

RESOLUTION NO. 2017-69

IN MEMORIAM – James Hartwig

WHEREAS, James “Jimmy” Hartwig of Johnson Creek was born on May 20, 1920, and died on January 30, 2018, and

WHEREAS, James Hartwig had served on the Jefferson County Board of Supervisors from April 1992 to April 2002 representing District 12, and

WHEREAS, as a County Board Supervisor, James Hartwig served on the Budget Committee, Economic Development Committee and Law Enforcement Committee.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors, assembled in regular session this 13th day of March 2018, extends its sincere sympathy to James’ family with this acknowledgement of his dedication to the citizens of the County of Jefferson.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Board of Supervisors

Barb Frank: 03-13-18

03-13-18

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2017-75

WHEREAS, Supervisor Jennifer Hanneman served as the County Board Supervisor for District 18 from November of 2010 to April of 2018, and

WHEREAS, Supervisor Jennifer Hanneman served on the Administration & Rules Committee, Fair Park Committee, Finance Committee, Home Consortium Board, Solid Waste & Air Quality Committee, UW Extension Education Committee, Chair of the Task Force on County Operations and Organizations and member of the Strategic Planning Committee, and

WHEREAS, Jennifer provided leadership in development of County policy and strategic position for the future, and

WHEREAS, Jennifer is known for her calm demeanor, analytical thought, reasoned judgment and fiscal accountability while serving on the Finance Committee, and

WHEREAS, it is fitting for Supervisor Hanneman to be recognized by the Jefferson County Board of Supervisors for her public service to Jefferson County which will be missed.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors meeting this 13th day of March 2018, does hereby honor and thank Jennifer Hanneman for her contribution to Jefferson County and wish her happiness and good health in the years ahead.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Board of Supervisors

Barb Frank: 03-13-18

03-13-18

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

CHAPTER III

BOARD OF SUPERVISORS

RULES OF ORDER ~~20186-202018~~

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.

(1)(a) Regular and special meetings of the Jefferson County Board of Supervisors shall be held and conducted in accordance with the provisions of s. 59.11, Wis. Stats. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business unless otherwise established by rule. Regular meetings of the Board shall be held on the following dates unless special elections occur on County Board meeting dates, in which case the Board meeting will be held on the Monday preceding the election. [Am. 08/08/06, Ord. 2006-13; 03/11/08, Ord. 2007-34; 3/13/12, Ord. 2011-24]:

Tuesday, April ~~17, 20189, 2016~~ at 5:00 p.m.

Tuesday, May ~~8, 201810, 2016~~

Tuesday, June ~~12, 20184, 2016~~

Tuesday, July ~~10, 20182, 2016~~

Monday, August ~~13, 20188, 2016~~

Tuesday, September ~~11, 20183, 2016~~

Tuesday, October ~~9, 201811, 2016~~

Tuesday, October ~~23, 201825, 2016~~

~~Tuesday*Monday~~, November ~~13, 20184, 2016~~

Tuesday, December ~~11, 20183, 2016~~

Tuesday, February ~~12, 20194, 2017~~

Tuesday, March ~~12, 20194, 2017~~

Tuesday, April ~~16, 201918, 2017~~ at 5:00 p.m.

Tuesday, May ~~14, 20199, 2017~~

Tuesday, June ~~11~~¹³, 201~~9~~⁷

Tuesday, July ~~9~~¹¹, 201~~9~~⁷

Tuesday, August ~~8~~¹³, 201~~9~~⁷

Tuesday, September ~~1~~⁰~~2~~, 201~~9~~⁷

Tuesday, October ~~8~~¹⁰, 201~~9~~⁷

Tuesday, October ~~2~~²⁴, 201~~9~~⁷

*Tuesday, November ~~1~~²~~4~~, 201~~9~~⁷

Tuesday, December ~~1~~⁰~~2~~, 201~~9~~⁷

Tuesday, February ~~1~~¹~~3~~, 20~~2~~⁰~~1~~⁸

Tuesday, March ~~1~~⁰~~3~~, 20~~2~~⁰~~1~~⁸

Tuesday, April ~~2~~¹~~1~~⁷, 20~~2~~⁰~~1~~⁸ at 5:00 p.m.

*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24; 03/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. 2016-01, 04-19-16]

(b) In the event of inclement weather, the Chair may cancel a meeting. Any meeting cancelled by the Chair under this section shall be held on the next succeeding Tuesday unless that Tuesday is an election day, in which case the meeting shall be held on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34; am. 3/13/12, Ord. 2011-24]

(c) In addition to the methods prescribed by Wisconsin Statute Section 59.11, a Board meeting may be convened by the Board Chair in case of a declared emergency. [Cr. 10/14/08, Ord. 2008-21; Ord. 2016-01, 04-19-2016]

(2) Board meetings shall commence at 7:00 p.m., except for April meetings which shall commence at 5:00 p.m., unless by majority vote the Board prescribes a different time for convening. [Am. 02/10/04, Ord. 2003-34; 02/14/06, Ord. 2005-47; Ord. 2013-27, 03-11-2014; Ord. 2017-04, 06-13-2017]

(3)(a) A majority of all members elected to the Board must be present to constitute a quorum for the transaction of business. In the absence of a quorum, those present may order a call of the house to compel the attendance of absent members, or they may take a recess or fix a time to which to adjourn and adjourn. [am. 08-13-2013, Ord. No. 2013-09]

(b) County Board members who cannot attend a ~~B~~board meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Clerk, who shall so advise the County Administrator and Board Chair. Members reporting their absence in advance of the meeting to the County Clerk shall be noted as having done so in the minutes where their absence is recorded. [am. 08-13-13, Ord. No. 2013-09]

Formatted: Font: 12 pt

(4) For the April organizational meeting held in even-numbered years the order of business shall be:

(a) Call to order.

(b) Administration of oath of office and roll call by County Clerk.

(c) Pledge of allegiance.

(d) Certification of compliance with Open Meeting Law.

(e) Approval of the agenda.

(f) Adoption of rules of order.

(~~g~~f) Election of Chairperson and Vice Chairpersons.

~~(g) Adoption of rules of order.~~

(h) Committee elections, if called for by the rules.

(i) Follow order of business as established for other meetings, except that no annual reports of department heads will be presented at the organizational meeting. [Am. 3/12/02, Ord. 2001-29; 02/14/06, Ord. 2005-47; Ord. No. 2013-24, 03-11-2014]

(5) The order of business for all other ~~board~~Board meetings shall be as follows:

Formatted: Font: 12 pt

(a) Call to order.

(b) Roll call by County Clerk.

(c) Pledge of allegiance.

(d) Certification of compliance with Open Meeting Law.

(e) Approval of the agenda.

(f) Approval of minutes of last meeting.

(g) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]

(h) Public comment.

(i) Annual reports of department heads.

(j) Committee reports, resolutions and ordinances.

(k) Committee and Board appointments.

(l) Announcements.

(m) Special Order of Business may be placed anywhere on the agenda at the discretion of the County Board Chair.

[Am. 02/14/06, Ord. 2005-47; am. & re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03-11-2014; Ord. No. 2016-24, 03-14-17]

(6) The Chair may limit the number of persons addressing the Board under Section 3.01(5)(h) to a number determined by the Chair to reasonably represent the views of large groups of persons wishing to address the Board, so as to prevent repetition. The length of time allocated to any person addressing the Board under Section 3.01(5)(h) shall not exceed 3 minutes unless unique circumstances support the Chair allowing a longer period of time -and-which may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. The County Board may extend public comment beyond 30 minutes by two thirds majority vote of the County Board members present. [Am. by renumbering in Ord. 2005-47, 02/14/06; am. 04/19/11, Ord. 2011-03]

3.02 ORGANIZATION.

(1) The Board shall, as provided by s. 59.11, Wis. Stats., organize at the April meeting in even-numbered years by electing a Chairperson, a First Vice Chairperson and a Second Vice Chairperson by secret ballot. The Clerk shall preside until the Chairperson has been elected. Nominations shall be made by written ballot. In the event more than two persons are nominated for a position, a primary ballot shall be prepared. Prior to the primary election, or the final election if no primary is required, each nominee shall be provided up to three minutes to address the Board. A person receiving a majority of votes of the entire membership of the County Board east on the primary ballot shall be declared elected.

Otherwise, the two persons receiving the greatest number of votes for a position on the primary ballot shall be placed on the final ballot. In the event two persons receive the second greatest number of votes, those two persons shall be the subject of a vote for the second position on the final ballot. The Clerk shall prepare a final ballot for the position. The person receiving the most votes shall be elected to the position. ~~The provisions of section 3.03(11),~~

Formatted: Font: 12 pt

~~where applicable, shall apply to this procedure.~~ Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Am. 03/12/02, Ord. No. 2001-29; 06/13/06, Ord. 2006-08; 03/11/08, Ord. 2007-35; Ord. 2016-01, 04-19-2016]

(2) ~~The Chairperson shall perform all duties required of the Chairperson until the Board elects a successor.~~ The County Board Chairperson shall preside at County Board meetings when present unless required to temporarily vacate the position to engage in debate, or as otherwise required by Roberts Rules of Order, and shall countersign all ordinances of the Board. The Chairperson shall countersign all county orders, transact all necessary ~~B~~board business with local and county officers, expedite all measures resolved upon by the Board and shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The County Board Chair shall chair the meeting or designate a temporary chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05.

Formatted: Font: 12 pt

(3) In case of the absence or disability of the Chairperson, the First Vice Chairperson shall perform the duties of the Chairperson. [Ord. 2016-01, 04-19-2016]

(4) In case of the absence of the Chairperson and the First Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson. [Ord. 2016-01, 04-19-2016]

(5) In case of the absence of the Chairperson and both Vice Chairpersons for any meeting, the members present shall choose a temporary chairperson.

(6) The County Board Chairperson is authorized and directed to attend meetings and conferences on matters directly related to county government. The County Board Chairperson may ~~direct designate the Vice Chairperson or some other~~ member(s) of the County Board to attend such meetings and conferences, either in place of the Chairperson or along with the Chairperson. The County Board Chairperson, the Vice Chairpersons and such other ~~b~~Board members as may be designated by the Chairperson, shall be entitled to meeting fees or per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to meeting fees, per diems, mileage and expenses. ~~as currently provided in Ordinance 2001-19, as most recently amended August 8, 2006.~~ The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members ~~authorized by the Chairperson to attending~~ meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, shall notify the County Administrator not less than 72 hours in advance of said meeting or conference in order

Formatted: Font: 12 pt

to permit the County Administrator to give any necessary Open Meeting notices as may be required. No per diems, meeting fees or expenses shall be paid to ~~B~~board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized ~~as required in this paragraph to attend by the County Board Chair.~~ [am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05-13-2014]

Formatted: Font: 12 pt

(7) In the event the position of Chairperson, First Vice Chairperson or Second Vice Chairperson is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position(s) within sixty (60) days of it becoming vacant. Until such vacant position is filled, the First Vice Chairperson, or the Second Vice Chairperson if there is no First Vice Chairperson, shall assume all duties of the Chairperson and shall be paid meeting fees and the monthly salary to which the Chairperson would be entitled until such time as the Board elects a successor. The Second Vice Chairperson shall assume the duties of First Vice Chairperson when such position is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04-19-2016]

3.03 BOARD PROCEDURE.

(1) Robert's Revised Rules of Order shall govern the proceedings of the County Board of Supervisors in all cases in which they are not inconsistent with these rules or the laws of the State of Wisconsin.

(2) Upon being recognized, a member shall rise in place, and using the microphone, address the Chairperson, and shall not be interrupted except by a call to order. If called to order by the Chairperson the member shall be seated and shall not proceed without permission of the Chairperson.

(3) No member shall speak more than twice on any question until all members who desire to speak have been heard and then not without first obtaining leave of the Chairperson. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.

(4) No member present at the initial roll call shall thereafter fail to attend the balance of a ~~B~~board meeting without first obtaining permission of the Chairperson and notifying the Clerk.

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

(5) A member with a conflict of interest shall advise the Clerk and the Chair of the conflict prior to discussion of or voting on the item to which the conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. The minutes shall reflect the member's statement and the fact that the member has abstained from discussion and voting on the item in question.

(65) All questions decided by a voice vote shall be put in this form: Those who are in favor say, "Aye", and those who are opposed say, "No". In doubtful cases the Chairperson or any member may call for a roll call vote.

(76) Upon the request of any member of the County Board a roll call vote shall be ordered on any question before the Board. A roll call vote shall be required on all matters involving the expenditure of money and in accordance with s. 65.90(5), Wis. Stats., budget alterations shall require a two-thirds vote of the entire membership of the Board.

(87) On a roll call vote every member present shall vote except a member who has abstained in accordance with the procedures set forth above. Members have the right to change their votes up to the time the vote is announced by the Clerk. The Clerk shall give notice before locking in the votes on the voting machine.

(98) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by the County Administrator, a County Board member or a County Committee, Board, Commission or Other Body. ~~and filed in the office of the County Administrator not later than noon on Monday of the week preceding a board meeting. Each resolution submitted for consideration shall have a fiscal note. Motions to reconsider may be brought at the next succeeding meeting only if notice of the motion is filed in the office of the County Administrator not later than noon on the Monday of the week preceding the board meeting. Proposed ordinances shall be reviewed by the Corporation Counsel for proper form and legality before being submitted to the Board.~~ Resolutions and ordinances not introduced by a committee or the County Administrator shall be referred to an appropriate committee by the Chairperson. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action upon the written request of five (5) County Board members which shall be submitted to the Chairperson not sooner than sixty (60) days after referral of the item to the committee. Such items shall then be placed on the next regular County Board agenda subject to any statutory requirements or other limitations.

All resolutions, ordinances, motions to reconsider and any other business to be considered by the Board must be delivered to the County Administrator not later than noon on the Monday of the week preceding the Board meeting. Each resolution or ordinance submitted for consideration shall have a fiscal note, an executive summary explaining the significant features of the proposed resolution or ordinance, including the contemplated changes, and have been reviewed by the County Administrator, Corporation Counsel and Finance Director for proper form and legality before being submitted to the County Board. [Am. 06/10/03, Ord. 2003-03; Ord. No. 2015-26, 12-08-2015]

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

~~The sponsor of a major new resolution or ordinance or major revision of an existing resolution or ordinance shall prepare a written report or memorandum explaining the significant features of the proposed legislation, including the contemplated changes. Such written report or memorandum shall be mailed to board members as part of the agenda, but unless specifically ordered by the Board such reports or memoranda shall not be printed in the board proceedings.~~

(109) Any person having a matter of business requiring the attention of the County Board may present such matter to the Board by delivering a written communication to the County Clerk, ~~County Board Chairperson or County Administrator by noon on the Monday of the week preceding by 4:30 p.m. on the day of the next~~ County Board meeting. The County Board Chairperson may, at his/her discretion, allow persons to be placed on the agenda to address the Board. ~~Signed communications not presented personally to the Board shall be preserved by the County Clerk and shall be presented to the County Board as a communication at the next regular board meeting. Unsigned communications shall be referred to the Administration & Rules Committee. Communications may be referred by the Board, the Chair or the Administration & Rules Committee to an appropriate committee for study and attention. If feasible, such committee shall arrange to meet with the author of the communication. Such committee shall thereafter report back to the County Board in the usual manner and shall recommend what action, if any, should be taken by the County Board with reference to such communication. The Clerk may acknowledge receipt of communications by return mail.~~ [am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12-08-2015]

(11) ~~Any person wishing to express an opinion on a matter of business coming before the Board shall be encouraged to communicate orally or in writing with a board supervisor to make the person's position known prior to the board meeting. Orderly administration of board~~ Board business does not permit the appearance of non-board members at County Board meetings to debate controversial matters before the Board. Notwithstanding the foregoing, the Chair may recognize a department head or other person with specialized knowledge ~~and permit the department head to speak on a pending matter affecting the department head's department before the Board. On matters concerning a large number of people board committees shall conduct public hearings to give interested persons an opportunity to be heard. The County Board may, on rare occasions, sit as a committee of the whole to enable interested persons to appear and be heard on matters of business.~~ [am. 11-15-11, Ord. 2011-18]

(120) Any ~~board~~ Board member may ask for the privilege of the floor for a non-board member to address the Board and if no supervisor objects the Chairperson shall grant the privilege to such non-board member. If a member objects any ~~board~~ Board member may move that the

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote the Chairperson shall grant the privilege of the floor to the non-board member. ~~Board members shall be discouraged from requesting the privilege of the floor for a non-board member when, as an alternative, such person could be referred to a board committee.~~ The time allocated to non-board members shall not exceed ten minutes. This procedure shall not apply to non-board members scheduled to appear as part of the regular written agenda.

Formatted: Font: 12 pt

(131) Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs ~~or required by law.~~ [Am. 06/19/01, Ord. 2001-07; Ord. 2016-01, 04-19-2016]

3.04 DUTIES OF OFFICIALS.

~~(1) The County Administrator shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the Clerk. The County Administrator shall prepare a review the~~ written agenda of all matters which are to be brought before the Board or Board committees. ~~Agendas, which agendas~~ shall be based on input from the Board Chair or the Committee Chair respectively, ~~and approved by the Clerk or the Clerk's designee prior to distribution.~~ The County Administrator shall attend ~~board~~ Board meetings, ~~unless excused by the Chair, and~~ shall assist the Board whenever possible ~~and may present matters to the Board for consideration.~~ The County Administrator ~~may present matters to the board for consideration~~ shall have ~~authority to settle claims against the County in amounts up to \$25,000 after consulting with the County's insurance carrier and Corporation Counsel.~~ [Ord. No. 2014-09, 06-10-2014; Ord. 2016-01, 04-19-2016]

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

~~(2) The Finance Director, upon request, and the~~ County Treasurer shall prepare and present to the County Board a complete monthly financial statement ~~which includes and shall keep the Board informed of~~ the County's financial condition, ~~including and~~ the investment of surplus funds. [am. 3/13/12, Ord. 2011-24]

Formatted: Font: 12 pt

~~(3) The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson. The Clerk shall receive proposed resolutions, ordinances, reports and petitions and provide copies to the County Administrator's Office. Agendas for County Board meetings shall be created by the County Clerk or the Clerk's designee prior to distribution under the direction of the Board Chair or the Committee Chair. create the agenda for board meetings; The Clerk shall~~ keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of ~~board~~Board meetings and committee meetings; make regular entries of the ~~board~~Board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1) Wis. Stats.; and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions pursuant to § 59.23 Wis. Stats. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06-10-2014].

Formatted: Font: 12 pt

Formatted: Font: 12 pt

(4) The Corporation Counsel or designee shall attend ~~b~~Board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24]

Formatted: Font: 12 pt

(5) The County Board Reporter or other designee of the County Clerk shall attend all County Board meetings and perform the duties as required by s. 59.23 Wis. Stats.

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

3.05 STANDING COMMITTEES.

(1) Standing committees of the Board shall be appointed for two-year terms by the Chairperson of the Board after his/her election and prior to June 1 in even-numbered years, unless a different date for appointment is specifically prescribed. When necessary for the orderly transaction of business prior to the formal appointment of new committees, the Chairperson may appoint temporary committees and committee chairpersons to address pending items assigned to a standing committee. The temporary committee may act until the earlier of June 1 or the date the Chair files permanent appointments with the Clerk. The Chairperson shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chairperson shall be filed with the Clerk who shall present them to the Board as a communication at the next regular County Board meeting. Committee members who cannot attend a committee meeting shall report their absence in advance as a courtesy to the other members. Such reports shall be made to the County Administrator, committee chairperson and County Board Chairperson. If the member is unable to notify the chair, the member shall notify the applicable department head. Members reporting their absence in advance of the meeting shall be noted as having done so in the minutes where their absence is recorded.

The Chairperson (or either Vice Chairperson, or in the absence of the Chairperson and both Vice Chairpersons, any member of the Jefferson County Board of Supervisors if so designated by the Chair in advance of any particular meeting) shall be an ex officio member of all standing committees, and shall be allowed to vote in order to break a tie, and shall be counted as a member if necessary to create a quorum at the committee's meeting, and shall also be allowed to vote in that case. When an issue arises at a County Board meeting or administratively that is not clearly assigned to a standing committee by the Board Rules or a prior resolution, the Board

Chair shall designate the committee to which the issue shall be assigned. [Am. 03/09/04, Ord. 2003-35; 06/08/04, Ord. 2004-10; 12/13/05, Ord. 2005-31; 07/11/06, Ord. 2006-07; 07/10/07, Ord. 2007-16; Ord. No. 2013-10, 07-09-2013; Ord. 2016-01, 04-19-2016]

(2) Standing committees of the Board and duties shall be as follows:

(a) **ADMINISTRATION & RULESEXECUTIVE COMMITTEE** - Five members- ~~consisting of the~~ County Board Chair, First and Second Vice Chair and two other County Board members. If the position of County Board Chair, First Vice Chair or Second Vice Chair becomes vacant, the County Board Chair or Acting County Board Chair shall temporarily appoint members of the County Board to serve on the Administration & Rules Committee until the vacant positions are filled on the County Board. This Committee shall supervise the office of the County Administrator and shall handle matters pertaining to said office. Committee proposals and recommendations shall be subject to approval of the County Board. This Committee shall also meet with circuit court judges as called, to discuss common goals and concerns within the Jefferson County Circuit Court system. The Committee shall work with the courts to implement such goals. This Committee shall also ~~provide policy oversight meet with~~to the Clerk of Courts, County Clerk, ~~the Register of Deeds~~ and Corporation Counsel with regard to matters pertaining to said offices ~~and, be responsible for monitoring the future vision of Jefferson County to include implementation of the strategic plan, and serve as a liaison to other local, county and state governments on behalf of Jefferson County.~~ [Am. 03/12/02, Ord. 2001-30; 07/10/07, Ord. 2007-11; 03/11/08, Ord. 2007-37; Ord. 2016-01, 04-19-2016]

Matters pertaining to proposed state legislation ~~or other matters of statewide concern~~, county ~~board~~Board rules and county ~~board~~Board minutes shall be handled by the Committee. During the last three months of its term, the Committee shall draw specifications, solicit bids, and file a recommendation with the County Board in March of even-numbered years concerning which newspaper in the County shall be the official newspaper and printer for the two-year term of the new County Board. The Committee, on behalf of the Board, shall be authorized to approve the minutes from ~~each March meeting and any other~~ meeting when the County Board does not meet in sufficient time to approve the minutes for publication as required by Section 59.14(2), Stats. [cr. 07/10/07, Ord. 2007-11]

The Administration & Rules Committee is authorized to petition the Jefferson County Circuit Court for an order dividing a municipality into wards in accordance with applicable law and the County's tentative supervisory district plan upon a municipality's failure to divide or submission of a division which does not comply with the tentative supervisory district plan. [3/13/12, Ord. 2011-24]

Formatted: Font: 12 pt

Formatted: Font: 12 pt

The Board Chair or his designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. ~~The Board Chair, an Administration & Rules Committee member and the County Administrator shall be Jefferson County's representatives on the Inter-County Data Processing Commission.~~ [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04-19-2016]

(b) FAIR PARK COMMITTEE - Seven members appointed by the County Board Chairperson consisting of five County Board Supervisors and two citizen members. ~~The County Board Chairperson shall consult with the Fair Park Committee before appointing citizen members. The Fair Park Committee shall recommend Fair Park policies to the County Board and provide the Fair Park Director with guidance and assistance, as requested, in the operation of Jefferson County Fair Park. The Fair Park Committee may establish policies relating to the operation of the County Fair not requiring Board action, approve and amend the Fair Premium Book, and is authorized to contract for entertainment and sponsorships valued up to \$50,000 and to lease space to exhibitors for up to 15 days without further approval from the Board. The Fair Park Director and Fair Park Committee may approve the entertainment contracts when the necessity for approval arises between scheduled Committee meetings. All approvals by the Director shall be reported to the Committee. In addition, the Fair Park Director may contract for sponsorships up to \$20,000 and enter leases for property storage that exceed 15 days. Sponsorships valued between \$20,000 and \$50,000 may be approved by the Committee. Sponsorships affecting other county departments shall be approved by the Board regardless of the amount of the contract. For events which are new to the Jefferson County Fair Park, the Fair Park Director shall consult with the County Administrator before the Committee or Director enters into a contract or lease in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Director shall be responsible for the maintenance of the Fair Park buildings and grounds, and may propose plans for capital improvement and operational budgeting for review by the Committee and consideration by the Board. The Committee shall establish recommend fees to the County Administrator as part of the annual county budget for action by the County Board. -of the next year's budget and -The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park during the year and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment policy. -The Director may deviate from the established fee structure when it is advantageous to the operation of the Park, and shall report such arrangements to the Committee.~~ [Am. 04/18/06, Ord. 2006-01; 05/08/07, Ord. 2007-06; 11/13/07, Ord. 2007-23; 01/13/09, Ord. 2008-26; Ord. 2016-10, 10-11-16]

(c) FINANCE COMMITTEE - Five members, appointed by the County Board Chairperson consisting of County Board Supervisors, County Board Chair, a Vice Chair designated by County

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

~~Board Chair, and three other members.~~ This Committee shall receive the proposed county budget from the County Administrator and shall conduct hearings necessary in the review of the proposed budget. The Committee shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Wis. Stats. The Committee shall propose utilization of contingency budget and necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d]

~~The County Administrator and staff shall meet with the Committee and shall assist in the preparation of the budget. If the Chair or a Vice Chair does not want to serve, the Chair shall appoint a replacement.~~ [Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014-11, 07-08-2014]

~~The Committee shall meet on matters of budget control and shall make necessary permitted transfers as authorized by the provisions of s. 65.90(5)(b), Stats. The Committee shall propose necessary budget transfers and amendments requiring County Board action. [Am. 03/14/06, Ord. 2005-48d]~~

The Committee shall recommend to the Board the ~~departments to be audited, the~~ auditors to be employed, and shall report to the Board the results of such audits. ~~A subcommittee consisting of any three Finance Committee members (of which two shall constitute a quorum) may~~The Finance Committee shall meet each month to audit and approve for payment proper vouchers, expenditures and claims against the County, except vouchers, expenditures and claims pertaining to the Highway Department, Human Services Department, and Veterans Service Commission.

~~The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]~~

~~The Committee shall supervise the County's contracts with the Jefferson County land preservation groups. [Am. 04/16/02, Ord. 2002-05; 03/14/06, Ord. 2005-48d]~~

The Committee shall, ~~together with the County Administrator and Corporation Counsel if bids are taken, recommend to the County Board the types and amounts of review~~ insurance to be carried and also the insurance carrier to whom such insurance shall be awarded. The Committee shall be authorized to renew insurance contracts without bidding same, when it finds renewal is in the best interest of Jefferson County.

~~The Committee shall work with the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the~~

~~County Board on behalf of said offices whenever necessary. [Am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04-19-2016]~~

The Committee shall have the authority ~~granted to the former Audit Committee, pursuant to Resolution No. 83-98, to~~ resolve claims against the County in amounts ~~over \$25,000 up to \$50,000 after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel, up to \$10,000.~~ [Cr. 04/16/02, Ord. 2002-04]

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

~~The Committee shall supervise the collection of delinquent taxes and is authorized to sell foreclosed properties in accordance with Resolution No. 2002-16. [Am. 08/13/02, Ord. 2002-16; 03/14/06, Ord. 2005-48d, effective 04/18/06; 03/13/12, Ord. 2011-24]~~

The Committee, on a case by case basis, shall recommend to the Board of Supervisors the allocation of the proceeds from the sale of county-owned farmland to possibly increase the acreage of farmland permanently protected from development, and to leverage state and federal funds for the acquisition of conservation easements to protect farmland (Resolution No. 2008-15). [Ord. 2016-01, 04-19-2016]

~~This~~Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee ~~be responsible for~~ the sale of county-owned land ~~in addition to other than that land~~ obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Ord. No. 2007-39, 03/11/2008]

~~The Committee provides policy oversight of the County Treasurer, Finance Department and Child Support Office in handling policy matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [Am. 3/13/12, Ord. 2011-24; Ord. 2016-01, 04-19-2016]~~

(d) HIGHWAY COMMITTEE - ~~The Highway Committee shall consist of five members appointed by the County Board Chairperson consisting of five of the County Board supervisors. Members of the Highway Committee shall be eligible for appointment to any other standing committee, board or commission.~~ The Highway Committee shall have the powers and duties set forth in s. 83.015(2)(b), Wis. Stats. [Cr. 04/16/02, Ord. 2002-03]

~~A subcommittee consisting of any three Highway Committee members (of which two shall constitute a quorum) may meet each month in lieu of a full committee meeting to audit and approve for payment of proper vouchers and expenditures. [Cr. 04/15/08, Ord. 2008-04]~~

(e) **HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chairperson consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance ~~assist~~ in the administration of the Safety Program and Personnel ~~and Salary~~ Ordinance. The Committee shall hear grievances in accordance with provisions of union contracts, the Jefferson County Civil Service Ordinance pursuant to s. 59.26(8)(b) Wis. Stats. as the Grievance Committee, or the Personnel Ordinance. The Committee shall recommend to the County Board the creation or removal of positions of ~~may review job descriptions and evaluate the allocation of positions to~~ the various departments. This Committee shall also review the statutory requirements and make recommendations to the Board concerning benefits, pay classifications and employment law policies, as well as make recommendations to the County Board concerning union negotiations. The Human Resources Committee shall also have the powers and duties set forth in the Jefferson County Personnel Policy [Am. 03/12/02, Ord. 2001-34; 05/14/02, Ord. 2002-07; 03/14/06, Ord. 2005-48e; 03/11/08, Ord. 2007-40; 3/13/12, Ord. 2011-29; Ord. 2016-01, 04-19-2016]

^A (f) **INFRASTRUCTURE BUILDINGS and GROUNDS COMMITTEE** ~~(Buildings and Grounds)~~ - Five members appointed by the County Board Chairperson consisting of five County Board Supervisors. The ~~Infrastructure~~ Buildings and Grounds Committee shall supervise and control ~~oversee~~ all construction, remodeling and repair of all county buildings and grounds, including fiber network, and shall have authority to approve ~~implement policy on~~ the use of county buildings by organizations not connected with county government. The Committee shall review all proposed leases, except those leases which by rule are the responsibility of a different committee, and recommend same to the County Board for final approval. [am. 03/11/08, Ord. 2007-38]

~~Invoices covering construction and remodeling shall be approved by the department head or designee of the department involved. The Committee shall review all payments made at its next meeting and determine a proper course of action when an invoice is disputed. [am. 08-12-08, Ord. 2008-17]~~

When the County Board has authorized construction of, additions to or remodeling of a county building, the Committee shall solicit ~~review~~ proposals ~~from various architects, and make a~~ recommendation ~~ed~~ to the County Board which architect shall be hired for the project in accordance with the County Purchasing policy. ~~The Committee may, in its discretion, recommend that the County proceed without an architect. The Committee is not required to recommend an architect based solely on monetary considerations, but shall also consider an architect's previous work for the County and others.~~

Formatted: Font: Calibri

Formatted: Default

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

The Committee shall ~~review issues related to~~ provide policy oversight to the Management Information Technology Department and the Central Services Department Systems and shall have policy responsibility oversight for ~~resource~~, conservation of resources and sustainability practices in county facilities and operations. [Am. 03/14/06, Ord. 2005-48b; 08-12-08, Ord. 2008-17; Ord. 2016-01, 04-19-2016]

(g) LAND & WATER CONSERVATION COMMITTEE - Seven members appointed by the County Board Chairperson consisting of ~~Not less than three County Board Supervisors members of the County Board~~, including at least two members of the University Extension Education Committee, ~~appointed by the Board Chairperson and confirmed by the Board, and~~ The Chairperson of the FSA (Farm Service Agency) (or his/her designee) shall serve as the Land & Water Conservation Committee and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. This Committee shall also be responsible for acquiring conservation easements, reviewing applications to grant such easements and recommending action thereon to the County Board when appropriate. [Am. 03/12/02, Ord. 2001-33; 09/08/08, Ord. 2008-19; Ord. 2016-01, 04-19-2016]

This Committee shall also manage, supervise and be responsible for county farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Am. 03/14/06, Ord. 2005-53; 03/11/08, Ord. 2007-41; Ord. 2016-01, 04-19-2016]

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE - Five members. This Committee shall consist of five members and ~~shall have~~ provide policy oversight on jurisdiction over issues affecting the Jefferson County Sheriff's Office. This Committee shall handle grievances arising under the Sheriff's Office labor contract other than those involving suspension, demotion or discharge mentioned in Wisconsin Statute 59.26(8)(b). This Committee is also responsible for all matters pertaining to Emergency Management and in accordance with s. ~~323.14(1)(a)(3)~~, Wis. Stats., the County Board Chairperson shall designate a member of the Committee to act as chairperson when this Committee is convened as an Emergency Management Committee. [Am. 02/08/05, Ord. 2004-31; 03/14/06, Ord. 2005-48g; 12/14/10, Ord. 2010-20]

This Committee shall ~~work with~~ provide policy oversight to the District Attorney and Medical Examiner in handling business matters and in solving problems related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. [am. 03/11/08, Ord. 2007-37; Ord. No. 2013-24, 03-11-2014; Ord. 2016-01, 04-19-2016]

(i) PARKS COMMITTEE – Five members appointed by the County Board Chairperson consisting of five County Board Supervisors. The Committee shall provide policy oversight to set park policy and help guide the Parks dDepartment in its efforts to meet ~~its~~ their agreed upon mission

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

as identified in the Jefferson County Parks, Recreation and Open Space Plan. The Committee shall have oversight of and recommend policy affecting property acquired by the County for flood mitigation purposes and other property leased, managed, acquired or sold as part of the Parks Department duties - The Committee shall also have the powers and duties set forth in the Jefferson County Parks Ordinance and the duties and responsibilities obligations set forth in the Historic Sites Preservation Council Ordinance. [Am. 06/08/04, Ord. 2004-05; 03/14/06, Ord. 2005-48i, 04/18/06; re-lettered 07/10/07, Ord. 2007-11; am. 3/13/12, Ord. 2011-29]

(j) PLANNING AND ZONING COMMITTEE - Five members appointed by the County Board Chairperson consisting of five County Board Supervisors, at least three of whom reside in unincorporated areas of the County. This Committee shall have the powers and duties set forth in s. 59.69(2)&(3) and s. 59.70(1), s. 285.73, and such powers and duties as may be set forth in the statutes and county ordinances not specifically delegated to the Zoning Board of Adjustment. Among other things, the Committee shall handle applications for conditional use permits and all proposed amendments to the county Zoning, Shoreland, Subdivision and Private Sewage System Ordinances and shall conduct all public hearings required in connection with such amendments or conditional uses. The Committee shall also be responsible for the preparation of a county land use plan including surveys and studies of land use, population and population density, economy, soil characteristics, forest cover, wetland and floodplain conditions and other human and natural features of the County and shall conduct such hearings as may be required in connection with such county planning. The Committee may adopt such rules and regulations governing its procedure as it considers necessary and advisable all according to the provisions of s. 59.69(2), Wis. Stats. [Am. 03/14/06, Ord. 2005-48i, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

The Planning and Zoning Committee shall work with provide policy oversight to the Land Information Department, Planning and Zoning Department, Register of Deeds, and the County Surveyor in ~~handling~~ matters related to those offices and shall present matters to the County Board on behalf of said offices whenever necessary. The Committee shall also have the powers and duties set forth in state statutes. [Am. 03/09/04, Ord. 2003-38; 03/11/08, Ord. 2007-37]

(k) SOLID WASTE & AIR QUALITY COMMITTEE - Five members appointed by the County Board Chairperson consisting of five County Board Supervisors. This Committee shall address the County's solid waste needs by operating hazardous waste removal programs, overseeing the County's interest in landfill siting processes, promoting recycling and related waste reduction efforts and engaging in planning and educational efforts for future solid waste needs. In addition, the Committee will maintain awareness and educate the public about air quality

concerns in the County. [Am. 07/09/02, Ord. 2002-09; 11/09/04, Ord. 2004-20; 03/14/06, Ord. 2005-48j, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11]

(I) UNIVERSITY EXTENSION EDUCATION COMMITTEE - Five members appointed by the County Board Chairperson consisting of five County Board Supervisors. This Committee shall have the powers and duties as set forth in Section 59.56(3), Wisconsin Statutes. [Created 03/12/02, Ordinance No. 2001-36; re-lettered 07/10/07, Ord. No. 2007-11]

3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

(1) The following Bboards, Ceommissions, eCommittees and Oother Bbodies created by the County or to which the County has a right to appoint representatives, shall be elected or appointed in the manner provided by law, ordinance or rule: [Am. 03/14/06, Ord. 2005-49a] The Chairperson or either Vice Chairperson may attend the meetings of Boards, Commissions, Committees and Other Bodies, but are not to be considered ex-officio members and may not serve to establish a quorum or vote.

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

(a) BLUE SPRING LAKE MANAGEMENT DISTRICT – ~~One member.~~ [Cr. 03/14/06, Ord. 2005-49b, effective 04/18/06] One member appointed by the County Administrator with confirmation by the County Board who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board.

(b) BRIDGES FEDERATED LIBRARY SYSTEM BOARD – Three members appointed by the County Administrator consisting of five County Board Supervisors. Pursuant to s. 43.19, Wis. Stats., ~~the County Administrator shall appoint three members to the Bridges Federated Library System Board subject to County Board confirmation.~~ with one member appointed from the County Board. The remaining system Bboard members shall include such representatives of the library ~~board~~ Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms with initial terms being one, two and three years. The County Board member's appointment shall cease if the County Board member's term on the County Board ends. The number of appointments to the Bridges Federated Library System Board shall be based on proportion to population as nearly as practical consistent with State statutory requirements. [Am. 05/11/04, Ord. 2004-07; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 03/09/10, Ord. 2009-

Formatted: Font: 12 pt

Formatted: Font: 12 pt

24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-11, 07-09-2013; Ord. No. 2015-19, 11-10-2015]

(c) COUNTY BOARD OF HEALTH - The County Board of Health shall consist of five members, appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. ~~Initial terms shall be one, two and three years. Appointments shall be made on the second Tuesday in May.~~ Two members shall be members of the County Board when appointed and their appointment shall cease if not re-elected to the County Board. Non-Board members shall be persons who have a demonstrated interest or competence in public health and a good faith effort shall be made to appoint a physician and a nurse. ~~Such appointments shall be subject to confirmation by the County Board of Supervisors.~~ The County Board of Health shall meet quarterly as required by Wisconsin Statute 251.04(5) and additionally on the call of the Board of Health Chairperson. The County Board of Health shall have the powers and duties established in Wis. Stat. 251.04. [Am. 03/14/06, Ord. 2005-49c; 03/09/10, Ord. 2009-24; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(d) CRIMINAL JUSTICE COLLABORATING COUNCIL – ~~Fourteen~~ Sixteen members. ~~There shall be at least fourteen voting members of the Council~~ whose membership is determined by the position the member occupies or by appointment of the Council: Chief Judge or Presiding Judge for Jefferson County (Chair), County Administrator, County Board Chair, Sheriff, District Attorney, Clerk of Circuit Court, local government representative, Jefferson County Public Defender, Jefferson County Police Chief & Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, Jefferson County citizen, ~~and~~ Corporation Counsel, Health Department Director and Child Support Office representative. The Council ~~inty~~ shall create by-laws including establishing term lengths for members, meet at least quarterly and make recommendations to the County Board, or member's respective organization, to facilitate the goals of the Council. Members may appoint a designee as authorized in the Criminal Justice Collaborating Council Bylaws. [Ord. 2016-01, 04-19-2016]

Formatted: Font: 12 pt, Not Bold

Formatted: Font: 12 pt

(e) ECONOMIC DEVELOPMENT CONSORTIUM – Three County Board members, appointed by the County Board Chair and confirmed by the County Board. In lieu of having an Economic Development Committee, any of the three County Board members appointed to the Jefferson County Economic Development Consortium ~~board~~ Board in accordance with Resolution No. 2003-28 may present items recommended by the Consortium to the Jefferson County Board for its consideration. [Cr. 03/14/06, Ord. 2005-49d; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

Formatted: Font: 12 pt

NOTE: FARMLAND CONSERVATION EASEMENT COMMISSION [Repealed by Ord. No. 2016-01, 04-19-2016]

NOTE: **HISTORIC SITES PRESERVATION COMMISSION** [04/15/08, Ord. 2008-02; re-lettered 3/13/12, Ord. No. 2011-24; Ord. No. 2015-19, 11-10-2015; repealed by Ord. No. 2016-19, 02-14-2017]

(f) HISTORIC SITES PRESERVATION COUNCIL – Five members. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. The County Board Chair shall appoint members to the Council subject to confirmation by the Jefferson County Board of Supervisors. Members shall serve two-year terms except for the initial appointments which may be longer or shorter than two years at the discretion of the Board Chair. The purpose, intent and criteria are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02-14-17]

(g) HOME CONSORTIUM BOARD – ~~The County Board Chair shall appoint~~ ~~Three~~ county representatives pursuant to ~~the controlling~~ intergovernmental agreement (Resolution No. 2000-21). [Cr. 03/14/06, Ord. 2005-54; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(h) HUMAN SERVICES BOARD - Seven members ~~appointed by the County Administrator and confirmed by the County Board~~. This is the governing and policymaking ~~board of directors~~ ~~effor~~ the Human Services Department. Four members shall be members of the Board of Supervisors at the time of appointment and throughout their respective terms. Three members shall be consumers of service or citizens at large. No public or private provider of services may be appointed to the Board. Appointees shall serve staggered three-year terms. The Human Services Board shall elect a chairperson and vice chairperson who must be selected from the four members who are supervisors. Elections shall be held after the County Board organizational meeting in April of even-numbered years. The Human Services Board shall possess all the powers and duties prescribed by s. 46.23(5m), Wis. Stats.

~~Aging and Disability Resource Center Advisory Committee - Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 46.23(5m)(a), which shall also be assigned the duties established by Resolution No. 42 adopted June 12, 1979, for the Advisory Committee on Aging. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board.~~

~~Nutrition Project Council – The Human Services Board shall appoint Pursuant to s. 46.23(5m)(a), the a Human Services Board shall appoint the Nutrition Project Council, pursuant to s.~~

Formatted: Font: 12 pt

46.23(5m)(a) Wis. Stats. The number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board.

Marsh Country Health Alliance. One County Board Supervisor appointed by the County Board Chair pursuant to Jefferson County, under an Intergovernmental Cooperation Agreement, Jefferson County is shall be a member of the Marsh Country Health Alliance Commission to organize and establish a multi-jurisdictional public entity to lease, manage and operate a nursing home and facility for the developmentally disabled known as Clearview Long-Term Care & Rehabilitation. The County Board Chair shall appoint one supervisor, who is also a member of the Human Services Board, to said Commission.

Community Action Coalition. Members appointed by the County Board Chair consisting of shall appoint County Board Supervisor(s) or other members of the public, to the Community Action Coalition. The Coalition provides a variety of services to individuals in Jefferson County experiencing poverty, including services to obtain or maintain housing to prevent homelessness, and subsidized rental costs to make housing more affordable. It also provides many programs to help meet an individual's basic needs and to build skills to reach self-sufficiency.

The Human Services Board may create a subcommittee known as the Human Services Personnel & Finance Committee, members of which shall be eligible for meeting fees and mileage. [Am. 03/09/04, Ord. 2003-39; 03/11/08, Ord. 2007-49; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

(i) **JEFFERSON COUNTY LIBRARY BOARD** - Seven members, appointed by the County Administrator and confirmed by the County Board, serving staggered three-year terms, including at least one school administrator of a school district located in whole or in part in the County, or that school district administrator's designee, and one or two county boardBoard supervisors, representatives of existing library boardBoards and persons residing in municipalities not served by libraries. A county boardBoard member's appointment shall cease if the county boardBoard member's term on the County Board ends. [Am. 05/11/04, Ordinance 2004-06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(j) **LAKE RIPLEY MANAGEMENT DISTRICT** – One member, One person appointed by the County Administrator and confirmed by the County Board who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. District created by the County Board on December 11, 1990 (Resolution No. 90-57). [Cr. 03/14/06, Ord. 2005-49g,

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt, Not Bold, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Bold, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

effective 04/18/06; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(k) LAND INFORMATION COUNCIL – The Council shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land & Water Conservation Director, the MIS Information Technology Manager, Land Information Office Director and the real property lister, or their designees, and the following members appointed by the County Administrator and confirmed by the County Board: (1) a member of the ~~board~~Board, (2) a representative of the land information office, (3) a realtor or a member of the Realtors Association employed within the county, (4) a public safety or emergency communications representative employed within the county, (5) the county surveyor or a registered professional land surveyor employed within the county. [re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2014-10, 06-10-2014; Ord. No. 2015-19, 11-10-2015]

Formatted: Font: 12 pt

Council members who hold elective office or are employed by Jefferson County shall serve on the Council as long as they hold the office or county position designated for membership. Other council members appointed by the County Administrator shall serve three year terms. The county staff and salaried elected officials, other than the County Board member, shall not be eligible for meeting fees.

The Land Information Council shall bring forward matters that need to go before the County Board through the Planning & Zoning Committee. [cr. 07/13/10, Ord. 2010-09]

(l) LOCAL EMERGENCY PLANNING COMMITTEE – Thirteen members appointed in accordance with s. 59.54(8), Stats., and applicable federal law. [am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(m) LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. ~~One member. One person appointed by the County Administrator who is a member of the Land & Water Conservation Committee or is nominated by the Land & Water Conservation Committee and appointed by the County Administrator.~~ District created by the County Board on August 12, 1980 (Resolution No. 80-51). [Cr. 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(n) SHERIFF'S CIVIL SERVICE COMMISSION – Five members who are appointed by the County Administrator and confirmed by the County Board serving staggered terms of five years in accordance with s. 59.26(8), Stats., ~~the Sheriff's Civil Service Commission shall consist of five members serving staggered terms of five years.~~ Members of the County Board shall not be

Formatted: Font: 12 pt, Underline

Formatted: Font: 12 pt

eligible to serve on the Civil Service Commission. The Civil Service Commission shall have the powers and duties set forth in s. 59.26, Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015]

(o) SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM – 6

members. ~~The Consortium shall consist~~ing of the chairperson of the County Board of Supervisors or County Executives or the designees of said officials of the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. The purpose of the Consortium is to serve as an oversight entity to fulfill the intent of the Workforce Innovation and Opportunity Act. The responsibilities of the Consortium are (1) to serve as the Workforce Development Area Consortium of Supervisors, (2) to appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act; and (3) to execute an agreement with the Workforce Development Board required for proper operation and functioning of the Board. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as the administrative entity and fiscal agent with the duty to disburse funds at the direction of the local ~~board~~Board. [Ord. 2016-01, 04-19-2016]

Formatted: Font: 12 pt

(p) TRAFFIC SAFETY COMMISSION – ~~Statutorily designated persons with the balance of the 12 members appointed to indeterminate terms by the County Administrator and confirmed by the County Board~~ in accordance with s. 83.013, Wis. Stats., ~~the Traffic Safety Commission shall consist of the statutorily named persons, with the balance of the 12 members appointed to indeterminate terms by the County Administrator.~~ The Jefferson County Highway Commissioner shall serve as the County Highway Safety Coordinator. [Cr. 03/14/06, Ord. 2005-54; re-lettered 0/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2013-24, 03-11-2014; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

(q) VETERANS SERVICE COMMISSION – ~~In accordance with s. 45.81, the Veterans Service Commission shall consist of five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81.~~ Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08-12-08, Ord. 2008-16; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

(r) WISCONSIN COUNTIES UTILITY TAX ASSOCIATION – One member appointed by the County Board Chair. The Association's mission is to ~~represent the interests of Counties~~change the law

to provide for a more equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04-19-2016]

(s) WISCONSIN RIVER RAIL TRANSIT COMMISSION ~~(WRRTC)~~— Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate, ~~appointed by the Chair~~. The Commission was created in 1980 for the purpose of retaining rail service in the member counties which are now Crawford, Dane, Grant, Iowa, Jefferson, Rock, Sauk, Walworth and Waukesha. The Commission's mission is to further support maintaining rail accessibility for businesses in the County and possibly expanding such service south from Watertown to Jefferson and Fort Atkinson. [Ord. No. 2013-24, 03-11-2014; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

(t) ZONING BOARD OF ADJUSTMENT ~~-In accordance with s. 59.694, the Zoning Board of Adjustment shall consist of~~ Three members appointed by the County Administrator and confirmed by the County Board serving staggered terms of three years in accordance with s. 59.694 Wis. Stats. ~~—~~ The Zoning Board of Adjustment shall be comprised of non-county ~~board~~Board members residing in the unincorporated areas of the County. The Board of Adjustment shall have the powers and duties set forth in s. 59.694, Wis. Stats. The Board of Adjustment shall also hear appeals from determinations of noncompliance with Farmland Preservation Plans which have been made by the Land Conservation Committee. Two alternate members of the Board of Adjustment shall be appointed. Annually by July 1, one of the alternate members shall be designated by the County Administrator as the first alternate and the other as the second alternate. [Am. 03/14/06, Ord. 2005-49h; re-lettered 04/15/08, Ord. 2008-01 and Ord. 2008-02; 03/09/10, Ord. 2009-24; re-lettered 07/13/10, Ord. 2010-09; re-lettered 12/14/10, Ord. 2010-20; re-lettered 3/13/12, Ord. 2011-24; Ord. No. 2015-19, 11-10-2015; Ord. 2016-01, 04-19-2016]

3.07 RULES OF COUNTY COMMITTEES, BOARD, STANDING COMMITTEES, COMMISSIONS AND OTHER BODIES, [Ordinance No. 2015-01, 04-21-15]

(1) The committee, ~~board, commission or other body~~ shall select its Chairperson, Vice-Chairperson and Secretary, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chairperson, Vice-Chairperson or Secretary may be removed by majority vote of the committee, ~~board, commission or other body~~. [am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04-21-2015].

(2) A majority of the members of any committee, ~~board, commission or other body~~ shall constitute a quorum for the transaction of business. The appointing authority for standing committees under 3.05 may appoint an additional member on a temporary basis upon notice

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

from a member that he/she has vacated his/her seat or will be unable to attend meetings for an extended period. Such temporary appointment shall terminate when the original member is once again available for meetings. [Ord. No. 2015-01, 04-21-2015; Ord. 2016-01, 04-19-2016]

(3) Each committee, ~~board, commission or other body~~ shall select a secretary, ~~who may be appointed by the Clerk~~ shall keep and preserve the minutes of meetings and attendance in the format determined by the County Clerk. The secretary shall, ~~if appointed by the Clerk,~~ sign the minutes and file the original copies in the office of the County Clerk. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06-10-2014; Ord. No. 2015-01, 04-21-2015]

(4) The County Administrator shall prepare a schedule of regular meeting dates and shall be responsible for the assignment of an appropriate room for meetings and for the posting of proper notices. Each chairperson shall give proper notice to the County Administrator of all meetings a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all meetings as required by s. 19.84(3) Wis. Stats. at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting. [Ord. No. 2015-01, 04-21-2015]

(5) Members of committees, ~~boards, commissions and other bodies~~ shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chairperson. [Ord. No. 2015-01, 04-21-2015]

(6) No committee, ~~board, commission or other body~~ may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending 13 conventions. Committees, ~~boards, commissions or other bodies~~ may hold additional emergency meetings on call of their chairpersons and with prior approval of the County Board Chairperson. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04-21-2015]

(7) Except as provided herein, the members of all County Board standing committees, ~~boards, commissions and other bodies~~ shall receive the same a per diem, meeting fees, mileage and reimbursed expenses, ~~as standing committees of the Board as currently provided in Ordinance 2001-19, as most recently amended on August 8, 2006, according to County Board Rules.~~ This shall include county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under

Formatted: Font: Calibri, 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24; Ord. No. 2015-01, 04-21-2015; Ord. No. 2016-20, 02-14-17]

(8) Committees, ~~boards, commissions or other bodies~~ meeting with another committee, ~~board, commission or other body~~ on a particular subject of mutual interest, shall retain their independent identity. Each committee, ~~board, commission or other body~~ shall vote separately, and maintain its own minutes. The County Board Chair shall chair the meeting or designate a temporary chair for such purpose, who shall preside over both committees, ~~boards, commissions or other bodies~~ when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary chair shall vote as a member of either or both committees, ~~boards, commissions, or other bodies~~ of which the County Board Chair or temporary chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33; Ord. No. 2015-01, 04-21-2015]

(9) All agendas of County committees, ~~boards, commissions and other bodies~~ shall have an agenda item designated as "public comment." Public comment shall be administered by the chair in the same manner as required for County Board meetings in chapter III, Board of Supervisors Rules of Order 201~~84~~ – 20~~2016~~, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment. [Ord. No. 2015-01, 04-21-2015]

3.08 OPEN MEETINGS.

(1) The Board of Supervisors, committees, ~~board~~Boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes.

Formatted: Font: 12 pt

(2) It is declared to be the policy of the County of Jefferson that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with the conduct of county affairs and the transaction of county business. All meetings of the Board of Supervisors, committees, ~~board~~Boards and commissions shall be held in public buildings or any place reasonably accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats., except as hereinafter provided.

Formatted: Font: 12 pt

(3) The ~~Board~~Board of Supervisors, or any committee, ~~board~~Board or commission, upon motion duly made and carried, may convene in closed session for the reasons provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be

Formatted: Font: 12 pt

Formatted: Font: 12 pt

adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific statutory exemption under s. 19.85(1) by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

- (a)** Deliberating after any judicial or quasi-judicial trial or hearing;
 - (b)** Considering dismissal, demotion, licensing or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion;
 - (c)** Considering employment, promotion, compensation or performance valuation data of any county employee;
 - (d)** Considering strategy for crime detection or prevention;
 - (e)** Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session;
 - (f)** Considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to;
 - (g)** Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation;
 - (h)** Consideration of requests for confidential written advice from the Ethics Code Administrator.
- (4)** Neither the County Board or any committee, ~~board~~Board or commission may convene in closed session and, thereafter, reconvene in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. Notices of meetings shall be given as provided by law and, whenever feasible, the County Administrator shall post notices of meetings in the lobby of the Courthouse.
- (5)** The election of County ~~Board~~Board Chairperson and County Board Vice Chairpersons shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government.

(6) No member of the County Board shall be excluded from any closed session of the County Board or any standing committee of the Board; however, no person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so.

(7) The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, ~~board~~Board or commission involved until such time as the purpose necessitating such closed session no longer exists.

(8) **Vacancies.** If a vacancy occurs on the ~~board~~Board, the County Board Chairperson shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy subject to confirmation by majority vote of the County Board of Supervisors. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the ~~board~~Board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. [Ord. No. 2014-31, 12-09-14]

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

3.09 AMENDMENTS TO RULES. Amendments to these rules of order may be made by a two-thirds vote of the members attending the ~~board~~Board meeting. Proposed amendments shall be introduced at a session of the Board and laid over until the next regular session before action is taken. The rule pertaining to amendments may be suspended only upon unanimous consent of the ~~board~~Board members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) & (2) may be amended upon majority vote at any regular meeting without necessity of laying such amendment over until the next regular session or suspension of the rules. Notwithstanding the foregoing, any section hereof may be amended at the County Board's organizational meeting upon majority vote without necessity of laying such amendment over until the next regular session or suspension of the rules. For purposes of the organizational meeting, prior rules of the Board shall be considered to be in effect, insofar as applicable, for the purposes of conducting the organizational meeting.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Adopted: 04-19-2016; Published: 04-25-2016

Last update: 06-13-17