

County Clerk's Office

Richland County, Wisconsin

*Derek S. Kalish
County Clerk*

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February 5, 2024

Please be advised that the Richland County Board of Supervisors will convene at 5:00 p.m., Monday, February 12, 2024, in the County Board Room of the Richland County Courthouse, located at 181 West Seminary Street, Richland Center, Wisconsin.

Virtual access and documents for the meeting can be found by clicking on this link:

<https://administrator.co.richland.wi.us/minutes/county-board/>

Agenda

1. Roll Call
2. Pledge Of Allegiance
3. Approve Agenda
4. Approve Minutes Of The January 16th Meeting
5. Public Comment
6. Discussion & Possible Action: Revisions To The Richland County Rules Of The Board
7. Discussion & Possible Action: Revisions To The Richland County Board Committee Structure
8. Adjourn

JANUARY MEETING

January 16, 2024

Chair Brewer called the meeting to order at 7 PM. Roll call found all members present except Supervisor(s) Miller, Manning, Gottschall, and Cosgrove.

Pastor Jonathan Young with the Church of the Nazarene gave the Invocation.

Deputy County Clerk Hege led the Pledge of Allegiance.

Motion by Rynes, second by Frank for approval of the agenda. Motion carried and agenda declared approved.

Chair Brewer asked if any member desired the minutes of the December 12, 2023 meeting be read or amended. Hearing no motion to read or amend the minutes of the December 12, 2023 meeting, Chair Brewer declared the minutes approved as published.

Public Comment: none

Administrator Pesch gave a brief explanation on the annual appointment of Emergency Fire Wardens. The businesses/individuals recommended to serve as the 2024 Emergency Fire Wardens for Richland County by the Wisconsin Department of Natural Resources include:

Business Name	Street Address	City	State	Zip Code
Boaz Country Store	17190 US HWY 14	Richland Center	WI	53581
Natural Bridge Grocery	17520 HWY 80	Richland Center	WI	53581
Richland County Land Conservation	26136 Executive Lane	Richland Center	WI	53581
The Port	14750 St. HWY 60	Blue River	WI	53518

Supervisor Fleming noted that the address for the Richland County Land Conservation has changed from 26136 Executive Lane, Richland Center, WI 53581 to 181 W Seminary Street, Richland Center, WI 53581. Motion by Williamson, second by Severson to appoint the list of individuals and businesses recommended by the Wisconsin Department of Natural Resources to serve as the 2024 Emergency Fire Wardens for Richland County. Motion carried and the businesses/individuals recommended to serve as the 2024 Emergency Fire Wardens for Richland County by the Wisconsin Department of Natural Resources were appointed.

Administrator Pesch gave report on projects in progress including: introducing Justin Siemens, the new HR Generalist for Richland County, a brief update on the Campus RFP process, a brief overview of the changes happening in the Courthouse, topics discussed during her recent meeting with Senator Howard Marklein, and upcoming webinars and conference opportunities for the County Supervisors.

Deputy County Clerk Hege reported that the Wisconsin Department of Transportation (WisDOT) had sent a letter inviting any interested parties to a public involvement meeting to Richland County and that a copy of the letter was uploaded to the meeting packet. Supervisor Williamson verbally shared information on another upcoming Wisconsin Department of Transportation (WisDOT) meeting.

Ordinance No. 24-1 Amendment No. 591 to Richland County Comprehensive Zoning Ordinance No. 5 relating to a parcel belonging to Michael & Tammy Frank in the Town of Henrietta was read by Deputy County

Clerk Hege. Motion by Gentes second by Couey that Ordinance No. 24-1 be adopted. Chair Brewer called on Supervisor Luck to give a brief explanation. Motion carried and the ordinance declared adopted.

ORDINANCE NO. 24 - 1

Amendment No. 591 To Richland County Comprehensive Zoning Ordinance No. 5 Relating To A Parcel Belonging To Michael & Tammy Frank In The Town Of Henrietta.

The Richland County Board of Supervisors does hereby ordain as follows:

1. The County Board, having considered the following factors, hereby finds that the following rezoning is in the best interests of the citizens of Richland County:

- (a) Adequate public facilities to serve the development are present or will be provided.
- (b) Provision of these facilities will not be an unreasonable burden to local government.
- (c) The land to be rezoned is suitable for development and development will not cause unreasonable water or air pollution, soil erosion or adverse effects on rare or irreplaceable natural areas.
- (d) Non-farm development will be directed to non-agricultural soils or less productive soils.
- (e) Non-farm development will be directed to areas where it will cause minimum disruption of established farm operations or damage to environmentally sensitive areas.
- (f) Non-farm development will be encouraged to locate so as to leave a maximum amount of farmland in farmable size parcels.
- (g) Non-farm residential development will be directed to existing platted subdivisions and sanitary districts.

2. Richland County Comprehensive Zoning Ordinance No. 5, which was adopted by the Richland County Board of Supervisors on May 20, 2003, as amended to date, is hereby further amended as follows:

That the official maps designating district boundaries, as adopted by Richland County Ordinance 1985 No. 1 (also known as Amendment No. 1 to the Richland County Comprehensive Zoning Ordinance No. 3), which was adopted on March 19, 1985, are hereby amended as follows:

That the following described 2.06-acre parcel belonging to Michael and Tammy Frank in the Town of Henrietta is hereby rezoned from the General Agricultural and Forestry District (A-F) to the Residential-2 (R-2) District:

Being part of Both The NW 1/4 of The NE 1/4 and The NE 1/4 of The NE 1/4 of Section 28, T12 N, R1E, Town of Henrietta, Richland County, Wisconsin, to wit:

Commencing at the N 1/4 corner of said Section 28;
thence S 74° 23' 21" E, 1357.10' to the centerline of CTH C to the POINT OF BEGINNING
thence N 89° 29' 09" E along the centerline of CTH C, 71.40';
thence S 06° 20' 33" E, 69.59';
thence S 47° 59' 57" E, 58.92';
thence S 87° 13' 58" E, 153.45';
thence S 00° 58' 20" W, 165.02';
thence S 79° 26' 42" W, 268.05';
thence N 61° 11' 13" W, 169.77';
thence N 39° 04' 36" E, 233.17';
thence N 15° 45' 46" E, 96.92';
thence N 00° 1' 33" W, 89.29';
thence N 07° 56' 17" W, 61.75 to the southerly right-of-way of CTH C;
thence continuing N 07° 56' 17" W, 33.28' to the POINT OF BEGINNING;

Containing 89,606 square feet or 2.06 acres, more or less.

Together with and subject to a 66' wide Access Easement, hereby created and retained by the owners, running from the centerline of CTH C to the easterly line of Lot 1, 33' on each side of the following described centerline:

Commencing at the aforementioned point of beginning of Lot 1;
thence N 59° 29' 45" E along the centerline of CTH C, 36.71 to the POINT OF BEGINNING of the 66' Access Easement centerline;
thence S 01° 54' 53" W, 204.06';
thence S 08° 12' 13" E, 126.10';

thence S 30° 53' 45" E, 96.83';
thence S 88° 48' 45" E, 97.59';
thence S 68° 12' 11" E 62.59' to the easterly line of Lot ` and the end of the Access Easement centerline.

3. This Ordinance shall be effective on January 16, 2024.

DATED: JANUARY 16, 2024
PASSED: JANUARY 16, 2024
PUBLISHED: JANUARY 25, 2024

ORDINANCE OFFERED BY THE LAND &
ZONING STANDING COMMITTEE
(2 JANUARY 2024)

		FOR	AGAINST
MARTY BREWER, CHAIR	STEVE CARROW	X	
RICHLAND COUNTY BOARD OF SUPERVISORS	LINDA GENTES	X	
	JULIE FLEMING	X	
	DAVID TURK	X	
	DANIEL MCGUIRE	x	
	MELISSA LUCK	X	
DEREK KALISH			
RICHLAND COUNTY CLERK			

Supervisor Luck reported that no petitions for zoning amendments have been received since the last County Board meeting and that no rezoning petitions have been recommended for denial.

Resolution No. 24-1 approving the Town of Ithaca’s rezoning of a parcel belonging to Thad and Mary Weldon was read by Deputy County Clerk Hege. Motion by Severson, second by McKee that Resolution No. 24-1 be adopted. Chair Brewer called on Supervisor Luck to give a brief explanation. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 - 1

A Resolution Approving The Town Of Ithaca’s Rezoning Of A Parcel Belonging To Thad And Mary Weldon.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town’s initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Zoning and Land Information Committee and requested that the County Board approve the Town’s rezoning of a parcel belonging to Thad and Mary Weldon from the Agricultural Zoning District to the Agricultural Residential Zoning District in the Town of Ithaca’s Zoning Ordinance and the Zoning Land Information Committee has carefully consider this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described

5.71 acre parcel from the Agricultural Zoning District to the Agricultural Residential Zoning District in accordance with the Town of Ithaca's Zoning Ordinance:

ALL OF LOT 1 CSM 654, PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE¼-NW¼), PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER (NE¼-SW¼), PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (SW¼- NE¼) , PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW¼-SE¼), OF SECTION 16, TOWN 10 NORTH, RANGE 2 EAST, TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN. AND BEING MORE FULLY DESCRIBED AS FOLLOWS;
COMMENCING AT THE NORTH QUARTER CORNER (N1/4) OF SECTION 16, THENCE ALONG THE WEST LINE OF THE NORTHEAST QUARTER (NE1/4), S00°23'42"W, A DISTANCE OF 2363 .60' TO THE POINT OF BEGINNING;
THENCE S67°38'12"E A DISTANCE OF 194.03';
THENCE S84°41'34"E A DISTANCE OF 225.20';
THENCE S07°57'13"W A DISTANCE OF 650.47' TO A POINT ON THE NORTH RIGHT OF WAY LINE OF CTH N;
THENCE CONTINUING S07°57'13"W, 34.81' TO A POINT ON THE CENTERLINE OF CTH N;
THENCE ALONG THE CENTERLINE OF CTH N ON A CURVE TO THE RIGHT, HAVING A RADIUS OF 750.00', A LENGTH OF 271.75', A DELTA ANGLE OF 20° 45' 38", AND WHOSE LONG CHORD BEARS N53°32'06"W A CHORD DISTANCE OF 270.27';
THENCE ON SAID CENTERLINE N43°09'17"W A DISTANCE OF 212.09' TO A POINT OF CURVATURE TO THE LEFT;
THENCE ALONG THE CENTERLINE OF SAID CURVE, HAVING A RADIUS OF 476.45', A LENGTH OF 197.56', A DELTA ANGLE OF 23°45'27", AND WHOSE LONG CHORD BEARS N55°03'19"W, A CHORD DISTANCE OF 196.15';
THENCE N23°12'56"E A DISTANCE OF 32.99' TO A POINT ON THE NORTH RIGHT OF WAY LINE OF CTH N;
THENCE CONTINUING N23°12'56"E, 39.21' TO THE NORTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER (NE1/4-SW1/4)
THENCE ALONG SAID NORTH LINE S89°37'28"E A DISTANCE OF 183.95' TO THE CENTER OF SECTION 16;
THENCE ALONG THE WEST LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (SW¼-NE¼) N00°23'42"E A DISTANCE OF 280.50' TO THE POINT OF BEGINNING.
PARCEL CONTAINS 5.71 ACRES (248,765 SQ. FT.) MORE OR LESS. (INCLUDING CTH N RIGHT OF WAY) AND 5.19 ACRES (226,428 SQ. FT.) MORE OR LESS. (EXCLUDING CTH N RIGHT OF WAY), and

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE LAND &
ZONING STANDING COMMITTEE
(27 NOVEMBER 2023)

AYES_____ NOES_____

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MELISSA LUCK
STEVE CARROW
LINDA GENTES

X
X

DATED: JANUARY 16, 2024

DAVID TURK	X
JULIE FLEMING	X
DANIEL MCGUIRE	

Resolution No. 24-2 recognizing the retirement of an employee of the Health and Human Services Department was read by Deputy County Clerk Hege. Motion by McKee, second by Rynes that Resolution No. 24-2 be adopted. Chair Brewer called on Ms. Tricia Clements, Health and Human Services Director to give explanation. Ms. Clements commended Ms. Welsh on her years of service to Richland County. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 – 2

A Resolution Recognizing The Retirement Of An Employee Of The Health And Human Services Department.

WHEREAS, Ms. Joanne Welsh was hired on August 27, 1984 as an Economic Support Worker in the Income Maintenance unit of Health and Human Services and transitioned to the ADRC as the Elder Benefit Specialist in 2000.

WHEREAS the Health and Human Services & Veterans Standing Committee and the Richland County Board wants to express its sincere appreciation to Ms. Joanne Welsh for over 39 years of dedicated service to Richland County, and

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation to Ms. Joanne Welsh for over 39 years of dedicated service to Richland County, and

BE IT FURTHER RESOLVED that the County Board wishes Ms. Joanne Welsh a long and happy retirement, and

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this Resolution to: Ms. Joanne Welsh at her residence.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD
MEMBERS OF THE HEALTH AND HUMAN SERVICES
& VETERANS STANDING COMMITTEE
(11 JANUARY 2024)

AYES_____ NOES_____

RESOLUTION ADOPTED

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

INGRID GLASBRENNER	X
DONALD SEEP	X
KEN RYNES	X
TIMOTHY GOTTSCHALL	
KERRY SEVERSON	

DATED: JANUARY 16, 2024

Resolution No. 24-3 authorizing the Joint Ambulance Committee to purchase a used ambulance to replace its oldest ambulance was read by Deputy County Clerk Hege. Motion by Fleming, second by Severson that Resolution No. 24-3 be adopted. Brief discussion ensued. Supervisor Couey abstained from voting. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 - 3

A Resolution Authorizing The Joint Ambulance Committee To Purchase A Used Ambulance To Replace Its Oldest Ambulance.

WHEREAS, the Joint Ambulance Committee is looking to replace its oldest ambulance and the Committee is recommending, as a cost-saving measure, that it be authorized to purchase a used ambulance, at a cost not to exceed \$45,000, as opposed to purchasing a new ambulance which would likely cost around \$250,000.00, and,

WHEREAS, the Joint Ambulance Committee is requesting authorization from the County Board to purchase a used 2006 ambulance from the Muscoda Rescue Squad and the Committee is presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that authority is hereby granted for the Joint Ambulance Committee to purchase said used ambulance using funds in the Ambulance Outlay Account Fund 16, and,

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY COUNTY BOARD
MEMBERS OF THE JOINT AMBLANCE COMMITTEE
(15 NOVEMBER 2023)

RESOLUTION ADOPTED

DEREK S. KALISH
COUNTY CLERK

KERRY SEVERSON
JULIE FLEMING

FOR	AGAINST
X	
X	

DATED: JANUARY 16, 2024

Approved by Finance & Personnel Standing Committee on 02 January 2024

Resolution No. 24-4 approving the creation of a Parks and Trails Maintenance Worker position was read by Deputy County Clerk Hege. Motion by Turk, second by Williamson that Resolution No. 24-4 be adopted. Administrator Pesch gave a brief explanation. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 - 4

A Resolution Approving The Creation Of A Parks And Trails Maintenance Worker Position.

WHEREAS the Fair and Parks Committee approved the creation of a Parks and Trails Maintenance position to ensure proper year-round mowing, plowing, repair and upkeep of County Fairgrounds, Trails, and Parks properties. The job will be classified at grade G in the 2024 pay scale.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the creation of a Parks and Trails Maintenance Worker in the Richland County Highway

Department at a grade G in the current pay scale, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from the Highway Department and the various departments serviced,

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(02 JANUARY 2024)

AYES_____ NOES_____

RESOLUTION ADOPTED	FOR	AGAINST
DEREK S. KALISH	MARTY BREWER	X
COUNTY CLERK	STEVE CARROW	X
	MARC COUEY	X
DATED: JANUARY 16, 2024	GARY MANNING	X
	TIMOTHY GOTTSCHALL	X
	DAVID TURK	X
	STEVE WILLIAMSON	X
	MELISSA LUCK	X
	JULIE FLEMING	X

Resolution No. 24-5 approving the creation of a position in the Richland County MIS Department for MIS Assistant at 20 hours a week was read by Deputy County Clerk Hege. Motion by McKee, second by Fleming that Resolution No. 24-5 be adopted. Richland County MIS Director Scott gave a brief explanation. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 - 5

A Resolution Approving The Creation Of A Position In The Richland County MIS Department For MIS Assistant At 20 Hours A Week.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Finance Committee that currently there is a 20 hour a week position in the MIS department that has been contracted for 4 years. It has been in the long-term plan to move this position from contracted to a county position. This move will make the position more permanent and help with retention and recruitment. The job will be classified at grade F in the 2024 pay scale. This position was in the approved 2024 budget, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the creation of a position in the Richland County MIS Department for MIS Assistant for 20 hours a week at a grade F in the current pay scale, and

BE IT FURTHER RESOLVED that funds to carry out this Resolution shall come from 2024 MIS budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE

AYES_____ NOES_____

(02 JANUARY 2024)

RESOLUTION ADOPTED

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: JANUARY 16, 2024

MARTY BREWER
STEVE CARROW
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK
JULIE FLEMING

X
X
X
X
X
X
X
X
X

Resolution No. 24-6 approving the payment of an invoice for the Sheriff's Office was read by Deputy County Clerk Hege. Motion by Rynes, second by Frank that Resolution No. 24-6 be adopted. Sheriff Porter gave a brief explanation. Motion carried and the resolution declared adopted.

RESOLUTION NO. 24 – 6

A Resolution Approving The Payment Of An Invoice For The Sheriff's Office.

WHEREAS the Sheriff's Office has received an invoice that exceeds \$10,000 which need to be paid and this invoice has been presented to the Public Safety Standing Committee and approved by that Committee, and

WHEREAS Rule 14 of the Rules of the Board requires County Board approval for nearly all expenses in excess of \$10,000, and

WHEREAS the Public Safety Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following invoice for the Sheriff's Office is hereby approved:

General Communications, Inc. of Madison for \$24,600.00 for a 2024 maintenance contract for the Sheriff's Office radio system, and

BE IT FURTHER RESOLVED that payment of this invoice shall be made from the Maintenance Agreement line in the Sheriff's Office's Police Radio account in the 2024 County budget, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to issue County checks in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION ADOPTED

RESOLUTION OFFERED BY THE
PUBLIC SAFETY STANDING COMMITTEE
(5 JANUARY 2024)

FOR

AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: JANUARY 16, 2024

MELISSA LUCK	X
KEN RYNES	X
DAVID TURK	X
BARBARA VOYCE	X
BOB FRANK	X
KERRY SEVERSON	X
RICHARD MCKEE	X

Administrator Pesch gave a brief explanation of the paper poll sheet that had been handed out to each County Board Supervisor and directed them to be returned to Deputy County Clerk Hege.

Supervisor Williamson expressed his thanks to Richland County Highway Commissioner Elder and his staff for their hard work keeping the roads in Richland County clear and passable during the recent severe snow storm.

Motion by Rynes, second by Fleming to adjourn to February 20, 2024 at 7:00 PM. Motion carried and the meeting adjourned at 7:35 PM.

STATE OF WISCONSIN)
)SS
COUNTY OF RICHLAND)

I, Myranda H. Hege, Deputy County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the meeting held on the 16th day of January, 2024.



Myranda H. Hege
Richland County Deputy County Clerk



Roles and Responsibilities in Wisconsin County Government

Richland County Board of Supervisors
February 12, 2024
Attorneys Andy Phillips and Ben Conard



Why are we having this discussion?

- Wisconsin county government structure is unique
 - No public sector comparable
 - No private sector comparable
 - No nonprofit comparable
- Without clarification and understanding of organizational roles, there is confusion and opportunity for discord
- What we do as counties is too important to not take our jobs incredibly seriously



Counties Under the Wisconsin Constitution

- Article IV, Section 22: “The Legislature may confer upon the boards of supervisors of the several counties of the state such powers of a local, legislative and administrative character as they shall from time to time prescribe.”
- Article VI, Section 4 identifies county officers, as well as the conditions of their election, removal and terms of office. The constitutionally specified officers are sheriffs, coroners, registers of deeds, district attorneys, judges and clerks of circuit court, treasurers and county clerks.



Administrative Home Rule

- **Wis. Stat. § 59.03(1):** Every county may exercise any organizational or administrative power, subject only to the constitution and to any enactment of the legislature which is of statewide concern and which uniformly affects every county.
- Limitation Example: County with County Administrator cannot place appointment authority with board
 - AG Opinion January 28, 2010



Organizational Forms of County Government

- County Executive (s. 59.17)
- County Administrator (s. 59.18)
- Administrative Coordinator (s. 59.19)



County Form of Government

Rev. 01-2021

Full Time Dedicated Positions: 52 Counties

12 Elected County Executives (CE)

33 Appointed County Administrators (CA)

7 Appointed Administrative Coordinators (AC)

Dual Role Positions: 20 Counties

10 AC/County Clerks

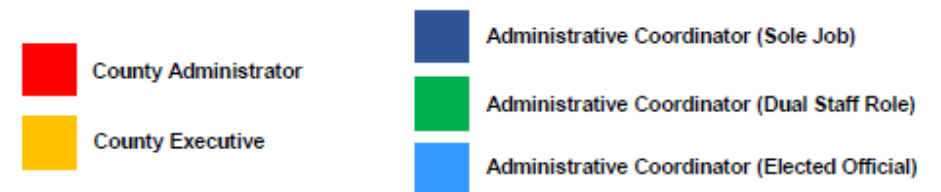
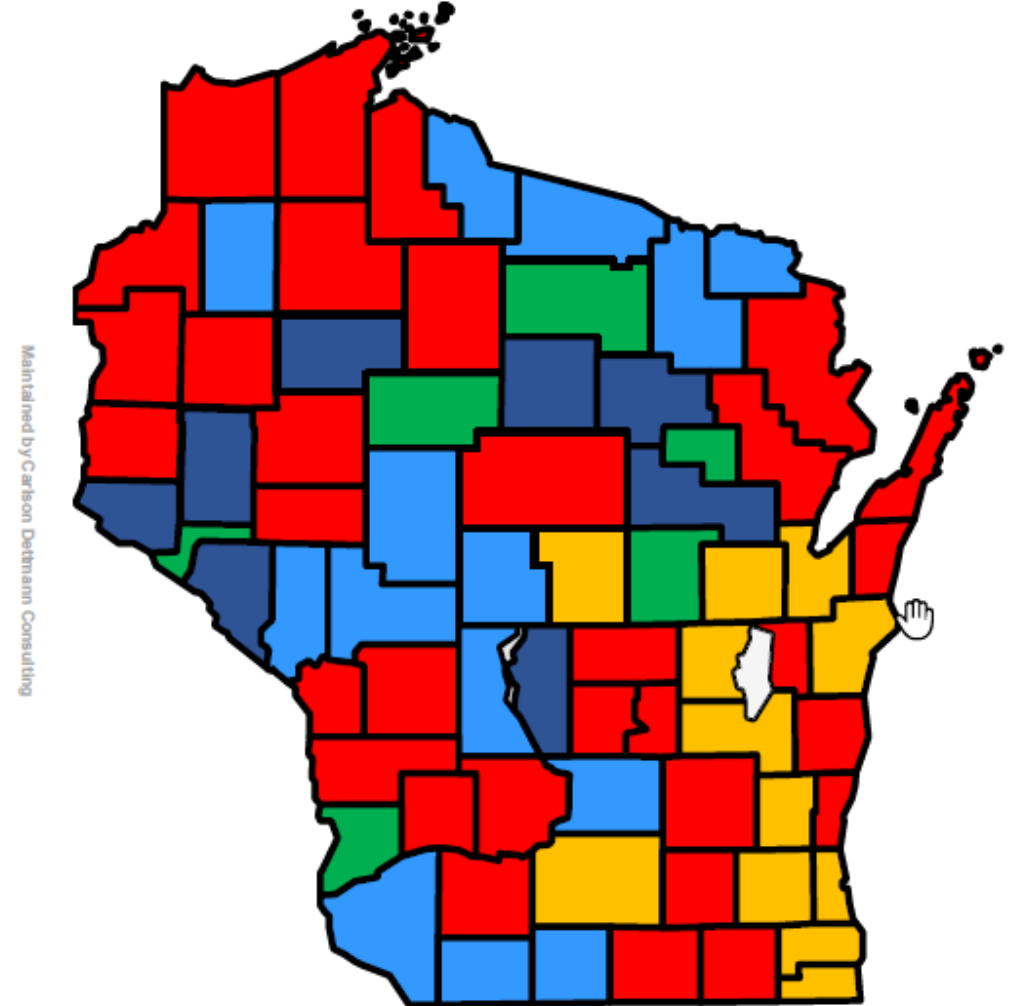
4 AC/Board Chairs

3 AC/Human Resources

1 AC/Finance Director

1 AC/Human Services

1 AC/Highway Commissioner



County Administrator

- Chief administrator of the county
- Responsible for coordinating all administrative and management functions not vested by law with other officers
- Appoints and supervises Department Heads (board confirmation)
- Appoints members to boards and commissions (board confirmation)
- Submits annual budget



County Administrator – Role of the Board

- Appoints the county administrator based upon merit.
- The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a successor.
- Approves county administrator's appointments of departments heads, board and commission members.



County Board of Supervisors

- Supervisors serve primarily a legislative function
- The legislative function is largely limited to policy making, law making, budgetary approval and cooperative decision making
- No operational control resides with individual supervisors
- Supervisors authority is collective versus individual
- When appointed to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings and make reports and recommendations on the committee's behalf
- So are “supervisors” clearly authorized to actually “supervise” anything?



County Board Functions

- Involve, represent and be accountable to the public
- Determine which services are to be provided
- Adopt the annual budget and levy taxes
- Hire, evaluate and retain good Administration
- Regulate within statutory authority
- Cooperate with other levels of government
- Focus on long-term rather than past or short-term
- Conduct strategic planning addressing key issues and opportunities
- Determine overall mission and purpose
- Establish county's vision
- Establish long-term desired results



Administration (Administrator, Department Heads and Staff)

- Implementation of policies and strategies
- Shorter term
- Day to day operations
- Related to smaller functions
- Addresses department or individual issues
- Requires attention to detail
- Requires specialized training



County Staff

- Have an obligation to carry out duties in a manner consistent with the Board's policy direction
- Make recommendations and offer professional advice
- Do not make policy other than internal as authorized



Let's Discuss "Help Wanted" Ads...

- What are the requirements to be hired as the Richland County Highway Commissioner?
- What are the requirements to be hired as a Richland County Board Supervisor?



The Dual Roles of Board and Administration

Dual Role of the Board

- Enact policy
- Hold administration accountable for implementing policy

Dual Role of Administration

- Implement policy
- Provide information and advice to Board to allow for an informed policy decision



Working Together as a Goad

Between Board Members and the Administrative Team

- Know your job and try not to interfere with that of the administration.
- Devote the time needed to do a good job. Read the background materials the administration prepares.
- Admit what you don't know.
- Do not jump to conclusions; instead, hear and weigh all the facts.
- Don't make promises outside board meetings, not only for legal reasons, but also out of respect for the ethics of the situation and regard for the other board members, the administration and employees.
- Listen to what your constitutional officers and employees have to offer and let them know you are listening.



Additional Comment



Questions?



Attolles Law, s.c.
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RICHLAND COUNTY RULES OF THE BOARD

[•], 2024

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Richland County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Richland County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-number years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2)

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and board Vice Chair.

(B) The Annual Meeting. On the last Tuesday of October, the County Board will convene for an annual meeting for the purpose of transacting general business. The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 7:00 p.m. on the third Tuesday of each month except for the month of December, during which month the County Board shall meet on the second Tuesday of the month.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, consultation with the County Clerk and the county administrator, is responsible for the contents of the agenda for any County Board

meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) The County Clerk, in consultation with the Board Chair, is responsible for preparation of the agenda, the contents of which are subject to approval by the Board Chair.

(C) Any member of the board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda for a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(D) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(E) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting. Any committee or supervisor responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 5:00 p.m. on the Thursday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the

materials and agrees to pay a fee of \$10 per meeting for all meetings for which a hard copy is requested. The requirements of this Section 2.02(E) may be waived, in whole or in part, by the Board Chair in his or her discretion.

2.03 County Email Addresses

The county shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as “Standing Committees”) as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities, and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution of the County Board. Any resolution creating an ad hoc committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and

Commissions.”) Appendix A will be updated by May 1 in even-numbered years to reflect current Other Boards and Commissions and particulars surrounding operations.

(D) Committee Expenditure Authority. The County Board may delegate authority to any Committee to commit County funds consistent with the County budget. Any such delegation shall be identified in Appendix A. In the absence of such delegation in Appendix A, any commitment of County funds must be consistent with the approved budget or otherwise approved by the County Board.

(E) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) At the first regular meeting of the County Board following the Organizational Meeting, the Board Chair shall appoint members of the Committees. In making such appointments, the Board Chair shall account for assignment preferences contained in the interest form distributed according to Section 1.10 and otherwise strive for balance among all members of the County Board. All Board Chair appointments are subject to County Board confirmation.

(B) At the time of making the appointments to Committees, the Board Chair shall designate a Chair and Vice Chair of each Committee, which designations are subject to County Board confirmation.

(C) The Board Chair may remove any member of any Committee at any time for any reason subject to County Board confirmation. The Board Chair may remove the designation as Chair or Vice Chair of any Committee at any time for any reason subject to County Board confirmation.

(D) Term Limits for Committees. No person shall serve on a Committee or Other Board and Commission without interruption for more than 3 consecutive, 2-year terms. A person who has served as a citizen member of a Committee or Other Board and Commission who becomes a Board Member is eligible to serve as a Board Member appointment to the same Committee or Other Board and Commission for a period not to exceed 6 years. A Board Member who has served on a Committee or Other Board and Commission that ceases being a Board Member is eligible to be appointed as a citizen member of the same Committee or Other Board and Commission for a period not to exceed 6 years. The term limits set forth in this Section 2.05(D) do not apply to:

1. Committees elected by ballot;
2. Citizen members of the Fair, Recycling & Parks Standing Committee;
3. Statutory 3-year terms of members of the Zoning Board of Adjustment;
4. Service on committees, boards or commissions for a term of less than 3 years in length; and
5. Service by a Supervisor for a partial Supervisory term.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

2.07 County Board Member Compensation

(A) County Board Meetings. Board Members shall receive \$40/day for each day's attendance at a County Board meeting.

(B) Committee Meetings. Board Members shall receive \$30/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.

(C) Other Board and Commission Meetings. Members of Other Boards and Commissions shall receive \$30/meeting for attending an Other Board and Commission meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day.

(D) Other Meetings. Board Members shall receive \$30/meeting for attending a meeting of a body that is neither a Committee nor an Other Board and Commission only with the Board Chair's prior approval. Board Members who are not members of the Committee or Other Board and Commission may receive compensation as provided in this Section 1.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.

(E) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$250/month. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

(F) Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Finance & Personnel Committee from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.

(G) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.

(H) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Finance & Personnel Committee from time to time. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 1.02(E).

(B) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County

Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Chair. There shall be a designated area for members of the public and members of the press. The Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the Committee/Board/Commission and Seat Preference form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All completed forms (Committee/Board/Commission and Seat Preference,

Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with Administrator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, the County Administrator Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Richland County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. The following procedure shall be utilized when there is a vacancy in the office of Richland County Board Supervisor unless the County Board orders a special election to fill the vacancy according to Section 2.12(C):

1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in *The Richland Observer* and *The Shopping News*, containing:

- a. A notification that there is a vacancy in Supervisory District # [•].
- b. A map which reasonably informs the public of the

boundaries of the District.

- c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - The applicant's name and address;
 - That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the District in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
- d. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
- e. The County Clerk's mailing address, fax number and e-mail address.

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation, not greater than 10 minutes in length, as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

(C) Vacancies – Special Election. If a vacancy occurs before June 1 in the year preceding expiration of the term of office, the Board may order a special election to fill the vacancy. If the Board orders a special election during the period beginning on June 1 and

ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the Board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

2.13 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of the Finance & Personnel Committee and the Rules & Strategic Planning Committee. The Board Chair shall be the Chair of the Finance

& Personnel Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Finance & Personnel Committee and the Rules & Strategic Planning Committee. The Vice Chair shall be the Chair of the Rules & Strategic Planning Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 1.01(A).

3.03 Chairs and Vice Chairs of Committees.

The chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the

proceedings at all meetings of the County Board and the Committees.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Board Members shall attend County Board and Committee meetings in-person unless the Board Chair, in his or her discretion, for Board meetings and the Committee Chair, in his or her discretion, for Committee meetings determines exceptional circumstances exist and, in light of such exceptional circumstances, approves a Board Member's remote attendance. Exceptional circumstances are defined as circumstances significantly impacting a Board Member's health, safety, welfare or family. Exceptional circumstances do not include personal convenience, vacation, travel or seasonal relocation. Any Board Member attending a Board or Committee meeting remotely shall be excused from any closed session part of a meeting. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 3.03(B). In the physical absence of the Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Rules & Strategic Planning Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such

methods, provided that members of the public can access the meeting in accordance with Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. County Clerk Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment
8. Special Orders of Business
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Administrator's Report
13. Closed Session (if any)
14. Correspondence
15. Future Agenda Items
16. Adjourn

The order of business may be changed by the Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Closed Session (if any)
13. Correspondence
14. Future Agenda Items
15. Adjourn

The order of business may be changed by the Chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except with permission of the Chair of the meeting. This Section 3.05(A) does not preclude the recording of open session portions of any meeting

by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other person electronic devices during a meeting of the County Board and of any Committee. This Section 3.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising or raising a hand. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall not be debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide

the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) This Section 3.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must complete the “Public Comment” sign-in sheet and verbally state their name and residential address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not

addressed to individual Board Members.

5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 3.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of Corporation Counsel in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.

2. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.

3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official

action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(E).

Any matters covered by this Rule are not deemed to have been approved by the County Board by virtue of the Board having approved an annual County budget which may contain money for those items. Items covered by this Rule must be approved by the County Board by separate Resolution despite the fact of prior approval as part of the budget process.

Contracts and agreements entered into on behalf of Richland County should be reduced

to writing whenever possible. All contracts and agreements involving an expenditure of \$10,000 or more a year must be approved by the County Board, except that a one year's extension of an existing contract or agreement may be authorized by the appropriate Committee. All contracts and agreements involving less than \$10,000 a year must be approved by the County Administrator. Department heads may enter into contracts and agreements on behalf of the County subject to County Administrator approval. Department heads will report all contracts and agreements to the appropriate Committee. Copies of all contracts and agreements shall be filed with the County Clerk.

3. If the purchase price of the needed property including computers is 2,000 or less, the department head may make the purchase upon obtaining at least one quotation from a vendor. If the purchase price of the needed property including computers exceeds \$2,000 and does not exceed \$10,000, the purchase must be made by the County Administrator after having obtained a minimum of 3 quotations from vendors, if reasonably possible. The County Administrator may not commit Richland County to an expenditure of \$10,000.00 or more for the purchase of property, supplies or equipment (in either one unit or in multiple of units if the cost of either exceeds \$10,000.00) or of real estate or for the repair, renovation, remodeling or reconstruction of buildings or other public works, unless that expenditure has been approved by the appropriate committee and County Board.

(a) Public works projects. All matters dealing with the "construction, repair, remodeling or improvement" of any County building or real estate is governed by section 59.52(29), Wisconsin Statutes. This statute covers the construction of a building that will become a County building even though its construction is being financed by private funds. Also, this statute does not govern highway projects. This statute sets forth the following requirements;

1. If the estimated cost of the project is less than \$5,000, there are no restrictions as to how the County Board can award the contract for the work.
2. If the estimated cost of the project is between \$5,000 and \$20,000, the County Board

must advertise for bids for at least one week before the contract for the project is awarded.

3. If the estimated cost of the project exceeds \$20,000, the project must be awarded to the lowest responsible bidder in the manner set forth in section 66.29, Wisconsin Statutes, which deals with pre-qualification of bidders.
 4. Regardless of the estimated cost of the project, the County Board may, by a 3/4th vote, allow the work to be done by the County itself.
 5. None of the above rules apply in the case of the repair or reconstruction of public facilities where the County Board determines by Resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the County is endangered.
- (b) Program initiatives and grants. No department of County Government may undertake a program initiative, or contract with, or apply and accept a grant unless approved by the County Administrator. If the grant requires matching funds, in-kind match, or adding personnel it will require approval by the County Board before submission.
- (c) Emergencies. An emergency is when a proposed contract, expenditure or program initiative for which County Board approval is necessary must be submitted by a date which is before the next County Board meeting. In an emergency then the committee Chair of the appropriate committee is authorized to undertake the act on behalf of the County, subject to the following:
1. That it be stated on the document being submitted that the approval being given is subject to review by the County Board at its next monthly meeting.
 2. That a Resolution on the matter be presented to the County Board for approval at its next meeting.
- (d) Surplus County Property. The County Clerk's Office shall be advised of the disposition of any surplus County property. Committees are encouraged to liquidate surplus County property in order to conserve storage space and to assure that County property is utilized

to its fullest value. The liquidation of surplus County property which the department's supervising committee estimates has a market value of more than \$1,000 for that item must be approved by the County Board. Surplus equipment must be offered by e-mail to other County departments at no cost. If no other County department has use for the surplus equipment, it is then to be liquidated by the department with approval of the County Administrator by the best means possible. The proceeds from all sales of surplus County property shall be deposited in the General Fund.

- (e) Budget Matters. All budget issues and fund transfers must go through the County Administrator who will report to the Finance and Personnel Committee and, if necessary, to the County Board.

Rule10

When a motion is under discussion, no motion shall be in order except 1) a motion to table until later in the meeting (not debatable), 2) a motion to postpone to a definite date or to postpone indefinitely (debatable), or 3) a motion to amend. A motion to adjourn shall be in order and be decided without debate.

APPENDIX A – COMMITTEES AND OTHER BOARDS AND COMMISSIONS

(Updated [•], 2024)

This Appendix A is created and updated pursuant to Section 2.04 of the Board Rules.

I. STANDING COMMITTEES

EDUCATION STANDING COMMITTEE

(Functions as: AGRICULTURE AND EXTENSION EDUCATION COMMITTEE (Wis. Stat. § 59.56(3))

- A. 8 County Board Supervisor members appointed by the County Board Chair, subject to confirmation by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Agriculture & UW-Extension Departments on a minimum quarterly basis.
- C. Functions as the Agriculture and Extension Education Committee in accordance with Wis. Stat. § 59.56(3) and as follows:
 1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) 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.
 2. 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.

Functions as the UW-Platteville Richland Committee and promotes the campus as a higher education and cultural center for Richland County.

FAIR, RECYCLING, AND PARKS STANDING COMMITTEE

(Functions as: COUNTY PARK COMMISSION (Wis. Stat. § 27.02))

- A. Seven members, [four of whom shall be Supervisors and six of whom] shall be citizen members. The Chair shall be a County Board Supervisor.
- B. Members appointed by the County Administrator, subject to confirmation by the County Board.
- C. Members shall serve terms as provided by Wis. Stat. § 27.02(1), as amended.

Commented [AP1]: We have not reviewed the resolution creating the Parks Commission.

Commented [BC2]: Must be seven members if serving as Parks Commission (see Wis. Stat. s. 27.02(1)).

Commented [BC3]: Why?

- D. Working with the County Administrator and Finance & Personnel Standing Committee, recommend a staffing and volunteer plan for sustainable operation of the County Fair and Parks to be incorporated into the 2023 or 2024 budget.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Fair & Recycling and Parks Departments on a minimum quarterly basis.
- F. Acts as the Fair & Recycling Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and use of the County Fairgrounds and buildings.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the control and operation of the annual County Fair.
 - c. Approve all fees recommended by the Fair & Recycling Coordinator 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.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to the Fairgrounds.
 - e. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the solid waste disposal and recycling needs of the citizens of Richland County.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Clean Sweep Programs to be carried out in Richland County.
- G. Acts as the Parks Commission as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of the County Parks in accordance with Wis. Stats. §§ 27.02 through 27.06.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development, operation and maintenance of the Lone Rock to Richland Center railroad corridor as a recreational trail.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to County Parks.

FINANCE & PERSONNEL STANDING COMMITTEE

- A. Nine members consisting of:
 - 1. The County Board Chair (who shall serve as Chair of the Finance & Personnel Standing Committee)
 - 2. The County Board Vice Chair (who shall serve as Vice Chair of the Finance & Personnel Standing Committee)
 - 3. Education Standing Committee (Designee appointed by County Board Chair subject to County Board approval)

4. Fair, Recycling, and Parks Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
 5. HHS & Veterans Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
 6. Land & Zoning Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
 7. Pine Valley & Child Support Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
 8. Public Safety Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
 9. Public Works Standing Committee (Designee appointed by County Board Chair subject to County Board approval)
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding 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 Treasurer's recommendations for investment monies, and financial audits by outside auditors.
 - C. Monitors the actual vs. proposed annual budget in funds managed by the County Administrator, County Board, Clerk, and Treasurer Departments on a minimum quarterly basis.
 - D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Administrator's recommendations for property, liability, and workers' compensation, liability and worker's compensation policies.
 - E. Review the Administrator's Budget prepared for submission to the County Board.
 - F. Handle all matters relating to debt service issues.
 - G. Consider all claims made against Richland County and, if allowed under Wis. Stat. § 59.52(12), dispose of any claim or otherwise make a recommendation to the County Board as to how to dispose of each such claim.
 - H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the offices of the County Administrator, County Clerk, Property Lister, and Treasurer.
 - I. Sell all tax deeded property in the manner prescribed by County Ordinance and the Wisconsin Statutes, including, without limitation, Wis. Stats. §§ 75.35, 75.36 and 75.69 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 within the authority granted in Wis. Stat. § 65.90(5).
 - L. Review proposed modifications and updates to the County's Personnel Policies, including any recommended deviations therefrom. Following review, the Committee shall make such recommendations to the County Board as it determines appropriate.
 - M. The committee shall from time to time provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding Job Analysis and Evaluations and a study of the table of operations, and if a change in any of the above is recommended, said recommendation shall be submitted to the County Board for action.

- N. The committee, together with such professional assistance as may be provided by the County Administrator, shall represent the County in collective bargaining and all other situations and procedures covered by Wis. Stat. § 111.70, 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.
- O. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the amount of bonds of various county officers and employees.
- P. Act as the Audit Committee providing oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding reports on all expense vouchers for members of the County Board 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.

HEALTH AND HUMAN SERVICES AND VETERANS STANDING COMMITTEE

(Functions as: BOARD OF HEALTH (Wis. Stat. §§ 251.03 and 251.04), HUMAN SERVICES BOARD (Wis. Stat. § 46.23(4)), and VETERANS SERVICE COMMISSION (Wis. Stat. § 45.81(1)))

- A. 11 members, 6 of whom shall be County Board Supervisors and 5 of whom shall be non-Supervisors. The Chair shall be a County Board Supervisor.
- B. Members appointed by the County Administrator, subject to confirmation by the County Board.
- C. Members shall serve terms as provided by Wis. Stat. § 46.23(4)(c), as amended.
- D. Monitors the actual vs. proposed annual budget in funds managed by the Health & Human Services and Veterans Departments on a minimum quarterly basis.
- E. Acts as the Health & Human Services Board as follows:
 - a. Of the non-Supervisor members, the County Administrator shall make a good faith effort to appoint 1 physician, 1 registered nurse and 1 consumer/family member receives or has received human services or shall be a family member of such an individual.
 - b. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding 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 Wis. Stat. §§ 51.42 and 51.437.
 - c. Perform the duties set forth in Wis. Stat. Chapter 251 (i.e., serve as the "Board of Health"), and such other duties as may be imposed upon it by the County Board. Veterans Citizens appointees will not act on decisions brought to the Board of Health.
 - d. Exercise those powers and perform those duties set forth in Wis. Stat. § 46.23(4), and such other duties as may be set forth in County Ordinances or Resolutions.
 - e. Enter into contracts consistent with the budget provided the Board may not enter into contracts on behalf of Richland County which involve the expenditure of more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
 - f. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the use, maintenance and security of the Richland County Community Services Building and parking lot.

- g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.
- F. Acts as the Veterans Service Commission as follows:
- a. 1 or 2 County Board Supervisor members shall be a veteran.
 - b. Of 2 non-Supervisor members, both shall be Richland County residents who are veterans.
 - c. Carry out the duties set for in Wis. Stat. § 45.81 regarding aid to needy veterans.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Veterans Service Department.
 - e. 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 per Wis. Stat. § 45.81(1).

COMMISSION ON AGING

- A. This committee shall consist of eleven members as follows:
- 1. At least 51% of the members shall be at least 60 years old;
 - 2. At least 2 members representing adults with disabilities;
 - 3. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
 - 4. At least 1 member representing disabled youth transitioning into adult services;
 - 5. At least 1 member representing service providers;
 - 6. At least 2 members shall be County Board Supervisors.
- B. 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.
- C. Members appointed by the County Administrator, subject to confirmation by the County Board.
- D. The Commission on Aging 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. Wis. Stat. § 46.82(4) covers the requirements and comply with the federal aging funding that the County receives.
- E. 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.

HOUSING AUTHORITY

(Subcommittee to HHS & Veterans Standing Committee)

- A. Five members with three citizen members appointed by the County Administrator, subject to confirmation by the County Board, and two County Board Supervisor members appointed by the County Administrator, subject to confirmation by the County Board.
- B. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) for staff who will receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.

- ||
- A. ||
- a. ||
- 1. ||

Commented [AP4]: I would avoid calling this a "Housing Authority" as that has a specific connotation under s. 66.1201. I'm not sure what this committee's charge is...

Commented [AP5]: Recommended deleting this entire committee as it seems more operational and as currently structured would be subject to OML.

Commented [AP6]: Same comment

Commented [AP7]: Same comment

Commented [AP8]: Same comment

LAND AND ZONING STANDING COMMITTEE

- A. 7 members, 6 of whom shall be County Board Supervisors and [1 member who is engaged in an agricultural use], as defined under s.91.01 (2) (a) 1. To 7. The Chair shall be a County Board Supervisor.
- B. County Board Supervisor members are recommended by the County Board Chair for appointment and confirmed by the County Board. [Two of the members shall be a member of the Education Standing Committee].
- C. Monitors the actual vs. proposed annual budget in funds managed by the Register of Deeds, Land Conservation, and Zoning Departments on a minimum quarterly basis.
- D. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding issues that arise out of the office of the Register of Deeds.
- E. Acts as the Land Conservation Committee as follows:
 1. Perform the functions required by Wis. Stat. Chapter 92.
 2. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the functions and activities of the Richland County Department of Land Conservation.
 3. 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.
 4. 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 (5) below.
 5. 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.
 6. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
 7. 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.
 8. 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.
 9. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax Credit Act (Wis. Stat. Chapter 91) and making recommendations as to each such application to the County Board.
 10. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the Ash Creek Community Forest.
 11. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all land and buildings utilized by the Land Conservation Committee.

Commented [AP9]: Suggest making the entire committee CB members.

Commented [AP10]: Consider combining zoning, LCC and Extension.

B. Acts as the Zoning Committee as follows:

1. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over the County Zoning Ordinance in cooperation with the Corporation Counsel.
 - a. Richland County Zoning Ordinance
 - b. Richland County Land Division Ordinance
 - c. Shoreland/Wetland Ordinance
 - d. Floodplain Ordinance
 - e. Tri-County Airport Ordinance
 - f. County Addressing Ordinance
 - g. Richland County non-metallic Mining Ordinance
2. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Wis. Stat. Chapter 91.
3. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
4. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) 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.
5. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the activities of County Surveyor.

Commented [AP11]: Recommended deleting this entire committee as it seems more operational and as currently structured would be subject to OML.

PINE VALLEY & CHILD SUPPORT STANDING COMMITTEE

- A. 7 members including 6 County Board supervisors and 1 citizen. The Chair shall be a County Board Supervisor.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Pine Valley and Child Support Departments on a minimum quarterly basis.
- A. Functions as the Child Support Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) 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.

Commented [AP12]: Recommend taking this out of s. 46.18 and just making Pine Valley a "health care center" (as opposed to "county home.") Let's discuss.

PUBLIC SAFETY AND JUDICIARY STANDING COMMITTEE

(Functions as: EMERGENCY MANAGEMENT COMMITTEE (Wis. Stat. § 323.14(1)(a)) and LOCAL EMERGENCY PLANNING COMMITTEE (Wis. Stat. § 59.54(8))).

- A. 7 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.

- B. Monitors the actual vs. proposed annual budget in funds managed by the Clerk of Circuit Court, Coroner, District Attorney, Emergency Management, Register in Probate, and Sheriff Departments on a minimum quarterly basis.
- C. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the needs, powers and duties of the Sheriff of Richland County, their deputies and employees, and the jail.
- D. To audit all bills for expenditures within the Sheriff's department.
- E. To provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding service and maintain all equipment relative to the Sheriff's 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 (i.e., policy-making determining the broad outlines and principles governing administration) regarding 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 provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) in 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. Conduct an annual inspection of the jail.
- L. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operations of the Coroner's Office.
- M. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- N. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County's 911 emergency telephone response system.
- O. Act as the Emergency Management Committee in accordance with Wis. Stat. § 323.14, recommending an emergency management plan and program to the County board for adoption. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the development of the emergency management plan and programs. Approves spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee. |

a. |

Commented [BC13]: I don't think there can be a different chair of the committee for only circumstances when it is acting pursuant to s. 323.14 - more practical to just make this the general procedure for this committee.

Commented [AP14]: Recommended deleting this entire committee as it seems more operational and as currently structured would be subject to OML.

Commented [AP15]: If this is a court committee, let's keep it out of this document.

PUBLIC WORKS STANDING COMMITTEE

(Functions as: HIGHWAY COMMITTEE (Wis. Stat. § 83.015) and TRAFFIC SAFETY COMMISSION (Wis. Stat. § 83.013(1))).

- A. 8 County Board Supervisor members recommended by the County Board Chair for appointment and confirmed by the County Board.
- B. Monitors the actual vs. proposed annual budget in funds managed by the Courthouse Maintenance, Highway, and Management Information System Departments on a minimum quarterly basis.
- C. Acts as the County Highway Committee as follows:
 - a. Pursuant to Wis. Stat. § 83.015(1)(c), the County Board has elected to fix the number of members on the county highway committee, the membership, manner of appointment, method of filling vacancies and the terms of the members. Members shall be appointed by the County Board Chair, subject to confirmation by the County Board.
 - b. The duties of the committee shall be to function pursuant to the provisions of Wis. Stat. § 83.015, and be responsible for other duties as may be imposed by the County Board. The county highway committee shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under Wis. Stat. § 83.015(2)(b).
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding all security matters relating to all buildings and grounds utilized by the County Highway Department.
- D. Acts as the oversight committee for Management Information Systems as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding technology needs of all County departments.
- E. Acts as the Property, Building, and Grounds Committee as follows:
 - a. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation, maintenance and janitor service of all County buildings not specifically assigned by the Wisconsin Statutes, or by action of the Board, to other agencies or departments in the County.
 - b. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding a perpetual inventory of the real estate and buildings owned by the County.
 - c. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding 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.
 - d. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) an annual inspection of inventories and buildings so they can establish policies related thereto.
 - e. Effect the appraisal of real property to be sold by the County.
 - f. 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.

- g. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding security matters relating to the Courthouse building and grounds and the Courthouse parking lot. An exception on this matter is outlined under the Court Security Committee, which is responsible for oversight on security matters related to circuit court facilities.
- F. Monitors the actual vs. proposed annual budget in funds managed by UW-Platteville Richland Maintenance, and UW-Platteville Richland Food Services Department on a quarterly basis.
- G. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation and maintenance of the Food Service System.
- H. Provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) 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.

Commented [AP16]: This is an operational committee that should be organized by the highway commissioner.

RULES AND STRATEGIC PLANNING STANDING COMMITTEE

- A. Nine members consisting of:
 - 1. The County Board Vice Chair (who shall serve as Chair of the Rules and Strategic Planning Standing Committee)
 - 2. The County Board Chair (who shall serve as Vice Chair of the Rules and Strategic Planning Standing Committee)
 - 3. Education Standing Committee (Designee by committee vote)
 - 4. Fair, Recycling, and Parks Standing Committee (Designee by committee vote)
 - 5. HHS & Veterans Standing Committee (Designee by committee vote)
 - 6. Land & Zoning Standing Committee (Designee by committee vote)
 - 7. Pine Valley & Child Support Standing Committee (Designee by committee vote)
 - 8. Public Safety Standing Committee (Designee by committee vote)
 - 9. Public Works Standing Committee (Designee by committee vote)
- B. Acts as the Rules & Resolutions Committee and Ethics Board as follows:
 - 1. Review and recommend any changes regarding the Richland County Board Rules.
 - 2. Review and introduce any Resolutions not sponsored by a County body for action by the County Board.
 - 3. The committee shall provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) over 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, and as such recommend changes regarding the Richland County Board Body Structure to the County Board.

4. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
 5. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.
- C. Acts as the Strategic Planning Committee as follows:
1. Proposes changes to the Strategic Plan for County Board consideration.
 2. Monitors progress on the Strategic Plan.
 3. Recommends trainings and programs that educate County Board members.
- B. Provide oversight and advice (i.e. policy-making determining the broad outlines and principles governing administration) regarding the Richland County Comprehensive Plan.

II. AD HOC COMMITTEES

LIBRARY PLANNING COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. This committee is formed every 3 - 5 years for the purpose of writing Richland County's library plan, which is required by the state. Once the plan is written the committee is dissolved until the next time the plan needs to be updated.
- B. 5 members consist of a County Board Supervisor, Southwest Wisconsin Library System Board of Trustees member, a Brewer Public Library Librarian, a Lone Rock Community Library Librarian, and a Viola Public Library Librarian.
- C. The County Board Supervisor member shall be recommended for appointment by the County Board Chair, subject to County Board approval.

CHAPTER 980

(reports to State of Wisconsin)

When a court orders the county to prepare a report that identifies an appropriate residence option within the county for an individual committed as a sexually violent person who has been authorized for supervised release and is a Richland County Resident, the county shall create a temporary committee to prepare a report for the county. The committee shall consist of the following:

1. The county department under s. 51.42 (Health and Human Services);
2. A representative of the Department of Health Services;
3. A local probation or parole officer;
4. The county corporation counsel or his or her designee; and
5. A representative of the county that is responsible for land use planning or the department of the county that is responsible for land information.

Wis. Stat. § 980.08(4)(dm) covers the requirements of the Chapter 980 Committee and can be found at: [https://docs.legis.wisconsin.gov/document/statutes/980.08\(4\)\(dm\)](https://docs.legis.wisconsin.gov/document/statutes/980.08(4)(dm)).

III. OTHER BOARDS AND COMMISSIONS

ZONING BOARD OF ADJUSTMENT

- A. Three citizen members appointed by the County Administrator with County Board confirmation.
- B. Members shall serve terms as provided by Wis. Stat. § 59.694(2)(a), as amended.
- C. The County Administrator shall appoint two alternate members pursuant to Wis. Stat. § 59.694(2)(am), as amended.
- D. Carries out duties specified in Wis. Stat. § 59.694.

ADRC OF EAGLE COUNTRY REGIONAL BOARD

(reports to HHS & Veterans Standing Committee)

- A. Outside board that oversees the regional ADRC, administered by Juneau County.
- B. One County Board supervisor from the HHS & Veterans Standing committee shall be recommended for appointment by the County Board Chair, with confirmation by the County Board.

(JOINT) AMBULANCE COMMITTEE

(reports to Finance & Personnel Standing Committee)

- A. 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, two County Board Supervisors (appointed by recommendation of the County Board Chair);
- B. Provide oversight and advice provide oversight and advice (i.e., policy-making determining the broad outlines and principles governing administration) regarding the operation of the County Ambulance Service.
- C. Monitor the actual vs. approved annual budget in funds managed by the Ambulance Department on a minimum quarterly basis.

CITY COUNTY COMMITTEE

(reports to Rules & Strategic Planning Standing Committee)

- A. This committee is a joint body of Richland County and the City of Richland Center that addresses issues of importance to both the County and City.
- B. Two members from the County Board consist of the County Board Chair and Vice Chair.

LONE ROCK LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wis. Stat. § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, and any citizen shall be appointed by the County Administrator, both subject to confirmation of the County Board.

MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION

(reports to HHS & Veterans Standing Committee)

1. One member from Richland County who shall be a member of the HHS & Veterans Standing Committee. If the member is a County Board Supervisor they shall be recommended by the County Board Chair for appointment, subject to confirmation by the County Board. If the member is a citizen they shall be appointed by the County Administrator, subject to confirmation by the County Board.
2. Serve as the County's representative on the commission 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

(reports to HHS & Veterans Standing Committee)

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments recommended by the County Board Chair for appointment, subject to confirmation by the County Board.
- 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.

RICHLAND CENTER LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wis. Stat. § 43.60 (3). Members shall be appointed to this Board by the County Administrator, subject to approval of the County Board.

RICHLAND CENTER PARK BOARD

(reports to Fair, Recycling, and Parks Standing Committee)

One Supervisor is, by tradition, appointed to this Board by the Chair of the County Board, subject to confirmation by the County Board, and this Supervisor shall be selected from the Supervisor members of the Fair, Recycling, and Parks Standing Committee.

SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM

(reports to HHS & Veterans Standing Committee)

One County Board Supervisor shall be recommended for appointment to serve on this Board by the County Board Chair, subject to County Board confirmation.

SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD

(reports to Finance & Personnel Standing Committee)

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member. The citizen member shall be appointed by the County Administrator, subject to confirmation by the County Board, and the County Board Supervisor shall be recommended by the County Board Chair for appointment, subject to confirmation by the County Board.

SYMONS NATATORIUM BOARD

(reports to Finance & Personnel Standing Committee)

- A. Two County Board Supervisors and the County Board Chair, or his or her designee, shall be appointed to this Board. The County Board Chair shall recommend the two County Board Supervisors to be appointed, subject to County Board confirmation.
- 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 Wis. Stat. § 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.
- E. Monitors the actual vs. proposed annual budget in funds managed by the Symons Department on a minimum quarterly basis.

TRI-COUNTY AIRPORT COMMISSION

(reports to Finance & Personnel Standing Committee)

- A. Seven members, two of whom shall be recommended for appointment by the County Board Chair, subject to confirmation 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 Wis. Stat. § 11.14(2). 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 members of the Tri-County Airport Commission must at all times be sitting County Board Supervisors 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 Wis. Stat. §§ 114.11 through 114.141 and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.
- C. Make an annual report to the County Board regarding operations and projects.

VIOLA LIBRARY BOARD

(reports to Finance & Personnel Standing Committee)

The number of Supervisors or citizens appointed to this Board shall be determined annually in accordance with Wis. Stat. § 43.60 (3). Members to this Board shall be appointed by the County Administrator, subject to approval of the County Board.

[Drafting Notes/Questions – for review and discussion purposes only]:

Committees/Subcommittees/Commissions for which Attolles recommends eliminating and/or merging into another Committee:

- a. AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE *(reports to Public Works Standing Committee)* – duties/responsibilities to be assumed by Public Works Standing Committee?
- b. BRANDING COMMITTEE *(reports to Rules & Strategic Planning Standing Committee)* – duties/responsibilities to be assumed by Rules & Strategic Planning Standing Committee

- c. CITIZEN PARTICIPATION PLANNING COMMITTEE [Are the projects complete/committee disbanded?]
- d. LOCAL EMERGENCY PLANNING COMMITTEE – duties/responsibilities to be assumed by Public Safety Standing Committee?
- e. SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION – dissolved.