



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

Minutes of Executive Committee from Thursday, March 14, 2019 at 2:00 p.m.

Committee Members present: Dean Johansen, John Bonneprise, and Jay Luke.

Others present: Sharon Jorgenson, County Clerk; Nick Osborne, Administrator, Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Supervisors Route and LaBlanc, members of the public and member of the press.

Chairman Johansen called the meeting to order at 2:02 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the March 14, 2019 agenda as published. Chairman Johansen called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the December 13, 2018 minutes of Executive Committee. **Motion** (Luke/Bonneprise) to adopt the minutes of December 13, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. Public comment was received by the committee.

Chairman Johansen called upon Highway Commissioner Norby to provide information regarding the fairgrounds evaluation requests for proposal results. The Committee received information from Highway Commissioner Norby regarding request for proposals for the comprehensive needs assessment/analysis of fairgrounds with final bids from Cedar Corporation at \$28,000 and Barrientos at approximately \$38,000.

Highway Commissioner Norby recommended awarding bid for steps 1 thru 3 on the proposal/bid to Cedar Corporation for fairgrounds site needs assessment and analysis.

Chairman Johansen called for a motion regarding recommendation to the County Board as to bid proposal to Cedar Corporation for fairgrounds assessment and analysis.

Motion (Bonneprise/Luke) to recommend to County Board to award steps 1 through 3 of the bid proposal to Cedar Corporation for fairgrounds site needs assessment/analysis. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee discussed possible recommendations for proposed amendments to the Polk County Board Rules of Order Ordinance regarding Board of Adjustment nominations by the Environmental Services Committee. Administrator Osborne addressed the committee regarding the nomination process and

noted nominations for the Board of Adjustment by the Environmental Services Committee would be beneficial, adding an extra layer of review for applicants. Supervisor Bonneprise provided background information regarding the Board of Adjustment to the committee. Corporation Counsel Malone provided an opinion regarding the Board of Adjustment selection process.

Chairman Johansen called for a motion regarding Board of Adjustment nominations by the Environmental Services Committee.

Motion (Luke/Bonneprise) to recommend to the County Board to amend the Rules of Order Ordinance to allow nominations of the Board of Adjustment by the Environmental Services Committee. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee received information from Administrator Osborne regarding suggestions for possible changes to the resolution format in the Polk County Board Rules of Order Ordinance, including:

- Adding a summary/executive area on the resolution or ordinance
- Adding Administrator's notes instead of the current format stating "reviewed by/submitted by"
- Having the Finance Director add more detail regarding fiscal notes on resolutions and ordinances.

By consensus, the Executive Committee was in favor of the suggested changes, which will be presented in Ordinance form at the April County Board meeting.

Recommendation on Proposed Ordinance No. 01-19: To Repeal and Recreate Article 3.1.a of the Polk County Board of Supervisors Rules of Order Ordinance – Concerning the Sponsorship and Processing of Proposed Resolutions and Ordinances was discussed.

Motion (Luke/Bonneprise) to recommend Ordinance No. 01-19 to the County Board for passage. Chairman Johansen called for a voice vote on said motion. **Motion** to recommend Ordinance No. 01-19 to the County Board for passage carried by majority voice vote with 2 voting for recommendation and 1 voting against recommendation.

Chairman Johansen called for motion to convene in closed session at 2:22 p.m. regarding item noted on the agenda. **Motion** (Luke/Bonneprise) to convene in closed session for closed session item noted on agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Minutes will reflect those present in closed session. Members present include Executive Committee members previously noted, Sharon Jorgenson, County Clerk; Nick Osborne, Administrator; Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy Administrator/Employee Relations Manager and Supervisors Route and LaBlanc.

***CLOSED SESSION* 2:22 p.m.** - (Minutes separate and under seal)

*Reconvened in Open Session at 2:47 p.m. *

Chairman Johansen declared meeting back in open session at 2:47 p.m.

Next Meeting and Agenda Items:

Possible April meeting: date to be determined

Administrator Osborne will present ordinance regarding amendments to Rules of Order

Chairman Johansen called for a motion to adjourn. **Motion** (Luke/Bonneprise) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 2:53 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson @co.polk.wi.us

***Amended* Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Thursday, March 14, 2019 at 2:00 p.m.**

A quorum of the County Board may be present.

Order of Business: (The Committee may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.) **¹Amendments Added or Revised in Amended Notice Issued March 8, 2019**

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the December 13, 2018 Meeting
4. Public Comments
5. Review Proposals for Fairgrounds Project and Fairgrounds Evaluation RFP Results
6. Discussion and Possible Recommendations Regarding Reconsideration of Resolution 93-18 to Appropriate Sufficient Funding for the Analysis of the Fairgrounds (Resolution No. 93-18: Resolution Clarifying the Fairground Grandstand Capital Improvement Process)
7. Develop Possible Recommendations for Proposed Amendments to the Polk County Board Rules of Order Ordinance regarding Board of Adjustment nominations by Environmental Services Committee
8. Discussion and Possible Recommendations Regarding Changes to Resolution Format in Rules of Order Ordinance
9. Discussion and Possible Recommendation on Proposed Ordinance No. 01-19: To Repeal and Recreate Article 3.1.a of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Sponsorship and Processing of Proposed Resolutions and Ordinances
10. Discussion and Possible Recommendations Regarding Setting 90 Day Goals for County Administrator and Performance Review Process
 - a. ¹Closed Session; Pursuant to Wisconsin Statute Sections 19.36 (10)(d) and 19.85(1)(c) and (e), the Committee may convene in closed session for the purpose of deliberating on and formulating recommendations to be provided to the County Board of Supervisors concerning establishing 90 day performance goals and evaluation process for the County Administrator. Any action of the committee on such matter will remain closed and or sealed, pursuant to Sections 19.36 (10)(d) and 19.85(1)(c) and (e), until the County Board of Supervisors takes action to finalize said performance goals and evaluation process.
11. Calendar: Next Meeting and Agenda Items
12. Adjourn

This meeting is open to the public according to Wisconsin 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.



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson @co.polk.wi.us

Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Thursday, March 14, 2019 at 2:00 p.m.

A quorum of the County Board may be present.

Order of Business: (The Committee may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.)

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the December 13, 2018 Meeting
4. Public Comments
5. Review Proposals for Fairgrounds Project and Fairgrounds Evaluation RFP Results
6. Discussion and Possible Recommendations Regarding Reconsideration of Resolution 93-18 to Appropriate Sufficient Funding for the Analysis of the Fairgrounds (Resolution No. 93-18: Resolution Clarifying the Fairground Grandstand Capital Improvement Process)
7. Develop Possible Recommendations for Proposed Amendments to the Polk County Board Rules of Order Ordinance regarding Board of Adjustment nominations by Environmental Services Committee
8. Discussion and Possible Recommendations Regarding Changes to Resolution Format in Rules of Order Ordinance
9. Discussion and Possible Recommendation on Proposed Ordinance No. 01-19: To Repeal and Recreate Article 3.1.a of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Sponsorship and Processing of Proposed Resolutions and Ordinances
10. Discussion and Possible Recommendations Regarding Setting 90 Day Goals for County Administrator and Performance Review Process
11. Calendar: Next Meeting and Agenda Items
12. Adjourn

This meeting is open the public according to Wisconsin 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.



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

Minutes of Executive Committee from Thursday, December 13, 2018 at 1:00 p.m.

Committee Members present: Dean Johansen, Brian Masters, Jay Luke, John Bonneprise, and Chris Nelson.

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim Administrator; Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy County Administrator/Employee Relations Director; Emil Norby, Highway Commissioner; Darlene Kusmirek, Employee Relations Manager; and Supervisor Demulling.

Chairman Johansen called the meeting to order at 1:05 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Bonneprise) to adopt the December 13, 2018 agenda as published. Supervisor Bonneprise noted scrivener's error on agenda stating date of Wednesday, December 13, 2018 that should be corrected to Thursday, December 13, 2018. Chairman Johansen called for a voice vote on the motion to adopt the agenda with said correction. **Motion** to adopt the agenda as corrected carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the November 28, 2018 minutes of Executive Committee. **Motion** (Bonneprise/Masters) to adopt the minutes of November 28, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Highway Commissioner Norby provided information to the committee regarding needs assessment study for fairgrounds and planning for the grandstand that is moving forward.

Chairman Johansen called for motion to convene in closed session at 1:17 p.m. **Motion** (Masters/Bonneprise) to convene in closed session for closed session item noted on agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

***CLOSED SESSION* 1:17 p.m.** -(Minutes separate and under seal)

*Reconvened in Open Session at 3:00 p.m. *

Chairman Johansen called for a recess at 3:00 p.m. Chairman Johansen called Committee back into session at 3:20 p.m.

Chairman Johansen declared meeting back in open session at 3:20 p.m.

Chairman Johansen called upon Employee Relations Director/Deputy Administrator Jerrick to provide information regarding the schedule and process for interviews of the finalists.

Candidate interviews will be held on Tuesday, December 18, 2018 at 12:30 p.m. County Board will convene Tuesday, December 18, 2018 at 12:30 p.m. Supervisors will be split into 3 panels with 5 supervisors in each interview panel. Deputy Administrator Jerrick will provide orientation of County Board supervisors as to proper interview questions and etiquette. Interview questions will be selected by the Employee Relations Director/Deputy Administrator Jerrick.

Future meeting:

As needed.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Masters) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 3:35 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk

Resolution No. 93 -18

Resolution Clarifying the Fairground Grandstand Capital Improvement Process

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD
OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, Resolution No. 84-18, in accordance with Resolution No. 33-18, authorized Polk County to incur expenditures in an amount not to exceed \$1.3 million dollars, but did not provide a time-frame; and

WHEREAS, the Polk County Fair Board has made a \$400,000.00 promise, consisting of a \$125,000.00 upfront payment and an annual payment thereafter of a minimum of \$18,333.00 for up to 15 years; and

WHEREAS, Resolution No. 84-18 was not complete as there was no "Financial Plan for New Grandstand Construction" attached as contemplated in lines 38 and 39 of said Resolution; and

WHEREAS, the levy for 2019 has been set and did not contemplate the County incurring debt related to the Grandstand construction in 2019; and

WHEREAS, Polk County has significant known and unknown capital improvement needs related to various buildings and property and a full capital needs assessment has not been completed; and

WHEREAS, the current Agreement between Polk County and the Fair Society for the Polk County Fair Society for the Management and Use of the Polk County Fairground Land in Article IV paragraph 2, requires decisions made on the construction of a grandstand to be based upon actual, measurable "needs" of the Fair, and

WHEREAS, the plans provided by the Fair Board are vague and incorporate "in-kind" procurements and other proposals that do not comply with County policies, including, but not limited to, the Purchasing Policy; and

WHEREAS, Polk County has not conducted a needs assessment or obtained independent design plans or estimates on cost related to the Grandstand or the rest of the fairground property owned by the County.

NOW, THEREFORE, BE IT RESOLVED that, the Polk County Board of Supervisors authorizes and directs the Department of Administration to procure an independent needs assessment and design plans and/or estimates regarding cost, timing and funding options that include a contemplated debt service levy impact for 2020, fundraising and other funding sources other than taxpayer dollars, regarding the Grandstand; and

44 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes directs the
45 Department of Administration to procure an independent needs assessment and design plans
46 and/or estimates regarding cost, timing and funding options for all other fairground property
47 owned by the County; and

48
49 BE IT FURTHER RESOLVED that, the Polk County Board of Supervisors authorizes the
50 expenditure of funds from the Contingency Fund, not to exceed \$15,000.00 for the assessments
51 authorized herein.

52
53 BE IT FURTHER RESOLVED that, the contemplated assessments be brought back to the full
54 County Board for further consideration as soon as practicable.

Offered on the 18th day of December, 2018.

BY:

Brad Olson, Supervisor, District #1

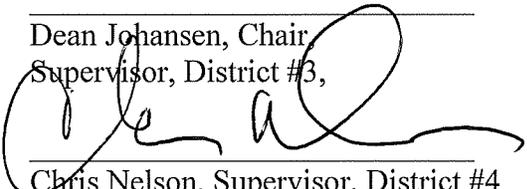
James Edgell, Supervisor, District #8

Doug Route, Supervisor, District #2

Kim O'Connell, Supervisor, District #9

Dean Johansen, Chair,
Supervisor, District #3,

Larry Jepsen, Supervisor, District #10



Chris Nelson, Supervisor, District #4

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12

Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

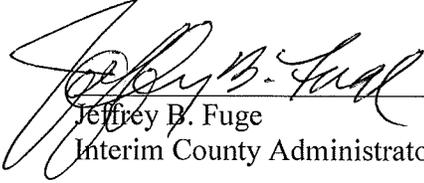
Michael Prichard, Supervisor,
District #7

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact: The resolution presents authorizes the immediate expenditure of contingency funds not to exceed \$15,000.00 for the purposes outlined.

Reviewed and Recommended By County Administrator:


Jeffrey B. Fuge
Interim County Administrator

Approved as to Form and Execution:


Malia T. Malone, ~~Interim~~ Corporation Counsel

Legal Impact Note: The resolution clarifies the County's responsibilities laid out in Resolution 84-14 and authorizes the contracts and expenditures for such contracts specified.

Excerpt of Minutes

At its regular business meeting on the 18th day of December 2018, the Polk County Board of Supervisors acted upon Resolution No. 93 -18, as follows:

- Adopted by a majority of the members present by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Referred to _____ Committee for further action.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY: 
Dean Johansen, County Board Chairperson

ATTEST: 
Sharon Jorgenson, County Clerk

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN

COUNTY OF POLK

I Sharon E. Jorgenson, Polk County Clerk do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Resolution No. 93-18: Resolution Clarifying the Fairground Grandstand Capital Improvement Process adopted by the Polk County Board of Supervisors at its regular business meeting held on December 18, 2018


Sharon E. Jorgenson

Sharon E. Jorgenson, Polk County Clerk

Date

12/18/18

Polk County Board of Supervisors Rules of Order Ordinance

(Amended November 13, 2018)

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 Polk County Board of Supervisors will be held on the third Tuesday of each month. Meetings will begin at 6:00 p.m. Exceptions will include the annual meeting in November which will conform to §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. A majority of the county board supervisors at a noticed public meeting may cancel or reschedule a county board meeting.
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 may cancel or reschedule a county board meeting in case of severe weather or an emergency.
6. Ten days public notice must be given of cancellation or rescheduling of a non-emergency county board meeting except as stated in #5.
7. All county board supervisors must be present unless excused for good cause by the county board 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 be in such an arrangement so all members face the chairperson and each other. Supervisors are to be seated by district number order.
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.

- 1
2 11. Public comment at county board of supervisor's meetings shall be allowed after the
3 speaker has been formally recognized by the chairperson. Each person may go to the
4 podium and identify themselves by name and municipality of residency before addressing
5 the board. Each person has three minutes to make their presentation which includes
6 distribution of handouts. The chairperson has the responsibility to conduct the public
7 comment period in an orderly and respectful manner.
8
- 9 12. The start of board meetings shall include the Pledge of Allegiance and Time for
10 Reflection.
11
- 12 13. The public and county board members shall observe the decorum of the proceedings and
13 shall refrain from unnecessary conversations and cell phone usage while the board is in
14 session.
15
- 16 14. Any county-oriented meeting that is held on Wednesday shall be concluded by 5:00 p.m.
17
18

19 **Article 3. Ordinances and Resolutions**

20

- 21 1. The county board shall consider only resolutions and ordinances that meet all of the
22 following:
23
- 24 a. A resolution or ordinance must be endorsed by either one or more sponsoring board
25 members or by the county administrator pursuant to §59.18(5). All endorsed resolutions
26 and ordinances shall be filed with the clerk and be noticed on the agenda of the county
27 board meeting that follows immediately after the date of filing. At such meeting, the
28 county board shall note the proposed resolution or ordinance received as introduced and
29 refer such resolution to the standing committee as the county board may determine by
30 simple majority. All proposed resolutions or ordinances referred to committee shall
31 receive committee recommendation of for or against passage, with or without revision, or
32 moved out of committee for final board action without committee recommendation. The
33 county board may take up for action any introduced resolution or ordinance directly and
34 without committee consideration only upon a vote of two-thirds majority of the
35 supervisors present upon motion of such resolution or ordinance to the floor for purposes
36 of adoption.
37 (Amended November 13, 2018)
38
- 39 b. Resolutions and ordinances must be approved as to form by corporation counsel. The
40 form of the resolution or ordinance shall conform to Wisconsin Statute Section 59.02 and
41 substantially comply with the form contained in Appendix A, attached to these rules.
42 Consideration for approval will only be given to properly endorsed documents and no
43 unlawful resolution or ordinance will be approved. The county administrator and
44 corporation counsel shall review all resolutions and ordinances prior to introduction to
45 the county board and shall initial each resolution or ordinance as recommended, not
46 recommended or reviewed only.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- c. Any resolution that proposes an appropriation or expenditure must be reviewed by the General Government Committee before the matter will be considered by the county board. The county administrator is directed to append a fiscal impact statement to any resolution or ordinance that requires funding that has not been authorized for appropriation or expenditure in the current year. The corporation counsel is directed to append a legal impact statement on any and all proposed resolutions or ordinances. Notwithstanding the omission of such recommendation or said impact statements, the county board may adopt any resolution or ordinance as it may determine in its discretion.
- 2. The county board chairperson shall prepare the agenda with the assistance of the county clerk and administrator. The county clerk shall circulate to all board members a copy of the agenda and all ordinances and resolutions plus related supporting documentation noticed in the agenda at least ten calendar days before the regular monthly county board meeting.
- 3. The county clerk shall timely publish the agenda in a publication of Polk County and on the Polk County website.
- 4. The county board shall only consider matters contained on the agenda so circulated and timely published unless a majority of the board votes to suspend these rules of order.

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.

- 1 8. The chairperson in consultation with the corporation counsel shall decide questions of
2 order. A majority of the board may appeal the decision.
3
- 4 9. The chairperson may call the vice chairperson or second vice chairperson to the chair and
5 may debate any questions before the board.
6
- 7 10. A motion to adjourn shall be decided without debate.
8
9

10 **Article 5. Voting**

- 11
- 12 1. The chairperson shall clearly state or read the resolution or motion prior to voting.
13
- 14 2. All questions shall be put in proper form. Those in favor say "Aye". Those opposed say
15 the same sign.
16
- 17 3. The chairperson or any member may call for a roll call vote on any question. Votes shall
18 be recorded by the clerk.
19
- 20 4. All roll call votes of the county board shall proceed on a rotating basis.
21
- 22 5. The chairperson or any member may call for a ballot vote on any question. A ballot vote
23 has preference over a voice vote and over a roll call vote. Votes shall be recorded by the
24 clerk.
25
- 26 6. Prior to discussion a supervisor may request of the chairperson to be excused from voting
27 for a valid cause. Supervisors who do not vote without approved abstention shall have
28 their vote counted in the negative.
29
- 30 7. The chairperson shall vote on a call.
31

32 **Article 6. Election of Chairperson and Vice Chairpersons.**

- 33
- 34 1. The county board shall elect a chairperson, first vice chairperson and second vice
35 chairperson at the organizational meeting after supervisors have taken the oath of office
36 and voting would conform to state law. The chairperson, first vice chairperson and
37 second vice chairperson shall serve a two-year term.
38

39 **Article 7. Duties of the County Board Chairperson**

- 40
- 41 1. The county board chairperson shall preside at county board meetings.
42
- 43 2. The chairperson shall transact all necessary county board business as required by
44 §59.12(1).
45
- 46 3. The chairperson has the authority to appoint ad hoc and advisory committee members.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- 4. Vacancies on the county board shall be filled by appointment of the chairperson on an interim basis until the next regular scheduled election. Recommendations may be submitted from town, village or city boards located within the supervisory district. Any vacancy on the county board shall be filled no later than 31 days after the occurrence of any such vacancy.
- 5. The chairperson shall provide a monthly report to the county board that will include a report on travel taken and meetings attended with a summary of issues addressed, as well as travel and meetings planned in the future.
- 6. The chairperson shall develop an orientation meeting for newly elected supervisors prior to the organizational meeting.
- 7. The chairperson shall serve as ex-officio member with voting privileges of a committee, board or commission of the county board when a quorum of the regular members is not present at a meeting.

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 Highway, composed of five (5) supervisors.

- 1 2. **Appointment:**
2
- 3 a. The appointment and election of supervisors to said county board standing committees
4 shall occur at the organizational meeting. As reasonably as possible, supervisors shall
5 serve on two county board standing committees. The chairperson shall appoint
6 supervisors to standing committees as selected for appointment by self- nomination and
7 election. The appointments made on the self- nomination and election are subject to
8 confirmation by the county board.
9
- 10 b. Subject to the confirmation of the county board, the county administrator shall appoint
11 citizen members to the county board standing committees.
12
- 13 3. **Executive Committee – Duties and Responsibilities:** The Executive Committee shall
14 have duties, responsibilities and assigned functions, as follows:
15
- 16 a. The fundamental purpose of the Executive Committee shall be advisory to special needs
17 situations. When conflict exists between committees, the Executive Committee shall
18 mediate and recommend solutions prior to the matter being referred to the full county
19 board.
20
- 21 b. The Executive Committee shall serve as the county’s ethics board.
22
- 23 c. The Executive Committee shall consider revisions to the rules of order and provide
24 recommendations to the county board.
25
- 26 d. The Executive Committee shall have other duties and responsibilities as determined
27 through resolution adopted, and amended as appropriate by simple majority of the
28 county board.
29
- 30 e. The Executive Committee shall conduct the annual performance review of the county
31 administrator. In addition, the committee shall review with the administrator his or her
32 goals and objectives for the coming year. Recommendations shall then be forwarded to
33 the county board for consideration.
34
- 35 4. **Duties and Responsibilities Common to Other Standing Committees.** With
36 exception of the Executive Committee, the county board standing committees are
37 responsible for developing policy recommendations to the county board on the functions,
38 programs and services assigned to the respective committee. A standing committee has
39 the responsibility to develop broad outlines and principles of governance concerning the
40 administration and management of respectively assigned functions, programs and
41 services. A standing committee develops such governance by providing advisory
42 recommendations to the county administrator and department heads who are responsible
43 for the administration and management of such assigned functions, programs and
44 services. Each standing committee has the common duties and responsibilities, as
45 follows:
46

- 1 a. **Legislation.** Review and make a recommendation to the county board on all proposed
2 resolutions and ordinances assigned to that committee. This review may incorporate a
3 public hearing or any other action to obtain public input at the discretion of the chair and,
4 as appropriate, the recommendations of the county administrator. Following such review,
5 a committee must vote whether to recommend an ordinance or resolution be adopted or
6 not adopted by the county board and whether that resolution be amended; alternatively a
7 committee may vote to make no recommendation to the county board. A committee may
8 also re-refer a resolution or ordinance to another standing committee. The committee
9 chair is responsible to provide the county board a written report of the recommendation at
10 the time the proposed resolution and ordinance is received by the county board for final
11 action.
12
- 13 b. **Budget Development and Execution.** Consistent with financial policies, review and
14 make recommendations on the budget proposed by the county administrator for each
15 assigned function, program or service. This review may incorporate a public hearing or
16 any other action to obtain public input at the discretion of the committee chair or as
17 directed by law or the county board. With respect to the development of the budget, the
18 committee must issue a recommendation to county board to adopt, amend or strike, the
19 proposed budget appropriation and expenditure for respective assigned functions,
20 programs and services. The committee chair must provide the county board a written
21 report on the committee recommendation prior to meeting held to conduct a public
22 hearing on the budget.
23
- 24 c. **Program Evaluations.** Periodically evaluate or oversee the evaluation of programs
25 assigned to the committee. The program evaluation will consider compliance of the
26 assigned program with policy as set by the county board, relevance of the program,
27 relative importance of the program, and its efficiency and effectiveness in achieving
28 results. The report on program evaluation must be submitted to the county board and
29 upon receipt made public.
30
- 31 d. **Committee Contact of Assigned Outside Agencies and Organizations.** The standing
32 committee makes recommendations to the county board concerning the partnership or
33 business relationship of the County with outside agencies and organizations as assigned
34 to the respective committee by this ordinance or subsequent resolution. The standing
35 committee provides advisory recommendations to county administrator, department
36 heads or other county staff on the administration of the contractual relationship with the
37 respective assigned outside agency or organization.
38
- 39 e. **Policy Priorities.** Annually review policy priorities as determined by the county board
40 and make recommendations to the county board on any amendment to these policy
41 priorities including inclusion of a new priority, deletion of an existing priority, or
42 amendment to any existing priority.
43
- 44 f. **Policy implementation.** Annually review the key strategies and key performance
45 indicators as developed by the relevant department to implement these policy priorities,
46 assess progress toward that implementation and make recommendations to the county

1 administrator as to their adjustment and related management direction including a review
2 of annual reports on assigned programs.

- 3
- 4 g. **Intergovernmental Relations.** Review pending state and federal legislation that may
5 affect programs over which the committee has oversight responsibility and assist the
6 county board in developing a coordinated response to this legislation including any
7 communication with federal, state and local representatives and municipal officials,
8 assigning a member as a liaison to regional and state governmental organizations as
9 recommended by the committee and authorized by the county board.
- 10
- 11 h. **Committee organization and meetings.** Unless previously noticed, committee meetings
12 are to be held monthly at a set time at the Government Center. Although committees
13 may meet jointly, two committees may not independently meet at the same time without
14 the consent of the county board chair.
- 15
- 16 i. **Organization.** At the first meeting of each committee following the organizational
17 meeting held in April of even numbered years, a committee must elect officers consisting
18 of committee chair and vice chair and establish a schedule for regular monthly meetings
19 to be held at the same day of the month and time, including alternative or second meeting
20 dates in each month.
- 21
- 22 j. **Cancellation.** The committee chair may cancel or reschedule a committee meeting for
23 reasons of weather, lack of a quorum, schedule conflict, lack of committee business, or
24 other operational reasons. Every effort should be made to provide at least four days'
25 notice of any cancellation or rescheduling.
- 26
- 27 k. **Work plan.** To implement these priorities, a committee must develop a work plan that
28 organizes committee work on a set calendar and, by December of each year, assess the
29 current work plan and adopt a work plan for the following year. A work plan will
30 identify objectives for the year, including, but not limited to, program evaluations, special
31 presentations and special meetings. The committee shall file with the clerk a report on
32 the assessment of the current year's plan. Said report must include an evaluation of
33 progress against the previous year's work plan.
- 34
- 35 l. **Agenda.** The committee chair must oversee the preparation of the agenda for all
36 committee meetings. The county clerk must circulate a copy of the agenda and all
37 relevant ordinances and resolutions plus related supporting documentation noticed in the
38 agenda to committee members at least four calendar days before the meeting. As
39 possible, committee agendas should include approximate time for agenda items for the
40 convenience of the public and other observers and participants.
- 41
- 42 m. **Convening a meeting.** The chair shall call the meeting to order at the scheduled time,
43 determining whether a quorum is present. If a quorum is not present, the committee may
44 not convene and business may not be conducted. The chair shall preserve order and
45 decorum. The county board chair may sit as an ex-officio member in the event of a lack
46 of quorum.

- 1
2 n. **Public comment.** Public comment at committee meetings is allowed after the speaker
3 has been formally recognized by the chair. Each person must identify themselves by
4 name and municipality of residence before addressing the committee. Each person has
5 three minutes to make their presentation. Only county employees or supervisors may
6 distribute literature or handouts. Materials presented by persons speaking during public
7 comment will be received by the clerk. The chair has the responsibility to conduct the
8 public comment period in an orderly and respectful manner.
9
- 10 o. **Supervisor Information.** During a committee meeting, a supervisor who is not a
11 member of the committee is allowed to present information that is related to a resolution
12 or ordinance sponsored by such supervisor or on points of interest relevant to those
13 functions, programs or services assigned to the committee. The committee chair shall
14 maintain the decorum of the meeting so as to prevent the supervisor from engaging in
15 debate on matters received from a supervisor or on matters otherwise noticed on the
16 agenda. The clerk will prepare the agenda to afford notice of the receipt of such
17 supervisor information in compliance with the open meeting law.
18
- 19 p. **Subcommittees.** A committee may create subcommittees to be composed of members of
20 the Polk County Board of Supervisors or citizens as the committee deems expedient in
21 carrying out its responsibility.
22
- 23 **5. Environmental Services Committee.**
- 24 a. **Assigned Functions.** The functions, programs and services of the Environmental
25 Services Committee are those programs and services administered and managed through
26 the Land and Water Resources Department; Register of Deeds, Parks, Recreation, Trails
27 and Forestry Department; Land Information Department; UW Extension Office; and
28 Lime Quarry.
29
- 30 b. **Contact Committee.** The Environmental Services Committee serves as the contact
31 committee for the following outside agencies and organizations:
32 1. Farm Service Agency
33 2. Gandy Dancer Trail Commission
34 3. Northern Regional Trail Advisory Committee
35 4. Polk County Economic Development Corporation
36 5. Polk County Museum
37 6. Polk County Tourism Council
38 7. Revolving Loan Fund/EDC Loan Committee
39 8. West CAP
40 9. West Central Wisconsin Regional Planning Committee
41 10. Wisconsin Department of Natural Resources
42 11. Wisconsin Department of Agriculture, Trade and Consumer Protection
43 12. University of Wisconsin Extension
44
- 45 c. **Specific Duties and Responsibilities.** The Environmental Services Committee carries
46 out the following duties and responsibilities:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

- 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, conditional uses and variances under ordinances assigned to the committee.
- 9. Provide a recommendation to the county board on the County usage of lands proposed for acquisition.
- 10. Set price of lime pursuant to Wisconsin Statute Section 59.70(24).

30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- 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 Administration; Employee Relations; Corporation Counsel; County Clerk; County Treasurer; and Information Technology Department. The General Government Committee provides policy recommendations to the county board and advisory recommendations to the county administrator and buildings director on the management of County lands and facilities and the Recycling Center.
- 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. Arnell Memorial Humane Society
 - 3. Polk County Library Planning Committee
 - 4. Indianhead Federated Library System
 - 5. Salvation Army
 - 6. Endeavors Adult Development Center

- 1
2 c. **Specific Duties and Responsibilities.** The General Government Committee carries out
3 the following duties and responsibilities:
4 1. Serve as the county finance committee with authority to transfer funds between
5 budgeted items of an individual county office or department, if such budgeted
6 items have been separately appropriated, and to supplement the appropriations for
7 a particular office, department, or activity by transfers from the contingent fund,
8 pursuant to Wisconsin Statute Section 65.90.
9 2. Perform all functions described within budget and financial management policies
10 and state law including making recommendations on the size and financing of the
11 overall County budget.
12 3. Recommend the overall staffing plans developed for authorization in the County
13 Budget.
14 4. Review all claims brought before or filed against the County.
15 5. Negotiate all labor contracts for Polk County and recommend to the county board
16 the approval of these agreements.
17 6. Recommend to the full county board the setting of compensation for elected
18 county officials and appointed employees as provided by Wisconsin Statute
19 Section 59.22.
20 7. Review and make recommendations on any lease agreements between Polk
21 County and other agencies.
22 8. Review and make recommendations concerning County public depositories and
23 investments.
24 9. Recommend the acquisition of real estate for County use.
25 10. Hear grievance disputes and appeals of personnel decisions in accordance with
26 applicable provisions of county personnel policies.
27 11. Serve as the grievance committee pursuant to Wisconsin Statute Section 59.26.
28
- 29 7. **Health and Human Services Board.**
- 30 a. **Assigned Functions.** The assigned functions, programs and services of the Health and
31 Human Services Board are those functions, programs and services administered and
32 managed through the Community Services Division(Health Department, Behavioral
33 Health Department; Department of Children and Families, and Medical Examiner);
34 Golden Age Manor Nursing Home; Child Support Agency; and Veterans Services.
35
- 36 b. **Committee Contact.** The Health and Human Services Board serves as the contact
37 committee for the following outside agencies and organizations:
38 1. Kinship of Polk County
39 2. ABC for Rural Health
40 3. Community Referral Agency
41 4. Polk County Housing Authority
42
- 43 c. **Specific Duties and Responsibilities.** The Health and Human Services Board carries out
44 the following duties and responsibilities:
45 1. Serves as the local board of health pursuant to Wisconsin Statute Section 251.03.
46 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 Highway Committee.

- a. **Assigned Functions.** The assigned functions, programs and services of the Public Safety and Highway 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 Highway Committee serves as the contact committee for the following outside agencies and organizations:
 1. Polk County Circuit Court/Judiciary
 2. Polk County Criminal Justice Collaborating Council.
 3. Polk County Local Emergency Planning Committee
 4. Polk County Highway Safety Committee
- c. **Specific Duties and Responsibilities.** The Public Safety and Highway Committee carries out the following duties and responsibilities:
 1. Provide a forum for the Polk County Circuit Court judges to discuss issues involving the court 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 1. The county board shall consider revisions to the compensation and reimbursement of
2 members of the county board of supervisors at its annual meeting of odd numbered years
3 and there fix the compensation of board members to be next elected by two-thirds vote,
4 consistent with Wisconsin Statute §59.10(3)(f).
5
- 6 2. The county board chairperson, first vice chairperson and second vice chairperson shall
7 receive compensation as set by said county board resolution.
8
- 9 3. County board members shall receive per diem plus travel mileage, meals and lodging
10 expenses as established by policy through resolution adopted and amended as appropriate
11 by simple majority of the county board.
12
- 13 4. Notwithstanding 2., above, supervisors and citizens appointed to serve on the board of
14 commissioners of public inland lake protection and rehabilitation districts shall not
15 receive County paid compensation or reimbursements.
16
- 17 5. All county board reimbursement requests shall be handled consistent with current Polk
18 County reimbursement policy and presented to the county clerk for review and approval
19 by the county board chair. The county board chairperson's reimbursement requests shall
20 be approved by any county board supervisor.
21
- 22 6. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will
23 be paid to those members attending.
24

25 **Article 10. General**

- 26
- 27 1. County board members shall conduct themselves in a respectful manner at all functions
28 of Polk County interest.
29
- 30 2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to
31 Wisconsin Statute §19.59.
32
- 33 3. In the event that any provision of these rules of order is in conflict with federal, state or
34 local law, such provision shall be null and void without affecting the validity of the
35 remaining provisions of these rules of order.
36
- 37 4. All past rules in conflict with these rules of order are hereby rescinded.
38
- 39 5. In all questions relating to parliamentary procedure on the county board, the latest edition
40 of *Robert's Rules of Order* shall be the final authority.
41
- 42 6. These rules of order shall be determined by a majority vote at the organizational meeting
43 of a newly elected county board. With exception to the provisions of Article 8, County
44 Board Standing Committee System, amendments of these rules of order shall require a
45 two-thirds vote of the county board of supervisors present at a properly noticed meeting,

1 Amendments to the provisions of Article 8, County Board Standing Committee System,
2 shall require simple majority vote of supervisors present

- 3
4 7. These rules of order shall be printed and each current and newly elected supervisor shall
5 receive a copy. It will be the duty of the county board chairperson to maintain and update
6 the rules of order as called for by the county board.

7
8 Appendix A found on Page 15.

9
10
11 (History: Enacted - Ordinance No. 17-16, April 19, 2016; Amended – Ordinance No. 58-17,
12 November 14, 2017; Amended, Ordinance No. ____-18, May 15, 2018; Amended Ord. No. 83-18,
13 Nov. 13, 2018).

Appendix A
Polk County Board of Supervisors Rules of Order Ordinance

RESOLUTION TEMPLATE
(Adopted: May 15, 2018)

1
2
3
4
5
6
7
8
9
10
11
12
13

“Resolution No. ___-18
Resolution <Insert Title, as appropriate>

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE
COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, (Optional) <Insert language that supports or gives background to the resolution>; and

WHEREAS.....

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors <Insert operative
language>.

BE IT FURTHER RESOLVED <Insert additional operative language>.

BE IT FURTHER RESOLVED that this resolution is effective upon passage. <Insert other specified date,
as appropriate>.

Offered on the ____ day of ____, _____. <Insert date and month of the County Board

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or
Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may
present.(Completed by Administrator)>

Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present.
If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:

Approved as to Form and Execution:

Name/County Administrator

Name/Corporation Counsel

Resolution Template
Excerpt of Minutes

At its regular business meeting on the ____ day of _____, __, the Polk County Board of Supervisors acted upon Resolution No. ____ - __: <Insert Title of Resolution>, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

_____.

SIGNED BY:

ATTEST:

, County Board Chairperson

, County Clerk

Appendix A
Polk County Board of Supervisors Rules of Order Ordinance
Ordinance Template

“Ordinance No. ____ - ____
<Insert Title, as appropriate>

1
2
3
4
5
6
7
8
9
10
11
12

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

NOW, THEREFORE, BE IT ORDAINED, the Polk County Board of Supervisors enacts/amends/or other suitable language, as follows:

BE IF FURTHER ORDAINED that the above ordinance shall be effective upon passage and publication.

Offered this _____ day of _____, _____.

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may present.(Completed by Administrator)>

Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present. If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:

Approved as to Form and Execution:

Name/County Administrator

Name/Corporation Counsel

Ordinance Template
Excerpt of Minutes

At its regular business meeting on the ___ day of _____, __, the Polk County Board of Supervisors acted on Ordinance No. ___-___: <Insert Title of Ordinance >, as follows:

- Enacted by majority voice vote
- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

SIGNED BY: _____
, County Board Chairperson

ATTEST: _____
, County Clerk

Certification of Publication

Ord. No. ___ - __, as enacted the _____ day of _____, _____ was published in the <Insert Name of Legal Newspaper> on the ___ day of _____, _____.

, County Clerk

1 Ordinance No. 01-19

2
3 To Repeal and Recreate Article 3. 1. a. of the Polk County Board of Supervisors Rules of Order
4 Ordinance - Concerning the Sponsorship and Processing of Proposed Resolutions and
5 Ordinances

6
7 To the Honorable Supervisors of the Polk County Board of Supervisors,
8
9 Ladies and Gentlemen:

10
11 WHEREAS, at its November 2018 meeting, the Polk County Board of Supervisors enacted
12 Ordinance No. 83-18, resulting in amendment to Article 3. 1. a. of the Polk County Board of
13 Supervisors Rules of Order Ordinance, to read as follows:

14
15 **“Article 3. Ordinances and Resolutions**

- 16
17 1. The county board shall consider only resolutions and ordinances that meet all of
18 the following:
19
20 a. A resolution or ordinance must be endorsed by either one or more sponsoring
21 board members or by the county administrator pursuant to §59.18(5). All
22 endorsed resolutions and ordinances shall be filed with the clerk and noticed on
23 the agenda of the county board meeting that follows immediately after the date of
24 filing. At such meeting, the county board shall note the proposed resolution or
25 ordinance received as introduced and refer such resolution to the standing
26 committee as the county board may determine by simple majority. All proposed
27 resolutions or ordinances referred to committee shall receive committee
28 recommendation of for or against passage, with or without revision, or moved out
29 of committee for final board action without committee recommendation. The
30 county board may take up for action any introduced resolution or ordinance
31 directly and without committee consideration only upon a vote of two-thirds
32 majority of the supervisors present upon motion of such resolution or ordinance to
33 the floor for purposes of adoption.”
34

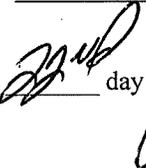
35 WHEREAS, the rule change brought about by said amendment has made the process for
36 considering proposed resolutions and ordinances unworkable, confusing, difficult, at best.

37
38 WHEREAS, it is in the interest of the County and its constituents for the County Board to repeal
39 and recreate Article 3. 1. a. to its former language contained in Ordinance No. 43-18, adopted by
40 the County Board at its May 15, 2018 meeting.

41 NOW, THEREFORE, the Polk County Board of Supervisors ordains that Article 3. 1. A, as
42 amended by Ordinance No. 83-18, is repealed and recreated to read, as follows:
43

44 **“Article 3. Ordinances and Resolutions**

- 45
- 46 1. The county board shall consider only resolutions and ordinances that meet all of the
47 following:
- 48
- 49 a. A resolution or ordinance must be endorsed by either one or more sponsoring board
50 members or the chairperson of the committee that recommends consideration by the
51 full county board or by the county administrator pursuant to §59.18(5). All
52 resolutions and ordinances shall be filed with the clerk and be referred to a committee
53 for review and recommendation before being referred to the county board. If the
54 county board receives a resolution or ordinance that has not been considered by a
55 committee, such resolution or ordinance shall be referred to an appropriate committee
56 for recommendation prior to final action by the county board, unless the county board
57 moves, by two-thirds majority of the supervisors present, such resolution or ordinance
58 to the floor for purposes of adoption.”

Offered this  day of January, 2019.

BY:

Brad Olson, Supervisor, District #1

Doug Route

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O’Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Reviewed By County Administrator:

Jeffrey B. Fuge
Jeffrey B. Fuge, Interim County Administrator

Fiscal Impact Note: The proposed amendment to the County Board Rules of Order presents no fiscal impact to county operations.

Reviewed and Approved as to Form and Execution:

Malia T. Malone
Malia T. Malone, Assistant Corporation Counsel

Passage of the proposed amendment alters the manner in which the county Board processes proposed resolutions and ordinances. The proposed amendment presents no legal impact to county operations.

Excerpt of Minutes

At its regular business meeting on the ____ day of _____, 2019, the Polk County Board of Supervisors acted Ordinance No. 01-19: To Repeal and Recreate Article 3. 1. a. of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Sponsorship and Processing of Proposed Resolutions and Ordinances, as follows:

- Enacted by majority voice vote
- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Certification of Publication

Ord. No. 01-19, as enacted the ____ day of _____, 2019, was published in the Inter-County Leader on the ____ day of _____, 2019.

Sharon Jorgenson, County Clerk

In clean form, Article 3. 1. a., as recreated by Ordinance No. 01-19, would read as follows:

Article 3. Ordinances and Resolutions

1. The county board shall consider only resolutions and ordinances that meet all of the following:
 - a. A resolution or ordinance must be endorsed by either one or more sponsoring board members or the chairperson of the committee that recommends consideration by the full county board or by the county administrator pursuant to §59.18(5). All resolutions and ordinances shall be filed with the clerk and be referred to a committee for review and recommendation before being referred to the county board. If the county board receives a resolution or ordinance that has not been considered by a committee, such resolution or ordinance shall be referred to an appropriate committee for recommendation prior to final action by the county board, unless the county board moves, by two-thirds majority of the supervisors present, such resolution or ordinance to the floor for purposes of adoption.