

# RICHLAND COUNTY

Rules & Resolutions Committee and Ethics Board

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December 1, 2021

## NOTICE OF MEETING

Please be advised that the Richland County Rules and Resolutions Committee and Ethics Board will convene at 10:00 a.m., Thursday, December 2<sup>nd</sup>, 2021 in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference using the following information:

### WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=mf4c4793a0f8c34d9ccf39eb5852d9f13>

Meeting number: 2556 194 6605, Password: richland

**WebEx Teleconference:** WebEx teleconference phone number: 408-418-9388, Access code: 2556 194 6605##

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or Rules & Resolutions Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or [shaun.murphy@co.richland.wi.us](mailto:shaun.murphy@co.richland.wi.us) (email).

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes\*
5. Wisconsin Counties Association educational series\*
6. Report on public broadcasting of County proceedings\*
7. Committee/commission/board role in paying departmental bills and monitoring annual expenditures\*
8. Appointment and removal process for committee/commission/board members\*
9. County Board Supervisor welcoming packet and orientation schedule\*
10. Process for running for Board Chair/Vice Chair\*
11. Future agenda items
12. Adjournment

\*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/ethicsboardminutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

*A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Rule and Resolutions Committee and Ethics Board.*

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD  
NOVEMBER 4th, 2021**

The Rules and Resolutions Committee and Ethics Board met on Thursday, November 4th, 2021, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

Committee members present included: Kerry Severson, Chad Cosgrove, Shaun Murphy-Lopez, with Donald Seep, and Melissa Luck logged on remotely.

Also present was: Jasen Glasbrenner, Linda Gentes, with Clint Langreck, Marty Brewer and Carla Doudna logged on remotely and Cheryl Dull, Assistant to the County Administrator in attendance taking minutes.

**1. Call to Order** - Committee Chair Murphy-Lopez called the meeting to order at 10:02 am.

**2. Proof of Notification** - Chair Murphy-Lopez confirmed with Cheryl that the meeting had been properly noticed.

**3. Agenda Approval** - Moved by Cosgrove to approve the agenda, seconded by Severson. All voting aye, motion carried.

**4. Previous Meeting Minutes** - Moved by Severson to approve the minutes for the October 7th meeting of the Rules and Resolutions Committee and Ethics Board, second by Luck. All voting aye, motion carried.

**5. 75th Anniversary of Soltwedel's Store** - Shaun presented the Resolution he drafted. Moved by Seep to approve the resolution and send to County Board for approval in December, seconded by Cosgrove. Motion carried.

**6. Native American Heritage Month** – Shaun presented his Native American research along with the Resolution he drafted. Moved by Luck to approve and send the Resolution to County Board in December for approval, 2<sup>nd</sup> by Cosgrove. All voting aye, motion carried.

**7. Ethics ordinance** - Shaun laid out 9 potential changes he is proposing to the Ethics Ordinance. Currently Elected Officials are not being covered by the Ordinance as they have been covered under State Statutes. Our current Ordinance applies to employees that are not elected. Moved by Luck to adopt all 9 changes to our Ethics Ordinance, seconded by Severson. Severson called for discussion concerning the gift amount adjustments to be \$25.00 and what that may include. Moved by Luck to amend the gift amount to \$50.00, 2<sup>nd</sup> by Cosgrove. All voting aye on the original motion, motion carried. All voting aye to the amendment. Motion carried.

**8. Richland County Branding** – Shaun stated this has developed out of the committee's flag discussion. Shaun asked Jasen Glasbrenner to present what he is working on for branding. Jasen stated the United States Economic Grant that is being administered by Southwest Wisconsin Regional Planning offers the opportunity to develop a branding. Jasen provided photos showing the county has no branding consistency. He is recommending to outline a process that would work on this, including creating a subcommittee to work on the branding. He stated the city recently started working on a branding by creating a committee and suggested that both committees work together on this project.

Shaun presented a Resolution that would create a committee and also recommended who he thought should be on it.

Moved by Cosgrove to approve the creation of a committee and send to County board, 2<sup>nd</sup> Severson. Moved by Cosgrove to amend the resolution to remove names under department heads and leave it as just 2 department heads, 2<sup>nd</sup> by Luck. All voting aye, motion carried.

Moved by Severson to replace the high school student with village representative, 2<sup>nd</sup> by Luck. All voting opposed, motion defeated.

Moved by Cosgrove to add 2 village spots, 2<sup>nd</sup> by Severson. All voting aye on 2 motions and 1 amendment and to send the resolution to County Board for approval, Motion carried.

**9. Strategic plan (chapters 1 and 2)** – Clint presented Chapters One and Two of the Strategic Planning as request by the Strategic Planning Committee (SPC) for all committees to review current drafted language and give feedback.

Shaun advised to keep discussion only to Rules, Resolutions and Ethics concerns.

[Streamline Organizational Structure](#) on pg 5 – Moved by Luck to suggest adding: Annually evaluate the current committee structure with possibility of consolidation, 2<sup>nd</sup> by Cosgrove. Moved by Cosgrove to amend the suggestion as: Annually evaluate the current committee structure with possibility of consolidation or restructure, 2<sup>nd</sup> by Luck. All voting aye on motion and amendment, motion carried.

[Invest in Education of County Board Supervisors](#) on Pg 7: Fund new Supervisors' attendance at annual Wisconsin County Association training or conferences. Discussion followed: It was mentioned that in 2018 it was decided by the previous County Board chair that is too costly to send Supervisors to the conference.

Moved by Shaun to suggest removing "fund" and add "encourage", 2<sup>nd</sup> by Seep. All voting aye on motion, motion carried.

**10. Proposed changes to Committee on Committees** – Clint presented a document that reflects the recommended potential changes. *See attachment.*

Shaun reviewed Statute §59.1, that Committee on Committees may no longer have power.

Discussion followed on the vision as a whole and what may contribute or deter from meeting our goal as a whole.

Murphy-Lopez and Luck will research with other counties and ask their procedure as to committee appointments/assignments.

**11. Roles and responsibilities of the County Board Chair and Vice Chair** – Shaun stated that §59.13 summarizes roles & responsibilities of chair and vice chair.

**12. Future agenda items** – Seep – training outside of state by staff, supervisor, etc need prior approval. Severson – none, Cosgrove – Removal of committee members and chair language. Luck – meeting recording and her County Association update. Also, that Board Chair applicant should submit a plan of direction or brief resume to be considered.

**13. Adjournment** - Next meeting will be December 2<sup>nd</sup>, 2021 at 10:00 am. Moved by Luck to adjourn at 12:01 pm, seconded by Severson. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Assistant to the County Administrator

**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**

**Agenda Item Name:** Wisconsin Counties Association educational series

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	December 2 <sup>nd</sup> , 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2021	<b>Referred by:</b>	n/a
<b>Action needed by no later than (date)</b>	n/a	<b>Resolution</b>	n/a

**Recommendation and/or action language:**

Recommend a motion to communicate with all County Board members, encouraging them to attend the Wisconsin Counties Association webinar series, “County Board Rules and Conducting the County Organizational Meeting.”

**Background:** *(preferred one page or less with focus on options and decision points)*

The Wisconsin Counties Association is hosting a webinar series on the following dates with the following topics:

- 12/6/21 County Board Rules – General Overview
- 12/13/21 County Board Rules – Committee Structure and Rightsizing
- 1/10/22 County Board Rules – Rules of Decorum/Procedural Rules
- 1/18/22 Conducting the County Organizational Meeting

**Attachments and References:**

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**Financial Review:**

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

**Approval:**

**Review:**

*Clinton Langreck*

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Department Head

Administrator, or Elected Office (if applicable)

**Richland County Rules and Resolutions Committee**

**Agenda Item Cover**

**Agenda Item Name:** Report- Public Broadcasting of County Board Proceedings

<b>Department</b>	Administration	<b>Presented By:</b>	Melissa Luck
<b>Date of Meeting:</b>	December 2, 2021	<b>Action Needed:</b>	None/Information, Discussion Only
<b>Disclosure:</b>	Open	<b>Authority:</b>	
<b>Date submitted:</b>	November 30, 2021	<b>Refer to:</b>	

**Recommendation and/or action language:**

No action, information only to consider for possible future action.

**Background:**

In September, Melissa Luck attended the Wisconsin Counties Association Annual Conference and went to a breakout session entitled “Public Broadcasting of County Proceedings” given by WCA attorney Andrew Phillips. A PDF of his presentation is attached for discussion.

**Attachments and References: PDF “Public Broadcasting of County Proceedings”**

**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

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Department Head

Administrator, or Elected Office (if applicable)

# Public Broadcasting of County Proceedings

WCA Annual Conference  
September 28, 2021

**Andy Phillips**



# Agenda

- Overview of the Open Meetings Law
- Practical Considerations
  - Notice
  - Meeting Management
- Legal Considerations
  - Public Records Law
  - Accessibility Concerns



# Start From the Top – the Purpose of OML

- “Transparency and oversight are essential to honest, ethical governance.” *John K. MacIver Inst. for Pub. Policy v. Erpenbach*, 2014 WI App 49, ¶ 32.
- Wis. Stat. § 19.81(1):
  - In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that *the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.*





# The Basics

From the Attorney General's Compliance Guide:

The two most basic requirements of the OML are that a governmental body:

1. Give advance public notice of each of its meetings, and
2. Conduct all of its business in open session, unless an exemption to the open session requirement applies.



## Remote Meetings

- DOJ's past guidance on remote meetings stated that telephone conference calls and video conferences were acceptable means of conducting meetings.
- BUT, this guidance envisioned a physical place where members of the public could monitor a call or video.



# Updated (i.e., COVID) DOJ Guidance

- DOJ's OOG issued three advisories:
  - March 16, 2020 – holding remote meetings
  - March 20, 2020 – information regarding technology
  - March 15, 2021 – continue best practices as the pandemic subsides



# Some Practical Pointers - Overview

- Notice of the Meeting
  - The notice should explicitly provide the option for the public to access the remote means of communication and the access should be of similar quality to that of the body. In other words, if a body is meeting by video conference, a telephone line only option for the public may not suffice.
  - Provision should be made for members of the public who, for whatever reason, cannot access the remote means.
  - If the body will meet in person, the public should also be allowed to attend in person. If, however, the body decides not to allow the public to attend for safety reasons, the public must be provided the opportunity to monitor the entire meeting by virtual means in real time.



# Practical Pointers – Running the Meeting

- Advise members of the body to mute/unmute at appropriate times.
- Proceed SLOWLY – avoid talking over one another.
- Use headsets if available or in a non-private space.
- Ask permission of the chair to exit the meeting to ensure quorum and meeting voting requirements.
- Avoid using chat function. Speak up to be acknowledged/raise hand.
- Chair has discretion to use technology features to ensure that all members have a fair chance to speak.



## Some Practical Pointers – Closed Session

- Designate a person to monitor the meeting and the technology.
- If using a video conference, ensure that the cameras are “on” so as to allow for easy identification of the participants.
- If using a telephone conference, ask participants to verify that they are alone and that nobody other than authorized participants are able to hear the meeting.
- Avoid recording the closed session part of the meeting – this may become a public record.



# Legal Considerations



## Public Records Law

From the top (again) – Wis. Stat. § 19.31:

“[I]t is declared to be the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.”





# What is a “Record?”

Wis. Stat. § 19.32(2):

“Record” means any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. ...



# From the Attorney General's Public Records Compliance Guide

- Examples of electronic records within the Wis. Stat. § 19.32(2) definition can include word processing documents, database files, email correspondence, web-based information, PowerPoint presentations, and audio and video recordings, although access may be restricted pursuant to statutory or court-recognized exceptions.
- Electronic records include content posted by or on behalf of authorities to social media sites, such as Facebook and Twitter, to the extent that the content relates to government business. If an authority uses social media, the content must be produced if it is responsive to a public records request. This includes not only currently “live” content, but also past content.



# Website and Video Accessibility Concerns

- Title II of the ADA prohibits a “public entity” from discriminating against “a qualified individual with a disability,” because of the individual’s disability.
- The implementing regulations provide “a public entity shall take the appropriate steps to ensure that communications with ... members of the public with disabilities are as effective as communications with others.” 28 C.F.R. § 35.160(a).
- Aids and services may include qualified interpreters, real-time closed captioning and closed caption decoders. 28 C.F.R. § 35.104.



## Accessibility vs. Accommodation

- Unlike a typical ADA analysis, the issue is not one of “accommodation.” The issue is a threshold issue of “accessibility.”
- According to advocates, disabled persons desire and deserve the opportunity to participate in the digital world the same as nondisabled persons.
- “Accessibility” lawsuits are on the rise – especially given the prevalence of online usage over the past 18 months.



## The Allegations...

- A county is not legally required to livestream its board/committee meetings on its website or through a service, BUT...
- The county needs to do so to maintain appropriate health and safety protocols during the pandemic, BUT...
- The county has not made appropriate arrangements to accommodate qualified individuals with a disability, SO...

WHAT IS A COUNTY TO DO??



## Some Considerations...

- Speak with your IT Department about accessibility. There are resources available to assist in determining compliance with Title II.
  - Search for consultants with experience in the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG)
- Review and, if necessary, enhance the accommodation and accessibility language in your meeting notices.
- Consult with Corporation Counsel regarding compliance.



# Accommodation and Accessibility Language

- If you are in need of an accommodation to attend this meeting, whether in-person or by remote means, please contact [NAME] at [CONTACT INFO]
- If you experience any difficulties in accessing information contained within this [WEBSITE/VIDEO], please contact [NAME] at [CONTACT INFO]

**\*\*DISCLAIMER\*\* Neither the existence nor content of the statements above will provide a guaranteed defense to a Title II claim. The best course is to ensure accessibility.**







**Thank you for your service  
to county government!**



# Richland County Rules and Resolutions Committee and Ethics Board

## Agenda Item Cover

**Agenda Item Name: Committee/Commission/Board role in paying departmental bills and monitoring annual expenditures**

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	December 2 <sup>nd</sup> , 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2021	<b>Referred by:</b>	n/a
<b>Action needed by no later than (date)</b>	n/a	<b>Resolution</b>	n/a

### Recommendation and/or action language:

Recommend a motion to develop an amendment to the Committee Structure document bringing consistency to the practices of paying departmental bills and monitoring annual expenditures. An alternative option is to recommend a motion to research current practices at the committee/commission/board level.

### Background: *(preferred one page or less with focus on options and decision points)*

Currently the Committee Structure document contains inconsistencies regarding how financial oversight of departments takes place (*italics below are highlighted in the attached document*).

- The role of the **Finance & Personnel Committee** is to *“supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board.”*
- The role of the **Audit Committee** is to *“review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.”*
- The role of the **Commission on Aging and Disability Board** is to *“provide financial oversight for the Aging and Disability Resource Center Unit.”*
- The role of the **Highway & Transportation Committee** is to *“. . . direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims . . .”*
- The role of the **Law Enforcement and Judiciary Committee** is to *“audit all bills for expenditures within the department.”*

In practice, inconsistencies also take place at the committee/commission/board level. Some bodies approve monthly bills and others do not. Some bodies regularly review annual expenditures of various accounts, compared to the approved budget, and others do not.

It is recommended that an amendment be proposed to the Committee Structure document to bring consistency to financial oversight. However, if the committee is not prepared to take that step, research could be conducted about how financial oversight is currently taking place at the committee/commission/board level.

### Attachments and References:

Attachment: Committee Structure document
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### Financial Review:

(please check one)

**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

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<p><b>Approval:</b></p>  <p>_____</p> <p>Department Head</p>	<p><b>Review:</b></p> <p><i>Clinton Langreck</i></p>  <p>_____</p> <p>Administrator, or Elected Office (if applicable)</p>
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## **RICHLAND COUNTY BOARD COMMITTEE STRUCTURE**

(Amended: May 18<sup>th</sup>, 2021)

### **AGRICULTURE AND EXTENSION EDUCATION COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
  - 1. To make available the necessary facilities and conduct programs in:
    - a. Professional and liberal education.
    - b. Human resources development.
    - c. Economic and environmental development.
    - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
    - e. Any other extension work authorized by local, State or Federal legislation.
    - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

### **AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE**

- 1. 7 members composed as follows:
  - (a) the County Board Chair;
  - (b) the Vice Chair of the County Board;
  - (c) one Supervisor;
  - (d) one disabled individual;
  - (e) a representative from the business or non-profit community;
  - (f) a representative from education;
  - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

### **AUDIT COMMITTEE**

- A. This committee shall consist of three people.

- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

**CHILD SUPPORT COMMITTEE**

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

**CITY LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

**COMMISSION ON AGING AND DISABILITY BOARD**

1. This committee shall consist of eleven members as follows:
  - a. At least 51% of the members shall be at least 60 years old;
  - b. At least 2 members representing adults with disabilities;
  - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
  - d. At least 1 member representing disabled youth transitioning into adult services;
  - e. At least 1 member representing service providers;
  - f. At least 2 members shall be County Board Supervisors.
2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.
4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.

5. The Powers and Duties of the Commission on Aging and Disability are:
  - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
  - b. Provide financial oversight for the Aging and Disability Resource Center Unit.**
  - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
  - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
  - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
  - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
  - g. Educate older people and adults with disabilities on issues of importance to them.
  - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
  - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
  - j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
  - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
  - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
  - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
  - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
  - o. Serve on committees as needed.
  - p. Attend regular Commission on Aging and Disability meetings.

## **COMMITTEE ON COMMITTEES**

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

## **COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE**

1. Nine members.
2. The Committee shall consist of the following members:

- a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
  - b. 1 service provider(s);
  - c. 1 community mental health and substance abuse advocate(s);
  - d. 4 consumers;
  - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
  4. The duties of the Committee are:
 

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
  5. The Committee shall meet at least quarterly.
  6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
  7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

**CONTINUOUS**

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

**CRIMINAL JUSTICE COORDINATING COMMITTEE**

- A. Thirteen member consisting of the following:
  - Circuit Court Judge
  - Director of the Department of Health and Human Services
  - District Attorney
  - Sheriff
  - Chief of Police of the City of Richland Center
  - One County Board Supervisor
  - Mayor of the City of Richland Center
  - Public Defender

Probation Agent  
Director of Passages  
Child Support Administrator  
Clerk of Circuit Court  
President of the Richland County Ministerial Association

- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;  
Mayor of the City of Richland Center;  
Director of Passages;  
President of the Richland County Ministerial Association.

## **ECONOMIC DEVELOPMENT**

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

## **ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD**

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

## **EMERGENCY MANAGEMENT COMMITTEE**

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.



## **FAIR AND RECYCLING COMMITTEE**

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. Provide oversight and advice on all Clean Sweep Programs to be carried out in Richland County.

## **FINANCE AND PERSONNEL COMMITTEE**

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. **To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board.** To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. Work with the County Administrator in the preparation of the annual county budget.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.
- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. The County Administrator shall recommend to the Committee all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department

head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.

- M. The County Administrator shall from time to time conduct or cause to be conducted Job Analysis and Evaluations and a study of the table of operations and report to the Committee. If a change in any of the above is recommended, then said recommendation shall be submitted to the County Board for action.
- N. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- O. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- P. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- Q. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- R. Maintain a written self-evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- S. Administer and review the procedure for the filing of complaints under the Americans with Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans with Disabilities Act.
- T. The Committee shall administer the personnel aspects of Courthouse security.
- U. Authorize all expenditures from the Video-Conferencing Fund.

## **HEALTH AND HUMAN SERVICES BOARD**

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

## **HIDDEN VALLEY BOARD**

- A. One member.
- B. Appointment must be a member of the County Board.

## **HIGHWAY & TRANSPORTATION COMMITTEE**

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, **direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims**, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

## **HOUSING AUTHORITY**

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.

## **JOINT AMBULANCE COMMITTEE**

- 1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
- 2. Provide oversight and advice regarding the operation of the County Ambulance Service.

## **LAND CONSERVATION COMMITTEE**

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
- A. The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- B. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.

- C. Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
  - 1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
  - 2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
  - 3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
  - 4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
  - 5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
  - 6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
  - 7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- D. Manage the Ash Creek Community Forest.
- E. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

## **LAND INFORMATION COUNCIL**

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

## **LAW ENFORCEMENT AND JUDICIARY COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice for the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.**
- E. Provide oversight and advice on service and maintenance of all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Provide oversight and advice of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Provide oversight and advice for the operations of the Coroner's Office.
- L. Provide oversight and advice for the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Provide oversight and advice for the operation of the County's 911 emergency telephone response system.

## **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official  
Elected local official
- Group 2: Law enforcement  
Civil defense  
Firefighting  
First aid  
Health service  
Hospital  
Transportation  
Local environmental organizations
- Group 3: Broadcast media  
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara Title III

## **LONE ROCK LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION**

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County's representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

## **NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN**

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

## **NUTRITION ADVISORY COUNCIL**

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.
- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

## **PARK BOARD/CITY**

- A. One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

## **PARKS COMMISSION/COUNTY**

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. Attend to all security matters relating to County Parks.

## **PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES**

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.
- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

## **PROPERTY, BUILDING AND GROUNDS COMMITTEE**

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.

- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board and Committee Structure resolution.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- F. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

**SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC**

1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

**SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM**

Two County Board Supervisor shall be appointed to serve on this Board.

**SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD**

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.



## **SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION**

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

## **SYMONS NATATORIUM BOARD**

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section “Wisconsin Statutes, section 66.0301”.
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

## **TRANSPORTATION CO-ORDINATING COMMITTEE**

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers’ public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
  - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
  - 2. Review passenger transportation plans for service areas.
  - 3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
  - 4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
  - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
  - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
  - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
  - 8. Assists the establishment of goals, priorities and objectives for the
    - a. transportation planning process in Richland County.

9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.
13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

#### **TRI-COUNTY AIRPORT COMMISSION**

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

#### **U.W. PLATTEVILLE-RICHLAND COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Provide oversight and advice regarding the operation and maintenance of the Food Service System.

#### **VETERANS SERVICE COMMISSION**

- A. 5 member, at least 3 of whom shall be Supervisors.
- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding the Veterans Service Department, and

## **VIOLA LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **ZONING AND LAND INFORMATION COMMITTEE**

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
  - 1. Richland County Zoning Ordinance
  - 2. Richland County Land Division Ordinance
  - 3. Shoreland/Wetland Ordinance
  - 4. Floodplain Ordinance
  - 5. Tri-County Airport Ordinance
  - 6. County Addressing Ordinance
  - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.

**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**

**Agenda Item Name:** Appointment and removal process for committee/commission/board members

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	December 2 <sup>nd</sup> , 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2021	<b>Referred by:</b>	n/a
<b>Action needed by no later than (date)</b>	n/a	<b>Resolution</b>	Needed

**Recommendation and/or action language:**

Recommend a motion to develop a resolution for consideration at the January Rules & Resolutions Committee meeting, setting out a framework for making changes to the current appointment and removal process for committee/commission/board members.

**Background:** *(preferred one page or less with focus on options and decision points)*

At the October and November meetings of the Rules & Resolutions Committee, changes to the way members are appointed to committees/commissions/board were discussed. At the October meeting, the committee decided to have Administrator Langreck give a report at the October County Board meeting, to solicit input. At the November meeting, the committee decided to have research conducted about how peer counties make appointments.

Peer counties were considered to be those with the Administrator form of government, and those of a similar population to Richland County. Emails were sent to each current County Board Chair and Administrator. Responses were received from all ten counties contacted. Responses are summarized in the attached spreadsheet. Major findings include:

- Most counties give the responsibility of County Board supervisor committee appointments to the County Board Chair, subject to County Board confirmation.
- Appointments are made either at the organizational meeting in April, or the following County Board meeting in May.
- Removal of County Board members from committees is not usually clearly defined, although responsibility for this task typically goes to the County Board Chair.
- Chairs of committees are usually determined by each committee.
- Administrators are responsible for making appointments to a variety of committees, commissions, boards, and these are typically non-supervisor seats. Per state statute, appointments are subject to confirmation by the County Board.
- Collaboration between the County Board Chair and Administrator is not unusual.

It is recommended that the Rules & Resolutions Committee give direction on the components of a framework, so that a resolution can be developed for the January meeting, for consideration and recommendation to the County Board.

**Attachments and References:**

Attachment: Peer county research
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**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	

**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**

<input type="checkbox"/>	Other funding Source	
<input checked="" type="checkbox"/>	No financial impact	

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**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_

\_\_\_\_\_

Department Head

Administrator, or Elected Office (if applicable)

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County	2010 census population	Who Appoints Committee Members	Appointments Made by What Deadline	Who Removes Committee Members	Who Determines Committee Chairs	Notes 1	Notes 2	Notes 3	Notes 4
Price County	13,416	Board Chair, with County Board confirmation	May Board meeting	Board Chair	Each committee				
Bayfield County	14,993	Board Chair, with County Board confirmation	May Board meeting	Board Chair has a discussion with member and asks if they can step down	Each committee	Survey goes out after election immediately (Sometimes before election if seats are uncontested) with committee rankings of 1 (yes), 2 (maybe), 3 (no). Submitted to Board Chair and Administrator. Highway committee is one member from each highway district and one member chosen by the Executive Committee.	County Board Chair and Administrator meet immediately after the organizational meeting to discuss unofficial appointments, which are made by the next day. Shuffling sometimes happens before County Board confirmation at the May meeting.		
Burnett County	15,289	Board Chair, with County Board confirmation	Organizational meeting	Ethics committee, after Corp. Counsel investigation	Each committee	Chair sends out interest surveys before organizational meeting			
Ashland County	15,617	Combination of Board Chair and Administrator (see notes)	Organizational meeting		Each committee	The following committees are appointed by the Board Chair with Board confirmation: ADRC, BART (regional transit), Forestry & Rec, NRTC (regional rail), NWRPC (regional planning), Ag & Extension, Criminal Justice, Library, Public Property & Law Enforcement, Aging, Finance, and a few other regional commissions.	The following are appointed by the Administrator with Board confirmation: Airport, Housing, HHS, Land Conservation, Board of Adjustment, Comprehensive Planning, Land Information, Zoning, and Emergency Planning.	The County Clerk sends out an interest survey after the election, before the organizational meeting.	
Sawyer County	16,399	Board Chair, with County Board confirmation	May Board meeting	Board Chair, with County Board confirmation	Each committee, by secret ballot				
Richland County	17,459								
Green Lake County	18,755	Combination of Board Chair and Administrator (see notes)	After organizational meeting		Each committee	County Board Chair and Administrator discuss all committee appointments and then County Board Chair announces all appointments at County Board meeting. County Board confirmation only occurs if required by state statute.			
Kewaunee County	20,387	Board Chair, with County Board confirmation	Organizational meeting	Unofficial, discussions only	Board Chair, with County Board confirmation	Administrator appoints all public members to committees, commissions, boards, councils, with approval of County Board	Per state statute, Highway Committee is appointed by County Board Chair and confirmed by County Board	Shortly after the election, the Clerk sends out preference forms to all newly elected supervisors to assist the Chair in deciding appointments. The Chair (or Chair candidates often contact their fellow supervisors to discuss committee appointments).	While this method could pose a problem if the Board Chair election is contested, Kewaunee has often had a strong indication who the new Chair will be. In addition, the Board has scheduled a recess period on the organizational meeting agenda to allow the new Chair to conduct meetings/interviews with Board Supervisors to help place the final touches on their list of appointments.
Iowa County	23,618	Committee on Appointments (3 members - Chair, Vice Chair, 2nd Vice Chair)	May Board meeting	Not defined	Each committee	The purpose of the Committee on Appointments is to assist the County Board Chair in selecting supervisors for all County Committees. The County Board Chair retains veto authority for all appointments. Additionally, input is made to the County Administrator for the committee members to be appointed by that position as outlined in the Wisconsin Statutes. Vice Chairs assist and assume an advisory role. The County Board Chair in consultation with Vice Chairs appoint board members to special committees when the need arises.	Appointments are split between the County Board Chair and the Administrator in that when a County Supervisor needs to be appointed, it is the County Board Chair's responsibility. When a citizen member needs to be appointed, it is the County Administrator's responsibility. The County Board Chair has formed "task forces" or special committees to address things out of the ordinary and these committees report directly to the County Board and no subcommittee.		
Waushara County	24,193	Board Chair, with exceptions (see notes)				We have four committees that are elected by the board; Public Works (Hwy & Parks), Land, Water and Education (UW Extension), Zoning, and Executive. All others are appointed by the Chair, the current Board Chair likes to have a group effort so included in the group is the Administrator, Corp Counsel, and the Executive Committee.	We have an eleven member board so some of our board members have a lot of committees to serve on.		
Door County	27,472	Board Chair, with County Board confirmation				From the Door Co. Administrator: "I can say that we practice collaborative process for the appointments. By that, I mean that I work with the Chair in making all the appointments since we try to balance the workload and responsibilities. This process has worked very well for us to help balance the workload."			

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Supervisor Welcoming Packet and Orientation Schedule**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	02 December, 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	30 November, 2021	<b>Referred by:</b>	Administrator Transition Committee
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	N/A, <u>needed</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion... (committee may take possible action on specific changes, amendments and direction)

Recommended for review, discussion and possible guidance to administration by motion.

**Background:** *(preferred one page or less with focus on options and decision points)*

Attached you will find a packet containing: a welcoming letter, an orientation schedule and checklist, a resources listing, a supervisor biography format, and a committee assignment preference sheet. These materials are provided to the committee to review and consider in preparation for the beginning of the 2022 session.

These items are brought forward to the Rules and Resolutions Committee in context of possibly amending the county board rules to require returning welcoming materials and participating in an orientation training.

**Attachments and References:**

Welcoming Packet and Orientation Schedule	

**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

No foreseeable financial impacts

**Richland County Committee**

**Agenda Item Cover**

**Approval:**

**Review:**

*Clinton Langreck*

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Department Head  
applicable)

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Administrator, or Elected Office (if

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# Richland County Administrator's Office

Clinton Langreck, Administrator  
181 W Seminary St, PO Box 310  
Richland Center, WI 53581-0310  
Phone: (608)649-5960 FAX: (608)647-6134  
Email: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

1-Dec-21

To:

District:

Subject: Welcome to the Richland County Board — Session 2022-2024

On behalf of the Elected Officials, Staff, and Partners of Richland County, I would like to congratulate you on your election to the 2022-2024 session of the Richland County Board. This session, like the many before it, will be filled with an abundance of challenges and opportunities our community. I commend you on your willingness to take on this endeavor and I hope this session affords you the ability to take pride and satisfaction in serving the greater good.

The enclosed checklist, reference materials and survey are intended to familiarize you with our organization, our operations and your roll as county board supervisor. Whether this is your first or fifteenth session with the Richland County Board, it is our intensions to ensure you have the knowledge and resources available to support the many decisions you will face on behalf of your constituency and the county as a whole.

The organizational meeting for the 2022-2024 session will be held on April 19<sup>th</sup>, 2022, 7:00pm at the Banquet Room of the Phoenix Center, located at 100 South Orange Street, Richland Center, Wisconsin. This meeting is intended to establish, the County Board Chair, Vice and seating of the various committees, commissions and boards of the Richland County Board through necessary elections and appointments. The Richland County Board agenda is posted on the Richland County website: <https://www.co.richland.wi.us/boardminutes.shtml>

**ACTION NEEDED** - In preparation for the organizational meeting and your future success as part of the County Board please reference the attached action item checklist and resources-list included with this packet. If you have any questions, please reach out to the Richland County Clerk/Administrator Office at: 608-647-2197.

Sincerely,

Clinton Langreck  
County Administrator

CC: pfile

DRAFT

# Action Item Checklist

**Organizational Meeting** — In preparation for the meeting, please complete:

1. Please complete and return the following necessary paperwork for payroll enrollment forms (First-time and returning supervisors): W-4; State Withholdings; Electronic Deposit
2. Please complete and return the 1) biography and 2) committee interest survey, indicating your interest in the various committee, boards, commissions, seats and willingness to chair. (Attached)
3. If you are interested in seeking election as the Richland County Board Chair or Vice Chair position during the organizational meeting, the process/schedule is as follows:

...

Please have these forms and delivered to the Clerk/ Administrator’s Office at 181 W Seminary St, Richland Center, WI 53581 by no later than noon on April 18<sup>th</sup>, 2021.

**County Board Training** — The following training items are required by county board rules (code of ordinance) for all members to participate. County Board Training Day: April 22<sup>nd</sup> 2022 beginning at 9:00am to 1pm., luncheon provided. Please reference matrix below:

<u>Training:</u>	<u>Duration:</u>	<u>Presenter:</u>
*Computer Policy + Ipad Orientation (in-person required) / Virtual Meeting Etiquette/Badge	60min	MIS Director
County Website - County Materials	20min	MIS Director
Break	10min	
County Ethics Ordinance - Training	10min	Corp. Counsel
Open Records / Open Meetings	10min	Corp. Counsel
Sexual Harassment / Community Sensitivity	10min	Corp. Counsel
Meetings/Per Diems/Mileages/Agendas/Minutes	10min	Clerk
Committee Structure	10min	Clerk
County, Board and Commission Meeting Schedule	10min	Clerk
Overview Structure/Services/Footprint	10min	Administrator
County Strategic Plan	10min	Administrator
Sponsor Program - New Supervisor	10min	Vice-Chair
Break – Luncheon Served	10min	
County Budget / Accounting Structure and Reports	10min	Fin. Officer
Accounting Structure and Financial Reports	10min	Fin. Officer
County Capital Plan	10min	Administrator
Board Rules/ Role of Chairs, Members and MGMT	10min	Administrator
Closing Remarks	10min	Vice-Chair

Videos of the training will be made available to you if unavailable to attend. The Computer Policy and Ipad Orientation training must be conducted in person and must be completed by no later than the May 17<sup>th</sup> 2022, or notification of delinquency will be delivered to the County Board Chair as official correspondence. Please contact MIS Director, Barb Scott @ (608) 649-5922

## Additional Resources:

**Wisconsin Counties Association (WCA)** — The Wisconsin Counties Association is an association of county governments assembled for the purpose of serving and representing counties. They lobby to the state and National Counties Association on behalf of Wisconsin Counties and provide resources to Wisconsin Counties. <https://www.wicounties.org/>

1. WCA Publications — <https://www.wicounties.org/wca-publications/>
2. Wisconsin County Official's Handbook - <https://indd.adobe.com/view/3edfaedf-c56a-43c8-98c8-9adaa0da75dd>
3. Supervisor Training — [TBD]
4. 2022 WCA Annual Conference; September 18<sup>th</sup> 2022  
<https://www.wicounties.org/event/2022-wca-annual-conference/>

If interested, please request attendance through the County Clerk's Office.

**Other Helpful Resources** — There are many other helpful resources available to local government officials. Below is a nonexclusive list of a few helpful places to research:

1. UWEX Local Government Education — <https://localgovernment.extension.wisc.edu/>
2. Engaging Local Government Leaders — <https://elgl.org/>
3. National Counties Association — <https://www.naco.org/>
4. Southwest Regional Planning Commission — <https://www.swwrpc.org/>
5. Wisconsin City/County Management Assoc. — <https://www.wcma-wi.org/>

**Other Counties** — There is much to be learned from our fellow counties. Establishing a network of colleagues facing the same challenges, or perhaps serving on comparable committees, is a great way to learn more about services and best practices.

The Counties Directory — <https://www.wicounties.org/the-counties/>

**County Staff** — Talk with the experts. County Board Supervisors are encouraged to reach out to staff through department leadership, to learn more about our services and understand the challenges, limitations and opportunities facing the county.

Richland County Contacts: <https://www.co.richland.wi.us/contactinfo.shtml>

Stay engaged and if you come across new resources, please let us know.

## **Supervisor Biography:**

The following biography is to help share your story with other board members and the Richland County Community.

**Name:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Years spent as a Richland County Resident:** \_\_\_\_\_ **Years**

**Professional Background:**

**Experiences in Public Service:**

**Your Personal Goals for this Session:**

**Items and issues you feel should be organizational priorities this session:**

DRAFT

Your Name: _____		District # _____	
<b>RICHLAND COUNTY BOARD OF SUPERVISORS</b>			
Committee, Board, Commission and Seat Preferences			
Please indicate your preferences by placing an "X" to mark: your top 5 and your least 5 of preferred assignments. Please also indicate if you are willing to chair the committee, board of commission with an "X." Please also indicate the number of meetings you are willing to attend monthly. Please also indicate if you are interested in the Board Chair or Vice Position.		How many meetings are you willing to attend monthly?	
		# _____	/month
	YES	NO	
<b>Interested in County Board Chair</b>			
<b>Interested in County Board Vice-Chair</b>			
<b>Committee, Board, Commission or Seats</b>	<b>Preferences:</b>		<b>Willing to Chair</b>
	<b>Top 5</b>	<b>Least 5</b>	
<b>Elected Bodies:</b>			
Highway and Transportation Committee			
Pine Valley Board of Trustees			
<b>Standing Committees:</b>			
Administrative Transition			
Agriculture and Extension Education			
Americans with Disability Act Compliance			
Audit			
Child Support			
Citizen Participation Planning Committee			
Committee on Committees			
Emergency Management			
Fair and Recycling			
Finance and Personnel			
Joint Ambulance			
Land Conservation			
Law Enforcement and Judiciary			
Property, Building and Grounds			
Housing Authority and Community Block Grant			
Rules and Resolutions			
Strategic Planning			
UW Platteville-Richland			
Veterans Service Committee			
Zoning and Land Information			
<b>Boards and Commissions:</b>			
County Parks Commission			
Health and Human Services Board			
Symons Natatorium Board			
Tri-County Airport Commission			
<b>Subcommittees:</b>			
Transportation Coordination (Must be on PV or HHS)			
<b>Seats:</b>			
City Library Board			
City Park Board (From Parks Commission)			
Neighborhood Housing Services of Southwest Wisconsin			
Southwest Wisconsin Community Action Program			
Southwest Wisconsin Library System Board Of Trustees			
Southwestern Wisconsin Regional Planning Commission			
Viola Library Board			
Please comments on work schedule and best availability throughout the week/month and willingness to travel out of county:			
~Please return completed survey to the Clerk's / Administrator's Office			

**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**

**Agenda Item Name: Process for Running for Board Chair/Vice Chair**

<b>Department</b>	County Board	<b>Presented By:</b>	Shaun Murphy-Lopez
<b>Date of Meeting:</b>	December 2 <sup>nd</sup> , 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Structure C
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2021	<b>Referred by:</b>	n/a
<b>Action needed by no later than (date)</b>	n/a	<b>Resolution</b>	n/a

**Recommendation and/or action language:**

Motion to establish a process for running for Board Chair/Vice Chair, to be drafted into County Board rules, with components recommended by the Rules & Resolutions Committee.

**Background:** *(preferred one page or less with focus on options and decision points)*

At the November Rules & Resolutions Committee meeting, a future agenda item was requested to discuss the process for running for Board Chair and Vice Chair. Considerations may include:

- Application materials (e.g. biography, resume, background, plan for direction)
- Roles and responsibilities of the Chair and Vice Chair
- Relation of the timeline between election of the Chair/Vice Chair and the appointment of committee/board/commission members

It is anticipated that County Board Rules would need to be changed if a process is recommended by the committee. Currently County Board Rule #2 says, *“At the organization meeting in even numbered years, the Board shall elect a Chair and Vice- Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect.”*

**Attachments and References:**

Attachment: Peer county research
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**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

**Approval:**

**Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



**Richland County Rules and Resolutions Committee and Ethics Board**

**Agenda Item Cover**