Chairman Nelson called the May 5, 2020 special session via Webex video conference of the Polk County Board of Supervisors to order at 6:00 p.m.

Chairman Nelson recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the Notice and Agenda was posted in the Government Center Building in two places, posted on the County website (April 24, 2020), and published in a legal newspaper the week of April 27, 2020 in accordance with Wisconsin Statute Section 985.02. In addition, on April 24, 2020 the Office of the County Clerk distributed copies of such notice of meeting and proposed resolutions to supervisors via e-mail or mail in accordance with Article 3, Section 2 of the County Board Rules of Order. The County Clerk stated that the Amended Agenda was posted in the Government Center, posted on the County website, and copies of such notice of meeting distributed to the Supervisors and media via email on May 3, 2020.

The County Board received opinion from Corporation Counsel Malone that the initial advance written notice, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Nelson recognized the County Clerk for purposes of taking roll call. Fourteen County Board Supervisors were present representing a quorum. Chairman Nelson and Supervisors: Doug Route, Steve Warndahl, Tracy LaBlanc, Brian Masters, Jim Edgell, Kim O’Connell, Jay Luke, Fran Duncanson, Russ Arcand, John Bonneprise and Joe Demulling were present at the Government Center. Supervisors: Amy Middleton and Michael Prichard attended the virtual meeting via Webex. Supervisor Brad Olson was absent. Chairman Nelson stated Supervisor Brad Olson would be late, and is excused. Supervisor Olson joined the meeting at the Government Center at 6:15 p.m.

Chairman Nelson called upon Supervisor Bonneprise to introduce the Veteran to lead the County Board in the Pledge of Allegiance for tonight’s meeting. County Board Supervisor and, Navy Veteran, Jay Luke, led the County Board in the Pledge of Allegiance.

Chairman Nelson called to the floor consideration and approval of the Agenda as published. Motion (Bonneprise/Masters) to adopt the Amended Agenda. Chairman Nelson called for a voice vote on the motion to adopt the Agenda as Amended. Motion carried by unanimous voice vote.

Chairman Nelson called upon Administrator Netherland for introduction of virtual presentation by Wisconsin Counties Association (WCA). Deputy Director of Government Affairs, Sarah Diedrick-Kasdorf, with WCA presented slides and information via Webex to the Board regarding the Rules and Responsibilities for County Officials.

Chairman Nelson called for a motion to suspend Rules of Order to allow for change in seating arrangements. Motion (O’Connell/Olson) to suspend Rules of Order to allow for change in seating
arrangements. Chairman Nelson called for a voice vote the motion. **Motion** carried by unanimous voice vote.

Chairman Nelson called for a motion to convene as Committee of the Whole at 7:20 p.m. **Motion** (Masters/Route) to convene as Committee of the Whole. Chairman Nelson called for a voice vote on the motion to convene as Committee of the Whole. **Motion** carried by unanimous voice vote.

Chairman Nelson declared Board in session convening as Committee of the Whole at 7:20 p.m.

Corporation Counsel Malone summarized the revisions to the Rules of Order as recommended by the Rules Ad Hoc Committee (Ordinance No. 13-20). Committee of the Whole engaged in discussion of revisions to Polk County Board of Supervisors Rules of Order Ordinance.

**RULES OF ORDER ORDINANCE REVISION SUMMARY - MAIN POINTS:**

**Article 2. Meetings** - Updated to give flexibility to allow meetings to happen through Webex for situations like COVID-19 without having to suspend rules of order.

**Section 5.** Provides clarification on how meetings can be scheduled or called: by Chairman, by Administrator or by a majority of Supervisors.

**Section 9.** Changes the Seating Arrangements to a random rotation at each meeting.

**Section 11.** Public Comment was updated to include to emergent situations where public comment is considered impractical.

**Section 12.** Time of Reflection removed from the County Board meeting agenda. Time of Reflection may be offered during Supervisor Announcements.

**Article 3. Ordinances and Resolutions** – Updates to processes regarding how resolutions and other legislative action starts.

**Section 1.** Outlines process for staff initiated resolutions and other legislative action.

**Section 2.** Outlines the four processes Supervisor’s may use to initiate the resolution/legislative action process.

**Article 6. Election/Removal of Chairperson and Vice Chairpersons** – Process of Removal of Chairperson, or Vice Chairperson added.

**Article 7. Duties of the County Board Chairperson** – Revisions added to:

**Section 3.** County Board Chair to appoint Chairperson of the Executive Committee

**Section 4.** Clarification of the ex-officio duty of the County Board Chair

**Article 8. County Board Standing Committee System** – Updates include clarifications to:

**Section 5.** Environmental Services Committee is contact committee for UW Extension

**Section 8.** Public Safety & Public Works Committee is contact committee for Criminal Justice Collaborating Council and Public Safety and Highway Committee name change to Public Safety & Public Works Committee.

Committee of the Whole engaged in discussion regarding recommendations concerning committee duties, responsibilities and assigned functions.

Chairman Nelson called for a motion to adjourn Committee of the Whole session and reconvene in legislative session of the Board. **Motion** (Duncanson/Warndahl) to adjourn Committee of the Whole session. Chairman Nelson called for a voice vote on the motion. **Motion** carried by unanimous voice vote. Committee of the Whole adjourned 8:00 p.m.

Chairman Nelson called the May 5, 2020 Special Meeting of the County Board of Supervisors back into legislative session at 8:00 p.m.
Chairman Nelson called for a 10 minute recess at 8:00 p.m.

Chairman Nelson called the meeting back into legislative session at 8:10

Chairman Nelson called for a motion to develop and adopt revisions to the Polk County Board of Supervisors Rules of Order Ordinance. **Motion** (Masters/Luke) Develop and Adopt Revisions to the Polk County Board of Supervisors Rules of Order Ordinance. Chairman Nelson opened the floor up for discussion of and for amendments to the Rules of Order Ordinance.

**Motion** (Duncanson/Arcand) to amend Rules of Order Ordinance No. 13-20 to add disclosure of conflict of interest by committee and board members as a standard agenda item on all County Board Agendas and on all standing committee agendas. Discussion. Corporation Counsel Malone provided legal counsel stating that the ethical obligations for a County Board Supervisor regarding conflicts of interest is codified in Chapter 19 of the Wisconsin Statute which would require any Supervisors with a conflict of interest to raise the topic and to ask the chair for permission to abstain from voting on the topic. Conflicts are statutorily defined. Chairman Nelson called for voice vote on motion. **Motion** to add disclosure of conflict of interest by committee and board members as a standard agenda item on all County Board Agendas and on all standing committee agendas carried by majority voice vote.

**Motion** (Arcand/Luke) to include all of the revisions made by the rules ad-hoc committee to the Rules of Order Ordinance as presented to the Board in Ordinance 13-20. Chairman Nelson called for voice vote on said motion. **Motion** carried by unanimous voice vote.

**Motion** (Bonneprise/LaBlanc) to amend Ordinance 13-20 page 5 under Article 6, section 2, line 22 from 10 board members and to require at least 11 board members in order for a Chair or Vice Chair to be removed from a committee or board. Discussion. Chairman Nelson called for voice vote amendment to change lines 21-23 to read,

“Any Supervisor may be removed from the position of Chairperson by a two-thirds vote of the full Board. (At least 11 Board members). The Chairperson serves in his or her role at the will of the Board...”

**Motion** carried by unanimous voice vote.

**Motion** (Masters/Route) to move outside agencies: Polk County Economic Development Corp. (EDC), Polk County Museum and Polk County Tourism from the Environmental Services Committee to the General Government Committee. Discussion. It was determined that this change had already been made by previous Motion by Arcand/Luke to include all of the amended items in the Rules of Order Ordinance 13-20. **Motion** withdrawn by Masters.

Supervisor Prichard noted a scrivener’s error on page 10 line 33 of Ordinance 13-20: Polk County Board of Supervisors Rule of Order Ordinance Amended May of 2020. Under the Environmental Services Committee Contact Committee List, remove item #4. Polk County Museum. (Polk County Museum is correctly listed under the General Government Committee on page 11, line 36).

**Motion** (Prichard) to amend Rules of Order Ordinance 13-20 in Article 3, sections 2(a), 2(b), 2(c) and 2(d) on page 2 lines 39 and 44, and page 3 lines 4 and 9, to add verbiage following the word “shall” to read,
“Corporation Counsel shall deliver copies of the resolution to the County Clerk and to the requesting supervisor to place the resolution on the appropriate Committee’s agenda for consideration after introduction at County Board.”

Chairman Nelson called on Corporation Counsel Malone for legal opinion. Corporation Counsel stated that the verbiage in Supervisor Prichard’s motion is the current procedure that is already in place. The motion could be put to a vote and if passed the amendment could be made however, the amendment would have no actual effect since it is currently being done. Chair Nelson asked for a second on said motion. **Motion** failed for lack of second.

Supervisor O’Connell made recommendation on a formatting change to the new resolution format presented in Appendix A of the Rules of Order Ordinance 13-20. Recommendations to add: standing committee the resolution came from, the vote outcome, and whether committee recommended or did not recommended the resolution. Corporation Counsel Malone stated that as an Appendix to the Rules of Order the document is considered a working document and changes to Resolution format could be made based on recommendations without requiring a motion.

**Motion** (Prichard/O’Connell) to amend Rules of Order Ordinance 13-20 under Article 3, section 2 to add additional sub-section “2a” (page 3, after line 10) to read,

“Any three supervisors may propose a resolution that, after review and approval as to form, by Corporate Counsel shall be placed on an agenda of a standing committee for consideration.”

The board engaged in discussion regarding the motion. Chairman Nelson called upon Corporation Counsel for legal opinion on motion. Corporation Counsel Malone expressed concerns regarding three supervisors proposing resolutions together as that would be a walking quorum and a violation of Wisconsin’s Open Meeting’s Law. Supervisor Luke called the question. Supervisor Arcand called for roll call vote on said motion. **Motion** defeated for lack of majority in favor with 4 in favor and 10 opposed. (Opposed: Olson, Route, Warndahl, LaBlanc, Masters, Edgell, Luke, Duncanson, Bonneprise and Demulling)

**Motion** (Route/Demulling) to move ATV/UTV tourism and usage from the Environmental Services Committee to the Public Safety and Public Works Committee. Discussion. Corp Counsel advised the Board that should this topic be laid on the table and postponed to later date certain the Board could amend the rules on this topic by simple majority because it would continuing part of organizational meeting. If the topic was not laid on the table and the Rules of Order later were addressed later in the year it would require a 2/3 majority. Corporate Counsel Malone expressed concerns regarding the Open Meetings Law stating that although the discussion of duties of standing committees is on the current agenda it this agenda item does not inform the public that there might be a change in the governing committee of the trails issue. Route proposed to amend **Motion** to table discussion on said motion and postpone until a later date certain. Supervisor Demulling in agreement with amended motion.

Chairman Nelson asked if there were any other amendments to the Rules of Order Ordinance 13-20 from the Board. None offered. Chairman Nelson called for voice vote on motion on the floor to adopt revisions and amendments to the Polk County Board of Supervisors Rules of Order Ordinance No. 13-20 Polk County Board of Supervisor’s Rules of Order, as amended. **Motion** carried by unanimous voice vote. **Ordinance 13-20:** Polk County Board of Supervisor’s Rules of Order Ordinance adopted as amended on this date of May 5, 2020.
Chairman Nelson stated that item 7b regarding duties, responsibilities and assigned functions of County Board Standing Committees had already been addressed in the revisions to the Rules of Order.

Chairman Nelson made an announcement to the public to inform anyone interested in serving on a County Standing Committee as a citizen member should contact Supervisor Brian Masters for information.

Chair Nelson called on Supervisor Masters as point person regarding Nomination, Appointment and Confirmation of Supervisors to Non-Standing Committees. Discussion.

Appointments made to Non Standing Committees as follows:

- Aging, Disability Resource Committee (ADRC): Supervisor Demulling will remain on committee with and there are **2 additional vacancies remain**
- Northwest ITBEC (International Trade Business and Economic Development Council) – Terry Hauer from EDC
- Arnell Humane Society: Supervisor Duncanson
- Economic Development Corporation (EDC): Supervisor Masters
- Community Development Block Grant (CDBG) – Supervisor Middleton
- West Central Regional Planning Commission (WCRPC) – Supervisor LaBlanc
- WestCap – Supervisor Luke
- WITC Board Nominating Committee – Chairman Nelson
- Workforce Development County Consortium – Supervisor Duncanson
- Norther Regional Trail Advisory Committee (NoRTAC) – **1 vacancy**
- Local Emergency Planning Committee (LEPC) – Supervisor Bonneprise

Supervisor Masters announced that any Non-Standing Committee vacancies following this meeting will be addressed at the May 14th Executive Committee Meeting at 9:00 a.m.

Chairman Nelson called for a motion to adjourn. **Motion** (Bonneprise/Duncanson) to adjourn. Chairman Nelson called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Nelson declared meeting adjourned 9:15 p.m.

Next Meeting: 6:00 p.m., Tuesday, May 19, 2020

Respectfully submitted,

Lisa R. Ross, Polk County Clerk
*AMENDED* Notice of Added Special Meeting and Agenda
Polk County Board of Supervisors
6:00 p.m. Tuesday, May 5, 2020
Virtual, Open Meeting via WebEx Video Conference or Phone

**Amendments:**
1 Matters Added, Revised or Struck by Initial Amended Notice of Meeting

**WebEx Virtual Meeting Info:**
Meeting Number (access code): **264 869 081**
Password: **55BoardMeeting**
- Join Online: [https://polkwi.webex.com](https://polkwi.webex.com)
- Join by Phone: **1-408-418-9388**

*Because of the nature of this virtual meeting, there will not be an option for public comment; however, members of the public who would like to make a written comment prior to the meeting may email their comments to: countyclerk@co.polk.wi.us. You may also mail in comments to the topics, however they may not be received and provided to the Supervisors by the date of the meeting. The mailing address is: POLK COUNTY GOVERNMENT CENTER
100 POLK PLAZA, STE. 110
BALSAM LAKE, WI 54810*

**Order of Business:**
1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Approval of Agenda
6. Presentation “Rules and Responsibilities for County Officials” by Wisconsin Counties Association (WCA)

**Following the WCA Presentation, the County Board will convene as the Committee of the Whole on matters noticed herein. The Committee of the Whole may receive information, deliberate and provide the County Board with recommendation concerning such noticed Subject matters. The Committee of the Whole may not take final action on such matter. Once the Committee of the Whole adjourns and the County Board reconvenes to conduct legislative activity, the County Board may take action on such matters noticed herein and consider recommendations of the Committee of the Whole.**

7. Committee of the Whole:
   a. Discussion of Revisions to Polk County Board of Supervisors Rules of Order
   b. Organizational Matters: Recommendations Concerning Committee Duties, Responsibilities and Assigned Functions

Following adjournment of the Committee of the Whole, the County Board will reconvene as a legislative body to take up, consider and act upon the subject matters identified herein, as follows:

8. Reconvene as County Board
9. Continue Organizational Matters for the Board Term 2020-2022:
   a. Develop and Adopt Revisions to Polk County Board of Supervisors Rules of Order Ordinance No. 43-18),
b. Establishing Duties, Responsibilities and Assigned Functions of County Board
Standing Committees

c. Nomination, Appointment and Confirmation of Supervisors to County Board Non-
Standing Committees

8. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk’s office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.
Ordinance No. 13-20
Polk County Board of Supervisors Rules of Order Ordinance
(Amended May of 2020)

Article 1. Purpose

1. The purpose of this Ordinance is to provide a procedure in which rules are designated to protect the rights of participation of members of the Polk County Board of Supervisors, to insure equal application of those rights, to maintain order, and thereby to protect also the interests of their constituents. This Ordinance further provides for the County board standing committee system.

Article 2. Meetings

1. The regular business meetings of the Board will generally be held on the third Tuesday of each month. Meetings will begin at 6:00 p.m. Exceptions are the annual meeting on the second Tuesday in November to conform with § 59.11(1) and the organizational meeting held in April of even numbered years which will be held on the third Tuesday of April at a time noticed by the Chairperson.

2. A Committee of the Whole or a Planning and Informational Meeting may be scheduled quarterly or called as needed at the discretion of the Chairperson or upon committee referral.

3. Supervisors may force the scheduling of a Board meeting notwithstanding Chairperson’s refusal to call a meeting by submitting a written petition pursuant to § 59.11(2)(a).

4. County board meetings may be scheduled upon submittal of a written petition per §59.11(2)(a) by a majority of County board Supervisors.

5. The County Board Chairperson in conjunction with the County Administrator may change the date and time of Board meetings, cancel, postpone, add or reschedule meetings in the best interest of the County when there is just cause to do so. Any such change will be communicated with as much advance notice as possible. Examples of “just cause” include, inclement weather impacting safety, public health emergencies, and emergent matters requiring Board action in a short window of time.

6. The Executive Committee shall have the authority to cancel a County Board Meeting for any non-emergency reasons such as a lack of County business to conduct.

7. All County board Supervisors must be present unless excused for good cause by the County board Chairperson, Vice-Chairperson or Second Vice-Chairperson.

8. A majority of the Supervisors entitled to a seat on the board shall constitute a quorum.

9. Seating of the County Board Members shall rotate randomly at each meeting, facilitated by the County Clerk.
10. The Chairperson shall take the Chair at the scheduled time and call the meeting to order. The clerk shall call the roll to determine if a quorum is present. The Chairperson shall preserve order and decorum.

11. Public comment will be generally allowed except in cases where public safety, public health or other emergent situation makes public comment impracticable. When public comment is allowed, the Chairperson shall recognize each person who wishes to speak. Each person shall identify themselves by name and municipality. The Chairperson shall maintain order and decorum during public comment and each person shall be limited to 3 minutes and public comment shall last no longer than a total of 30 minutes, unless a larger time is allowed and clearly noticed on the agenda in cases of matters involving significant public input.

12. The start of board meetings shall include the Pledge of Allegiance.

13. Any agenda for the County Board Meetings or meetings of the Subcommittees of the Board shall include an agenda item prompting members to disclose any potential conflict of interest they may have as it relates to any topic within the agenda.

14. The public and County Board members shall observe the decorum of the proceedings and shall refrain from unnecessary conversations and cell phone usage while the board is in session.

15. Any County-oriented meeting that is held on Wednesday shall be concluded by 5:00 p.m.

Article 3. Ordinances and Resolutions

1. Most routine or non-controversial resolutions that are drafted by staff for consideration shall first be referred during the agenda at County Board to the appropriate governing committee(s) by the Chairperson and/or the County Administrator. Once the committee(s) has addressed the resolution, it shall be placed for consideration on the Board agenda. Governing committees are asked to make recommendations on the advisability of resolutions. It is up to the Chairperson and the Administrator to ultimately decide on which committees should be sent any particular resolution.

2. If a Supervisor wants to introduce legislation there are four mechanisms to initiate the process:

   a. A Supervisor may seek agreement of the Chairperson of the Board, in which case the Chairperson shall direct the matter to the Corporation Counsel’s office for drafting. Corporation Counsel shall place the resolution on the appropriate Committee’s agenda for consideration after introduction at County Board.
b. A Supervisor may seek agreement of the Administrator, in which case the Administrator shall direct the matter to the Corporation Counsel’s office for drafting. Corporation Counsel shall place the resolution on the appropriate Committee’s agenda for consideration after introduction at County Board.

c. A Supervisor may ask that the topic of the legislation be placed on a Committee agenda deemed time sensitive by Board Chair, in which case the Committee may direct the matter to the Corporation Counsel’s office for drafting. Corporation Counsel shall place the resolution on the appropriate Committee’s agenda for consideration.

d. A Supervisor may ask that the topic be placed on the Board agenda for discussion at Committee of the Whole, in which case the Board may direct the matter to the Corporation Counsel’s office for drafting. Corporation Counsel shall place the resolution on the appropriate Committee’s agenda for consideration.

3. Generally, the Board shall only consider resolutions that have been referred up from a committee. Exceptions can be made for matters that are time-sensitive or require more immediate action for other reasons as determined by the Chairperson in conjunction with the Administrator.

4. All resolutions need to be reviewed and approved as to form by the Corporation Counsel’s office. A legal impact note may be added by the Corporation Counsel’s office if deemed appropriate. No unlawful resolutions shall be approved. The County Administrator or his or her designee shall also review all resolutions and may provide input into the practicability and desirability of the proposed legislation. Any resolution having a fiscal impact shall also be reviewed by the General Government Division Director, or his or her designee, to provide input as to the fiscal impact of the proposed legislation.

5. Any resolution that has a significant appropriation or fiscal impact, as determined by the General Government Division Director, shall be referred to the General Government Committee for debate and comment prior to the matter being addressed by the Board. (This section does not apply to matters that have already been approved through the budgeting process.)

6. The Chairperson, the Administrator and the County Clerk shall prepare the agenda.

7. The Administrator may place on the Board’s agenda as the “Committee of the Whole” to get informal direction or input on matters that are not yet ripe for legislation. The Board may not take any formal action on matters noticed as “Committee of the Whole.”

8. Publication of the agenda shall comply with Wisconsin’s Open Meetings Law. As much as practicable, agendas and supporting documentation shall be circulated by the County Clerk to the Board in a manner likely to give the Board advanced notice of the matters. To the extent possible, any information that is sent out by U.S. mail should be postmarked at least 7 days prior to the meeting date. Board members are expected to use
technology to access the meeting materials when practicable. If a particular Board
member prefers to receive hard copies, the County Clerk shall reasonably accommodate
that Board member’s request.

Article 4. Debate

1. Debate will only begin after a motion has been made and seconded to bring it to the floor.
2. Motions and amendments shall be put in writing at the request of the Chairperson or the
clerk.
3. When any member wishes to speak in debate or deliver any matter to the board, he or she
shall raise their hand, stand if they wish, respectfully address the Chairperson and shall
confine remarks to the question.
4. When two or more members wish to speak at once, the Chairperson shall name the
person who is to speak first.
5. A motion that does not pertain to the question on the floor shall not be received.
6. A motion to close debate is out of order as long as any member who has not yet spoken
on the issue is seeking recognition.
7. No member shall speak more than twice and not longer than five minutes each on the
same question except by permission of the Chairperson. No member shall be allowed to
speak upon the same question more than once until all members have had an opportunity
to speak on said question.
8. The Chairperson in consultation with the corporation counsel shall decide questions of
order. A majority of the board may appeal the decision.
9. The Chairperson may call the vice Chairperson or second vice Chairperson or the
Executive Committee Chair to the Chair and may debate any questions before the board.
10. A motion to adjourn shall be decided without debate.

Article 5. Voting

1. The Chairperson shall clearly state or read the resolution or motion prior to voting.
2. All questions shall be put in proper form. Those in favor say “Aye”. Those opposed say
the same sign.
3. The Chairperson or any member may call for a roll call vote on any question. Votes shall be recorded by the clerk.

4. All roll call votes of the County board shall proceed on a rotating basis.

5. The Chairperson or any member may call for a ballot vote on any question. A ballot vote has preference over a voice vote and over a roll call vote. Votes shall be recorded by the clerk.

6. Prior to discussion a Supervisor may request of the Chairperson to be excused from voting for a valid cause. Supervisors present at the meeting who refuse to vote and/or Supervisors who are absent without being excused shall have their vote counted in the negative.

7. Supervisors will not be allowed to vote by proxy.

8. The Chairperson shall vote on a roll call or ballot when called.


1. The County board shall elect a Chairperson, first vice Chairperson and second vice Chairperson at the organizational meeting after Supervisors have taken the oath of office and voting would conform to state law. The Chairperson, first vice Chairperson and second vice Chairperson shall serve a two-year term.

2. Any Supervisor may be removed from the position of Chairperson by a two-thirds vote of the full Board. (At least 11 Board members) The Chairperson serves in his or her role at the will of the Board. Removals shall be undertaken by a motion made at a regular Board Meeting and shall be heard at the regularly scheduled Board meeting the following month. In such a case, the vice-Chairperson becomes the Chairperson and the second-vice Chairperson becomes the vice-Chairperson. An election will then be noticed for the selection of a new second-vice Chairperson.

Article 7. Duties of the County Board Chairperson

1. The Chairperson shall preside at all meetings of the Board unless absent or otherwise temporarily vacating the Chairperson. The Chairperson shall retain voting privileges when a roll call vote is taken.

2. The Chairperson shall appoint each Supervisor to two standing committees, as best as practicable.

3. The Chairperson appoint the Chairperson of the Executive Committee.

4. The Chairperson shall be an ex-officio members of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings, may make
motions, but may not vote while acting as ex-officio member, unless without the
Chairperson the committee would lack a quorum.

5. The Chairperson shall have any other statutorily conferred duties, except those that are
transferred to the County Administrator by way of statute or delegation.

6. The Chairperson, First Vice, Second Vice and Executive Chair shall provide a monthly
report to the Board on important matters impacting the County.

7. Chairperson shall transact all necessary Board business as required by § 59.12(1).

8. The Vice-Chairperson shall stand in the shoes of the Chairperson if the Chairperson steps
down as Chairperson temporarily to enter debate on a topic, is excused or otherwise
unavailable. Similarly, if both the Chairperson and the Vice-Chairperson are unavailable,
the second Vice-Chairperson or Executive Chair stands in the shoes of the Chairperson.

Article 8. County Board Standing Committee System

1. Establishment, Membership and Composition: Five (5) standing committees are
established as follows:

a. Executive Committee, composed of five (5) members consisting of the County Board
Chairperson, the first vice Chairperson, the second vice Chairperson, and two members
elected from the County Board. The County Board Chairperson shall serve as
Chairperson of the committee.

b. Environmental Services Committee, composed of six (6) members, 5 of which are
Supervisors and one (1) member who shall be the Farm Service Agency (FSA)
Chairperson or designee of the FSA Chairperson. The committee Chairperson and vice
Chairperson shall be a Supervisor. The person seated as the FSA Chairperson or
designee thereof shall have voting rights only on matters concerning land conservation,
agriculture and extension education and be considered as a member present for
determining the existence of a quorum of the committee on all matters before the
committee.

c. General Government Committee, composed of five (5) Supervisors.

d. Health and Human Services Board, composed of five (5) Supervisors and
four (4) citizen members meeting the qualifications of Wisconsin Statutes
§§ 46.23(4) and 251.03(1).

e. Public Safety and Public Works, composed of five (5) Supervisors.

2. Appointment:
The appointment and election of Supervisors to said County Board standing committees shall occur at the organizational meeting. As reasonably as possible, Supervisors shall serve on two County Board standing committees. The Chairperson shall appoint Supervisors to standing committees as selected for appointment by self-nomination and election. The appointments made on the self-nomination and election are subject to confirmation by the County Board.

Subject to the confirmation of the County Board, the County Administrator shall appoint citizen members to the County Board standing committees.

3. **Executive Committee – Duties and Responsibilities**: The Executive Committee shall have duties, responsibilities and assigned functions, as follows:

   a. The fundamental purpose of the Executive Committee shall be advisory to special needs situations. When conflict exists between committees, the Executive Committee shall mediate and recommend solutions prior to the matter being referred to the full County Board.

   b. The Executive Committee shall serve as the County’s ethics board.

   c. The Executive Committee shall make recommendations to the County Administrator on statutory appointments to outside boards and committees.

   d. The Executive Committee shall consider revisions to the rules of order and provide recommendations to the County Board.

   e. The Executive Committee shall have other duties and responsibilities as determined through resolution adopted, and amended as appropriate by simple majority of the County Board.

   f. The Executive Committee shall conduct the annual performance review of the County Administrator. In addition, the committee shall review with the Administrator his or her goals and objectives for the coming year. Recommendations shall then be forwarded to the County Board for consideration.

4. **Duties and Responsibilities Common to Other Standing Committees**. With exception of the Executive Committee, the County Board standing committees are responsible for developing policy recommendations to the County Board on the functions, programs and services assigned to the respective committee. A standing committee has the responsibility to develop broad outlines and principles of governance concerning the administration and management of respectively assigned functions, programs and services. A standing committee develops such governance by providing advisory recommendations to the County Administrator and department heads who are responsible for the administration and management of such assigned functions, programs and services. Each standing committee has the common duties and responsibilities, as follows:
a. **Legislation.** Review and make a recommendation to the County Board on all proposed resolutions and ordinances assigned to that committee. This review may incorporate a public hearing or any other action to obtain public input at the discretion of the Chair and, as appropriate, the recommendations of the County Administrator. Following such review, a committee must vote whether to recommend an ordinance or resolution be adopted or not adopted by the County Board and whether that resolution be amended; alternatively a committee may vote to make no recommendation to the County Board. A committee may also re-refer a resolution or ordinance to another standing committee. The committee Chair is responsible to provide the County Board a written report of the recommendation at the time the proposed resolution and ordinance is received by the County Board for final action.

b. **Budget Development and Execution.** Consistent with financial policies, review and make recommendations on the budget proposed by the County Administrator for each assigned function, program or service. This review may incorporate a public hearing or any other action to obtain public input at the discretion of the committee Chair or as directed by law or the County Board. With respect to the development of the budget, the committee must issue a recommendation to County Board to adopt, amend or strike, the proposed budget appropriation and expenditure for respective assigned functions, programs and services. The committee Chair must provide the County Board a written report on the committee recommendation prior to meeting held to conduct a public hearing on the budget.

c. **Program Evaluations.** Periodically evaluate or oversee the evaluation of programs assigned to the committee. The program evaluation will consider compliance of the assigned program with policy as set by the County Board, relevance of the program, relative importance of the program, and its efficiency and effectiveness in achieving results. The report on program evaluation must be submitted to the County Board and upon receipt made public.

d. **Committee Contact of Assigned Outside Agencies and Organizations.** The standing committee makes recommendations to the County Board concerning the partnership or business relationship of the County with outside agencies and organizations as assigned to the respective committee by this ordinance or subsequent resolution. The standing committee provides advisory recommendations to County Administrator, department heads or other County staff on the administration of the contractual relationship with the respective assigned outside agency or organization.

e. **Policy Priorities.** Annually review policy priorities as determined by the County Board and make recommendations to the County Board on any amendment to these policy priorities including inclusion of a new priority, deletion of an existing priority, or amendment to any existing priority.

f. **Policy implementation.** Annually review the key strategies and key performance indicators as developed by the relevant department to implement these policy priorities,
assess progress toward that implementation and make recommendations to the County Administrator as to their adjustment and related management direction including a review of annual reports on assigned programs.

g. **Intergovernmental Relations.** Review pending state and federal legislation that may affect programs over which the committee has oversight responsibility and assist the County Board in developing a coordinated response to this legislation including any communication with federal, state and local representatives and municipal officials, assigning a member as a liaison to regional and state governmental organizations as recommended by the committee and authorized by the County Board.

h. **Committee organization and meetings.** Unless previously noticed, committee meetings are to be held monthly at a set time at the Government Center. Although committees may meet jointly, two committees may not independently meet at the same time without the consent of the County Board Chair.

i. **Organization.** At the first meeting of each committee following the organizational meeting held in April of even numbered years, a committee must elect officers consisting of committee Chair and vice Chair and establish a schedule for regular monthly meetings to be held at the same day of the month and time, including alternative or second meeting dates in each month.

j. **Cancellation.** The committee Chair may cancel or reschedule a committee meeting for reasons of weather, lack of a quorum, schedule conflict, lack of committee business, or other operational reasons. Every effort should be made to provide at least four days’ notice of any cancellation or rescheduling.

k. **Work plan.** To implement these priorities, a committee must develop a work plan that organizes committee work on a set calendar and, by December of each year, assess the current work plan and adopt a work plan for the following year. A work plan will identify objectives for the year, including, but not limited to, program evaluations, special presentations and special meetings. The committee shall file with the clerk a report on the assessment of the current year’s plan. Said report must include an evaluation of progress against the previous year’s work plan.

l. **Agenda.** The committee Chair must oversee the preparation of the agenda for all committee meetings. The County clerk must circulate a copy of the agenda and all relevant ordinances and resolutions plus related supporting documentation noticed in the agenda to committee members at least four calendar days before the meeting. As possible, committee agendas should include approximate time for agenda items for the convenience of the public and other observers and participants.

m. **Convening a meeting.** The Chair shall call the meeting to order at the scheduled time, determining whether a quorum is present. If a quorum is not present, the committee may not convene and business may not be conducted. The Chair shall preserve order and decorum. The County Board Chair may sit as an ex-officio member in the event of a lack
of quorum.

n. **Public comment.** Public comment at committee meetings may be allowed after the speaker has been formally recognized by the Chair. Each person must identify themselves by name and municipality of residence before addressing the committee. Each person has three minutes to make their presentation. Only County employees or Supervisors may distribute literature or handouts. Materials presented by persons speaking during public comment will be received by the clerk. The Chair has the responsibility to conduct the public comment period in an orderly and respectful manner.

o. **Supervisor Information.** During a committee meeting, a Supervisor who is not a member of the committee is allowed to present information that is related to a resolution or ordinance sponsored by such Supervisor or on points of interest relevant to those functions, programs or services assigned to the committee. The committee Chair shall maintain the decorum of the meeting so as to prevent the Supervisor from engaging in debate on matters received from a Supervisor or on matters otherwise noticed on the agenda. The clerk will prepare the agenda to afford notice of the receipt of such Supervisor information in compliance with the open meeting law.

p. **Subcommittees.** A committee may create subcommittees to be composed of members of the Polk County Board of Supervisors or citizens as the committee deems expedient in carrying out its responsibility.

5. **Environmental Services Committee.**

   a. **Assigned Functions.** The functions, programs and services of the Environmental Services Committee are those programs and services administered and managed through the Land and Water Resources Department; Register of Deeds, Parks, Recreation, Trails and Forestry Department; Land Information Department; UW Extension Office; and Lime Quarry.

   b. **Contact Committee.** The Environmental Services Committee serves as the contact committee for the following outside agencies and organizations:

   1. Farm Service Agency
   2. Gandy Dancer Trail Commission
   3. Northern Regional Trail Advisory Committee
   4. Revolving Loan Fund/EDC Loan Committee
   5. West CAP
   6. West Central Wisconsin Regional Planning Committee
   7. Wisconsin Department of Natural Resources
   8. Wisconsin Department of Agriculture, Trade and Consumer Protection
   9. University of Wisconsin Extension

   c. **Specific Duties and Responsibilities.** The Environmental Services Committee carries out the following duties and responsibilities:
1. Serve as the land conservation committee pursuant to Wisconsin Statute Section 92.07.

2. Nominate persons for appointment to serve as commissioners on public inland lake protection and rehabilitation district boards. Supervisors will be nominated and appointed to those districts that are in their Supervisor district. Supervisors will have the option of Designating a representative in their stead that resides or owns property within the lake district. Such designation would be brought before the committee for nomination. Supervisors or citizens so appointed will receive no County compensation or reimbursement.

3. Serve as the planning and zoning commission pursuant to Wisconsin Statute Section 59.69

4. Authorize the sale of tax delinquent property and set appraisals of the same pursuant to Wisconsin Statute Section 75.69.

5. Oversee the University Extension Program as established under Wisconsin Statutes Section 59.56(3).

6. Review and authorize claims for damage to domestic animals by dogs pursuant to Wisconsin Statutes Section 174.11.

7. Provide recommendations concerning the development of the following County ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning), Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning, Subdivision, Telecommunication Towers and Related Facilities and Small Wind Energy Systems. Provide recommendations for those ordinances administered through the Land Information Department.

8. Hear and rule on special exceptions (aka conditional uses) under ordinances assigned to the committee.

9. Set price of lime pursuant to Wisconsin Statute Section 59.70(24).

6. **General Government Committee.**

   a. **Assigned Functions.** The assigned functions, programs and services of the General Government Committee are those functions, programs and services administered and managed through Department of Administration; Human Resources; County Clerk; County Treasurer; Information Technology and the administrative component of the Corporation Counsel.

   b. **Committee Contact.** The General Government Committee serves as the contact committee for the following outside agencies and organizations:

      1. Polk County Fair Society
      2. Polk County Economic Development Corporation
      3. Polk County Tourism
      4. Polk County Museum
      5. Arnell Memorial Humane Society
      6. Polk County Library Planning Committee
      7. Indianhead Federated Library System
      8. Salvation Army
      9. Endeavors Adult Development Center
Specific Duties and Responsibilities. The General Government Committee carries out the following duties and responsibilities:

1. Serve as the County finance committee with authority to transfer funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund, pursuant to Wisconsin Statute Section 65.90.

2. Review all claims brought before or filed against the County.

3. Negotiate all labor contracts and make recommendations to the Board on the same.

4. Review staffing plans; compensation/payroll policy, including salaries for elected officials as required by § 59.22.

5. Review lease agreements between the County and outside agencies.

6. Review and, when appropriate, make recommendations on the acquisition and sales of real estate for County use.

7. Hear grievance disputes and appeals of personnel decisions pursuant to personnel policies.

8. Serve as the grievance committee pursuant to § 59.26(8)(b).

Health and Human Services Board.

a. Assigned Functions. The assigned functions, programs and services of the Health and Human Services Board are those functions, programs and services administered and managed through the Community Services Division (Health Department, Behavioral Health Department; Department of Children and Families, and Medical Examiner); Golden Age Manor Nursing Home; Child Support Agency; and Veterans Services.

b. Committee Contact. The Health and Human Services Board serves as the contact committee for the following outside agencies and organizations:

1. Kinship of Polk County
2. Community Referral Agency
3. Polk County Housing Authority

c. Specific Duties and Responsibilities. The Health and Human Services Board carries out the following duties and responsibilities:

1. Serves as the local board of health pursuant to Wisconsin Statute Section 251.03.
2. Perform all duties as required by Wisconsin Statute Section 46.23(5m).
3. Assist the Public Health Department in assessment of community health needs.
4. Attend as possible public health legislative events, regional Board of Health trainings and agency professional advisory committee meetings.
5. Understand, respect, and adhere to federal regulations, Wisconsin Statutes and rules of confidentiality to which the Health and Human Services Board must adhere.

6. Oversee policy as implemented through funding for outside agencies including the Polk County Housing Authority.

8. **Public Safety and Public Works Committee.**
   a. **Assigned Functions.** The assigned functions, programs and services of the Public Safety and Public Works are those functions, programs and services administered and managed the Polk County Sheriff’s Department; Emergency Management; District Attorney and Victim/Witness Office; and Clerk of Circuit Court.

b. **Committee Contact.** The Public Safety and Public Works Committee serves as the contact committee for the following outside agencies and organizations:
   1. Polk County Circuit Court/Judiciary
   3. Polk County Local Emergency Planning Committee
   4. Polk County Highway Safety Committee

c. **Specific Duties and Responsibilities.** The Public Safety and Public Works Committee carries out the following duties and responsibilities:
   1. Provide a forum for the Polk County Circuit Court judges to discuss issues involving the system and public safety.
   2. Conduct an annual tour of the Polk County jail and make recommendations to the County Board for any policy changes relating to that program.
   3. Assign a member of the committee to serve as a liaison to the Polk County Criminal Justice Collaborating Council, Inc.
   4. Serve as the highway committee pursuant to Wisconsin Statute Section 83.015, as a policy-making body determining the broad outlines and principles governing administration of the Highway Department.
   5. Hears permit appeals of the Highway Department decisions pursuant to Wisconsin Statutes § 86.07.
   6. Establish policy for the Highway Department infrastructure asset management goals, supporting fixed assets, and business plan.

9. **Modification of County Board Standing Committee Provisions.** Notwithstanding provisions herein to the contrary, the County Board may amend, modify, reassign or transfer the specific provisions under this article, County Board Standing Committee System, by simple majority vote of Supervisors present.

**Article 9. Compensation and Reimbursement**

1. The County Board shall consider revisions to the compensation and reimbursement of members of the County Board of Supervisors at its annual meeting of odd numbered years and there fix the compensation of Supervisors to be next elected by two-thirds vote, consistent with Wisconsin Statute §59.10(3)(f).
2. The County Board Chairperson, first vice Chairperson and second vice Chairperson shall receive compensation as set by said County Board resolution.

3. County Board members shall receive per diem plus travel mileage, meals and lodging expenses as established by policy through resolution adopted and amended as appropriate by simple majority of the County Board.

4. Notwithstanding 2, above, Supervisors and citizens appointed to serve on the board of commissioners of public inland lake protection and rehabilitation districts shall not receive County paid compensation or reimbursements.

5. All County Board reimbursement requests shall be handled consistent with current Polk County reimbursement policy and presented to the County clerk for review and approval by the County Board Chair. The County Board Chairperson’s reimbursement requests shall be approved by any County Board Supervisor.

6. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will be paid to those members attending.

Article 10. General

1. County Board members shall conduct themselves in a respectful manner at all functions of Polk County interest.

2. County Supervisors are subject to the Polk County Code of Ethics, adopted pursuant to Wisconsin Statute §19.59.

3. In the event that any provision of these rules of order is in conflict with federal, state or local law, such provision shall be null and void without affecting the validity of the remaining provisions of these rules of order.

4. All past rules in conflict with these rules of order are hereby rescinded.

5. In all questions relating to parliamentary procedure on the County Board, the latest edition of Robert’s Rules of Order shall be the final authority.

6. These rules of order shall be determined by a majority vote at the organizational meeting of a newly elected County Board. With exception to the provisions of Article 8, County Board Standing Committee System, amendments of these rules of order shall require a two-thirds vote of the County Board of Supervisors present at a properly noticed meeting. Amendments to the provisions of Article 8, County Board Standing Committee System, shall require simple majority vote of Supervisors present.
17. These rules of order shall be printed and each current and newly elected Supervisor shall receive a copy. It will be the duty of the County Board Chairperson to maintain and update the rules of order as called for by the County Board.

(History: Enacted - Ordinance No. 17-16, April 19, 2016; Amended – Ordinance No. 58-17, November 14, 2017; Amended, Ordinance No. 43-18, May 15, 2018; Amended Ord. No. 83-18, Nov. 13, 2018).
Appendix A

Resolution No. ________

TITLE

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS; and
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NOW, THEREFORE, BE IT RESOLVED,
BE IT FURTHER RESOLVED,
BE IT FURTHER RESOLVED,

SUBMITTED BY: