



**Ordinance No. 13-20**  
**Polk County Board of Supervisors Rules of Order Ordinance**

At its special business meeting on the 5<sup>th</sup> day of May, 2020, the Polk County Board of Supervisors enacted the attached Ordinance No. 13-20: Polk County Board of Supervisors Rules of Order 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:



Chris Nelson, County Board Chairperson

ATTEST:



Lisa R. Ross, County Clerk

Certification of Publication

The above enacted ordinance, Ordinance No. 13-20: Polk County Board of Supervisors Rules of Order Ordinance, was published in the Inter-County Leader on the \_\_\_\_ day of May, 2020.



Lisa R. Ross, County Clerk

**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.

- 1 10. The Chairperson shall take the Chair at the scheduled time and call the meeting to order.  
2 The clerk shall call the roll to determine if a quorum is present. The Chairperson shall  
3 preserve order and decorum.  
4
- 5 11. Public comment will be generally allowed except in cases where public safety, public  
6 health or other emergent situation makes public comment impracticable. When public  
7 comment is allowed, the Chairperson shall recognize each person who wishes to speak.  
8 Each person shall identify themselves by name and municipality. The Chairperson shall  
9 maintain order and decorum during public comment and each person shall be limited to 3  
10 minutes and public comment shall last no longer than a total of 30 minutes, unless a  
11 larger time is allowed and clearly noticed on the agenda in cases of matters involving  
12 significant public input.  
13
- 14 12. The start of board meetings shall include the Pledge of Allegiance.  
15
- 16 13. Any agenda for the County Board Meetings or meetings of the Subcommittees of the  
17 Board shall include an agenda item prompting members to disclose any potential conflict  
18 of interest they may have as it relates to any topic within the agenda.  
19
- 20 14. The public and County Board members shall observe the decorum of the proceedings  
21 and shall refrain from unnecessary conversations and cell phone usage while the board is  
22 in session.  
23
- 24 15. Any County-oriented meeting that is held on Wednesday shall be concluded by 5:00  
25 p.m.  
26  
27

### 28 **Article 3. Ordinances and Resolutions**

29

- 30 1. Most routine or non-controversial resolutions that are drafted by staff for consideration  
31 shall first be referred during the agenda at County Board to the appropriate governing  
32 committee(s) by the Chairperson and/or the County Administrator. Once the  
33 committee(s) has addressed the resolution, it shall be placed for consideration on the  
34 Board agenda. Governing committees are asked to make recommendations on the  
35 advisability of resolutions. It is up to the Chairperson and the Administrator to ultimately  
36 decide on which committees should be sent any particular resolution.  
37
- 38 2. If a Supervisor wants to introduce legislation there are four mechanisms to initiate the  
39 process:  
40
- 41 a. A Supervisor may seek agreement of the Chairperson of the Board, in which case the  
42 Chairperson shall direct the matter to the Corporation Counsel's office for drafting.  
43 Corporation Counsel shall place the resolution on the appropriate Committee's  
44 agenda for consideration after introduction at County Board.  
45

- 1           b. A Supervisor may seek agreement of the Administrator, in which case the  
2           Administrator shall direct the matter to the Corporation Counsel's office for drafting.  
3           Corporation Counsel shall place the resolution on the appropriate Committee's  
4           agenda for consideration after introduction at County Board.  
5
- 6           c. A Supervisor may ask that the topic of the legislation be placed on a Committee  
7           agenda deemed time sensitive by Board Chair, in which case the Committee may  
8           direct the matter to the Corporation Counsel's office for drafting. Corporation  
9           Counsel shall place the resolution on the appropriate Committee's agenda for  
10          consideration.  
11
- 12          d. A Supervisor may ask that the topic be placed on the Board agenda for discussion at  
13          Committee of the Whole, in which case the Board may direct the matter to the  
14          Corporation Counsel's office for drafting. Corporation Counsel shall place the  
15          resolution on the appropriate Committee's agenda for consideration.  
16
- 17      3.      Generally, the Board shall only consider resolutions that have been referred up from a  
18      committee. Exceptions can be made for matters that are time-sensitive or require more  
19      immediate action for other reasons as determined by the Chairperson in conjunction with  
20      the Administrator.  
21
- 22      4.      All resolutions need to be reviewed and approved as to form by the Corporation Counsel's  
23      office. A legal impact note may be added by the Corporation Counsel's office if deemed  
24      appropriate. No unlawful resolutions shall be approved. The County Administrator or his  
25      or her designee shall also review all resolutions and may provide input into the  
26      practicability and desirability of the proposed legislation. Any resolution having a fiscal  
27      impact shall also be reviewed by the General Government Division Director, or his or her  
28      designee, to provide input as to the fiscal impact of the proposed legislation.  
29
- 30      5.      Any resolution that has a significant appropriation or fiscal impact, as determined by the  
31      General Government Division Director, shall be referred to the General Government  
32      Committee for debate and comment prior to the matter being addressed by the Board.  
33      (This section does not apply to matters that have already been approved through the  
34      budgeting process.)  
35
- 36      6.      The Chairperson, the Administrator and the County Clerk shall prepare the agenda.  
37
- 38      7.      The Administrator may place on the Board's agenda as the "Committee of the Whole" to  
39      get informal direction or input on matters that are not yet ripe for legislation. The Board  
40      may not take any formal action on matters noticed as "Committee of the Whole."  
41
- 42      8.      Publication of the agenda shall comply with Wisconsin's Open Meetings Law. As much  
43      as practicable, agendas and supporting documentation shall be circulated by the County  
44      Clerk to the Board in a manner likely to give the Board advanced notice of the matters.  
45      To the extent possible, any information that is sent out by U.S. mail should be  
46      postmarked at least 7 days prior to the meeting date. Board members are expected to use

1 technology to access the meeting materials when practicable. If a particular Board  
2 member prefers to receive hard copies, the County Clerk shall reasonably accommodate  
3 that Board member's request.  
4  
5  
6

#### 7 **Article 4. Debate**

8

- 9 1. Debate will only begin after a motion has been made and seconded to bring it to the floor.
- 10 2. Motions and amendments shall be put in writing at the request of the Chairperson or the  
11 clerk.  
12
- 13 3. When any member wishes to speak in debate or deliver any matter to the board, he or she  
14 shall raise their hand, stand if they wish, respectfully address the Chairperson and shall  
15 confine remarks to the question.  
16
- 17 4. When two or more members wish to speak at once, the Chairperson shall name the  
18 person who is to speak first.  
19
- 20 5. A motion that does not pertain to the question on the floor shall not be received.  
21
- 22 6. A motion to close debate is out of order as long as any member who has not yet spoken  
23 on the issue is seeking recognition.  
24
- 25 7. No member shall speak more than twice and not longer than five minutes each on the  
26 same question except by permission of the Chairperson. No member shall be allowed to  
27 speak upon the same question more than once until all members have had an opportunity  
28 to speak on said question.  
29
- 30 8. The Chairperson in consultation with the corporation counsel shall decide questions of  
31 order. A majority of the board may appeal the decision.  
32
- 33 9. The Chairperson may call the vice Chairperson or second vice Chairperson or the  
34 Executive Committee Chair to the Chair and may debate any questions before the board.  
35
- 36 10. A motion to adjourn shall be decided without debate.  
37  
38  
39

#### 40 **Article 5. Voting**

41

- 42 1. The Chairperson shall clearly state or read the resolution or motion prior to voting.  
43
- 44 2. All questions shall be put in proper form. Those in favor say "Aye". Those opposed say  
45 the same sign.  
46

- 1 3. The Chairperson or any member may call for a roll call vote on any question. Votes shall  
 2 be recorded by the clerk.  
 3
- 4 4. All roll call votes of the County board shall proceed on a rotating basis.  
 5
- 6 5. The Chairperson or any member may call for a ballot vote on any question. A ballot vote  
 7 has preference over a voice vote and over a roll call vote. Votes shall be recorded by the  
 8 clerk.  
 9
- 10 6. Prior to discussion a Supervisor may request of the Chairperson to be excused from  
 11 voting for a valid cause. Supervisors present at the meeting who refuse to vote and/or  
 12 Supervisors who are absent without being excused shall have their vote counted in the  
 13 negative.  
 14
- 15 7. Supervisors will not be allowed to vote by proxy.  
 16
- 17 8. The Chairperson shall vote on a roll call or ballot when called.  
 18

19 **Article 6. Election/ Removal of Chairperson and Vice Chairpersons.**  
 20

- 21 1. The County board shall elect a Chairperson, first vice Chairperson and second vice  
 22 Chairperson at the organizational meeting after Supervisors have taken the oath of office  
 23 and voting would conform to state law. The Chairperson, first vice Chairperson and  
 24 second vice Chairperson shall serve a two-year term.  
 25
- 26 2. Any Supervisor may be removed from the position of Chairperson by a two-thirds vote of  
 27 the full Board. (At least 11 Board members) The Chairperson serves in his or her role at  
 28 the will of the Board. Removals shall be undertaken by a motion made at a regular Board  
 29 Meeting and shall be heard at the regularly scheduled Board meeting the following  
 30 month. In such a case, the vice-Chairperson becomes the Chairperson and the second-  
 31 vice Chairperson becomes the vice-Chairperson. An election will then be noticed for the  
 32 selection of a new second-vice Chairperson.  
 33

34 **Article 7. Duties of the County Board Chairperson**  
 35

- 36 1. The Chairperson shall preside at all meetings of the Board unless absent or otherwise  
 37 temporarily vacating the Chairperson. The Chairperson shall retain voting privileges  
 38 when a roll call vote is taken.  
 39
- 40 2. The Chairperson shall appoint each Supervisor to two standing committees, as best as  
 41 practicable.  
 42
- 43 3. The Chairperson appoint the Chairperson of the Executive Committee.  
 44
- 45 4. The Chairperson shall be an ex-officio members of all committees, commissions and  
 46 boards created by the Board and may meet and deliberate in their meetings, may make

1 motions, but may not vote while acting as ex-officio member, unless without the  
2 Chairperson the committee would lack a quorum.

- 3
- 4 5. The Chairperson shall have any other statutorily conferred duties, except those that are  
5 transferred to the County Administrator by way of statute or delegation.  
6
- 7 6. The Chairperson, First Vice, Second Vice and Executive Chair shall provide a monthly  
8 report to the Board on important matters impacting the County.  
9
- 10 7. Chairperson shall transact all necessary Board business as required by § 59.12(1).  
11
- 12 8. The Vice-Chairperson shall stand in the shoes of the Chairperson if the Chairperson steps  
13 down as Chairperson temporarily to enter debate on a topic, is excused or otherwise  
14 unavailable. Similarly, if both the Chairperson and the Vice-Chairperson are unavailable,  
15 the second Vice-Chairperson or Executive Chair stands in the shoes of the Chairperson.  
16

17 **Article 8. County Board Standing Committee System**

- 18
- 19 **1. Establishment, Membership and Composition:** Five (5) standing committees are  
20 established as follows:  
21
- 22 a. Executive Committee, composed of five (5) members consisting of the County Board  
23 Chairperson, the first vice Chairperson, the second vice Chairperson, and two members  
24 elected from the County Board. The County Board Chairperson shall serve as  
25 Chairperson of the committee.  
26
- 27 b. Environmental Services Committee, composed of six (6) members, 5 of which are  
28 Supervisors and one (1) member who shall be the Farm Service Agency (FSA)  
29 Chairperson or designee of the FSA Chairperson. The committee Chairperson and vice  
30 Chairperson shall be a Supervisor. The person seated as the FSA Chairperson or  
31 designee thereof shall have voting rights only on matters concerning land conservation,  
32 agriculture and extension education and be considered as a member present for  
33 determining the existence of a quorum of the committee on all matters before the  
34 committee.  
35
- 36 c. General Government Committee, composed of five (5) Supervisors.  
37
- 38 d. Health and Human Services Board, composed of five (5) Supervisors and  
39 four (4) citizen members meeting the qualifications of Wisconsin Statutes  
40 §§ 46.23(4) and 251.03(1).  
41
- 42 e. Public Safety and Public Works, composed of five (5) Supervisors.  
43
- 44
- 45 **2. Appointment:**  
46

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

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

1 assess progress toward that implementation and make recommendations to the County  
2 Administrator as to their adjustment and related management direction including a review  
3 of annual reports on assigned programs.  
4

5 g. **Intergovernmental Relations.** Review pending state and federal legislation that may  
6 affect programs over which the committee has oversight responsibility and assist the  
7 County Board in developing a coordinated response to this legislation including any  
8 communication with federal, state and local representatives and municipal officials,  
9 assigning a member as a liaison to regional and state governmental organizations as  
10 recommended by the committee and authorized by the County Board.  
11

12 h. **Committee organization and meetings.** Unless previously noticed, committee meetings  
13 are to be held monthly at a set time at the Government Center. Although committees  
14 may meet jointly, two committees may not independently meet at the same time without  
15 the consent of the County Board Chair.  
16

17 i. **Organization.** At the first meeting of each committee following the organizational  
18 meeting held in April of even numbered years, a committee must elect officers consisting  
19 of committee Chair and vice Chair and establish a schedule for regular monthly meetings  
20 to be held at the same day of the month and time, including alternative or second meeting  
21 dates in each month.  
22

23 j. **Cancellation.** The committee Chair may cancel or reschedule a committee meeting for  
24 reasons of weather, lack of a quorum, schedule conflict, lack of committee business, or  
25 other operational reasons. Every effort should be made to provide at least four days'  
26 notice of any cancellation or rescheduling.  
27

28 k. **Work plan.** To implement these priorities, a committee must develop a work plan that  
29 organizes committee work on a set calendar and, by December of each year, assess the  
30 current work plan and adopt a work plan for the following year. A work plan will  
31 identify objectives for the year, including, but not limited to, program evaluations, special  
32 presentations and special meetings. The committee shall file with the clerk a report on  
33 the assessment of the current year's plan. Said report must include an evaluation of  
34 progress against the previous year's work plan.  
35

36 l. **Agenda.** The committee Chair must oversee the preparation of the agenda for all  
37 committee meetings. The County clerk must circulate a copy of the agenda and all  
38 relevant ordinances and resolutions plus related supporting documentation noticed in the  
39 agenda to committee members at least four calendar days before the meeting. As  
40 possible, committee agendas should include approximate time for agenda items for the  
41 convenience of the public and other observers and participants.  
42

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

1 of quorum.

2  
3 n. **Public comment.** Public comment at committee meetings may be allowed after the  
4 speaker has been formally recognized by the Chair. Each person must identify themselves  
5 by name and municipality of residence before addressing the committee. Each person has  
6 three minutes to make their presentation. Only County employees or Supervisors may  
7 distribute literature or handouts. Materials presented by persons speaking during public  
8 comment will be received by the clerk. The Chair has the responsibility to conduct the  
9 public comment period in an orderly and respectful manner.

10  
11 o. **Supervisor Information.** During a committee meeting, a Supervisor who is not a  
12 member of the committee is allowed to present information that is related to a resolution  
13 or ordinance sponsored by such Supervisor or on points of interest relevant to those  
14 functions, programs or services assigned to the committee. The committee Chair shall  
15 maintain the decorum of the meeting so as to prevent the Supervisor from engaging in  
16 debate on matters received from a Supervisor or on matters otherwise noticed on the  
17 agenda. The clerk will prepare the agenda to afford notice of the receipt of such  
18 Supervisor information in compliance with the open meeting law.

19  
20 p. **Subcommittees.** A committee may create subcommittees to be composed of members of  
21 the Polk County Board of Supervisors or citizens as the committee deems expedient in  
22 carrying out its responsibility.

23  
24 **5. Environmental Services Committee.**

25  
26 a. **Assigned Functions.** The functions, programs and services of the Environmental  
27 Services Committee are those programs and services administered and managed through  
28 the Land and Water Resources Department; Register of Deeds, Parks, Recreation, Trails  
29 and Forestry Department; Land Information Department; UW Extension Office; and  
30 Lime Quarry.

31  
32 b. **Contact Committee.** The Environmental Services Committee serves as the contact  
33 committee for the following outside agencies and organizations:

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

43  
44 c. **Specific Duties and Responsibilities.** The Environmental Services Committee carries  
45 out the following duties and responsibilities:

- 1 1. Serve as the land conservation committee pursuant to Wisconsin Statute Section  
2 92.07.
- 3 2. Nominate persons for appointment to serve as commissioners on public inland  
4 lake protection and rehabilitation district boards. Supervisors will be nominated  
5 and appointed to those districts that are in their Supervisor district. Supervisors  
6 will have the option of designating a representative in their stead that resides or  
7 owns property within the lake district. Such designation would be brought before  
8 the committee for nomination. Supervisors or citizens so appointed will receive  
9 no County compensation or reimbursement.
- 10 3. Serve as the planning and zoning commission pursuant to Wisconsin Statute  
11 Section 59.69
- 12 4. Authorize the sale of tax delinquent property and set appraisals of the same  
13 pursuant to Wisconsin Statute Section 75.69.
- 14 5. Oversee the University Extension Program as established under Wisconsin  
15 Statutes Section 59.56(3).
- 16 6. Review and authorize claims for damage to domestic animals by dogs pursuant to  
17 Wisconsin Statutes Section 174.11.
- 18 7. Provide recommendations concerning the development of the following County  
19 ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning),  
20 Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning,  
21 Subdivision, Telecommunication Towers and Related Facilities and Small Wind  
22 Energy Systems. Provide recommendations for those ordinances administered  
23 through the Land Information Department.
- 24 8. Hear and rule on special exceptions (aka conditional uses) under ordinances  
25 assigned to the committee.
- 26 9. Set price of lime pursuant to Wisconsin Statute Section 59.70(24).

27  
28 **6. General Government Committee.**

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

34  
35 b. **Committee Contact.** The General Government Committee serves as the contact  
36 committee for the following outside agencies and organizations:

- 37 1. Polk County Fair Society
  - 38 2. Polk County Economic Development Corporation
  - 39 3. Polk County Tourism
  - 40 4. Polk County Museum
  - 41 5. Arnell Memorial Humane Society
  - 42 6. Polk County Library Planning Committee
  - 43 7. Indianhead Federated Library System
  - 44 8. Salvation Army
  - 45 9. Endeavors Adult Development Center
- 46

- 1 c. **Specific Duties and Responsibilities.** The General Government Committee carries out  
 2 the following duties and responsibilities:
- 3 1. Serve as the County finance committee with authority to transfer funds between  
 4 budgeted items of an individual County office or department, if such budgeted  
 5 items have been separately appropriated, and to supplement the appropriations for  
 6 a particular office, department, or activity by transfers from the contingent fund,  
 7 pursuant to Wisconsin Statute Section 65.90.
  - 8 2. Review all claims brought before or filed against the County.
  - 9
  - 10 3. Negotiate all labor contracts and make recommendations to the Board on the  
 11 same.
  - 12
  - 13 4. Review staffing plans; compensation/payroll policy, including salaries for elected  
 14 officials as required by § 59.22.
  - 15
  - 16 5. Review lease agreements between the County and outside agencies.
  - 17
  - 18 6. Review and, when appropriate, make recommendations on the acquisition and  
 19 sales of real estate for County use.
  - 20
  - 21 7. Hear grievance disputes and appeals of personnel decisions pursuant to personnel  
 22 policies.
  - 23
  - 24 8. Serve as the grievance committee pursuant to § 59.26(8)(b).
  - 25
- 26 **7. Health and Human Services Board.**
- 27 a. **Assigned Functions.** The assigned functions, programs and services of the Health and  
 28 Human Services Board are those functions, programs and services administered and  
 29 managed through the Community Services Division(Health Department, Behavioral  
 30 Health Department; Department of Children and Families, and Medical Examiner);  
 31 Golden Age Manor Nursing Home; Child Support Agency; and Veterans Services.  
 32
  - 33 b. **Committee Contact.** The Health and Human Services Board serves as the contact  
 34 committee for the following outside agencies and organizations:
    - 35 1. Kinship of Polk County
    - 36 2. Community Referral Agency
    - 37 3. Polk County Housing Authority
    - 38  - 39 c. **Specific Duties and Responsibilities.** The Health and Human Services Board carries out  
 40 the following duties and responsibilities:
    - 41 1. Serves as the local board of health pursuant to Wisconsin Statute Section 251.03.
    - 42 2. Perform all duties as required by Wisconsin Statute Section 46.23(5m).
    - 43 3. Assist the Public Health Department in assessment of community health needs.
    - 44 4. Attend as possible public health legislative events, regional Board of Health  
 45 trainings and agency professional advisory committee meetings.

- 1 5. Understand, respect, and adhere to federal regulations, Wisconsin Statutes and
- 2 rules of confidentiality to which the Health and Human Services Board must
- 3 adhere.
- 4 6. Oversee policy as implemented through funding for outside agencies including
- 5 the Polk County Housing Authority.
- 6

7 **8. Public Safety and Public Works Committee.**

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

- 12
- 13 b. **Committee Contact.** The Public Safety and Public Works Committee serves as the
- 14 contact committee for the following outside agencies and organizations:

- 15 1. Polk County Circuit Court/Judiciary
- 16 2. Polk County Criminal Justice Collaborating Council.
- 17 3. Polk County Local Emergency Planning Committee
- 18 4. Polk County Highway Safety Committee

- 19
- 20 c. **Specific Duties and Responsibilities.** The Public Safety and Public Works Committee
- 21 carries out the following duties and responsibilities:

- 22 1. Provide a forum for the Polk County Circuit Court judges to discuss issues
- 23 involving the court system and public safety.
- 24 2. Conduct an annual tour of the Polk County jail and make recommendations to the
- 25 County Board for any policy changes relating to that program.
- 26 3. Assign a member of the committee to serve as a liaison to the Polk County
- 27 Criminal Justice Collaborating Council, Inc.
- 28 4. Serve as the highway committee pursuant to Wisconsin Statute Section 83.015,
- 29 as a policy-making body determining the broad outlines and principles governing
- 30 administration of the Highway Department.
- 31 5. Hears permit appeals of the Highway Department decisions pursuant to
- 32 Wisconsin Statutes § 86.07.
- 33 6. Establish policy for the Highway Department infrastructure asset management
- 34 goals, supporting fixed assets, and business plan.

- 35
- 36 **9. Modification of County Board Standing Committee Provisions.** Notwithstanding
- 37 provisions herein to the contrary, the County Board may amend, modify, reassign or
- 38 transfer the specific provisions under this article, County Board Standing Committee
- 39 System, by simple majority vote of Supervisors present.

40

41 **Article 9. Compensation and Reimbursement**

42

- 43 1. The County Board shall consider revisions to the compensation and reimbursement of
- 44 members of the County Board of Supervisors at its annual meeting of odd numbered
- 45 years and there fix the compensation of Supervisors to be next elected by two-thirds vote,
- 46 consistent with Wisconsin Statute §59.10(3)(f).

- 1  
2 2. The County Board Chairperson, first vice Chairperson and second vice Chairperson shall  
3 receive compensation as set by said County Board resolution.  
4  
5 3. County Board members shall receive per diem plus travel mileage, meals and lodging  
6 expenses as established by policy through resolution adopted and amended as appropriate  
7 by simple majority of the County Board.  
8  
9 4. Notwithstanding 2, above, Supervisors and citizens appointed to serve on the board of  
10 commissioners of public inland lake protection and rehabilitation districts shall not  
11 receive County paid compensation or reimbursements.  
12  
13 5. All County Board reimbursement requests shall be handled consistent with current Polk  
14 County reimbursement policy and presented to the County clerk for review and approval  
15 by the County Board Chair. The County Board Chairperson's reimbursement requests  
16 shall be approved by any County Board Supervisor.  
17  
18 6. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will  
19 be paid to those members attending.  
20

21 **Article 10. General**  
22

231. County Board members shall conduct themselves in a respectful manner at all functions of  
24 Polk County interest.  
25

262. County Supervisors are subject to the Polk County Code of Ethics, adopted pursuant to  
27 Wisconsin Statute §19.59.  
28

293. In the event that any provision of these rules of order is in conflict with federal, state or local  
30 law, such provision shall be null and void without affecting the validity of the remaining  
31 provisions of these rules of order.  
32

334. All past rules in conflict with these rules of order are hereby rescinded.  
34

355. In all questions relating to parliamentary procedure on the County Board, the latest edition of  
36 *Robert's Rules of Order* shall be the final authority.  
37

386. These rules of order shall be determined by a majority vote at the organizational meeting of a  
39 newly elected County Board. With exception to the provisions of Article 8, County Board  
40 Standing Committee System, amendments of these rules of order shall require a two-thirds  
41 vote of the County Board of Supervisors present at a properly noticed meeting. Amendments  
42 to the provisions of Article 8, County Board Standing Committee System, shall require  
43 simple majority vote of Supervisors present  
44

17. These rules of order shall be printed and each current and newly elected Supervisor shall  
2 receive a copy. It will be the duty of the County Board Chairperson to maintain and update  
3 the rules of order as called for by the County Board.  
4

5  
6

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

Resolution No. \_\_\_\_\_

**TITLE**

**TO THE POLK COUNTY BOARD OF SUPERVISORS:**

**WHEREAS,;** and

**WHEREAS,;** and

**WHEREAS,;** and

**WHEREAS,;** and

**WHEREAS,;** and

**NOW, THEREFORE, BE IT RESOLVED,**

**BE IT FURTHER RESOLVED,**

**BE IT FURTHER RESOLVED,**

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ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
Edgell			
O'Connell			
Middleton			
Luke (2 <sup>nd</sup> Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

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Motion to Approve      Adopted

1st \_\_\_\_\_ Defeated

2<sup>nd</sup> \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

Reviewed by: \_\_\_\_\_, Finance

**FISCAL & LEGAL IMPACT:**

**SUBMITTED BY:**

\_\_\_\_\_

**Certification:**

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the \_\_\_ day of \_\_\_\_\_, 2020 by the Polk County Board of Supervisors.

\_\_\_\_\_  
Lisa Ross  
County Clerk, Polk County