

MINUTES

Executive & Legislative Committee

Tuesday, May 5, 2020 at 3:00 p.m.

Sauk County West Square Building, County Board Room, 505 Broadway, Baraboo WI

Members Present: McCumber, Lohr, Czuprynko, McAuliffe and Krueger (Members all In-Person)

Members Absent:

County Personnel: Steve Pate, MIS Coordinator (In-Person); Gary Rehfeldt, Interim Corporation Counsel (In-Person); Dave Bretl, Interim Administrative Coordinator (In-Person); Becky Evert, Sauk County Clerk (In-Person); Elizabeth Geoghegan, Sauk County Treasurer (Via Zoom) and Tim Lawther, Health Director (Via Zoom)

County Personnel Absent: Jeff Jelinek, Emergency Management (Via Zoom);

Others Present: Bryant Hazard, Delmar Scanlon, Rob Nelson, Kevin Schell, Patricia Rego, Mike Flint and Thomas Dorner (All present Via Zoom)

Chair McCumber called the meeting to order at 3:00 p.m. and compliance with the open meeting law was verified.

MOTION (Czuprynko/McAuliffe) to adopt the agenda removing item #13 from the agenda. Motion carried unanimously.

MOTION (Czuprynko/McAuliffe) to approve the minutes from the meetings on April 14, 2020 and April 28, 2020. Motion carried unanimously.

Communications:

- 1) 04/22/2020 Letter from Chuck Spencer, re: Resignation;
- 2) 04/22/2020 Letter from Historical Society, re: Property being entered into the National Register of Historic Places;
- 3) 04/28/2020 Letter from Chair McCumber, re: Statement issued in regards to the letter received from Attorney General;

Jeff Jelinek, Emergency Management:

a) Monthly Report/Review and Approval of Vouchers:

Jelinek presented the monthly report and list of bills for his department. MOTION (Czuprynko/McAuliffe) to approve the bills in the amount of \$3,326.43. Motion carried unanimously.

Steve Pate, MIS Department:

a) Monthly Report/Review and Approval of Vouchers:

Pate presented the monthly report and list of bills for his department. MOTION (Czuprynko/McAuliffe) to approve the bills in the amount of \$102,961.75. Motion carried unanimously.

b) Consideration of Computer Donation Requests:

MOTION (Lohr/Czuprynko) to approve the donation. Motion carried unanimously.

c) Consideration of MIS Carryforward Requests.

MOTION (Krueger/McAuliffe) to approve the carryforward requests amending the budgets. Motion carried unanimously.

d) Discussion and Consideration of Resolution Authorizing A Contract With Intrado Life & Safety Solutions To Upgrade Sauk County's 911 Call Management System.

MOTION (Lohr/McAuliffe) to approve the resolution and forward to the May 19, 2020 County Board Meeting for approval. Motion carried unanimously.

Becky Evert, Sauk County Clerk:

a) Monthly Report/Review and Approval of Vouchers:

Evert presented the monthly report and list of bills for her department. MOTION (Czuprynko/Lohr) to approve the bills in the amount of \$7,546.34. Motion carried unanimously.

Gary Rehfeldt, Interim Corporation Counsel Department:

a) Monthly Report/Review and Approval of Vouchers:

Rehfeldt presented the monthly report and list of bills for the department. MOTION (Czuprynyko/McAuliffe) to approve the bills in the amount of \$12,887.78 and \$56,734.18. Motion carried unanimously.

Dave Bretl, Interim Administrative Coordinator:

a) Review and Approval of Vouchers:

Bretl presented the monthly report and list of bills for the department. MOTION (Czuprynyko/McAuliffe) to approve the bills in the amount of \$11,560.25. Motion carried unanimously.

Discussion and Consideration of Resolution Authorizing A Taxation District To Waive Interest And Penalties On Property Tax Payment Installations Due On Or After April 1, 2020:

MOTION (McAuliffe/Czuprynyko) to approve the resolution and forward to the May 19, 2020 County Board Meeting. Discussion took place among the committee.

MOTION (Czuprynyko/Lohr) to lay the item on the table. Motion carried unanimously.

Updated Regarding COVID-19 in Sauk County by Tim Lawther:

Lawther gave the committee a brief update.

Report and Update on Supervisor Czuprynyko's Conversation with Rep. Ballweg Concerning Sales Tax in Relation to Coronavirus: Supervisor Czuprynyko gave the committee a brief update.

Discussion and Consideration of Resolutions Honoring Former County Board Members:

MOTION (Czuprynyko/Lohr) to approve the resolutions and forward to the May 19, 2020 County Board Meeting for approval. Motion carried unanimously.

Discussion and Consideration of Resolution Authorizing Reimbursement For Attendance At WCA Conference in Wisconsin Dells:

MOTION (Czuprynyko/Lohr) to approve the resolution and forward to the May 19, 2020 County Board Meeting for approval. Motion carried unanimously.

Discussion and Consideration of Structure and Possible Amendments to the Rules of the Board:

Proposed Rule Change 1:

This rule change is being proposed by Supervisor Hazard.

Additions are shown by underline and as a new paragraph G.

"RULE I. BOARD ORGANIZATION AND MEETINGS. (Add the following item as "G" or add it between "A" and "B". Alternatively, add it to **RULE II. AGENDA**).

G. The November board of supervisors annual meeting. The proposed county budget for the following year is approved at the November board of supervisors annual meeting. Many supervisors present amendments (changes) to the budget at this meeting. Amendments typically affect multiple line items in the future budget and thus the budget amendments submitted by any single supervisor are considered a "package". Note that proposed changes to the future budget must preserve a balanced budget and cannot increase the county's tax levy beyond the legal limit. Budget amendments proposed by supervisors will be processed using the following procedure so that the board can learn about all the amendments before voting on them:

1. All of the amendments will be presented to the board without going through the motionsecond discussion-vote process. Amendments are identified by the supervisor who presented them. A supervisor's amendments (budget changes) are considered a package.

2. All proposed budget amendments must be presented at this time. Changes to next year's budget will not allowed after this process is completed.
3. The chair will ask 3 times for additional proposed changes to next year's budget. After this step supervisors cannot submit additional budget amendments.
4. The chair will request a short recess to allow supervisors time to review the proposed budget amendments.
5. During the recess supervisors who presented budget amendments may decide to withdraw their package, modify it, or combine it with another supervisor's package, assuming the two supervisors agree to the merge.
6. After the recess the chair will ask supervisors who submitted packages if they wish to modify or withdraw their package. Changes will be accepted. New packages will not be accepted.
7. The chair will request each supervisor's package be brought to the floor using the supervisor's district number to determine the order. Robert's Rules of Order shall be followed. The chair will ask for a motion and a second to bring the current package to the floor. If the motion is owned by the floor then it will be discussed, possibly modified and voted on.
8. Potential changes to the following year's budget are "closed" after all the packages have been processed. A motion to approve the draft budget can then proceed."

Interim Administrative Coordinator comments to Proposed Rule Change 1:

It is true that the annual budget that is ultimately adopted must comply with the appropriate levy limits. It is not uncommon for individual Supervisors to submit a "package" of budget amendments that are either, "levy neutral" to the preliminary budget or reduce the final levy. Considering individual amendments, without reference to the levy cap can present a situation where the levy cap is exceeded, when all amendments are approved, or which requires calculations to be made by staff "on the fly" during the meeting. It is a challenge for staff to accurately calculate, for example, the levy impact of cutting a position that is funded by both tax levy and one or more outside revenues.

This is not a problem unique to Sauk County. This proposal is one solution to provide more careful consideration of the impact of various budget amendments. One potential challenge of the amendment would be to prevent Open Meetings violations from occurring if quorums of committees happened to discuss amendments, "off mic," during the recess. This could be mitigated by a reminder from the Chair prior to the recess.

There is no perfect solution to the challenge presented by the "cap" on the night of budget adoption. A course of action that we pursued in Walworth County was to strongly encourage that all proposed budget amendments be submitted to the Finance Director, in writing, by a date, well-in advance of budget adoption (seven to ten days). Amendments on the floor were not prohibited but the deadline was generally observed as a courtesy to fellow Supervisors and impacted stakeholders. The advanced deadline provided Supervisors with time for finance staff to analyze amendments and accurately report on the levy impact of the proposed change. It also provided transparency to departments and to stakeholders that might be impacted by potential amendments.

There is no "perfect mousetrap" to this challenge. It is an important issue and the proposed amendment presents an opportunity to interject more thoughtful planning into one of the most important Board meetings of the year.

Committee Recommendation:

Committee consensus was to discuss this at the May 19th County Board Meeting.

Proposed Rule Change 2:

This rule change is being proposed by the UW Extension, Arts and Culture Committee. The Committee proposes changing its name and making the changes shown in underline and ~~striketrough~~. These changes would be made to Rule IX. Standing Committees of the Board.

~~"UW-EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE~~ EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE

Jointly responsible with the ~~UW-Extension Southern District Area~~ Extension Director for oversight of ~~UW-Extension~~ University of Wisconsin-Madison, Division of Extension educational programming in agriculture and natural resources, community and economic development, ~~human development~~, family living 4-H and positive youth development, horticulture, and County tourism and promotion activities on behalf of the Board. Responsible for policy direction and oversight regarding arts, humanities, culture and historic preservation projects on behalf of the Board. Serves as the Landmarks Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. Secs. 59.56 and 59.69(4m). Responsible for oversight of the following departments: jointly responsible with the ~~UW-Extension Area~~ Extension Director for UW the Extension Office. Wis. Stat. sec. 59.56(3)(b). **Members: 5 Supervisors; 1 citizen may be appointed who shall be a public school administrator in the County. 2 members must also be members of the Land Resources & Environment Committee."**

Interim Administrative Coordinator Comments to Proposed Rule Change 2:

These changes would be made to Rule IX. Standing Committees of the Board. As I read the text submitted, in addition to the name change, the proposed amendment would also align the Committee to changes made to Extension governance through the nEXT Generation process and the State. Again, I am comparing the proposed changes to the web version of the rules. If these other changes were already adopted by the Board, please disregard this comment. Having participated extensively in nEXT Gen the proposal makes sense from my perspective.

Committee Recommendation:

Committee consensus was that this change be made at the May 19th County Board Meeting.

Proposed Rule Change 3:

This rule change is being proposed by Supervisor Shane Gibson. It seeks to restore the Communications & Infrastructure Committee which will be eliminated effective April 21, 2020 by prior board action. The Supervisor's comments are as follows:

"Sitting on both committees I have sat through 4 CIC meetings that have gone over an hour in length since the vote to eliminate the committee. Property usually goes at least an hour. I think this would be an overly burdensome time for Property. Since CIC meets as needed, I feel it would serve the best to keep the two committees separate."

Interim Administrative Coordinator Comments to Proposed Rule Change 3:

The proposal is self-explanatory and I have no experience attending any of these committee meetings.

Committee Recommendation:

Committee consensus was to leave the board rule as is and not adopt the change.

Proposed Rule Change 4:

This rule change is being proposed by former Chair Vedro. The Chair's comments are as follows:

I also request the rule addition to give preference to make motion/second to members of the committee providing the resolutions to the board.

Interim Administrative Coordinator Comments to Proposed Rule Change 4:

If the Committee wishes to advance this amendment consideration may be given to adding it to Rule IV Procedure. Changes are shown in underline and ~~striketrough~~. It has been my experience that deference is often paid to Committee leadership

or committee members when committee reports are advanced to the full board. This proposal is not inconsistent with the current rule which provides the moving supervisor with the option to defer to the appropriate committee chair for explanation.

“A. The chair shall announce items as they arise on the agenda. With respect to a resolution or ordinance, the chair shall ask if a member wishes to make a motion, and upon a motion, if there is a second. Preference shall be given by the chair to first recognize members of the reporting committee to make the initial motion and second for consideration. Upon motion and second, the chair, or the clerk shall state the question on the motion, identifying the resolution or ordinance by its title and number, and reading the resolution in full. If the text of the resolution or ordinance has been distributed to members in advance, the chair may state the question without reading it in full, instead identifying the resolution by its designated title and number, by saying: ‘it is moved and seconded to adopt the resolution relating to..., as printed.’ Any supervisor has the right to have the motion or resolution read. After the question has been stated, the chair shall call upon the maker of the motion who may defer to the chair of the appropriate committee, or an appropriate county staff person, for any statement or explanation.”

Committee Recommendation:

Committee consensus was to leave the board rule as is and not adopt the change.

Proposed Rule Change 5:

These changes are being proposed by Supervisor Czuprynski and are as follows:

RULES OF THE SAUK COUNTY BOARD OF SUPERVISORS (2020-2022)

~~[As adopted on April 17, 2018, and amended on May 15, 2018, October 16, 2018 and April 29, 2019.]~~

RULE I. BOARD ORGANIZATION AND MEETINGS.

A. As provided by statute, the Sauk County Board of Supervisors (“Board”) shall organize on the third Tuesday of April in even numbered years and adopt rules and regulations for the ensuing term by a majority vote of the board. ~~At the first meeting of a new session of the Board in odd numbered years, supervisors may propose amendments to the rules which may be adopted by a two thirds vote of the board, provided the proposed amendments have been presented for timely consideration in advance by the Executive & Legislative Committee.~~ Regular and special meetings of the Board shall be held and conducted in accordance with the provisions of Wis. Stat. § 59.11. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business and the adoption of the budget. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. ~~Board sessions shall be one year in length running from the beginning of the April meeting to the beginning of the following April meeting.~~

B. The Chairperson of the County Board (“Chair”) and Vice-Chairperson shall be elected biennially by the Board at the April meeting in even-numbered years. **Furthermore, any Supervisor may request election of a new Chairperson, Vice-Chairperson or both under item 13 of the regular Board meeting agenda, provided such request is placed with the County Clerk and Administrative Coordinator pursuant to the provisions of III. A.** Such officers shall take office upon election. If the former Chair is considering running for reelection, the Chair shall turn the meeting over to the Vice-Chair to chair the meeting during the election of the chair. If the Chair and Vice-Chair are both running for election to Chair, the meeting shall be chaired by the Corporation Counsel until a new Chair is elected. **No Supervisor may serve as Chairperson for more than two (2) consecutive terms.**

C. The Board shall meet regularly in the County Board Room on the third Tuesday of each month except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting shall require approval by two-thirds of the members present.

D. The Chair shall preserve order and decorum. The Chair may speak to points of order in preference to other members, and shall recite questions of order subject to an appeal to the Board by any two members, on which appeal no member shall speak more than once, unless by leave of the Board. He or she shall vote on all roll calls, except upon appeals from his

or her own decision. The Chair may **NOT** participate in debate or discussion unless he or she steps down from the Chair and assumes their regular seat (the Vice-Chair would then run the meeting) then following the same rules as any other Supervisor.

E. The Board aspires to encourage appropriate dress by board members that reflects the professionalism of the Board. Business casual or ~~more~~ formal attire is encouraged.

F. All comments, debates and discussions shall be appropriate and to the point of the topic under discussion, and conducted in a manner that is civil, and respectful of all concerned.

RULE II. AGENDA.

A. The order of business of Board meetings shall be as stated on the agenda for each session. The agenda shall **jointly** be the responsibility of the Chair, ~~with the assistance of~~ the Administrative Coordinator and the County Clerk. The agenda shall be circulated to the Board not less than two **business** days before each meeting. Agenda amendments that comply with Open Meeting Law notice requirements are permitted after initial circulation.

B. The format for the agenda at the April organizational meeting held in even-numbered years shall be as follows:

1. Call to order.
2. Invocation and pledge of allegiance.
3. Verification of credentials and roll call.
4. Administration of oath of office.
5. Adoption of Rules of the Board.
6. Adoption of agenda.
7. Approval of the minutes of the previous meeting.
8. Designation of official newspaper.
9. Election of a Chair and Vice Chair.
10. Election of at-large members of Executive & Legislative Committee.
(Proceed in accordance with regular meeting agenda, see II.C. 6. through 15.)

C. The format for the regular meeting agenda of the County Board shall be as follows:

1. Call to order.
2. Roll call.
3. Invocation and pledge of allegiance.
4. Adoption of agenda.
5. Approval of the minutes of previous meeting.
6. General consent agenda items.
7. Scheduled appearances included on the agenda.
8. Public comment with each speaker limited to no more than three minutes.
9. Communications.
10. Appointments.
11. Bills.
12. Claims.
13. Elections.
14. Proclamations.
15. Reports.
16. Unfinished business.
17. New business.
18. Referrals.
19. New agenda items (no discussion). Submit in writing or by email new business items to the Administrative Coordinator as soon as possible for Rule III.A. committee referral or addition to the Board agenda.
20. Adjournment.

RULE III. RESOLUTIONS AND ORDINANCES.

The Administrative Coordinator is responsible for the referral and routing of all proposed resolutions and other items to come before a committee and the Board.

Any Supervisor may present a proposed resolution or agenda item for consideration by the full Board utilizing ONE of the following processes:

1. A Supervisor may request the Administrative Coordinator and committee chairman that a proposed resolution or other item be considered at the next regular meeting of a committee of which he is a member.

-OR-

2. A Supervisor may request the Administrative Coordinator to refer a proposed resolution or item to the appropriate committee for consideration at its next regular meeting, if the requestor is not a member of that committee.

The proposed resolution or item then may be forwarded for consideration to the full Board by that committee. If it is not, the sponsoring Supervisor may still request the Administrative Coordinator and Board Chairman to place the proposed resolution or item on the agenda of the next regular Board meeting for consideration by the full Board. *However, Supervisors are strongly encouraged to consider the recommendation of the committee prior to requesting a proposed resolution or item be placed on the agenda as the lack of committee support would be indicative of the proposed resolution's or item's feasibility.*

A. All proposed Board agenda items shall be submitted in writing to the **County Clerk**, ~~County Board Chair~~ and Administrative Coordinator by 4:30p.m. on the Tuesday preceding the next regular meeting of the Board. Except as otherwise provided **for Supervisors (above)**, all proposed Board agenda items shall be referred to each standing committee with subject matter jurisdiction prior to placement on the Board agenda for discussion, and report, **and recommendation**. ~~A proposed Board agenda item shall be placed on the next Board agenda without committee referral upon request of a supervisor for an emergency determination. The Board shall consider any matter not previously presented to a committee upon determination by majority vote of emergency conditions that compel immediate action. All proposed emergency action matters must be presented to the County Board Chair and County Clerk not less than three (3) hours prior to a scheduled Board meeting.~~

B. Items may be included on the general consent portion of the agenda provided the matter was unanimously adopted by the sponsoring committee and the matter under consideration has no financial or public policy impact and is of a non-controversial nature. No ordinance shall be included in the general consent portion of the agenda. When the general consent portion of the agenda is placed before the Board for consideration, the Chair shall ask if any member of the Board objects to any item being considered by general consent. Any item placed on the general consent portion of the agenda may be placed under the new business portion of the agenda, and considered separately, upon the request of any supervisor, and without a motion and second, provided such request is made prior to a vote on the general consent portion of the agenda by the Board. If there is no objection to any item, the Chair will request a motion to approve the general consent portion of the agenda. All items in the general consent portion of the agenda may be approved by voice vote. Any member may request and shall be granted a recorded vote without a motion or second provided such request is made prior to the Chair's request for a motion to approve the consent agenda.

C. It shall be the responsibility of the sponsoring committee or supervisor to have the matter prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving the expenditure or receipt of funds shall carry a fiscal note using a form approved by the Finance Committee which details the resolution's impact upon County finances approved and initialed by the Finance Director, Accounting Manager or Administrative Coordinator. In addition to the fiscal note, all resolutions shall contain a Management Information Systems (MIS) Note, and shall be reviewed by Corporation Counsel and approved as to form prior to inclusion in the agenda. A resolution lacking a fiscal note, MIS note, or legal review by Corporation Counsel shall not be considered by the Board. The background clause of any resolution or ordinance shall contain information sufficient to provide the purpose and need for the resolution or ordinance.

D. The Chair may immediately refer any matter not considered and reported to the Board by a committee to the appropriate committee without motion if there is no objection to referral. If objection is made, referral of the matter shall be immediately placed before the Board for vote and shall only be referred upon a majority vote of the members present and voting. Resolutions brought forward by individual supervisors must be presented to all committees having jurisdiction over the proposed matter **as detailed above**. ~~Any legislation or subject referred to committee for consideration may be placed on the agenda of the Board for action with or without committee report if the committee has held at least one meeting after referral of the matter to it.~~

E. The County Board shall send a special advisory referendum question to the County Clerk for placement on the next spring or fall ballot only if a supervisor submits the question in writing to the Board not less than one-hundred-twenty (120) days prior to the date of the next election and the question is approved for ballot placement by a two-thirds (2/3rds) vote of the Board.

RULE IV. ORGANIZATION.

A. In addition to presiding at meetings, the supervisor elected Chair by the Board, pursuant to Rule I.B., shall upon election, assume all the responsibilities and perform all duties required of the Chair, **pursuant to applicable State Statutes and these Rules**, until the Board elects a successor.

B. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair for any meeting, the members shall choose a temporary Chair by a majority vote of the members present. In the case of the permanent absence or inability of the Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.

C. The Chair is authorized to attend meetings and conferences on matters related to county government and may direct the attendance of the Vice-Chair or some other members of the Board, either in place of the Chair, or along with the Chair, however per diem shall not be payable unless authorized in accordance with Rule V.A. The Chair shall serve as the County's voting delegate at the Annual Convention of the Wisconsin Counties Association. The Chair shall serve on the following: Madison Area Technical College Appointment Board, Western Wisconsin Technical College District Board, and WIRED Leadership Caucus.

D. If a vacancy occurs on the Board, the Chair is authorized to appoint a qualified elector of the supervisory district wherein the vacancy occurs to fill the unexpired term. Such appointment shall be subject to approval of the Board at the next regular Board meeting following appointment by the Chair. A supervisor filling a vacancy shall not automatically be assigned to the same committees as his or her predecessor in office but may request particular assignments. The chair shall have the option of removing or replacing any or all committee assignments for a replacement supervisor including moving a minimal number of supervisors to different committees if it benefits the county. Reassignment of supervisors requires the express consent of each reassigned supervisor and approval by a majority of members voting on the reassignment. Replacement of a member of the Executive & Legislative Committee, shall require election by the Board.

E. Supervisors appointed to special committees, boards, and commissions shall serve on those bodies only so long as they remain members of the Board unless a state statute or county ordinance provides otherwise. At the point in time that a supervisor is no longer a member of the Board, the position on the special committee, board, or commission shall be deemed vacant, and the Chair shall appoint a new individual, who must be a member of the Board, to fill the unexpired term on the body. A former supervisor may only fill a citizen member position on a special committee, board or commission if the former supervisor's continued service will result in no diminution of representation on the body by members of the Board.

F. The Administrative Coordinator shall attend Board meetings.

G. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal advisor to the Board. **If the Corporation Counsel is unable to attend a Board meeting then the Administrative Coordinator will serve as parliamentarian.**

H. A minimum of one day of education for members of the Board shall be set by the Chair, said day of education to be held every two years. The Chair may set additional days of education for Board members, including one or more days for the purpose of clarifying budget procedures and upcoming budget analysis matters.

~~I. The Board may choose to have a special meeting of the Board prior to April of odd-numbered years for the purpose of planning, and the Board may adopt a two-year plan for the purpose of establishing goals and objectives for the Board through the ensuing two-year Board term. It is understood that the two-year plan is simply a planning document and has no power to bind the actions of the Board or individual supervisors.~~

J. A secret ballot may be used by the Board or a committee but only to elect an officer of the Board or the committee. When written ballots are used, supervisors shall indicate their vote by placing their district number on the reverse side of the ballot. In any election by the Board, the first ballot shall be the nominating ballot, to be followed by succeeding formal ballots until a majority vote of the members present elects. Only persons named on a nominating ballot shall be considered during a formal ballot, and any ballot cast in violation of this rule shall be considered void.

K. The standing committees shall be appointed by the Chairperson, in consultation with the Executive & Legislative Committee, subject to the approval of the Board. Committee appointments shall be presented for approval at the next meeting of the Board following the date of organization. The Executive & Legislative Committee shall meet at the call of the Chairperson as soon as practical after the organizational meeting to consult on committee appointments. After consultation, the new, tentative committees appointed by the Chairperson shall serve prior to approval by the Board during the period between the organizational meeting and the regular meeting in May, where consideration by the Board shall take place.

L. A chair, vice-chair and secretary for each committee shall be selected by each committee's membership.

M. If the position of chair on a committee becomes vacant, the vice-chair becomes chair and an election shall be held to fill the position of vice-chair and any other subsequent vacancies.

N. Removal of a supervisor from a committee. A supervisor may only be removed from a committee by the County Board Chairperson with the approval of the County Board by a two-thirds vote of the Board members present.

O. Resignation by supervisor from a committee. If a supervisor wishes to resign from a committee, permission must be requested from the Board. Permission of the Board can be given through unanimous consent or a motion that is debatable and amendable. Once the request is granted, the vacancy is handled as any other vacancy.

P. Matters Pertaining to Standing Committees of the Board:

1. A supervisor shall serve as a committee member until the first Board meeting following the spring election.

2. Whenever two or more committees meet jointly, a quorum of each committee participating in the joint meeting is required. A supervisor who serves on two or more of the committees may be counted toward a quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serve as chair of the joint meeting.

3. Supervisors are expected to attend the committee meetings of the committees to which they are assigned. When a supervisor cannot attend a meeting, it is the responsibility of the supervisor to request excusal from the chair of the committee.

4. A County Board member attending a committee meeting of a committee on which they do not serve, shall be given the opportunity to address said committee at least once, for a period of time which is at least equal to the time allowed for individual speakers at public comment, provided the matter to be addressed is a matter that is on that committee's properly posted agenda. The decision to allow the supervisor to speak more than once is within the discretion of the chair of the committee. The chair's decision may be overruled by a majority vote of the committee.

5. ~~A County Board member may be excluded from a closed session of a committee of the Board by a majority vote of the committee if the closed session directly concerns the county board member, a relative of the county board member, or someone maintaining a confidential relationship with the county board member. For purposes of this rule, the term “relative” includes aunt, brother, child, daughter in law, father in law, first cousin, foster child, grandparent, mother in law, nephew, niece, parent, sister, son in law, spouse or person in a marriage like relationship, stepbrother, stepchild, stepparent, stepsister, or uncle. The term “confidential relationship” includes professional relationships, such as those between attorney and client, medical provider and patient, or religious counselor and petitioner; personal relationships, such as those in which there is a long personal friendship and mutual trust between the parties; and legal relationships, such as those where the member is an employee, official, or officer of an adverse party in a legal matter. This rule is not meant to restrict any other power that the Board may have with respect to exclusion of members or personal decisions by individuals to excuse him or herself for ethical reasons.~~ Addressed in Rule VI D

6. Each committee shall, at its first meeting following the organizational meeting of the Board, select those officers required by Rule IV.L., and it shall thereafter be the responsibility of said officers to ensure that accurate, written minutes are made of each meeting of the committee and submitted to the County Clerk for filing. The presiding officer at any meeting shall ensure compliance with the Open Meetings Law.

Q. Special committees, boards, special appointments and commissions shall be selected or appointed by the Chair with the approval of the Board. These committees, boards and commissions shall select their own chair. The Chair shall notify the supervisors of proposed appointments by United States Mail or email no later than the Thursday afternoon prior to the scheduled meeting of the Board at which the appointments will be voted upon. If an appointment is to be considered at a special meeting of the Board, the Chair shall provide notice by United States Mail or email no later than five days prior to the date of the special meeting.

R. As far as practicable and with prior chair approval, standing and special committee members may participate in committee meetings via telephonic conferencing, however those members appearing by phone for meetings that take place within Sauk County will not count toward quorum, may not vote, and shall not receive per diem compensation. At no time shall more than one committee member be participating by telephone. Upon prior approval by the Executive and Legislative Committee, committee members may count toward quorum, may vote and are eligible to receive per diem compensation for telephonic meetings where the committee meeting is convened outside of Sauk County.

RULE V. COMPENSATION.

A. Supervisors shall be authorized up to a maximum of 90 days' compensation (at a per diem rate of \$90.00 for each day of attendance when the Board is in session and meeting, and \$75.00 for other authorized service including committee meetings), plus mileage and reimbursement of authorized expenses, for committee work when attending committee meetings of which they are members, or as chair of a committee (or their designee) when attending a committee meeting of which they are not a member for the purpose of providing testimony on an issue. Authorized service includes service required by ordinance or resolution. The maximum limits established for committee work shall be in addition to the per diems and mileage supervisors are entitled to receive for attendance at meetings of the Board and exclusive of per diems paid by non-county boards or commissions where the payment of the per diem or mileage is not made from County funds. Reimbursement of expenses (such as mileage, parking, etc.) shall be allowed only if a request for payment is made on the form provided by the Accounting Department within three (3) months after the meeting or event date. Payment to County Board supervisors and other committee members shall be only via direct deposit. [Drafter's Note: The per diem rates were changed from \$60.00 (Board meetings) and \$50.00 (committee meetings) to \$90.00 and \$75.00 respectively on April 29, 2019. These changes are not effective until the beginning of the 2020-2022 supervisor term of office.]

B. As provided by Wis. Stat. § 59.13(2), no supervisor shall be allowed pay for committee service while the Board is in session, but the Board may authorize payment of per diem, mileage and reimbursement for other expenses for attendance at any school, institute or meeting which the Board directs them to attend. Each standing committee is specifically authorized to send up to two (2) members to up to two (2) conventions (including conferences and other trainings) per County fiscal year. The convention cannot exceed three (3) days or be farther than three hundred (300) miles. All other requests require approval by a majority of the Board. Wis. Stat. § 59.13(2).

C. Any increase in the number of days of committee work for which supervisors may be paid compensation and mileage in any year shall require approval by two-thirds vote of the members of the Board present, prior to payment. In addition to the above, the Chair shall receive compensation for performance of the duties of that office. The Chair is authorized to act as a member of all committees in an *ex officio* capacity, and per diem shall be paid under this rule for attendance at all committee meetings attended by the Chair.

D. The supervisor elected Chair shall be entitled to receive the compensation provided for the part-time position of Chair consisting of a salary of \$800 400 per month in addition to any other per diem and mileage entitlement available to other supervisors in accordance with Rule V.A., as provided by Sauk Co. Code § 35.03.

RULE VI. PROCEDURE.

A. The Chair shall announce items as they arise on the agenda. With respect to a resolution or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion, if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the question on the motion, identifying the resolution or ordinance by its title and number, and reading the resolution in full. If the text of the resolution or ordinance has been distributed to members in advance, the chair may state the question without reading it in full, instead identifying the resolution by its designated title and number, by saying: It is moved and seconded to adopt the resolution relating to..., as printed.” Any Supervisor has the right to have the motion or resolution read. After the question has been stated, the Chair shall call upon the maker of the motion who may defer to the chair of the appropriate committee, or an appropriate County staff person, for any statement or explanation.

B. In presenting business or debate, members shall address the Chair, be recognized, and when in order, proceed without any interruption. During debate and discussion no indication of how a Supervisor will vote on the topic of discussion may be made, nor a statement of whether a Supervisor will or will not support the topic under discussion, nor give unsolicited commentary on the topic under discussion. Discussion is intended to provide clarity on a given topic, thus only questions are appropriate.

~~All regular meetings of the Board and Board committees shall provide a noticed public comment period. During a public comment period, any person who is not a member of the body may comment on a specific agenda item or any other matter the Board or committee is empowered to consider for a maximum of three minutes per person. The Board or committee Chair may authorize the appearance and comment of a non-member if the appearance is specifically listed on the agenda. In all cases, including public comment, personalities are prohibited and civility shall be observed. In case more than one member shall seek recognition to address the Board or committee, the Chair shall decide who has precedence.~~

~~C. All regular meetings of the Board and Board committees shall provide a noticed public comment period. During a public comment period, any person who is not a member of the body may comment on a specific agenda item or any other matter the Board or committee is empowered to consider for a maximum of three minutes per person. Discussion of personalities is prohibited and civility shall be observed. The Board or committee Chair may authorize the appearance and comment of a non-member if the appearance is specifically listed on the agenda.~~

C. Any member wishing to speak to a question shall be permitted to do so at least once, and a motion for the previous question shall not be in order until every member has had such opportunity. No member may speak twice on any question until every member choosing to speak has spoken. The person making a motion and the second may speak for up to five (5) minutes during the first round of debate and all others shall be limited to three (3) minutes per round.

D. All supervisors present shall endeavor to vote but shall not be compelled to do so or be admonished by other members for not exercising their voting right. All members abstaining shall be deemed present for purposes of a quorum even if absence from the chambers is required. A member of the Board who has a conflict of interest pursuant to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, *Code of Ethics*, shall, prior to the commencement of discussion or consideration of the matter, declare same and request to be excused by the Chair from the Board Room during

discussion, consideration and voting on said matter. The Chair shall be excused by the Vice-Chair, for appropriate reasons.

E. Every motion shall be reduced to writing if called for by the Chair or any member of the Board. After motion is made and stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn at any time before decision or amendment by a majority vote of the Board.

F. In every instance, a motion to adjourn, to lay on the table, for previous question and for limited debate shall be decided without discussion.

G. These rules may be suspended or amended by a two-thirds vote of all members present. Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Rules or the laws of the State of Wisconsin.

H. Except for resolutions approved as part of a consent agenda, all votes on resolutions or ordinances shall be recorded roll call votes. If the electronic voting system is not operational, the Board may, by a two-thirds vote, approve voice voting on any resolution that does not otherwise require a roll call or supermajority vote by law.

I. Any budget alterations shall require authorization by two-thirds of the membership of the Board, except that the Finance Committee may authorize transfers of funds between budgeted items of an individual office, department or activity which have been separately appropriated by the Board in its budget, in accordance with Wis. Stat. § 65.90(5).

J. When a motion has been made and carried in the affirmative or negative, it shall be in order for any member of the majority to move for reconsideration thereof on the same or succeeding day, but in no case at a subsequent meeting of the Board. Such motion shall take precedence over all other questions except a motion to adjourn.

K. Reports to the Board are presented for information and not debate, and shall be limited to ten minutes in length after which a question and answer period may be conducted that also shall not exceed ten minutes. The time provided for a report or question and answer period may be extended either during the approval of the agenda or by motion to extend the time allowed for the report or the question and answer period.

L. The Board shall take a ~~ten~~ five-minute break after two hours of meeting, and shall break for ~~ten~~ five minutes every two hours thereafter, for the comfort of supervisors and members of the public attending the meeting.

RULE VII. FINANCIAL POLICY.

A. The Chair and the County Clerk shall issue County orders in favor of the several County offices for their respective salaries and for all bills allowed and appropriations made by this Board.

B. All members of the Board who are to be reimbursed for committee work shall submit vouchers to the County Clerk on a monthly basis, to be placed on file with other current claims or accounts to be authorized for payment at regular Finance Committee meetings. Per diem and mileage paid Board members through any calendar year shall be compiled in the Accounting Department and approved by the Board prior to annual publication in March of the following year. **Supervisors may only claim mileage when they are operating their own personal vehicles to and from official County meetings. Supervisors who "ride along" with other Supervisors may not claim mileage.**

C. No current claim or account to be paid from funds previously appropriated for any item by the Board in the Budget shall be allowed, nor order passed whereby any money is paid out or expended, until said claim or account has been referred to the appropriate department committee and report made thereof as directed by said committee. Individual expenditures exceeding \$10,000 shall be specifically approved by the Board except as otherwise provided by ordinance or statute.

D. All claims or accounts for disbursements made by any County official must be itemized and contain sufficient information to identify proper budget authorization.

E. The Administrative Coordinator, with the assistance of the Finance Director, shall keep the Board informed of the financial condition of the County and shall submit complete quarterly financial statements to the Board.

RULE VIII. OPEN MEETINGS.

A. It is declared to be the policy of Sauk County that the public is entitled to the fullest and most complete information regarding the affairs of County government as is compatible with the conduct of County affairs and the transaction of County business. Wis. Stat. §§ 19.80 to 19.98 are to be complied with by all members at all meetings of public nature. The Board and its committees shall "sit with open doors," and timely notification of all public meetings, time, date, place and subject matter shall be given, including the specifics for any contemplated closed session.

B. No public notice is required for a meeting of a sub-unit which may be held during a recess of, or immediately following, a meeting of the parent group, provided the Chair has publicly announced in advance at that meeting the time, place and subject matter of the sub-unit meeting. *What is a "sub-unit" and is this section even permissible?*

In their official capacity as elected officials, Supervisors may only be present in the West Square Building, the Historic Courthouse, the Law Enforcement Center, the County Highway Building, the Health Care Center and all other County owned buildings and properties to attend duly noticed and scheduled committee and Board meetings. Supervisors wishing to confer with a Department Head should schedule an appointment in advance with that particular Department Head. Supervisors should refrain from engaging employees other than Department Heads in discussion of County related matters at all times.

RULE IX. STANDING COMMITTEES OF THE BOARD.

AGING & DISABILITY RESOURCE CENTER AND VETERANS SERVICE OFFICE COMMITTEE

Responsible for providing services to the general public with respect to matters related to aging and disability and to improve the life of those with aging and disability related issues. This committee will serve as the official statutory Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by the Aging, and Disability Advisory Committee. Responsible for policy direction and oversight for the following departments: Veterans Service Officer and Aging and Disability Resource Center. Sauk Co. Code Ch. 16.

Members: 5.

COMMUNICATIONS & INFRASTRUCTURE COMMITTEE

Oversees communications infrastructure, including fiber optic cable, towers, and associated equipment. [Drafter's Note: Elimination of the Communications & Infrastructure Committee and transfer of its functions to the Property Committee was approved on April 29, 2019 but is not effective until April 21, 2020]

ECONOMIC DEVELOPMENT COMMITTEE

Responsible for coordination of County economic development initiatives with County Planners and Sauk County Development Corporation. Involved in strategic resource planning initiatives. Reviews matters which affect growth and development of Sauk County, and economic development of communications network. Responsible for County coordinated transportation, including overseeing the Tri-County Airport Commission, municipal airports, Pink Lady Rail Transit Commission and Wisconsin River Rail Transit Commission. Responsible for the study, review and recommendation regarding freight, passenger and commuter rail development, intercity and commuter bus services and development, and the provision and coordination of rural and commuter transit services. Comprised of members from: Property and Insurance Committee; Conservation, Planning & Zoning Committee; UW Extension, Arts, & Culture Committee; and Highway Committee. Transit is governed by Wis. Stat. § 59.58. **Members: 7.** The County Board Chairperson is the chair of the Economic Development Committee.

EXECUTIVE & LEGISLATIVE COMMITTEE

Responsible for proposing amendments and monitoring the operation of Rules of the Board; responsible for the conduct of all intergovernmental relations and affairs; monitors State legislative and administrative activity affecting Sauk County; proposes legislation or action on pending legislation affecting Sauk County; considers matters not specifically assigned to other committees. Responsible for the overall information technology requirements for all departments and agencies of Sauk County. Provides overall planning and long range forecasting for the information systems needs of Sauk County. Responsible for policy direction and oversight to the following departments: Administrative Coordinator, Corporation Counsel, County Clerk, Management Information Systems, Emergency Management. The Executive & Legislative Committee shall be composed of the Chair and Vice-Chair of the Board, and three (3) additional members to be elected at large by the Board pursuant to Rule II.B.10., above. The Chair and Vice-Chair of the Board shall serve in the same roles on the Executive & Legislative Committee, and the County Clerk shall serve as secretary to this committee. The Administrative Coordinator, Corporation Counsel, and County Clerk shall serve as *ex officio* members of this committee without voting privileges. **Members: 5.**

FINANCE COMMITTEE

Responsible for financial policy initiation and review of all County fiscal matters, including development of annual County operating budget. Reviews County investment and banking policies; manages County general fund and contingency fund; reviews per diem and mileage for all committees, commissions, boards or councils; recommends approval of County audit report; receives all special gifts and grants made in favor of the County. Meets jointly with Personnel Committee to address strategic resource personnel planning. Provides policy direction and oversight to following departments: Accounting and County Treasurer. **Members: 5.**

HEALTH BOARD

Responsible for policy direction and oversight of Health Department pursuant to Wis. Stat. Chs. 250 through 255 relating to public and environmental health matters. Sauk Co. Code Ch. 3. **Members: 7; 3 Citizens, 4 Supervisors.**

HEALTH CARE CENTER BOARD OF TRUSTEES

Responsible for policy direction and oversight of the Sauk County Health Care Center pursuant to Wis. Stat. § 46.18 and Sauk Co. Code Ch. 46. When a supervisor member shall no longer be a member of the Board of Supervisors, that member shall complete the term of office to which they were appointed. However, the next vacancy on the Board of Trustees shall be filled so as to maintain the balance of four supervisor and three citizen members. The Board of Trustees serves as the Home Health professional advisory group pursuant to Wis. Adm. Code DHS § 133.05. The chair and vice-chair of the Health Care Center Board of Trustees also serve as chair and vice-chair of the Board of Directors of the Health Care Center Foundation. **Members: 7; 3 citizens, 4 supervisors.**

HIGHWAY COMMITTEE

Responsible for policy direction in design, construction and maintenance of all County roads and expenditure of highway maintenance funds received from the state or County, including planning, development of, and maintenance of all structures required for storage, maintenance and operations relating to the Highway Department. Pursuant to Wis. Stat. § 83.015(1)(c), this Committee is designated the County Highway Committee and each member is appointed and vacancies filled pursuant to the procedures contained in these Rules. The Committee shall have five (5) members composed of Sauk County Supervisors who shall serve for the same term as supervisors appointed to standing committees of the Board. Responsible for policy direction and oversight for Highway Department. **Members: 5.**

HUMAN SERVICES BOARD

Responsible for policy direction and oversight for Human Services Department pursuant to Wis. Stat. chs. 46 and 51 and Wis. Stat. § 59.53 to oversee social services and community programs. Further authority is found in Sauk Co. Code Ch. 2. **Members: 9; 3 citizens, 6 supervisors.**

LAND RESOURCES & ENVIRONMENT COMMITTEE

Responsible for policy direction for County planning, land use regulations, surveying, remonumentation, mapping and uniform rural building identification system, land records modernization activities. Serves as the County Zoning Agency pursuant to Wis. Stat. § 59.69. Establishes policies relating to planning, acquisition, development and maintenance of County owned park and recreation sites. Responsible for natural resource management, resource conservation and environmental protection including soils, water, forestry and wildlife resources through participation in various federal, state and local programs. Responsible for developing sustainable practices within County operations and serving in an advisory capacity regarding “green technologies.” Responsible for the development and implementation of the Sauk County Outdoor Recreation Plan. Responsible for review and approval of vouchers related to the Sauk County Outdoor Recreation Plan. Oversees operation of farmland located at the original Sauk County Health Care Center and environmental obligations associated with the closed Sauk County landfill. Serves as the Farmland Preservation Review Committee. **Members: 8; 1 Citizen who meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 7 Supervisors. 2 members must also be members of the UW Extension, Arts & Culture Committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2), the chair of the Sauk County Farm Services Agency Committee or designee shall be a member of the Committee but shall refrain from discussion and voting on any matter where the Committee is acting as the County Zoning Agency. Pursuant to Wis. Stat. § 92.06(1)(b)1 two members of the committee shall also be members of the UW Extension, Arts & Culture Committee. Members of this committee shall serve on the lake protection districts. Provides policy direction and oversight to the following departments: Conservation, Planning & Zoning; Parks; County Surveyor; Land Information Officer; Register of Deeds; and Mapping.

LAW ENFORCEMENT & JUDICIARY COMMITTEE

Responsible for exploration of justice alternatives. Provides policy direction and oversight on behalf of the Board to the following departments: District Attorney, Coroner, Clerk of Courts, Court Commissioner, Register in Probate, Child Support, and Circuit Court Judges, Sheriff, and the Animal Shelter. **Members: 5.**

PERSONNEL & INSURANCE COMMITTEE

Responsible for policy jurisdiction over all County personnel matters including: recruitment and selection; collective bargaining and contract administration; employee relations; salary administration for all appointed and elected personnel; classification systems; employee training; fringe benefits; and reviews all new position requests and vacant positions. Oversees the County’s safety program and safety training. Provides for all property, liability, and worker's compensation insurance needs for the County. Meets jointly with Finance Committee to address strategic resource personnel planning. Provides policy direction and oversight to the Personnel Department and Risk/Safety Manager. **Members: 5.**

PROPERTY COMMITTEE

Responsible for providing policy direction with regard to matters involving County property. Handles all matters relating to the acquisition of real property, construction, building improvements, repair or maintenance not specifically delegated to other committees. Responsible for planning and implementation of space use in County buildings. Oversees the appraisal and sale of tax delinquent County property by the County Treasurer and reviews the disposition of, or the granting of easements on, County real property. Responsible for the physical management requirements associated with the closed Sauk County Landfill. Approves the use of County owned property by non-County groups when such property is not under the direct purview of another committee. Oversees communications infrastructure, including fiber optic cable, towers, and associated equipment. Provides oversight to the Building Services Department **Members: 5.** [Drafter’s Note: Elimination of the Communications & Infrastructure Committee and transfer of its functions to the Property Committee was approved on April 29, 2019 but is not effective until April 21, 2020]

UW EXTENSION, ARTS & CULTURE COMMITTEE

Jointly responsible with the UW-Extension Southern District Director for oversight of UW-Extension educational programming in agriculture, community, natural resources and economic development, family living, 4-H and youth development, horticulture, and County tourism and promotion activities on behalf of the Board. Responsible for policy direction and oversight regarding arts, humanities, culture and historic preservation projects on behalf of the Board. Serves as the Landmarks Commission in compliance with Sauk

Co. Code Ch. 38 and Wis. Stats. §§ 59.56 and 59.69(4m). Responsible for oversight of the following departments: jointly responsible with the UW-Extension Area Director for UW-Extension Office. Wis. Stat. §59.56(3)(b). **Members: 5 Supervisors; 1 citizen may be appointed who shall be a public school administrator in the County. 2 members must also be members of the Conservation, Planning & Zoning Committee.**

Interim Administrative Coordinator Comments to Proposed Rule Change 5:

This rule change is being proposed by Supervisor Czuprynko. Please refer to Czuprynko2 for the text of these changes **in color**. The Supervisor's proposals are fairly self-explanatory. I will defer to Mr. Rehfeldt for his analysis as to the legality of these changes.

I A. The current rule allows the newly elected board to adopt its rules for the ensuing term by a majority vote. At the first meeting of the new session in odd-numbered years supervisors can propose amendments that must be approved by a two-thirds vote. Board sessions are defined as one year in length. This amendment eliminates the one-year term length and eliminates language that solicits rule amendments during the first meeting in an odd-numbered year. Presumably, the Board could still suspend rules at any time pursuant to Rule VI G.

Counties expend a fair amount of time and energy tweaking operating rules in search of the "perfect mousetrap." This amendment would eliminate the second annual formal solicitation of rule changes. Frequent rule changes can create unpredictability. By the same token, if a logical change is identified it makes sense to do it once it is identified. One option that worked well in my experience was to codify the Board's operating rules and allow amendments by majority vote at the annual meeting and any time during the year by a 2/3 vote.

I B. This rule establishes a process for the election of a new chairperson or vice chairperson at a time other than the board's organizational meeting. In OAG 1-07 the Wisconsin Attorney General opined that a chairperson may be removed and replaced at any time by a simple majority vote of the board. This proposal establishes rules to set that process in motion and also places a two consecutive term limit on the office. If you do decide to advance this rule change, I would ask Mr. Rehfeldt to opine as to whether reference needs to be included for removal, as well. OAG 1-07 was actually written in response to a request that I made to the Attorney General in 2007. When we implemented the advice we did so in a two-step process; a vote to remove the chair followed by a secret ballot election of a new chair. In retrospect, this probably wasn't the only way to "skin the cat." My suggestion here is to simply clarify the process. Are names to be put in nomination and ballots cast or must a vote first be taken for removal? Can a secret ballot be cast on the question of removal?

I D This proposal requires the chair to step down if he or she wishes to become involved in the substantive discussion of an issue before the board. This is consistent with Robert's Rules of order regarding impartiality of the presiding officer.

Rule III assigns responsibility to the administrative coordinator for the referral and routing of proposed resolutions other items and established a process for Supervisors to have their ideas considered by the full board. Providing a clear path for Supervisors to get their proposals to the Board is very important.

I will comment on this rule with one that we adopted in my old organization. There, we were confronted with a situation where a small minority of the board, but a majority of a committee (three supervisors) disagreed with the views of about thirty-two other supervisors. The problem was that this small minority kept items from consideration by the full board (by simply holding them in committee).

The rule proposed by the Supervisor would certainly prevent this. The rule we adopted was similar but contained a few additional nuances and it worked well. It generally respected the committee process but did not allow a very small group to thwart the will of the full board. Here is the rule we used:

"All business referred to a committee of the Board shall be taken up before the next regular Board meeting whenever possible. The Board may, by majority vote, recall any matter referred to a committee and refer the matter to another committee or take other appropriate action thereon." Sec. 2-65 Walworth County Code of Ordinances.

Rule IV G provides that the administrative coordinator should serve as a parliamentarian in the absence of the corporation counsel. The board may choose any individual to serve as its parliamentarian. This should be within the skill-set of an administrative coordinator. Making that designation in advance is good practice for my perspective.

Rule VI B. This rule prohibits the supervisor from indicating how should he or she will vote on a topic before the board and generally limits discussion to questions. This would be a significant departure from current practice based on my observation of the last board meeting, but could be difficult to enforce. That being said the proposal is fairly straightforward and is a matter of policy for the Committee to decide.

VI C provides guidance for the public comment. The board may establish its own rules for public comment and is not obliged to have public comment, at all. If it does provide for public comment rules regarding its conduct are desirable in my opinion.

VIII B. The Supervisor raises a question about subunit meetings. The existing rule states that "no public notice is required for a meeting of a subunit which may be held during a recess of or immediately following a meeting of the parent group, provided the Chair has publicly announced in advance at that meeting the time, place and subject matter of the subunit meeting."

This is a confusing topic in my estimation is rarely done. The statutory basis for the rule is set forth in sec. 19.83 (6) which states:

"Notwithstanding the requirements of s. 19.83 and the requirements of this section, a governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The presiding officer of the parent governmental body shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the parent body.

I am not comfortable with the current board rule because it does not require that the topic of the subunit meeting be the matter which was the subject of the parent body meeting. At the very least, the current rule should be modified to reflect this limitation.

Committee Recommendation:

Committee consensus was to move this forward to the May 19th County Board Meeting for approval with modifications that were discussed to be made prior to the meeting.

MOTION (Lohr/McAuliffe) to recess until after the Special County Board Meeting adjourns. Motion carried unanimously and the committee recessed at 5:45 p.m.

The committee meeting resumed at 7:00 p.m.

Proposed Rule Change 6:

These changes are submitted for consideration by Finance Director Kerry Beghin.

Ms. Beghin's remarks:

Rule I. C. Consider having the November County Board meeting at an earlier time, such as during the day or at least starting at 5:00 p.m. This is the meeting at which the budget is adopted.

Rule V.A. Remove Drafter's Note

Rule V.C. "The Chair is authorized to act as a member of all committees in an ex officio capacity, and per diem and mileage ~~are eligible to shall~~ be paid under this rule for attendance at all committee meetings attended by the Chair."

Rule VI. I. "Any budget alterations shall require authorization by two-thirds of the membership of the Board, ~~except that the Finance Committee may authorize transfers of funds between budgeted items of an individual office, department or activity which have been separately appropriated by the Board in its budget,~~ in accordance with Wis. Stat. § 65.90(5)." With the strikethrough language removed, this is the way budget alterations are currently done. Let's not confuse the matter by suggesting Finance makes alterations/amendments on their own.

Rule VII.A. "The Chair and the County Clerk shall issue County orders in favor of the several County offices for their respective salaries and for all bills allowed and appropriations made by this Board." What does this really mean? Is it necessary?

Rule VII.B. "All members of the Board who are to be reimbursed for committee work shall submit vouchers to the County Clerk on a monthly basis, to be placed on file with other current claims or accounts to be authorized for payment at regular Finance Committee meetings. Per diem and mileage paid Board members through any calendar year shall be compiled in the Accounting Department and presented to approved ~~by~~ the Board prior to annual publication in March of the following year." Approval or disapproval does not change the fact that it was paid.

Rule IX. -Communications & Infrastructure is eliminated.

-Econ Devel – Update name of Property ~~and Insurance~~ and LRE

-Finance – Update name of Personnel and Insurance

-Consider combining Finance and Personnel & Insurance Committees since there is so much overlap in their decisions.

-LRE – Update name of LRE department

Interim Administrative Coordinator Comments to Proposed Rule Change 6:

Ms. Beghin raises a number of salient points that I hope you consider. As I get older, I am a proponent of starting lengthy meetings sooner rather than later. Approving an annual budget early in the morning, often doesn't lead to clear decision-making. Her question with respect to Rule VII A is one that I share. I don't know what that language means.

I am a proponent of rules reflecting actual practice. To that end I agree with Ms. Beghin's commentary with respect to rule VI. I. That being said, the level at which your Board approves the annual budget determines the ability of committees or department heads to alter it. This would be a great issue to explore in depth at some future date. I am a proponent of approving the budget at a level that provides flexibility to staff while retaining appropriate oversight by the board. Significant budget amendments should always go to the County Board. Those of lesser importance should be able to be approved at levels beneath the full board. Dollar limits can be established.

A system that worked well in the previous county where I worked was establish a hierarchy of approval levels. Department heads had the ability to approve transfers at the lowest dollar limit within certain parameters. If, as a department head, my mileage account was running over budget by \$1,000, I could transfer a like amount from my small items of equipment line item to cover the shortfall (in fact departments were required to "fix" their budgets as they went along.) The county administrator had the ability to approve changes to another designated limit. After that, finance committee, and ultimately the county board approval was required as the amount increased. As you might imagine this system resulted in a significant number of budget amendments during the course of the year. Most of them were handled at the staff level, however. The advantage of having departments "repair" their budgets as they went along is that there were few surprises (in fact no surprises during about a 15 year period) at year end in terms of a department exceeding its authorized appropriation.

The above-stated program would take a significant amount of time and planning to implement if it is a solution that you are interested in pursuing it. It might be something to consider.

Committee Recommendation:

Committee consensus was to support all changes except combining the Finance and Personnel & Insurance Committees and forward to the May 19th County Board Meeting.

Proposed Rule Change 7:

This rule change is being proposed by Chair McCumber.

Changes are shown in underline and ~~striketrough~~.

Rule IX. Standing Committees of the Board**EXECUTIVE & LEGISLATIVE COMMITTEE:**

Responsible for proposing amendments and monitoring the operation of Rules of the Board; responsible for the conduct of all intergovernmental relations and affairs; monitors State legislative and administrative activity affecting Sauk County; proposes legislation or action on pending legislation affecting Sauk County; considers matters not specifically assigned to other committees. Responsible for the overall information technology requirements for all departments and agencies of Sauk County. Provides overall planning and long range forecasting for the information systems needs of Sauk County. Responsible for policy direction and oversight to the following departments: Administrative Coordinator, Corporation Counsel, County Clerk, Criminal Justice Coordinating Counsel, Management Information Systems, Emergency Management. The Executive & Legislative Committee shall be composed of the Chair and Vice-Chair of the Board, and three (3) additional members to be elected at large by the Board pursuant to Rule II.B.10., above. The Chair and Vice-Chair of the Board shall serve in the same roles on the Executive & Legislative Committee, and the County Clerk shall serve as secretary to this committee. The Administrative Coordinator, Corporation Counsel, and County Clerk shall serve as ex officio members of this committee without voting privileges. Members: 5.

Interim Administrative Coordinator Comments to Proposed Rule Change 7:

Had no input on this change but agreed it seemed logical.

Committee Recommendation:

Committee consensus was to support this change and forward it to the May 19th County Board Meeting.

Discussion and Recommendation of process for Filling Vacancy of Supervisor District 21:

Chair McCumber gave the committee a brief update.

Discussion and Consideration of Resolution Naming The Official County Newspaper:

MOTION (Krueger/McAuliffe) to approve the resolution naming Reedsburg Independent as the official county newspaper and forward the resolution to the May 19, 2020 County Board Meeting for approval. Motion carried unanimously.

Discussion and Consideration of Fair Housing Proclamation:

MOTION (Czuprynko/McAuliffe) to approve the resolution and forward to the May 19, 2020 County Board Meeting for approval. Motion carried unanimously.

Discussion and Decision on potential extension of CDBG-CLOSE RFP Deadline:

Interim Administrative Coordinator, Dave Bretl gave the committee a brief update.

Discussion and Possible Action Concerning Replacing Former Administrative Coordinator Alene Kleczek-Bolin which may result in a Recommendation by the Committee to the Board of Supervisors to do any of the following:

- a. Create the position of County Administrator;*
- b. Retain the services of a consultant to assist the County in the recruiting and hiring process;*
- c. Authorize the E&L Committee to conduct the hiring process, subject to approval of the final candidate by the Board;*

- d. Authorize appropriate officials to prepare the necessary resolutions and ordinances to carry out a through c and forward the same to the Board of Supervisors for its approval.***

Interim Administrative Coordinator, Dave Bretl gave the committee a brief overview.

Discussion took place among the committee.

Committee consensus was to circulate a petition to have a Special County Board Meeting next week Tuesday for a presentation on the differences of Administrative Coordinator and Administrator positions.

MOTION (Czuprynko/McAuliffe) to set the next regular meeting of E&L to Tuesday, June 2, 2020 at 3:00 p.m. Motion carried unanimously and the meeting adjourned at 7:57 p.m.

Respectfully submitted,

Becky Evert
Sauk County Clerk