terms.
- 832 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
833 to the following:
- 834 1. This is an advisory Committee, not a policy-making Committee.
835 2. Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging
836 3. Meetings are held quarterly
- 837 2. **Nutrition Advisory Committee.**
- 838 a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12)
839 individuals which shall consist of the following:
- 840 1. Nine (9) nutrition program participants, with three (3) representing each meal site.
841 2. Others representing the public interest, consisting of:
- 842 (a) One (1) County Board Supervisor
843 (b) Aging & Disability Resource Manager serving as the Aging Director
844 (c) Director of the Health & Human Services Department
- 845 3. Meal site participants shall elect members to serve on the Committee.
- 846 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
847 to the following:
- 848 1. This is an Advisory Committee, not a policy-making committee.
849 2. Meetings shall be held every two (2) months.
850 3. Meetings shall provide opportunity for the Committee to address participant
851 grievances and complaints.
- 852 3. **Long Term Support Advisory Committee.**

- 853 a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at
854 least 12 members, which shall consist of the following:
- 855 1. One (1) County Board Supervisor
 - 856 2. Five (5) individuals receiving long-term support services (or a relative or guardian of
857 such individuals) representing each of the groups eligible for Community Options
858 Program funding (frail elderly, physical disabilities, developmental disabilities, chronic
859 mental illness, and chemical dependence)
 - 860 3. One (1) representative from each of the following:
861 (a) County Health Department
862 (b) Commission on Aging
863 (c) Health & Human Services Department
864 (d) Local nursing home
865 (e) Local home health agency
866 (f) Local medical center
- 867 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
868 to the following:
- 869 1. This is an Advisory Committee, not a policy-making committee.
 - 870 2. Meetings are held quarterly.
 - 871 3. The Long Term Support Advisory Committee is responsible for approval and
872 oversight of the Community Options Plan (and annual updates).
 - 873 4. Assuring coordination of services among local service providers and long-term
874 support programs
 - 875 5. Evaluating service delivery
- 876 4. **Veteran Service Commission.**
- 877 a. **Membership.** The Veterans Service Commission shall be comprised of at least five (5)
878 residents of the County who are Veterans. Appointed by the County Board Chairperson
879 for staggered three (3) year terms. Pursuant to §45.81.
 - 880 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited
881 to the following:
882 1. This is an Advisory Commission, not a policy-making commission.
883 2. Meet a minimum of four (4) times per year
884 3. Provide aid to needy veterans, or to spouses, surviving spouses, minor and
885 dependent children of veterans, and the needy parents of veterans
886

887 HIGHWAY COMMITTEE

- 888 A. **Membership.** The Highway Committee shall be comprised of five (5) County Board
889 Supervisors. ~~Two (2) shall serve on the Solid Waste Committee.~~
- 890 B. **Oversight.** The Highway Committee shall confer and have policy-making responsibilities for
891 the Highway Department.
- 892 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
893 following:
894 1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
- 895 D. **Sub Committees, Boards, and Commissions.** The Highway Committee shall be
896 responsible for interaction, communication and recommendations to the County Board with
897 respect to the Traffic Safety Commission.
- 898 1. **Traffic Safety Commission.**
 - 899 a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
900 1. Highway Commissioner
901 2. Sheriff or Chief Deputy

3. County Highway Safety Coordinator
4. One (1) representative designated by the Committee on Appointments from each of the disciplines of education, medicine, and law
5. Three (3) representatives involved in municipal law enforcement agencies, highways, and highway safety

b. **Duties and Responsibilities.** Include but are not limited to:

1. Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters, and carryout all other duties pursuant to §83.013
2. Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
3. Committee shall file a report on each meeting with the Department of Transportation
4. The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

HOUSING AUTHORITY

A. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the Committee on Appointments pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:

- a. Two (2) County Board Supervisors
- b. Three (3) citizen members

B. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:

1. Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects
2. Own, hold, clear and improve property
3. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project
4. Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes

LAND & WATER and **RESOURCE AND RECREATION CONSERVATION COMMITTEE**

A. **Membership:** The Land & Water Conservation Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors, ~~two (2) of which shall serve on the Extension Committee, and the two (2) same serve on the Planning & Zoning Committee,~~ and two (2) citizen members, one (1) of which shall be an Farm Services Agency (FSA) Representative and one (1) of which shall be recommended by the Adams County Lake Alliance and forwarded to the Committee on Appointments for approval.

B. **Oversight.** The ~~Land & Water Conservation~~ Committee shall confer and have policy-making responsibilities for the Land & Water Conservation Department **and UW Extension Department.**

1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management
2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and maintain all ordinances passed and in accordance therewith

- 951 3. Supervision of operation and maintenance of County owned dams
952 4. General policy-making responsibilities.
953 5. Assist in determining appropriate programs to be provided by the County Extension
954 Department.
955 6. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b),
956 Wisconsin Statutes.

957 ~~EXTENSION COMMITTEE~~

- 959 A. ~~Membership.~~ The Extension Committee shall be comprised of five (5) County Board
960 Supervisors two (2) of which will serve on the Land & Water Committee.
961 B. ~~Oversight.~~ The Extension Committee shall confer and have policy making responsibilities for
962 the UW Extension Department.
963 C. ~~Duties and Responsibilities.~~ Duties and responsibilities include, but are not limited to the
964 following:
965 7. ~~General policy making responsibilities.~~
966 8. ~~Assist in determining appropriate programs to be provided by the County Extension~~
967 ~~Department.~~
968 9. ~~Act as the Agricultural and University Extension Committee pursuant to~~
969 ~~§59.56(3)(b), Wisconsin Statutes.~~

970 **LIBRARY BOARD**

- 971 A. **Membership.** The Adams County Library Board of Trustees shall consist of seven (7) **six (6)**
972 appointed members who shall be residents of the County. One (1) school administrator or
973 his/her representative, to represent the public school district, or districts, in which the Adams
974 County Library is located; **one (1)** ~~or two (2)~~ members of the County Board of Supervisors;
975 and **four (4)** ~~or five (5)~~ members from the County at large.
976 B. **Term.** Members shall be divided as nearly as may be into three (3) equal classes to serve for
977 one, two, and three years respectively from January 1 in the year of their appointment, and
978 thereafter each regular appointment shall be for a term of three (3) years.
979 C. The Library Board shall have all the powers and duties consistent with Chapter 43 of the
980 Wisconsin Statutes as may be amended from time to time. The Library Board is accountable to
981 the Adams County Board for the general operation of the library. The Adams County Board
982 shall determine budget appropriations, personnel policies and building usages unless statutes
983 indicate otherwise.
984

985 **PARKS COMMITTEE**

- 986 A. **Membership.** The Parks Committee shall be comprised of five (5) **three (3)** County Board
987 Supervisors.
988 B. **Oversight.** The Parks Committee shall confer and have policy-making responsibilities for the
989 Parks Departments.
990 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
991 following:
992 1. General policy-making responsibility for parks, trails, lake access areas, and recreation
993 property operated, maintained and developed by the County to provide adequate and safe
994 facilities for all users following the five (5) year recreational plan
995 2. Assist in determining appropriate programs to be provided by the Recreation Program
996
997

998
999
1000
1001
1002
1003
1004
1005
1006
1007
1008
1009
1010
1011
1012
1013
1014
1015
1016
1017
1018
1019
1020
1021
1022
1023
1024
1025
1026
1027
1028
1029
1030
1031
1032
1033
1034
1035
1036
1037
1038
1039
1040
1041
1042
1043
1044

PLANNING & ZONING COMMITTEE

- A. **Membership.** ~~The Planning & Zoning Committee shall be comprised of seven (7) total members five (5) County Board Supervisors, the same two (2) shall serve on the Land & Water Conservation Committee and two (2) of which shall serve on the Extension Committee, and two (2) citizen members.~~ The Planning & Zoning Committee shall be comprised of seven (7) total members: Five (5) County Board Supervisors (two of whom shall also serve on the Land & Water Conservation Committee, and two of whom shall also serve on the Extension Committee); and Two (2) citizen members. Any excused vacancies on the seven (7) member Committee shall be filled from a predetermined list comprised of County Board Supervisors with knowledge or experience with zoning and the public hearing process. (Res. #7-2015)
- B. **Oversight.** The Planning & Zoning Committee shall confer and have policy-making responsibilities for the following Departments: Planning & Zoning and Register of Deeds.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - 1. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain all ordinances passed and in accordance therewith.
 - 2. Recommend amendments of the County Comprehensive Plan to the County Board
 - 3. Review and take action on any Land Information policies and approval of expenditures and contracts needed, proposed by the Land Information Officer or Land Information Sub Committee
 - 4. Oversee County Surveyor projects and budget
- D. **Subcommittees, Boards, and Commissions.** The Planning & Zoning Committee shall be responsible for interaction, communication and recommendations regarding appointments to the Board of Adjustment, North Central Wisconsin Regional Planning Commission and Land Information Subcommittee.
 - 1. **Board of Adjustment.** Language modified to be in compliance with statutes.
 - a. **Membership.** The Board of Adjustment shall be appointed in accordance with Section §59.694 of the Wisconsin Statutes. The Board of Adjustment shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. No member shall be a member of the Planning and Zoning Committee, a member of the County Board of Supervisors, or a member of a Town Board. The Committee on Appointments shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm). The terms shall be staggered three year terms appointed by the County Board Chairperson. The members shall serve with compensation and shall be removable for cause by the County Board Chairperson upon written charges and after a public hearing.
 - b. **Duties and Responsibilities.** Pursuant to §59.694, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 - 1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer
 - 2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass
 - 3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done

1045 **2. Land Information Committee**

- 1046 a. **Membership.** The Adams County Land Information Committee will consist of the one
1047 (1) County Board Supervisor who will serve as Chair. The County
1048 Manager/Administrative Coordinator, GIS Technician, Land Information Officer, County
1049 Register of Deeds, County Treasurer, County Clerk, a Realtor (if available), and a
1050 representative from each of the following Departments: Solid Waste, MIS, Land and
1051 Water Conservation, Planning and Zoning, Sheriff, Emergency Management, Highway
1052 Commission, Real Property Lister and County Surveyor. Five (5) members of this
1053 committee constitute a quorum.
- 1054 b. **Oversight.** The Land Information Committee shall confer and have policy development
1055 responsibilities and oversight for the Land Information functions and duties.
- 1056 c. **Duties and Responsibilities.** The Land Information Committee shall carry out all
1057 duties and responsibilities in accordance with §59.72, Wisconsin Statutes.

1058 **PROPERTY COMMITTEE**

- 1059 A. **Membership.** The Property Committee shall be comprised of five (5) members of the County
1060 Board for oversight of County owned property.
- 1061 B. **Oversight.** The Property Committee shall confer and have policy-making responsibilities for
1062 the Building & Grounds Director/Maintenance Department.
- 1063 C. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the
1064 following:
- 1065 1. ~~To maintain and keep in repair all public buildings and personal property owned and~~
1066 ~~operated by Adams County, To allocate departmental space in all county buildings among~~
1067 ~~all departments, excluding buildings operated by the Solid Waste Department, the Highway~~
1068 ~~Department, the Parks, and the Dams to ensure and monitor the proper operation, repair~~
1069 ~~and management of all county owned property, both real and personal.~~
 - 1070 2. ~~Set policy for the Adams County Community Center and Room Usage.~~
 - 1071 3. ~~To cause to be prepared by all department heads full and accurate records of all capital~~
1072 ~~expenditures (\$5000.00 or greater) in each department no later than the 20th of January of~~
1073 ~~each year and to cause the same to be filed in the office of the County Manager. This~~
1074 ~~committee shall see that the MIS Departments keep a perpetual inventory of the county-~~
1075 ~~owned computers and related equipment, hardware, electronic devices, and the committee~~
1076 ~~may make annual inspections of such property, including the county jail. All county surplus~~
1077 ~~property shall be listed with the Property Committee. County surplus materials will be sold~~
1078 ~~at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer~~
1079 ~~related sales to be returned to MIS department budget as revenue, 80% of all other~~
1080 ~~property to be returned to the furniture carryover account. The committee shall consider,~~
1081 ~~review and recommend the acquisition, lease, rent or sale of any real or personal county~~
1082 ~~property for public uses or purposes, as required by law, to the County Board for approval~~
1083 ~~pursuant to §59.52(6) of the Wis. Stats. To be considered for policy document.~~
 - 1084 4. Appraise and advertise lands acquired by tax deed or by in-REM proceedings, pursuant
1085 §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax
1086 deed or in- REM proceedings, requires approval of the County Board.
 - 1087 5. ~~Hold a public auction periodically to dispose of surplus equipment and goods not sold~~
1088 ~~through Practical Cents or any other county approved outlet.~~
 - 1089 6. The County Clerk is authorized to execute and sign any and all legal documents relating to
1090 sale and purchase of real or personal property.
 - 1091

1092 7. Propose and **Review and** approve contracts, leases, fees, expenditures or other agreements
1093 as necessary for the construction, improvement, equipment, maintenance, and operation of
1094 the Airport.

1095 ~~8. Review reports presented by the Airport Manager~~

1096 D. **Sub Committees, Boards and Commissions.** The Property Committee shall be responsible
1097 for interaction, communication and recommendations to the County Board of Supervisors with
1098 respect to the Airport Commission, Adams County Fair Board and Workplace Safety Committee.
1099

1100 **1. Airport Commission.**

1101 a. **Membership.** The Airport Commission shall be comprised of ~~two (2)~~ **one (1)** County
1102 Board members from the Property Committee and three (3) members especially
1103 interested in aeronautics appointed by the Committee on Appointments.

1104 b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and
1105 responsibilities shall be as follows:

1106 1. The Airport Commission shall have complete and exclusive control and management
1107 over the airport as vested by the County.

1108 2. The commission shall provide a report to the Property Committee quarterly.
1109

1110 **2. Fair Board.**

1111 a. **Membership.** The Committee on Appointments shall appoint one (1) County Board
1112 Supervisor **that is a member of the Property Committee** to the Fair Board as a liaison
1113 member.

1114 b. **Duties and Responsibilities.** Attend Fair Board meetings as a non-voting member to
1115 assist and ensure communication between the entities.

1116 **3. Workplace Safety Committee.** This is an Advisory Committee, not a policy-making
1117 Committee.

1118 a. **Membership.** One (1) County Board supervisor, the Building & Grounds Director or
1119 their designee, County Safety Director and two (2) qualified individuals that may or may
1120 not be County employees.

1121 b. **Oversight.** To address safety issues and oversee the County's workplace safety
1122 program.

1123 **PUBLIC SAFETY & JUDICIARY COMMITTEE**

1124 A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County
1125 Board Supervisors.

1126 B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer
1127 and have policy-making responsibilities for the following Departments and Operations: Child
1128 Support, Clerk of Circuit Courts, Medical Examiner, District Attorney, Emergency Management,
1129 Office of the Family Court Commissioner, Register in Probate, and Sheriff.

1130 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
1131 following:

1132 1. Review and approve as necessary emergency management plans for the County, consistent
1133 with the State Plan of Emergency Management, assist in the review and approval of
1134 Municipal Emergency Management Plans, and integration of such plans with the County
1135 plan.

1136 2. Act as the Emergency Management Committee pursuant to §166.03(4)(c), Wisconsin
1137 Statutes.

1138 3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.

1139 4. Approve rules, regulations and policies specific to the Sheriff's Department.

- 1140 5. Oversee the County Court and Court related processes.
1141 6. Pursuant to §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year
1142 the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail
1143 maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail
1144 shall lay before the board or the committee a calendar setting forth the name, age and
1145 cause of committal of each prisoner. If it appears the Board or Committee that any
1146 provisions of the law have been violated or neglected, the Board or the Committee shall
1147 immediately give notice of the violation to the District Attorney of the County.
1148 7. Shall conduct public hearings pursuant to §59.26 and any amendments, codifications or
1149 renaming of said statute.

1150 **D. Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee
1151 shall be responsible for interaction, communication and recommendations to the County Board
1152 with respect to the Local Emergency Planning Commission.

1153 1. **Local Emergency Planning Commission.**

1154 a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency
1155 Planning Commission is required to have members as specified in 42 USC 11001(c),
1156 which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20
1157 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act
1158 (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1)
1159 representative from each of the following groups;

- 1160 1. Elected State and Local Officials
1161 2. Law Enforcement
1162 3. Fire
1163 4. Emergency Management
1164 5. Health Professionals
1165 6. Environmental
1166 7. Representatives of facilities subject to the Emergency Planning requirements and the
1167 Media

1168 b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20
1169 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited
1170 to the following:

- 1171 1. This is an Advisory Committee, not a policy-making committee.
1172 2. Consult and coordinate with the County Board, the County and local heads of
1173 emergency management services, and the Public Safety & Judiciary Committee in the
1174 execution of the Local Emergency Planning Commission's duties.
1175

1176 **SOLID WASTE COMMITTEE**

1177 A. **Membership:** The Solid Waste Committee shall be comprised of five (5) County Board
1178 Supervisors. ~~and the two (2) shall serve on the Highway Committee.~~

1179 B. **Oversight.** The Solid Waste Committee shall confer and have policy-making responsibilities
1180 for the Solid Waste

1181 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
1182 following:

- 1183 1. General policy-making responsibility for the operations of the Solid Waste Department
1184 2. Remain updated of changing legislation regarding waste disposal and recycling to ensure
1185 County compliance
1186

1187 **SPECIAL OR AD HOC COMMITTEES**

1188 A. **Duties and Responsibilities.** Special or Ad Hoc Committees may be recommended by the
1189 ~~Committee on Appointments with approval~~ by the County Board **Chair** as the need arises, to
1190 carry out a specific task requested by the County Board ~~Chair~~ and/or recommended by an
1191 Oversight Committee, which duration shall automatically cease upon completion of the task, ~~or~~
1192 ~~at the direction of the Committee on Appointments.~~ **All appointments are subject to**
1193 **confirmation and approval of the County Board.**
1194

1195 **RULE TWENTY SIX: RESOLUTIONS AND ORDINANCES**

- 1196 A. Resolutions and Ordinances sponsored by Committees or individual Supervisors shall be in
1197 writing and hard copies with appropriate signatures and attachments filed with the County
1198 Clerk by 9:00 a.m. seven (7) days prior to the next meeting of the County Board. (i.e. Tues
1199 morning)
- 1200 B. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any
1201 proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and
1202 Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors
1203 have received a written copy of such Resolution or Ordinance in advance of the reading.
- 1204 C. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least
1205 one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have
1206 signatures of a majority of the Supervisors of that Committee. All Resolutions shall be titled
1207 and carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). The
1208 County Manager/Administrative Coordinator and Corporation Counsel shall review all
1209 Resolutions and Ordinances prior to them being submitted to the County Clerk’s Office for the
1210 Board Meeting.
- 1211 D. Copies of late (should be exceptions and not the rule) Resolutions or Ordinances shall be
1212 provided to all Supervisors and Department Heads, and shall be read by the County Clerk. The
1213 County Board may consider them as long as the Resolution or Ordinance has been timely
1214 noticed in accordance with the Open Meetings Law and upon approval of the County Board
1215 Chair. The County Board may reconsider any action taken one (1) month previous as long as
1216 the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file
1217 a copy of the agenda for public review.
- 1218 E. All Resolutions and Ordinances shall start with the number one (1) at the beginning of each
1219 calendar year. For example: Resolution 1-201__ or Ordinance 1-201__.

1221 **RULE TWENTY SEVEN: NEW POSITIONS**

1222 New permanent County positions not included in the budget that require transfer of funds shall not
1223 be created without approval of two-thirds (2/3) of the County Board member’s present.
1224

1225 **RULE TWENTY EIGHT: FUNDING**

- 1226 **A. General Fund.** Any appropriation from the General Fund requires two-thirds (2/3) vote of the
1227 County Board membership. (14 votes)
- 1228 **B. Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds (2/3)
1229 vote of the County Board membership. (14 votes)
 - 1230 1. The contingency fund is an appropriation that is non-lapsing and is governed by the
1231 Administrative Finance Committee for transfers within the established restrictions under (C).
 - 1232 2. Transfer from the contingency fund are permitted by the Administrative Finance Committee
1233 not to exceed ten percent (10%) of the Department’s Budget.
- 1234 **C. To Transfer.** A two-thirds (2/3) vote of the County Board membership is required to permit
1235 the transfer of money from a line item within one (1) Department to a similar or different line

1236 item within another Department, or to permit transfer of money from an existing line item
1237 within a Department to line items unanticipated and not referred to in the annual budget.
1238 Unless approved by the Administrative & Finance Committee and the aggregate totals of such
1239 transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.

1240 **D. To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the
1241 County Board may borrow funds. (14 votes)

1242 **E. Annual Budget.** The County Board annual budget will not be valid unless it conforms with
1243 §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any
1244 amendments to the budget following the hearing shall require two-thirds ($\frac{2}{3}$) vote of the
1245 County Board membership.

1246
1247 **RULE TWENTY NINE: CLAIMS AGAINST THE COUNTY**

1248 **A.** All claims shall be brought against the county in compliance with §59.07 and §893.80
1249 Wisconsin Statutes

1250 **B.** The Corporation Counsel shall review claim(s) against the County in accordance with section
1251 59.52 (12) (a) (b)

1252 **C.** Pre-Claim notices

1253
1254 **RULE THIRTY: RULES IN VIOLATION OF LAW**

1255 If any rule herein shall be determined to be in conflict with any state or federal law or ruled invalid
1256 by any court of competent jurisdiction, the remainder of these rules shall not be affected.

1257
1258 **RULE THIRTY ONE:** The County Board and/or appropriate Standing Committee shall be
1259 responsible for interaction, communication with respect to:

1260 **A. Aging Disability Resource Center (ADRC).**

1261 1. **Membership.** This committee is dictated by the bylaws adopted by the Consortia. The
1262 County Board Chair shall make the appointments, including at least one (1) County Board
1263 Supervisor to the committee. The Human Services Board and Commission on Aging shall
1264 make a recommendation to the County Board Chair regarding the appointments.

1265 **B. Central Wisconsin Community Action Council (CWCAC).**

1266 1. **Membership.** The Committee on Appointments shall appoint one (1) County Board
1267 Supervisor to the CWCAC. The Council meets six (6) times a year in even months with the
1268 following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

1269 **C. Community Response.**

1270 1. **Membership.** The Committee on Appointments shall appoint one (1) County Board
1271 Supervisor and one (1) citizen member.

1272 **D. Lake Districts.**

1273 1. **Membership.** The Committee on Appointments shall appoint a County Board
1274 representative(s).

1275 2. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and
1276 §33.31, Wisconsin Statutes.

1277 **E. Golden Sands Committee.**

1278 1. **Membership.** The Committee on Appointments shall appoint one (1) County Board
1279 Supervisor that shall be a member from the Land & Water Committee to the Golden Sands
1280 Committee. That member must sit on the Water Quality Sub Committee.

1281 2. **Oversight.** Manage natural and human resources in ways consistent with sound
1282 conservation principles by working across county lines to address local concerns.

1283 3. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
1284 the following:

- 1285 a. To develop and implement a program of resource conservation and development for
1286 Adams, Juneau, Marathon, Marquette, Monroe, Portage, Waupaca, Waushara, and
1287 Wood counties in an effort to conserve, develop and utilize natural resources and
1288 thereby improve general economic conditions.
1289 b. To coordinate and assist in carrying out the local and regional development plans of
1290 other organizations and agencies.
1291 c. To create a general awareness on the part of all people of the urgency and need for
1292 sustainable development, conservation and utilization of natural resources.

1293 **F. North Central Wisconsin Workforce Development Board (NCWWDB).**

- 1294 1. **Membership.** The Committee on Appointments shall appoint one (1) County Board
1295 Supervisor ~~that shall be a member from the Planning & Zoning Committee~~ to the NCWWDB.
1296 The Board meets quarterly and the Counties involved in this District include: Adams,
1297 Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood. (Res. #99-2014)

1298 **G. North Central Wisconsin Regional Planning Commission (NCWRPC).**

- 1299 1. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
1300 a. The Committee on Appointments shall appoint one (1) member to the NCWRPC,
1301 pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
1302 b. Two (2) members from each participating County shall be appointed by the Governor.
1303 At least (1) one appointee shall be a person, selected from a list of two (2) or more
1304 persons nominated by the County Board, who has experience in local government in
1305 elective or appointive offices or who is professionally engaged in advising local
1306 governmental units in the fields of land-use planning, transportation, law, finance,
1307 engineering or recreation and natural resources development. The Governor in making
1308 appointments under this subdivision shall give due weight to the place of residence of
1309 the appointees within the various Counties encompassed by the region, pursuant
1310 §66.0309(3)(a) 2, Wisconsin Statutes.

1311 **H. South Central Environmental Health Consortium. (SCEH)**

- 1312 1. **Membership.** The South Central Environmental Health Commission shall be composed of
1313 two (2) Commissioners from each jurisdiction and one (1) citizen member who shall be a
1314 resident in one of the jurisdictions, and shall be appointed by the agreement of the
1315 chairpersons of each of the governing bodies of jurisdictions.
1316 a. One (1) commissioner who shall be a member of the governing body of the Jurisdiction
1317 they represent. Commissioners shall serve a two (2) year term. If a commissioner is no
1318 longer a member of the governing body of the jurisdiction they represent their seat is
1319 automatically vacated. The Health Officer from each Jurisdiction shall serve as second
1320 commissioner from each jurisdiction.
1321 b. One citizen member, who shall be a resident in one of the jurisdictions, shall be
1322 appointed by the agreement of the chairperson of each of the governing bodies of
1323 jurisdictions.

1324 **I. South Central Library System Board (SCLS).**

- 1325 1. **Membership.** The position on the Board of Trustees for the South Central Library System
1326 is a required position that somebody from the Library Board of Trustees needs to fill. The
1327 SCLS Board governs the library system; the position can vote. One (1) non-voting alternate
1328 position can attend all the meetings, but cannot vote.

1330 **APPENDIX ONE: DEFINITIONS.**

1331 **Committee:** Referred to Committees, Boards, and Commissions, unless otherwise specifically
1332 noted.

1333 **Majority:** The majority of the elected or appointed Supervisors present. A majority of citizens
1334 cannot make up a quorum of a meeting.

1335 **Quorum:** A majority of Supervisors or Committee members shall constitute a quorum.
1336

1337 **PUBLIC PARTICIPATION:**

- 1338 1. The topic must be part of the agenda.
1339 2. Identify yourself and if representing a group, identify the group.
1340 3. Avoid speaking at length to a previously presented issue by briefly expressing their position on
1341 that issue.
1342 4. Plan group representation by appointing one or two members to present an issue
1343

1344 ~~**APPENDIX TWO: ACRONYMS:**~~

1345 ~~**ADRC:** Aging & Disability Resource Center~~

1346 ~~**FSA:** Farm Service Agency~~

1347 ~~**SCEH:** South Central Environmental Health Consortium~~

1348 ~~**SCLS:** South Central Library System~~
1349

1350 ~~**APPENDIX THREE: TAKING MINUTES.**~~

1351 ~~When taking minutes for a meeting "cold", it is very difficult to estimate what is important as it
1352 relates to that particular meeting. The best procedure is to study the minutes of the last several
1353 meetings. Become familiar with the type of issues dealt with by the particular committee. A
1354 complete study of the agenda and all attachments is helpful to do a good job when taking
1355 minutes.~~

1356
1357 ~~Write as much as possible. If you have holes in your notes, check with the individual who spoke
1358 to confirm content of their discussion. In most cases, you will find them helpful. Any staff
1359 members or supervisors present at the meeting can also be of assistance.~~

1360
1361 ~~Recording actions taken is the single most important part of the final minutes. The minutes should
1362 identify the item of business, highlights of discussions resulting in an action, and the exact actions
1363 of the item. Clearly indicate what is done, by whom, and why. Record the general consensus of
1364 the members, the desires of the committee as to what future actions are to be carried out, and
1365 who is responsible for carrying them out. The names are necessary for follow-up actions relating
1366 to discussions or future action items. You must be able to use good judgment on items of this
1367 nature. Be sure to note the name/time of people arriving late and/or leaving early. This is
1368 important as it may determine whether or not a quorum is still present.~~

1369
1370 ~~Minutes need not be typed verbatim except motions that have occurred or if there is a request for
1371 the recording of a statement. Identifying makers of motions and incorporating individual names is
1372 required. In typing, the action should be specific, complete, and accurate so that it can stand
1373 alone and be referred to at some future time. Final minutes should be typed from your notes and
1374 have enough information that accurately reflect the intent of the meeting and actions taken.~~
1375

1376 ~~Even though other attendees at the meeting may take notes of actions affecting them individually,~~
1377 ~~they are depending upon the meeting secretary for a complete and accurate record of the entire~~
1378 ~~meeting's proceedings.~~ (Internal policy)

1379

1380

1381

1382 *** Strike outs and highlights show recommended changes. Table of contents will be updated
1383 and modified once all changes are final.

1384

1385 Motioned by Allen/Stuchlak to approve changes as discussed and present back before next
1386 scheduled meeting. Motion carried by unanimous voice vote.

1387 Set next meeting date Feb, 26, 2016 @ 9:00 a.m. A160

1388

1389 Motioned by Allen/Grabarski to adjourn at 4:58 p.m. Motion carried by unanimous voice vote.

1390

1391 Respectfully submitted,

1392

1393 Cindy Phillippi

1394 Recording Secretary

1395 These minutes have been approved.

1396 S:\COUNTY BOARD\Board Rules\Board Rules 2016\2016 County Board Rules Minutes\2-12-16 Ad

1397 Hoc County Board Rules Minutes.doc