

**RULES AND RESOLUTIONS COMMITTEE  
AND ETHICS BOARD**

February 4, 2021

The Rules and Resolutions Committee and Ethics Board met on Thursday, February 4, 2021, at 1:00 p.m. virtually.

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

Also present was: Victor Vlasak, County Clerk and Clinton Langreck, County Administrator.

Committee Chair Murphy-Lopez called the meeting to order.

The Clerk verified that the meeting was properly noticed. Copies of the agenda were emailed to all Rules and Resolutions Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to Fruit Broadcasting, LLC.

Administrator Langreck confirmed the Proof of Notification.

Motion by Cosgrove, second by Luck for approval of the Agenda. Motion carried.

Motion by Luck, second by Seep for approval of the January 7<sup>th</sup> minutes. Motion carried.

**Celebrating Black History Month** – People of African descent have called Richland County home since the 1860s, including early residents Benjamin Butts and Miller Bowler, and the Richland County History Room educates visitors about the history of Richland County, including African Americans. Motion by Seep, second by Cosgrove to present a resolution to the County Board celebrating February as Black History Month. Motion carried.

**County Board Size / Committee Functions and Structure** – Committee members were provided with information regarding the process for the redrawing of supervisory district boundaries using census data. Information was also provided on the current size and structure of county boards in Wisconsin. Examples of organizational structures were also provided. Motion by Luck, second by Seep to develop a survey asking County Board members to give input on their preference for the future size and organization of the Richland County Board. Motion carried. Chair Murphy-Lopez will develop the survey and bring it back to the Rules and Resolutions Committee for approval.

**County Board Rule # 18 – Taking and Recording Minutes** – Rule # 18 of the Rules of the Board currently gives authority to committees to appoint a person to take minutes. A proposed change to Rule # 18 has developed because the County Clerk made a request to be excused from taking the minutes for meetings of the Finance and Personnel Committee. The proposed changes are based upon parts of section 59.23 of the Wisconsin Statutes dealing with duties of the County Clerk. Section 59.23 (2) (a) of the Wisconsin Statutes is as follows:

(2) DUTIES. The clerk shall:

(a) *Board Proceedings*. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

The proposed language change is as follows:

Committee, board or commission minutes shall be taken by the County Clerk or their appointee. Each committee composed of a majority of supervisors shall appoint a person who shall take minutes who shall not be a Supervisor. In the event of the absence of the appointed person, the committee chair shall appoint a person to take the minutes for that meeting. The appointed person shall take minutes of all meetings of the committee. Minutes shall be filed in the County Clerk's office and posted on the County's website within 14 days after the meeting. The appointed person shall, within 14 days after the meeting, type up the proposed minutes of the meeting and file them with the County Clerk. The minutes shall indicate the supervisors who are in attendance at the meeting and those who were excused. The Chair of boards, commissions or committees shall be a Supervisor when a majority of the members of the board, commission or committee is made up of Supervisors.

The proposed change to the Rule # 18 of the Rules of the Board was discussed. Motion by Murphy-Lopez, second by Seep to table the agenda item. Motion carried.

### **Future Agenda Items**

- Recognition of the service of municipal staff.
- Recognition of the services of county staff.

Motion by Seep, second by Cosgrove to adjourn to Thursday, March 4<sup>th</sup> at 1:00 p.m. virtually. Motion carried. The meeting adjourned at 2:19 p.m.

Victor V. Vlasak  
Richland County Clerk