

**Amended Agenda/Notice of Meeting**  
**Polk County Board of Supervisors**  
100 Polk County Plaza, Balsam Lake, Wisconsin  
Polk County Government Center, County Board Room  
**Tuesday, April 19, 2016 at 9:00 a.m.**  
**Regular Business Meeting**  
**Open Session**

Order of Business:

1. Call to Order
2. Evidence of Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Oath of Office administered by Judge Anderson
6. Consideration of Suspension of Rules to Adopt Amended Agenda/Notice of Meeting
7. Consideration of noticed amended agenda for April 19, 2016 meeting;
8. Consideration /corrections to the published minutes March 15, 2016 County Board Meeting
9. Public Comments – 3 minutes per person – not to exceed 30 minutes total
10. Organizational Matters for the Board Term 2016-2018:
  - a. Election of County Board Officers:
    - i. County Board Chairperson
    - ii. 1<sup>st</sup> Vice Chairperson
    - iii. 2<sup>nd</sup> Vice Chairperson
  - b. Development of County Board Rules of Order
  - c. **Ordinance No. 17-16:** Polk County Board of Supervisors Rules of Order Ordinance
  - d. Appointment and confirmation of Supervisors to County Board Standing Committees
11. Proposed Resolutions & Ordinances
  - a. **Resolution No. 18-16:** Resolution Concerning the Polk County Housing Authority.
  - b. **Resolution No. 19-16:** Resolution to Grant a Zoning District Change & to Amend Zoning District Map for Town of Clayton.
  - c. **Resolution No. 20-16:** Resolution To Confer Designation of Section 51.42 Programs for Community Mental Health, Developmental Disabilities, Alcoholism and Drug Abuse Services, Driver Assessments and Driver Safety Plan Services.
12. Matters Forwarded by County Administrator:
  - a. Receipt and Confirmation of Administrator's Appointments of Citizen members to standing committees, other county committees, boards and commissions.
13. Adjourn

Amended Agenda/Notice of Meeting Issued Friday, April 15, 2016.

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

**Polk County Board of Supervisors**  
100 Polk County Plaza, Balsam Lake, Wisconsin  
Polk County Government Center, County Board Room  
**Tuesday, April 19, 2016 at 9:00 a.m.**  
**Regular Business Meeting**

**Open Session**

Order of Business:

1. Call to Order
2. Evidence of Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Oath of Office administered by Judge Anderson
6. Consent Agenda:
  - a. Consideration of noticed agenda for April 19, 2016 meeting;
  - b. Consideration /corrections to the published minutes March 15, 2016 County Board Meeting
7. Public Comments – 3 minutes per person – not to exceed 30 minutes total
8. Organizational Matters for the Board Term 2016-2018:
  - a. Election of county Board Officers
    - i. County Board Chairperson
    - ii. 1<sup>st</sup> Vice Chairperson
    - iii. 2<sup>nd</sup> Vice Chairperson
  - b. Development of County Board Rules of Order
  - c. **Ordinance No. 17-16** Polk County Board of Supervisors Rules of Ordinance
  - d. Appointment and confirmation of Supervisors to County Board Standing Committees
9. Proposed Resolutions & Ordinances
  - a. **Resolution No. 18-16:** Resolution Concerning the Polk County Housing Authority
  - b. **Resolution 19-16:** Resolution to Grant a Zoning District Change & to Amend Zoning District Map for Town of Clayton
10. Matters Forwarded by County Administrator:
  - a. Receipt and Confirmation of Administrator's Appointments of Citizen members to standing committees and other committees, specifically identified as follows:
  - b. Other:
11. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

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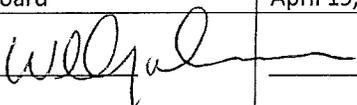
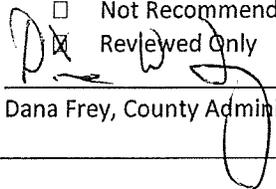
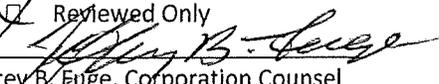
Ordinance No. 17-16  
Polk County Board of Supervisors Rules of Order Ordinance

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

Ladies and Gentlemen:

WHEREAS, at its organizational meeting for the term commencing April 19, 2016, the Polk County Board of Supervisors considered and debated various rules of order prescribing for the orderly process and functioning of the business of the Polk County Board of Supervisors.

NOW, THEREFORE, the Polk County Board of Supervisors enacts and ordains the Polk County Board of Supervisors Rules of Order Ordinance, attached hereto and incorporated herein.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	April 19, 2016
Submitted and Sponsored By: 	_____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Jeffrey B. Fuge, Corporation Counsel

Acknowledgement of County Board Action

At its regular business meeting on the 19th day of April 2016, the Polk County Board of Supervisors considered and acted on the above ordinance, Ordinance No. \_\_\_\_-16: Polk County Polk County Board of Supervisors Rules of Order Ordinance, as follows:

- Enacted by simple majority of the board of supervisors by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_  
 \_\_\_\_\_ County Board Chairperson

Attest: \_\_\_\_\_  
 Carole T. Wondra, County Clerk

Certification of Publication

Ordinance No. \_\_\_\_-16: Polk County Board of Supervisors Rules of Order Ordinance, was published pursuant to Wisconsin Statutes § 59.14(1) in the Inter-County Leader on the \_\_\_\_\_ day of April , 2016.

\_\_\_\_\_  
Carole T. Wondra, County Clerk

Dated: \_\_\_\_\_

## Polk County Board of Supervisors Rules of Order Ordinance

### Article 1. Purpose

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.

### 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 as needed.
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 11. Public comment at county board of supervisor's meetings shall be allowed after the  
2 speaker has been formally recognized by the chairperson. Each person may go to the  
3 podium and identify themselves by name and municipality of residency before addressing  
4 the board. Each person has three minutes to make their presentation which includes  
5 distribution of handouts. The chairperson has the responsibility to conduct the public  
6 comment period in an orderly and respectful manner.  
7

8 12. The start of board meetings shall include the Pledge of Allegiance and Time for  
9 Reflection.  
10

11 13. The public shall observe the decorum of the proceedings and shall refrain from  
12 conversations and cell phone usage while the board is in session.  
13  
14  
15

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

17

- 18 1. The county board shall consider only resolutions and ordinances that meet all of the  
19 following:  
20
- 21 a. A resolution or ordinance must be endorsed by either one or more sponsoring board  
22 members or the chairperson of the committee that recommends consideration by the  
23 full county board or by the county administrator pursuant to §59.18(5). If a resolution  
24 or ordinance has not been considered by a committee, the chairperson must request a  
25 vote to determine if a matter needs to be referred to an appropriate committee for  
26 recommendation prior to action by the county board.  
27
  - 28 b. Resolutions must be approved as to form by corporation counsel. Consideration for  
29 approval will only be given to properly endorsed documents and no unlawful  
30 resolution or ordinance will be approved. The county administrator and corporation  
31 counsel shall review all resolutions and ordinances prior to introduction to the county  
32 board and shall initial each resolution or ordinance as recommended, not  
33 recommended or reviewed only.  
34
  - 35 c. Any resolution or ordinance that requires funding must state an amount and source of  
36 funding and be reviewed by the General Government Committee before the matter  
37 will be considered by the county board.  
38
- 39 2. The county board chairperson shall prepare the agenda with the assistance of the county  
40 clerk and administrator. The county clerk shall circulate to all board members a copy of  
41 the agenda and all ordinances and resolutions plus related supporting documentation  
42 noticed in the agenda at least ten calendar days before the regular monthly county board  
43 meeting.  
44
- 45 3. The county clerk shall timely publish the agenda in a publication of Polk County and on  
46 the Polk County website.

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

#### 39 **Article 5. Voting**

- 40

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

- 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 voting  
11 for a valid cause. Supervisors who do not vote without approved abstention shall have  
12 their vote counted in the negative.  
13
- 14 7. The chairperson shall vote on a call.  
15

16 **Article 6. Election of Chairperson and Vice Chairpersons, Appointment to Committees.**  
17

- 18 1. The County Board shall elect a chairperson, first vice chairperson and second vice  
19 chairperson at the organizational meeting after supervisors have taken the oath of office.  
20 The chairperson, first vice chairperson and second vice chairperson shall serve a two-year  
21 term. If no nominee receives a majority on the first ballot, the second ballot will include  
22 the three nominees receiving the most votes. If no nominee receives a majority vote on  
23 the second ballot, the third ballot will include the two nominees with the most votes.  
24 Voting for chairperson, first vice chairperson and second vice chairperson will be cast by  
25 secret ballot as permitted pursuant to Wisconsin Statute § 19.88(1).  
26
- 27 2. Pursuant to Wisconsin Statute § 59.13, there shall be five county board standing  
28 committees, as follows:  
29
  - 30 1. General Government Committee, composed of five (5) supervisors;
  - 31 2. Public Safety and Highway Committee, composed of five (5)  
32 supervisors;
  - 33 3. Health and Human Services Board, composed of five (5) supervisors  
34 and four (4) citizen members meeting the qualifications of Wisconsin  
35 Statutes §§ 46.23(4) and 251.03(1); and
  - 36 4. Environmental Services Committee, composed of five (5) supervisors  
37 and one (1) citizen member, who shall be the FSA Chairperson.  
38

39 The county board standing committees shall have the assigned functions  
40 as provided for pursuant to Resolution No. 16-14 and as the county board  
41 may assign as appropriate.  
42

- 43 3. The appointment and election of supervisors to said county board standing committees  
44 shall occur at the organizational meeting. As reasonably as possible, supervisors shall  
45 serve on two county board standing committees. The chairperson shall appoint  
46 supervisors to standing committees as selected for appointment by self- nomination and

1 election. The appointments made on the self- nomination and election are subject to  
2 confirmation by the county board.

- 3  
4 4. Subject to the confirmation of the county board, the county administrator shall appoint  
5 citizen members to the county board standing committees.

6  
7 (Source: Resolution No. 14-12, Adopting Polk County Board of Supervisors Rules of Order;  
8 Resolution No. 15-14, Resolution to Create County Board Standing Committees for Term 2014-  
9 16.)

10  
11 **Article 7. Duties of the County Board Chairperson**

- 12  
13 1. The county board chairperson shall preside at county board meetings.  
14  
15 2. The chairperson shall transact all necessary county board business as required by  
16 §59.12(1).  
17  
18 3. The chairperson has the authority to appoint ad hoc and advisory committee members.  
19  
20 4. Vacancies on the county board shall be filled by the provisions of Ordinance No. 48-13.  
21 Recommendations may be submitted from town, village or city boards located within the  
22 supervisory district. Any vacancy on the county board shall be filled no later than 31  
23 days after the occurrence of any such vacancy.  
24  
25 5. The chairperson shall provide a monthly report to the county board that will include a  
26 report on travel taken and meetings attended with a summary of issues addressed, as well  
27 as travel and meetings planned in the future.  
28  
29 6. The chairperson shall develop an orientation meeting for newly elected supervisors prior  
30 to the organizational meeting.  
31  
32 7. The chairperson shall develop an annual county board budget report detailing total  
33 number of per diems, total mileage reimbursement and total expenses for training and  
34 seminars for each supervisor.  
35  
36 8. The chairperson shall serve as ex-officio member with voting privileges of a committee,  
37 board or commission of the county board when a quorum of the regular members is not  
38 present at a meeting.  
39

40 **Article 8. Executive Committee**

- 41  
42 1. There shall be an Executive Committee of five members consisting of the county board  
43 chairperson; the first vice chairperson; the second vice chairperson; and two members  
44 elected from the county board.  
45  
46 2. The county board chairperson shall be the chairperson of the Executive Committee.

- 1
- 2 3. The fundamental purpose of the Executive Committee shall be advisory to special needs
- 3 situations. When conflict exists between committees, the Executive Committee shall
- 4 mediate and recommend solutions prior to the matter being referred to the full county
- 5 board.
- 6
- 7 4. The Executive Committee shall serve as the county's ethics board.
- 8
- 9 5. The Executive Committee shall consider revisions to the rules of order and provide
- 10 recommendations to the county board.
- 11
- 12 6. The Executive Committee shall have other duties and responsibilities as determined
- 13 through resolution adopted, and amended as appropriate by simple majority of the county
- 14 board.
- 15
- 16 7. The Executive Committee shall conduct the annual performance review of the county
- 17 administrator. In addition, the committee shall review with the administrator his or her
- 18 goals and objectives for the coming year. Recommendations shall then be forwarded to
- 19 the county board for consideration.
- 20

#### 21 **Article 9. Compensation and Reimbursement**

22

- 23 1. The county board shall consider revisions to the compensation and reimbursement of
- 24 members of the county board of supervisors at its annual meeting of odd numbered years
- 25 and there fix the compensation of board members to be next elected by two-thirds vote,
- 26 consistent with Wisconsin Statute §59.10(3)(f).
- 27
- 28 2. The county board chairperson, first vice chairperson and second vice chairperson shall
- 29 receive compensation as set by said county board resolution.
- 30
- 31 3. County board members shall receive per diem plus travel mileage, meals and lodging
- 32 expenses as established by policy through resolution adopted and amended as appropriate
- 33 by simple majority of the county board.
- 34
- 35 4. All county board reimbursement requests shall be handled consistent with current Polk
- 36 County reimbursement policy and presented to the county clerk for review and approval
- 37 by the county board chair. The county board chairperson's reimbursement requests shall
- 38 be approved by any County Board Supervisor.
- 39
- 40 5. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will
- 41 be paid to those members attending.
- 42

#### 43 **Article 10. General**

44

- 45 1. County board members shall conduct themselves in a respectful manner at all functions
- 46 of Polk County interest.

- 1
- 2 2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to
- 3 Wisconsin Statute §19.59.
- 4
- 5 3. In the event that any provision of these rules of order is in conflict with federal, state or
- 6 local law, such provision shall be null and void without affecting the validity of the
- 7 remaining provisions of these rules of order.
- 8
- 9 4. All past rules in conflict with these rules of order are hereby rescinded.
- 10
- 11 5. In all questions relating to parliamentary procedure on the county board, the latest edition
- 12 of *Robert's Rules of Order* shall be the final authority.
- 13
- 14 6. Polk County Board of Supervisors rules of Order shall be determined by a majority vote
- 15 at the organizational meeting of a newly elected county board. After that time
- 16 amendments of these rules of order shall require a two-thirds vote of the county board of
- 17 supervisors present at a properly noticed meeting except as provided within.
- 18
- 19 7. These rules of order shall be printed and each current and newly elected supervisor shall
- 20 receive a copy. It will be the duty of the county board chairperson to maintain and update
- 21 the rules of order as called for by the county board.
- 22
- 23 8. These rules of order shall be in force and effective after being accepted by the Polk
- 24 County Board of Supervisors on April 19, 2016.

**POLK COUNTY BOARD OF SUPERVISORS**

**RULES OF ORDER ORDINANCE**

**Article 1. Purpose**

The purpose of this document 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.

**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 ~~shall~~ may be scheduled quarterly or as needed.
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 ~~in consultation with the county administrator~~ 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.

Executive Committee Recommendations, February 25, 2016 Meeting

10. The chairperson shall take the chair at the scheduled time and call the meeting to order. The clerk shall call the roll to determine if a quorum is present. The chairperson shall preserve order and decorum.
11. Public comment at county board of supervisor's meetings shall be allowed after the speaker has been formally recognized by the chairperson. Each person ~~shall~~may go to the podium and identify themselves by name and municipality of residency before addressing the board. Each person has three minutes to make their presentation which includes distribution of handouts. The chairperson has the responsibility to conduct the public comment period in an orderly and respectful manner.
12. The start of board meetings shall include the Pledge of Allegiance and Time for Reflection.
13. The public shall observe the decorum of the proceedings and shall refrain from conversations and cell phone usage while the board is in session.

**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). If a resolution or ordinance has not been considered by a committee, the chairperson must request a vote to determine if a matter needs to be referred to an appropriate committee for recommendation prior to action by the county board.
  - b. Resolutions must be approved as to form by corporation counsel. Consideration for approval will only be given to properly endorsed documents and no unlawful resolution or ordinance will be approved. The county administrator and corporation counsel shall review all resolutions and ordinances prior to introduction to the county board and shall initial each resolution or ordinance as recommended, not recommended or reviewed only.
  - c. Any resolution or ordinance that requires funding must state an amount and source of funding and be reviewed by the ~~finance~~General Government eCommittee before the matter will be considered by the county board.
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

Executive Committee Recommendations, February 25, 2016 Meeting

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. ~~A request from a supervisor requires a majority vote.~~
3. When any member wishes to speak in debate or deliver any matter to the board, he or she shall raise their hand, stand if they wish, respectfully address the chairperson and shall confine remarks to the question.
4. When two or more members wish to speak at once, the chairperson shall name the person who is to speak first.
5. A motion that does not pertain to the question on the floor shall not be received.
6. A motion to close debate is out of order as long as any member who has not yet spoken on the issue is seeking recognition.
7. No member shall speak more than twice and not longer than five minutes each on the same question except by permission of the chairperson. No member shall be allowed to speak upon the same question more than once until all members have had an opportunity to speak on said question.
8. The chairperson in consultation with the corporation counsel shall decide questions of order. A majority of the board may appeal the decision.
9. The chairperson may call the vice chairperson or second vice chairperson to the chair and may debate any questions before the board.
10. A motion to adjourn shall be decided without debate.

**Article 5. Voting**

1. The chairperson shall clearly state or read the resolution or motion prior to voting.

Executive Committee Recommendations, February 25, 2016 Meeting

2. All questions shall be put in proper form. Those in favor say "Aye". Those opposed say the same sign.
3. The chairperson or any member may call for a roll call vote on any question. Votes shall be recorded by the clerk.
4. All roll call votes of the county board shall proceed on a rotating basis.
5. The chairperson or any member may call for a ballot vote on any question. A ballot vote has preference over a voice vote and over a roll call vote. Votes shall be recorded by the clerk.
6. Prior to discussion a supervisor may request of the chairperson to be excused from voting for a valid cause. Supervisors who do not vote without approved abstention shall have their vote counted in the negative.
7. The chairperson shall vote on a call.

**Article 6. (RESERVED) Election of Chairperson and Vice Chairpersons, Appointment to Committees.**

1. The County Board shall elect a chairperson, first vice chairperson and second vice chairperson at the organizational meeting after supervisors have taken the oath of office. The chairperson, first vice chairperson and second vice chairperson shall serve a two-year term. If no nominee receives a majority on the first ballot, the second ballot will include the three nominees receiving the most votes. If no nominee receives a majority vote on the second ballot, the third ballot will include the two nominees with the most votes. Voting for chairperson, first vice chairperson and second vice chairperson will be cast by secret ballot as permitted pursuant to Wisconsin Statute § 19.88(1).
2. Pursuant to Wisconsin Statute § 59.13, there shall be five county board standing committees, as follows:
  1. General Government Committee, composed of five (5) supervisors;
  2. Public Safety and Highway Committee, composed of five (5) supervisors;
  3. 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); and
  4. Conservation, Development, Recreation and Education Environmental Services Committee, composed of five (5) supervisors and one (1) citizen member, who shall be the FSA Chairperson.

Executive Committee Recommendations, February 25, 2016 Meeting

The county board standing committees shall have the assigned functions as provided for pursuant to Resolution No. 16-14 and as the county board may assign as appropriate.

3. The appointment and election of supervisors to said county board standing committees shall occur at the organizational meeting. As reasonably as possible, supervisors shall serve on two county board standing committees. The chairperson shall appoint supervisors to standing committees as selected for appointment by self-nomination and election. The appointments made on the self-nomination and election are subject to confirmation by the county board.
4. Subject to the confirmation of the county board, the county administrator shall appoint citizen members to the county board standing committees.

(Source: Resolution No. 14-12, Adopting Polk County Board of Supervisors Rules of Order; Resolution No. 15-14, Resolution to Create County Board Standing Committees for Term 2014-16.)

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

1. The county board chairperson shall preside at county board meetings.
2. The chairperson shall transact all necessary county board business as required by §59.12(1).
3. The chairperson has the authority to appoint ad hoc and advisory committee members.
4. Vacancies on the county board shall be filled by the provisions of Ordinance No. 48-13. 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 develop an annual county board budget report detailing total number of per diems, total mileage reimbursement and total expenses for training and seminars for each supervisor.
- ~~7.8.~~ 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.

Executive Committee Recommendations, February 25, 2016 Meeting

**Article 8. ~~Administrative~~ Executive Committee**

1. There shall be ~~an administrative committee~~ Executive Committee of five members consisting of the county board chairperson; the first vice chairperson; the second vice chairperson; and two members elected from the county board.
2. The county board chairperson shall be the chairperson of the ~~administrative committee~~ Executive Committee.
3. The fundamental purpose of the ~~administrative committee~~ Executive Committee shall be advisory to special needs situations. When conflict exists between committees, the ~~administrative committee~~ Executive Committee shall mediate and recommend solutions prior to the matter being referred to the full county board.
4. The ~~administrative committee~~ Executive Committee shall serve as the county's ethics board.
5. The ~~administrative committee~~ Executive Committee shall consider revisions to the rules of order and provide recommendations to the county board.
6. The ~~administrative committee~~ Executive Committee shall have other duties and responsibilities as determined through resolution adopted, and amended as appropriate by simple majority of the county board.
7. The ~~administrative committee~~ Executive Committee shall conduct the annual performance review of the county administrator. In addition, the committee shall review with the administrator his or her goals and objectives for the coming year. Recommendations shall then be forwarded to the county board for consideration.

**Article 9. Compensation and Reimbursement**

1. The county board shall consider revisions to the compensation and reimbursement of members of the county board of supervisors at its annual meeting of odd numbered years and there fix the compensation of board members to be next elected by two-thirds vote, consistent with Wisconsin Statute §59.10(3)(f).
2. The county board chairperson, first vice chairperson and second vice chairperson shall receive compensation as set by said county board resolution.
3. County board members shall receive per diem plus travel mileage, meals and lodging expenses as established by policy through resolution adopted and amended as appropriate by simple majority of the county board.
4. All county board reimbursement requests shall be ~~presented monthly~~ handled consistent with current Polk County reimbursement policy and presented to the county clerk for

Executive Committee Recommendations, February 25, 2016 Meeting

review and approval by the county board chair. The county board chairperson's reimbursement requests shall be approved by any County Board Supervisor.

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

**Article 10. General**

1. County board members shall conduct themselves in a respectful manner at all functions of Polk County interest.
2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to Wisconsin Statute §19.59.
3. In the event that any provision of these rules of order is in conflict with federal, state or local law, such provision shall be null and void without affecting the validity of the remaining provisions of these rules of order.
4. All past rules in conflict with these rules of order are hereby rescinded.
5. In all questions relating to parliamentary procedure on the county board, the latest edition of *Robert's Rules of Order* shall be the final authority.
6. Polk County Board of Supervisors rules of Order shall be determined by a majority vote at the organizational meeting of a newly elected county board. After that time amendments of these rules of order shall require a two-thirds vote of the county board of supervisors present at a properly noticed meeting except as provided within.
7. These rules of order shall be printed and each current and newly elected supervisor shall receive a copy. It will be the duty of the county board chairperson to maintain and update the rules of order as called for by the county board.
8. These rules of order shall be in force and effective after being accepted by the Polk County Board of Supervisors on April 19~~5~~<sup>6</sup>, 2014~~6~~<sup>6</sup>.

Resolution No. 18-16

## Resolution Concerning the Polk County Housing Authority

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

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statutes Sections 59.53(22) and 66.1201, the Polk County Board of Supervisors established the Polk County Housing Authority; and

WHEREAS, pursuant to Wisconsin Statute Section 66.1201(5)(b), the Polk County Board of Supervisors has the discretion to authorize compensation to commissioners appointed to the Polk County Housing Authority in the form of per diem, mileage and other necessary expenses incurred in the discharge of their duties at rates established by the Polk County Board of Supervisors; and

WHEREAS, under Wisconsin law, the Polk County Housing Authority Commission lacks the authority to provide for the compensation of persons appointed as commissioners; and

WHEREAS, by application of Resolution No. 16-16, Polk County discontinued compensation for persons appointed as commissioners to the Polk County Housing Authority, except with specific respect to the compensation established to be paid to supervisor who may be appointed as commissioner to said housing authority; and

WHEREAS, it is in the interest of Polk County that citizen members to commissions, boards and committees established by Polk County Board of Supervisors be compensated in the same manner and at the same rates authorized to be paid to supervisors who are appointed to such commissions, board and committees.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors reaffirms that there is a continuing need for the Polk County Housing Authority to function within Polk County as previously established.

BE IT FURTHER RESOLVED that, pursuant to Section 66.1201(5)(b), the Polk County Board of Supervisors authorizes that Polk County pay compensation to all persons appointed as commissioners to the Polk County Housing Authority for per diem, mileage and other necessary expenses incurred in the discharge of their duties at the rates established in Resolution No. 46-15.

(Resolution Continued on Page 2)

Resolution No. \_\_\_\_-16: Resolution Concerning the Polk County Housing Authority

Funding Source/ Funding Amount:	
Date Reviewed as to Appropriations:	
Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage
Dated Submitted To County Board	April 19, 2016
Submitted and Sponsored By: <i>James A. Edgell</i>	
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only <i>Dana Frey</i> Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only <i>Jeffrey B. Fuge</i> Jeffrey B. Fuge, Corporation Counsel

Acknowledgement of County Board Action

At its regular business meeting on the 19th day of April 2016, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. \_\_-16, Resolution Concerning the Polk County Housing Authority, as follows:

- Enacted by simple majority of the board of supervisors by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_  
 \_\_\_\_\_, County Board Chairperson

Attest: \_\_\_\_\_  
 Carole T. Wondra, County Clerk

RESOLUTION 19 - 2016

Resolution to Grant a Zoning District Change & to Amend Zoning District Map for Town of Clayton

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK WISCONSIN:

1. WHEREAS, Michael & Rebecca Mumm have petitioned the Polk County Board of Supervisors
2. requesting that a parcel of real estate be rezoned Commercial District, thereby removing said parcel
3. from the Agricultural District; and
4. WHEREAS, the Town Board of Clayton has not objected to said District Change; and
5. WHEREAS, a public hearing was held on Wednesday, March 16, 2016, at 9:15am, at the Polk
6. County Government Center by the Conservation, Development, Recreation & Education Committee of
7. the Polk County Board of Supervisors as required by the provisions of Wisconsin Statute Section
8. 59.69 (5) (e) regarding said District Change; and
9. WHEREAS, at said public hearing objections were filed with regard to said proposed Zoning
10. District Change; and
11. WHEREAS, the Conservation, Development, Recreation & Education Committee of the Polk
12. County Board of Supervisors has reviewed said proposed Zoning District Change, and has
13. recommended that the Polk County Board of Supervisors grant said proposed change.
14. NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors grants the
15. proposed zoning change.
16. BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 59.69(5)(e), the Polk
17. County Board of Supervisors does hereby amend the Polk County Comprehensive Land Use
18. Ordinance to provide that the following described parcel of real estate be removed from the
19. Agricultural District and be rezoned to the Commercial District:
  20. Commencing at the southwest corner of the NW ¼ of the SW ¼ of
  21. Section 16/T33N/R15W, town of Clayton, Polk County, Wisconsin,
  22. Point of Beginning, thence East 725' along southerly property line,
  23. thence 600' due North, thence 725' due West to westerly boundary of
  24. Section 16, thence 600' South along said section line to Point of
  25. Beginning (10 acres)
26. BE IT FURTHER RESOLVED that said district change to be recorded on the Zoning District map
27. of the Town of Clayton, which is on file in the office of the Polk County Zoning Administrator
28. pursuant to Section II (2) of the Polk County Comprehensive Land Use Ordinance.

Funding Amount & Source: Not applicable  
Finance Committee Recommendation: Not applicable  
Effective Date: Upon Passage & Publication

Submitted & sponsored by the Conservation, Development, Recreation & Education Committee:

James A. Edgell  
Craig M. Mack

William Johnson  
Dale Wood

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

Dana Frey  
Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved As to Form
- Recommended
- Not Recommended
- Reviewed Only

Jeffrey B. Fuge  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on Tuesday, April 19, 2016, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution \_\_\_\_-16: Resolution to Grant a Zoning District Change and to Amend Zoning District Map for the Town of Clayton, by a simple majority vote of \_\_ in favor and \_\_ against.

Dated this 19th day of April, 2016 at Polk County Wisconsin.

William Johnson, IV  
William Johnson, IV, County Board Chairperson

Attest: Carole Wondra  
Carole Wondra, Polk County Clerk

**DISTRICT CHANGE DECISION FORM**  
(Conservation, Development, Recreation & Education Committee)

Applicant: Michael & Rebecca Mumm  
Project: commercial use  
Location: Parcel #: 016-00355-0000, part of CSM #5548, Sec 16, town of Clayton  
Hearing Date: 3/16/2016

**FINDINGS OF FACT**

- currently zone Ag
- not in flood plain
- total Acreage NOT in wetland
- Town Road 40th St
- March 10<sup>th</sup> Clayton town board approved.

**CONCLUSIONS OF LAW**

Based on the above findings of fact the Committee concludes that:

Event barn is only permitted in the commercial zoning district and the rezoning will have a public benefit. The rezoning is consistent with the towns future land use and surrounding businesses.

**ORDER AND DETERMINATION**

On the basis of the above findings, conclusions of law & record in this matter, the Committee orders that the request be: (circle one) recommended or not recommended to County Board.

Motion ( Dale / Jim )  
To approve the rezoning of 60 Acres from Ag to Commercial.

Signed: [Signature]  Y  N (Committee Chairperson)      [Signature]  Y  N (Committee Vice-Chairperson)  
[Signature]  Y  N (Committee Member)      [Signature]  Y  N (Committee Member)  
[Signature]  Y  N (Committee Member)  
[Signature]  Y  N (Date Filed)  
Attest: (Committee Secretary)



# Polk County Land Information Department

Zoning | Planning | Mapping | Surveyor

100 Polk County Plaza, Suite 130  
Balsam Lake, WI 54810

Phone (715) 485-9279  
Fax (715) 485-9246

Sara McCurdy, Director

TO: County Board Supervisors  
FROM: Zoning Administration  
DATE: March 16, 2016  
RE: District Change from Agricultural to Commercial  
944 40<sup>th</sup> St, part of Lot 1, CSM #5548, Sec 16/T33N/R15W, town of Clayton.

On Wednesday, March 16, 2016, Michael & Rebecca Mumm petitioned the Polk County Conservation, Development, Recreation & Education Committee to rezone 10 acres from agricultural to commercial located on the above captioned property. At the public hearing, objections were filed and the Conservation, Development, Recreation & Education Committee recommends the proposed change.

If the County Board approves the district change, the following uses will be allowed:

- 1) Barber Shop, Beauty Shop
- 2) Business & Professional offices or clinics
- 3) Drug Store, Pharmacy, Soda Fountain.
- 4) Fruit and Vegetable Market, Grocery, Meat & Fish Market or other food products store.
- 5) Hardware and Paint Store.
- 6) Notion & Variety Store.
- 7) Radio & Televisions sales & service.
- 8) Restaurant, Drive-In Food Service, Dinner Club or Tavern.
- 9) Clothing or Dry Goods Store.
- 10) Filling Station, tire and battery service.
- 11) Sporting Goods, Marine Supplies and Accessories.
- 12) Laundry, Cleaning & Dyeing establishments.
- 13) Furniture, Appliances, Office Equipment.
- 14) Bank Savings & Loan or other financial institutions.
- 15) Motels or Hotels.
- 16) Funeral Homes.
- 17) Bowling Alleys, Dance Halls, Skating Rinks when sound is abated sufficiently so as not to be heard in the residence of any other than the Owner or his Agent.
- 18) There may be one dwelling unit on the premises, either attached or detached in connection with any of the above uses, for the Owner or his Agent.
- 19) Manufacture or storage in connection with any of the above uses, when clearly incidental to the conduct of the retail business on the premises.
- 20) Farm implement - repair & sales.
- 21) Commercially sponsored & operated outdoor events & other related activities with a minimum of 30 acres.

The following Special Use Permit will only be allowed with Board of Adjustment approval:

Section X.C.1. Any similarly compatible commercial enterprise subject to the approval of the Zoning Board of Adjustments.

**POLK COUNTY BOARD OF SUPERVISORS**  
*Minutes from Tuesday, April 19, 2016*  
Polk County Government Center – County Board Room  
Balsam Lake, WI 54810

Chairman Johnson called the regular April 19, 2016 meeting of the Polk County Board of Supervisors to order at 9:00 a.m.

Chairman Johnson recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in three public buildings, published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 and posted on the county website the week of April 11, 2016. In addition, the Office of the County Clerk distributed on April 7, 2016 copies of such notice of meeting and proposed resolutions to supervisors in accordance with Article 3, Section 2 of the County Board Rules of Order. The Amended Agenda was distributed and posted as required on Friday, April 15<sup>th</sup>. The County Board received the verbal opinion of Corporation Counsel that the initial advance written meeting notice, posted and published, as described by the Clerk satisfied the applicable provisions of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order. The Board also received from Corporation Counsel the verbal legal opinion that the amended meeting notice was posted in accordance with the substantive and timeline provision of the Open Meetings Law and that it would be necessary for the board to act to Suspend the Rules of Order, pursuant to Article 3, paragraph 4, to approve the agenda, conforming to the amended meeting notice issued and posted on April 15<sup>th</sup>, 2016 and add to the order of business Proposed Resolution No. 20-16.

Chairman Johnson recognized the County Clerk for purposes of taking roll call. All members were present. Also present were outgoing Chairman Johnson, Administrator Frey, Corporation Counsel Fuge and County Clerk, Wondra.

Chairman Johnson led the Pledge of Allegiance.

Chairman Johnson requested the County Clerk to administer the Oath of Office to the County Board Members. Oath was administered by the Clerk.

Chairman called for a motion to suspend the Rules of Order to allow for adoption of the agenda conforming to the amended meeting notice. **Motion (Jepsen/Bonneprise) to suspend the Rules pursuant to Article 3, Paragraph 4 to allow for the purpose of taking up approval of the agenda, conforming to the amended meeting notice issued and posted on April 15, 2016. Motion carried** unanimously by voice vote.

Chairman Johnson called for a motion to approve the agenda conforming to the amended meeting notice. **Motion (Masters/Jepsen) to approve the agenda conforming to the amended meeting notice and posted on April 15, 2016. Motion carried** unanimously by voice vote.

Chairman Johnson called for approval of the March 15, 2016 County Board Minutes. Noting no changes, minutes were approved by unanimous consent. Time was given for public comment. None offered.

### **Organizational Matters**

Chairman Johnson opened nominations for County Board Chairperson. Nominated were: Larry Jepsen, Dean Johansen and Brian Masters. Nominations closed. Chairman Johnson informed the members that voting for the offices of County Board Chairperson and Vice chairs would be by secret ballot as permitted by state law.

Votes were tallied as follows:

Supervisor Jepsen – 4 votes

Supervisor Johansen – 8 votes

Supervisor Masters – 3 votes

**Supervisor Johansen elected County Board Chairman.**

Outgoing Chairman Johnson relinquished the chair to Supervisor Johansen.

Chairman elect Johansen opened nominations for 1<sup>st</sup> Vice Chair.

Nominated were: Larry Jepsen and Jay Luke. Nominations closed.

Votes were tallied as follows:

Supervisor Jepsen – 5 votes

Supervisor Luke - 9 votes

**Supervisors Luke elected 1<sup>st</sup> Vice Chair.**

Chairman Johansen opened nominations for 2<sup>nd</sup> Vice Chair.

Nominated were: Larry Jepsen and Craig Moriak. Nominations closed.

Votes were tallied as follows:

Supervisor Jepsen – 6 votes

Supervisor Moriak – 9 votes

**Supervisor Moriak elected 2<sup>nd</sup> Vice Chair.**

Chairman Johansen called for a brief recess. Chairman Johansen called the meeting back in session at 9:55 a.m.

Chairman Johansen called for a motion to approve Ordinance No. 17-16 Polk County Board of Supervisors Rules of Order Ordinance. **Motion (Nelson/Luke) to approve Ordinance No. 17-16.**

**Motion (O'Connell/Jepsen) to amend Ordinance No. 17-16 as follows:**

Under Article 6, No. 2 add to the list of standing committees

5. 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.

Motion to amend Ordinance No. 17-16 adding No 5 carried by unanimous voice vote.

**Motion (Arcand/C. Nelson) to further amend Ordinance No. 17-16 as follows:**

Under Article 6, No. 1,

Striking all of No. 1 (lines 18-25) and instruct Corporation Counsel to re-write paragraph No. 1 to follow the law.

**Motion (Arcand/W. Nelson) to amend the amendment to Ordinance No. 17-16 as follows:**

Under Article 6, No. 1,

Keep the first sentence of No. 1 (lines 18 & 19) and add:

1. The county Board shall elect a chairperson, first vice chairperson and second vice chairperson at the organization meeting after supervisors have taken the oath of office and voting would conform to state law.

**Motion (Moriak/Jepsen) to amend the amendment to Ordinance No. 17-16 as follows:**

Under Article 6, No. 1,

Add the second sentence on No. 1 (lines 20 & 21).

1. The county Board shall elect a chairperson, first vice chairperson and second vice chairperson at the organization meeting after supervisors have taken the oath of office and voting would conform to state law. The chairperson, first vice chairperson and second vice chairperson shall serve a two-year term.

Chairman Johansen called for a voice vote on the amendment to the amendment. Motion carried by unanimous voice vote.

Chairman Johansen called for a voice vote on the amended amendment. Motion carried by voice vote.

**Motion (Edgell/Bonneprise) to further amend Ordinance No. 17-16 as follows:**

Under Article 2, add:

14. Any county oriented meeting, held on a Wednesday by concluded by 5:00 p.m.

Chairman Johansen, called for a voice vote on the amendment.

Motion to approve amendment, carried by unanimous voice vote.

**Motion (Arcand/Masters) to further amend Ordinance No. 17-16 as follows:**

Under Article 7, Strike No. 7.

~~7. The chairperson shall develop an annual county board budget report detailing total number of per diems, total mileage reimbursement and total expenses for training and seminars for each supervisor.~~

Chairman Johansen called for a voice vote on the amendment.

Motion to approve amendment carried by voice vote.

**Motion (Masters/C.Nelson) to further amend Ordinance No. 17-16 as follows:**

Under Article 9, No.5

~~5. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will be paid to those members attending.~~

**Motion (Arcand/Luke) to amend the amendment as follows:**

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County Board Minutes, April 19, 2016.

5. If a noticed meeting is cancelled because of lack of quorum, or no business conducted, no per diems and mileage will be paid to those members attending.

Chairman Johansen called for a voice vote on the amendment to the amendment. Motion to amend the amendment, failed by voice vote.

Chairman Johansen called for a vote on the amendment to strike No. 5. A roll call vote was requested. **Motion to strike Article 9, No. 5 failed** by a roll call vote of 5 yes, 10 no. Voting yes: Supervisors, Olson, Route, Nelson, Masters and O'Connell.

**Motion (Arcand/Masters) to further amend Ordinance No. 17-16 as follows:**

Under Article 2, No. 13, add:

13. The public **and county board members** shall observe the decorum of the proceedings and shall refrain from **unnecessary** conversations and cell phone usage while the board is in session.

Chairman called for a vote on the amendment. A roll call vote was requested.

**Motion to amend No. 13 carried** by a unanimous roll call vote.

Chairman Johansen called for a motion to approve Ordinance No. 17-16 as amended. **Motion to approve Ordinance No. 17-16 as amended, carried** by unanimous voice vote. Ordinance adopted.

Chairperson Johansen called to the floor nominations of supervisors for the appointment and confirmation to county board standing committees. Chairperson Johansen declared that returning supervisors would be appointed to seats upon their selection and the county board would conduct elections for nomination of supervisors for committee seats remaining for nomination of appointment.

Chairman Johansen informed the board members of the manner in which appointments to the committees would take place. Incumbent members making their selections first followed by new members. Field of nominees to be voted on as needed.

Chairman Johansen called for a 10 minute recess 11:00 a.m.

Chairman Johansen called the meeting back in session, 11:20 a.m.

**Environmental Services Committee f/k/a CDRE**

Names presented for nomination:

Supervisors Edgell, O'Connell, Moriak, and W. Nelson.

Those up for election by ballot vote, with 1 seat to fill: Brad Olson, Doug Route and Michael Prichard.

Votes were tallied as follows: 1<sup>st</sup> round

Supervisor Olson – 7 votes

Supervisor Prichard – 6 votes

Supervisor Route – 2 votes

Votes were tallied as follows: 2<sup>nd</sup> round

Supervisor Olson – 9 votes

Supervisor Prichard – 6 votes

Chairperson Johansen announced that Supervisors Edgell, O’Connell, Moriak, W. Nelson, Olson received nomination for appointment to the Environmental Services Committee and that the same were offered on appointment for confirmation. Chairperson Johnsen called for the vote to confirm the appointment of supervisors to the Environmental Services Committee.

Appointments confirmed by majority voice vote

**Environmental Services Committee: Edgell, O’Connell, Moriak, W. Nelson & Olson**

### **Public Safety and Highway**

Names presented for nomination:

Supervisors Jepsen, Luke and Bonneprise.

Those up for election by ballot vote, with 2 seats to fill: Brian Masters, Doug Route and Joe Demulling.

Votes were tallied as follows: 1<sup>st</sup> round, seat #4

Supervisor Masters – 2 votes

Supervisor Route – 7 votes

Supervisor Demulling – 6 votes

Votes were tallied as follows: 2<sup>nd</sup> round, seat #4

Supervisor Masters – 0 votes

Supervisor Route – 9 votes

Supervisor Demulling - 6 votes

Supervisor Route nominated for appointment to Public Safety and Highway.

Votes were tallied as follows: 1<sup>st</sup> round, seat #5

Supervisor Masters – 7 votes

Supervisor Demulling - 8 votes

Supervisor Demulling nominated for appointment to Public Safety and Highway

Chairperson Johansen announced that Supervisors Jepsen, Luke, Bonneprise, Route and Demulling were nominated for appointment to the Public Safety and Highway committee that the same were offered on appointment for confirmation. **Motion (Masters/W. Nelson) to confirm the appointment of Supervisors Jepsen, Luke, Bonneprise, Route and Demulling to the Public Safety and Highway committee. Motion carried by unanimous voice vote.**

### **Health and Human Services Board**

Names presented for nomination:

Supervisors Demulling and Bonneprise.

Those up for election by ballot vote, with 3 seats to fill: Doug Route, Michael Prichard, Warren Nelson and Jim Edgell.

Votes were tallied as follows: 1<sup>st</sup> round, seat #3

Supervisor Route – 1 votes

Supervisor Prichard – 8 votes

Supervisor W. Nelson - 1 votes

Supervisor Edgell – 5 votes

Supervisor Prichard nominated for appointment to Health and Human Services, seat #3.

Votes were tallied as follows: 1<sup>st</sup> round, seat #4

Supervisor Route – 2 votes

Supervisor W. Nelson - 2 votes

Supervisor Edgell – 11 votes

Supervisor Edgell nominated for appointment to Health and Human Services, seat #4

Votes were tallied as follows: 1<sup>st</sup> round, seat #5

Supervisor Route – 9 votes

Supervisor W. Nelson - 6 votes

Supervisor Route nominated for appointment to Health and Human Services, seat #5

Chairperson Johansen announced that Supervisors Demulling, Bonneprise, Route, Prichard and Edgell were nominated for appointment to the Health and Human Services Board and that the same were offered on appointment for confirmation. **Motion (Masters/Jepsen) to confirm the appointment of Supervisors Demulling, Bonneprise, Route, Prichard and Edgell to Health and Human Services Board. Motion carried** by unanimous voice vote.

### **General Government Committee**

Names presented for nomination:

Supervisors Jepsen and Arcand.

Chairperson Johansen declared nominated for appointment to seats, #3, #4 and #5, Supervisor Masters, C. Nelson and Chairman Johansen. Chairperson Johansen announced that Supervisors Jepsen, Arcand, Masters, C. Nelson and Johansen were nominated for appointment to the General Government Committee and that the same were offered on appointment for confirmation. **Motion (Luke/Demulling) to approve, Supervisors Jepsen, Arcand, Masters, C. Nelson and Johansen to the General Government committee. Motion carried** by unanimous voice vote.

### **Executive Committee**

The first 3 seats on the Executive committee are automatically filled by the chairperson and the first and second vice chairs, leaving 2 remaining seats to fill.

Names presented for nomination for the 2 remaining seats:

Supervisors Bonneprise, Jepsen, Masters and C. Nelson

Votes were tallied as follows: 1<sup>st</sup> round, seat #4

Supervisor Bonneprise – 5 votes

Supervisor Jepsen - 4 votes

Supervisor Masters – 2 votes

Supervisor C. Nelson – 4 votes

Vote failed on first ballot for lack of a majority. Chairperson Johansen called for a second ballot to elect the seat #4.

Supervisors nominated for second ballot for seat# 4: Supervisors Bonneprise; Jepsen; Masters; and C. Nelson.

Votes were tallied as follows: 2<sup>nd</sup> round, seat #4

Supervisor Bonneprise – 8 votes

Supervisor Jepsen - 2 votes

Supervisor Masters – 1 vote

Supervisor C. Nelson – 4 votes

Supervisor Bonneprise elected on second ballot to seat #4 of the Executive Committee.

Supervisors nominated for election to seat #5: Supervisors Jepsen, Masters and C. Nelson.

Votes were tallied as follows: 1<sup>st</sup> round, seat #5

Supervisor Jepsen – 7 votes

Supervisor Masters – 2 votes

Supervisor C. Nelson - 6 votes

Vote failed on first ballot for lack of a majority. Chairperson Johansen called for a second ballot to elect the seat #5.

Votes were tallied as follows: 2<sup>nd</sup> round, seat #5

Supervisor Jepsen - 7 votes

Supervisor Masters – 1 vote

Supervisor C. Nelson – 7 votes

Vote failed on second ballot for lack of a majority. Chairperson Johansen called for a third ballot to elect the seat #5.

Supervisors nominated on third ballot for seat #5: Supervisors Jepsen, Masters, and C. Nelson.

Votes were tallied as follows: 3<sup>rd</sup> round, seat #5

Supervisor Jepsen - 7 votes

Supervisor Masters – 1 vote

Supervisor C. Nelson – 7 votes

Vote failed on third ballot for lack of a majority. Chairperson Johansen called for a fourth ballot to elect the seat #5.

Supervisors nominated on fourth ballot for seat #5: Supervisors Jepsen, Masters, and C. Nelson.

Votes were tallied as follows: 4<sup>th</sup> round, seat #5

Supervisor Jepsen - 6 votes

Supervisor Masters – 1 vote

Supervisor C. Nelson – 8 votes

Supervisor C. Nelson elected on fourth ballot to seat #5 of the Executive Committee.

Chairman Johansen called for a motion to confirm election of supervisors to the Executive Committee. **Motion (Masters/Demulling) to confirm election of Chairperson Dean Johansen, First Vice Chairperson Jay Luke, Second Vice Chairperson Craig Moriak, John Bonneprise and Chris Nelson to the Executive Committee. Motion to approve carried by unanimous voice vote.**

**Resolutions and Ordinances:**

Chairman Johansen called for a motion to approve Resolution No. 18-16, Resolution Concerning the Polk County Housing Authority. **Motion (Edgell/Arcand) to approve Resolution No. 18-16.** Supervisor Edgell addressed the resolution. Chairman Johansen called for a voice vote to approve Resolution No. 18-16. Motion approved by unanimous voice vote. Resolution adopted.

Chairman Johansen called for a motion to approve Resolution No. 19-16, Resolution to Grant a Zoning District Change & to Amend Zoning District Map for the Town of Clayton. **Motion (O'Connell/Moriak) to approve Resolution No. 19-16.** Supervisor O'Connell addressed the resolution. Chairman Johansen called for a vote to approve Resolution No. 19-16. A roll call vote was requested. Motion to approve Resolution No. 19-16 carried by a roll call vote of 13 yes/ 2 no. Resolution adopted.

Chairman Johansen called for a motion to approve Resolution No. 20-16, Resolution to Confer Designation of Section 51.42 Programs for Community Mental Health, Developmental Disabilities, Alcoholism and Drug Abuse Services, Driver Assessments and Driver Safety Plan Services. **Motion (Bonneprise/Demulling) to approve Resolution No. 20-16.** Administrator Frey addressed the resolution. Chairman Johansen called for a voice vote to approve Resolution No. 20-16. Motion approved by unanimous voice vote. Resolution adopted.

Matters concerning Administrators appointments to committees and boards to be handled at the May county board meeting.

**Motion (Edgell/Bonneprise) to adjourn. Motion carried** by unanimous voice vote.  
Chairman Johnson declared meeting adjourned 12:55 p.m.

Respectfully submitted,

Carole T. Wondra, Polk County Clerk