

CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER 2022-2024

3.01 MEETINGS, QUORUM AND ORDER OF BUSINESS.

1. County Board Meeting Schedule

- a) ~~All 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. The board may establish by rule an earlier date during October or November for the annual meeting. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.~~
- b) ~~If the annual meeting is adjourned to a date later than November 14^h, the County Board shall convene a regular meeting prior to that date for the purpose of approving the annual county budget for the following year, approving the municipal apportionment to allow municipalities to finalize their annual budgets, and conducting any other business as needed.~~
- c) ~~The board shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting. The organizational meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the 3rd Tuesday of each April. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.~~
- a)d) 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 21, 2020 at 5:00 p.m.	Tuesday, April 20, 2021 at 5:00 p.m.
Tuesday, May 12, 2020	Tuesday, May 11, 2021
Tuesday, June 9, 2020	Tuesday, June 8, 2021
Tuesday, July 14, 2020	Tuesday, July 13, 2021
Monday, August 10, 2020	Tuesday, August 10, 2021
Tuesday, September 8, 2020	Tuesday, September 14, 2021
Tuesday, October 13, 2020	Tuesday, October 12, 2021
Tuesday, October 27, 2020	Tuesday, October 26, 2021
*Tuesday, November 10, 2020	*Tuesday, November 9, 2021
Tuesday, December 8, 2020	Tuesday, December 14, 2021
Tuesday, January 12, 2021	Tuesday, January 11, 2022
Tuesday, February 9, 2021	Tuesday, February 8, 2022
Tuesday, March 9, 2021	Tuesday, March 8, 2022 Tuesday, March 8, 2022
	Tuesday April 19, 2022 at 5:00 p.m. Tuesday, April 19, 2022 at 5:00 p.m.

Tuesday, May 10 *Tuesday, April 19, 2022 at 4:00 p.m. <u>Tuesday, May 10, 2022</u>	*Tuesday, April 18, 2023 at 4:00 p.m.
<u>Tuesday, June 14, 2022</u>	<u>Tuesday, May 09, 2023</u>
<u>Tuesday, July 12, 2022</u>	<u>Tuesday, June 13, 2023</u>
<u>Monday, August 08, 2022</u>	<u>Tuesday, July 11, 2023</u>
<u>Tuesday, September 13, 2022</u>	<u>Tuesday, August 08, 2023</u>
<u>Tuesday, October 11, 2022</u>	<u>Tuesday, September 12, 2023</u>
<u>Tuesday, October 25, 2022</u>	<u>Tuesday, October 10, 2023</u>
* <u>Tuesday, November 15, 2022</u>	* <u>Tuesday, November 14, 2023</u>
<u>Tuesday, December 13, 2022</u>	<u>Tuesday, December 12, 2023</u>
<u>Tuesday, January 10, 2023</u>	<u>Tuesday, January 09, 2024</u>
<u>Tuesday, February 14, 2023</u>	<u>Tuesday, February 13, 2024</u>
<u>Tuesday, March 14, 2023</u>	<u>Tuesday, March 12, 2024</u>
Tuesday, April 11, 2023 at 5:00 p.m.	<u>Tuesday, April 16, 2024 at 5:00 p.m.</u>

*Annual or Organizational 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; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-11, 08/13/2018; Ord. No. 2018-21, 12/11/2018; Ord. No. 2019-10, 11/12/2019]

b)e) 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]

e)f) 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]

- Board meetings shall commence at 7:00 p.m., except for ~~April~~the organizational and annual meetings which shall commence at 4:00 p.m., ~~and the January 8, 2019 meeting which shall commence at 6:00 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; Ord. No. 2018-21, 12/11/2018]

3. Attendance

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 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; Ord. No. 2018-01, 04/17/2018]

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~~b)~~

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) Election of Chair and Vice Chairs.

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

~~i)h)~~ 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; Ord. No. 2018-01, 04/17/2018]

5. The order of business for all other Board meetings shall be as follows:

- 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. and re-lettered 3/13/12, Ord. 2011-24; Ord. 2013-24, 03/11/2014; Ord. No. 2016-24, 03/14/17; Ord. No. 2018-01, 04/17/2018]

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 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; Ord. No. 2018-01, 04/17/2018]

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 Chair, a First Vice Chair and a Second Vice Chair by secret ballot. The Clerk shall preside until the Chair 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 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. 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; Ord. No. 2018-01, 04/17/2018]

2. The County Board Chair 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 Chair shall countersign all county orders, transact all necessary 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. [Ord. No. 2018-01, 04/17/2018]
3. In case of the absence or disability of the Chair, the First Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
4. In case of the absence of the Chair and the First Vice Chair, the Second Vice Chair shall perform the duties of the Chair. [Ord. 2016-01, 04/19/2016]
5. In case of the absence of the Chair and both Vice Chairs for any meeting, the members present shall choose a temporary Chair.
6. The County Board Chair is authorized and directed to attend meetings and conferences on matters directly related to County government. The County Board Chair may designate member(s) of the County Board to attend such meetings and conferences, either in place of the Chair or along with the Chair. The County Board Chair, the Vice Chairs and such other Board members as may be designated by the Chair, 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. The County Board Chair shall be entitled to a meeting fee for meeting with the County Administrator. Board members 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 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 Board members attending meetings and conferences in addition to regularly scheduled meetings, including educational meetings and events, who have not been authorized to attend by the County Board Chair. ~~All members of Committees, Boards, Commissions or Other Bodies must attend meetings personally to be considered present for voting purposes, per diem payments and expense reimbursement.~~ Utilization of remote attendance at all County meetings to facilitate the transaction of County

business is permitted by County Board Supervisors when serving as a member of the Jefferson County Board of Supervisors or as an appointed member of a Board, Commission, Committee, or other body on behalf of Jefferson County. County Board Supervisors shall have the same rights and privileges when appearing by remote attendance as they would have when appearing in person. The official meeting shall be noticed as taking place at a ~~based on the physical location~~ ~~noticed on the meeting agenda~~. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity ~~on~~ with the official meeting site. If connectivity ~~on~~ is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. If connectivity ~~is~~ ~~ons~~ are lost and, ~~but~~ there is a quorum of members appearing remotely, the meeting shall be ~~suspended~~ adjourned until connectivity ~~on~~ is reestablished with the official meeting location or rescheduled to another date and time in accordance with the Wisconsin Open Meetings Law. As a courtesy, committee members planning to attend remotely should ~~the intent to attend remotely will be provided~~ 24 hours' notice in advance of a scheduled meeting to the County Clerk. Members attending remotely must be able to be heard by Committee members and public who are present at the physical location of the meeting. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost. If the meeting is convened in closed session, any member attending remotely shall inform the committee chair that no other person is present with them and to the best of their knowledge no other person can view or see any portion of the closed session meeting unless such person is allowed to attend closed session meetings by the County Board rules or expressly authorized to attend the closed session meeting by the committee. —[am. 03/09/10, Ord. 2009-24; Ord. No. 2014-06, 05/13/2014; Ord. No. 2018-01, 04/17/2018]

7. In the event the position of Chair, First Vice Chair or Second Vice Chair 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 Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chair and shall be paid meeting fees and the monthly salary to which the Chair would be entitled until such time as the Board elects a successor. The Second Vice Chair shall assume the duties of First Vice Chair when such position is vacant. [cr. 03/11/08, Ord. 2007-36; Ord. 2016-01, 04/19/2016]
8. **Vacancies.** If a vacancy occurs on the Board, the County Board Chair 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 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; Ord. No. 2018-01, 04/17/2018]

~~7.~~

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 Chair, and shall not be interrupted except by a call to order. If called to order by the Chair the member shall be seated and shall not proceed without permission of the Chair.
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 Chair. In speaking, a member shall confine comments to the question under consideration and shall avoid all personalities.
4. No member present at a Board meeting ~~the initial roll call~~ shall thereafter fail to attend the balance of a Board meeting without first obtaining permission of the Chair and notifying the Clerk. [Ord. No. 2018-01, 04/17/2018]
- ~~4. — [Ord. No. 2018-01, 04/17/2018]~~
5. A member with a conflict of interest or a potential 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 or potential conflict of interest pertains. Thereafter, such member shall not participate in the discussion or vote thereon. Depending on the extent and type of conflict, it may be appropriate for the member to leave the meeting while the item is being discussed and return to the meeting after the vote has been taken. If requested by the Board member, the

Corporation Counsel shall be available for consultation or issue a written legal opinion to assist the member in making a determination. The minutes shall reflect the member's statement and the fact that the member has left the meeting or abstained from discussion and voting on the item in question. [Ord. No. 2018-01, 04/17/2018]

6. 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 Chair or any member may call for a roll call vote. [Ord. No. 2018-01, 04/17/2018]
7. 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. [Ord. No. 2018-01, 04/17/2018]
8. 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. [Ord. No. 2018-01, 04/17/2018]
9. 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; or upon the written request of five (5) County Board members; or, in circumstances where these methods are impossible or impractical, by the County Administrator with approval from the County Board Chair. ~~Resolutions and ordinances not introduced by a committee or the County Administrator shall be referred to an appropriate committee by the Chair. A resolution or ordinance referred to a committee pursuant to this paragraph may be placed on the County Board agenda for further action.~~ Resolutions, ordinances, petitions and reports sponsored by five (5) County Board members shall first be referred to an appropriate Committee by the County Board Chair for consideration. If such committee does not submit to the Board for consideration within ~~upon the written request of five (5) County Board members which shall be submitted to the Chair not sooner than~~ sixty (60) days after referral of the item to the committee, ~~s.~~ 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; Ord. No. 2018-01, 04/17/2018]

10. Any person desiring to submit written communication to having a matter of business requiring the attention of the County Board may present such matter/communication to the Board by delivering the written communication to the County Clerk by ~~4:30 p.m.~~ noon on the day of the ~~County Board meeting.~~ [Am. 5/11/10, Ord. 2010-06; Ord. No. 2015-26, 12/08/2015; Ord. No. 2018-01, 04/17/2018]
11. Orderly administration of 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 to speak on a pending matter before the Board. [Am. 11/15/11, Ord. 2011-18; Ord. No. 2018-01, 04/17/2018]
12. Any 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 Chair shall grant the privilege to such non-board member. If a member objects, any Board member may move that the privilege of the floor be granted and any member may second such motion. If the motion is adopted by a majority vote, the Chair shall grant the privilege of the floor to the non-board member. 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. [Ord. No. 2018-01, 04/17/2018]
13. Annual reports will be received by the Board, posted on the County website, and placed on file. Annual reports will ~~and~~ not be 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; Ord. No. 2018-01, 04/17/2018]

3.04 DUTIES OF OFFICIALS.

- ~~The County Administrator shall review the written agenda of all matters which are to be brought before the Board or Board committees. Agendas shall be based on input from~~ created by the County Board Chair or the Committee Chair respectively with support of staff. The County Administrator, County Clerk, and Corporation Counsel shall review the written agendas of all County Board or Board committee meetings before publication. The County Administrator shall attend all Board meetings, unless excused by the Chair, shall assist the Board whenever possible and may present matters to the Board for consideration as authorized in section 3.03 above. The County Administrator 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; Ord. No. 2018-01, 04/17/2018]. All settlements shall be reported to the Finance Committee.
- The County Treasurer shall prepare and present to the County Board a complete monthly financial statement which includes the County's financial condition and the investment of surplus funds. [am. 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
- 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 Chair or Committee Chair. 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. 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 personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of Board meetings and committee meetings; make regular entries of the 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; Ord. No. 2018-01, 04/17/2018].
- The Corporation Counsel or designee shall attend Board meetings and shall serve as parliamentarian and legal advisor to the Board. [renumbered 3/13/12, Ord. 2011-24; Ord. No. 2018-01, 04/17/2018]
- 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. [Ord. No. 2018-01, 04/17/2018]

3.05 STANDING COMMITTEES.

- Standing committees of the Board shall be appointed for two-year terms by the Chair 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 Chair may appoint temporary committees and Committee Chairs 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 Chair shall file a list of the committee appointments with the County Clerk and the County Administrator. Any mid-term committee appointments by the Chair 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 Chair and County Board Chair. 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 Chair (or either Vice Chair, or in the absence of the Chair and both Vice Chairs, 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; Ord. No. 2018-01, 04/17/2018]

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

- a) **BROADBAND WORKING GROUP** – Five to Seven County Board members appointed by the County Board Chair, consisting of at least one member of the Finance Committee, one member from the Jefferson County Economic Development Consortium, one member from Planning and Zoning Committee; and one member from the Executive Committee with the remaining members selected by the County Board Chair. Working group will be responsible for policy oversight of the expansion and improvement of Broad Band within Jefferson County. Members will be paid a per diem and mileage for meeting attendance in accordance with County Policy. The Working Group will dissolve at the end of the ~~2020~~-2024~~2~~ County Board term.
- b) **BUILDINGS and GROUNDS COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Buildings and Grounds Committee shall oversee all construction, remodeling and repair of all County buildings and grounds, including fiber network, and shall have authority to 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.

When the County Board has authorized construction of, additions to or remodeling of a County building, the Committee shall review proposals and make a recommendation to the County Board in accordance with the County Purchasing Policy.

The Committee shall provide policy oversight to the Information Technology Department and the Central Services Department and shall have policy oversight for conservation of resources and sustainability practices in County facilities and operations. [Am. 03/14/06, Ord. 2005-48b; Ord. No. 2007-38, 03/11/2008; 08/12/08, Ord. 2008-17; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- c) **EXECUTIVE 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 Executive 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. 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 to the Clerk of Courts, County Clerk 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. The Executive Committee is authorized to review proposed resolutions from the Wisconsin Counties Association which will be voted on at its annual meeting without authorization by the County Board. The Committee Chair or designee shall attend the annual meeting as a delegate of Jefferson County to vote on such resolutions as directed by the Committee. [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; Ord. No. 2018-01, 04/17/2018]

Matters pertaining to proposed state legislation or other matters of statewide concern, proposed County Board rule amendments and County 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 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 any 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; Ord. No. 2018-01, 04/17/2018]

The Executive 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; Ord. No. 2018-01, 04/17/2018]

The Board Chair or designee shall serve as Jefferson County's representative to the Inter-County Coordinating Committee. [Am. 03/14/06, Ord. 2005-48a; 03/13/12, Ord. 2011-24; Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]

- d) **FAIR PARK COMMITTEE** - Seven members appointed by the County Board Chair consisting of five County Board Supervisors and two citizen members. The Fair Park Committee shall recommendcreate Fair Park policies to the County Board and approve and amend the Fair Premium Book. The Fair Park Director and Fair Park Committee may approve the entertainment contracts in accordance with the Jefferson County Purchasing Ordinance. All contracts shall be submitted to the Corporation Counsel for approval before execution. The Committee shall recommend fees to the County Administrator as part of the annual County budget for action by the County Board. The Director may set unanticipated fees or deviate from the established fee structure when it is advantageous to the operation of the Park and report such fees to the Committee. All fee deviations shall be done in accordance with the County Budget Amendment/Budget Adjustment Policy. [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; Ord. No. 2018-01, 04/17/2018]
- e) **FINANCE COMMITTEE** - Five members appointed by the County Board Chair consisting of County Board Supervisors. 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; Am. 05/11/04, Ord. 2004-04; 03/09/10, Ord. 2009-24; Ord. No. 2014- 11, 07/08/2014; Ord. No. 2018-01, 04/17/2018] The Committee shall recommend to the Board the auditors to be employed, and shall report to the Board the results of such audits. 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. [Ord. No. 2018-01, 04/17/2018] The Committee shall review insurance to be carried and also the insurance carrier to which 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, select investment advisors/brokers, select vendors for professional services related to financial matters if required by the Jefferson County Purchasing Policy and select P-Card vendors. [Ord. No. 2018-01, 04/17/2018] The Committee shall have the authority to resolve claims against the County in amounts over \$25,000 up to the County's self-insured retention (SIR) amount after consulting with the County's insurance carrier, the County Administrator and Corporation Counsel. [Cr. 04/16/02, Ord. 2002-04; Ord. No. 2018-01, 04/17/2018] 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] Unless otherwise provided by statute or ordinance, the Finance Committee shall oversee the sale of county-owned land in addition to 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; Ord. No. 2018-01, 04/17/2018] 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, Ord. No. 2018- 01, 04/17/2018] [Ord. No. 2002-05, 04/15/2002; Ord. No. 2002-16, 08/13/2002; Ord. No. 2004-04, 05/11/2004; Ord. No. 2005-48d, 03/14/2006; Ord. No. 2009-24, 03/09/2010; Ord. No. 2011-24, 03/13/2012; Ord. No. 2014-11, 07/08/2014; Ord. No. 2016-01, 04/19/2016]

- f) **HIGHWAY COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. 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; Ord. No. 2008-04, 04/15/2008; Ord. No. 2018-01, 04/17/2018]
- g) **HUMAN RESOURCES COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Human Resources Committee shall provide policy guidance in the administration of the Safety Program and Personnel 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 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; Ord. No. 2018-01, 04/17/2018]
- h) **LAND AND WATER CONSERVATION COMMITTEE** - - Seven members appointed by the County Board Chair consisting of not less than three County Board Supervisors, including at least two members of the University Extension Education Committee. The Chair of the FSA (Farm Service Agency) (or his/her designee) shall serve on the Land and Water Conservation Committee. ~~and shall have the powers and duties as set forth in Chapter 92, Wisconsin Statutes. The Land and Water Conservation Committee shall have the powers as set forth in Chapter 92, Wisconsin Statutes, provide policy oversight to the Land and Water Conservation Department.~~ -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; Ord. No. 2018-01, 04/17/2018] 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]
- i) **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE** - Five members appointed by the County Board Chair consisting of five County Board Supervisors. This Committee shall provide policy oversight on 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 Chair shall designate a member of the Committee to act as Chair 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; Ord. No. 2018-01, 04/17/2018]

This Committee shall 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; Ord. No. 2018-01, 04/17/2018]

- j) **PARKS COMMITTEE** – Five members appointed by the County Board Chair consisting of five County Board Supervisors. The Committee shall provide policy oversight to the Parks Department in its efforts to meet its agreed upon mission 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 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; Ord. No. 2018-01, 04/17/2018]

- k) **PLANNING AND ZONING COMMITTEE** - Five members appointed by the County Board Chair 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) and (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. 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. 2005-48l, effective 04/18/06; re-lettered 07/10/07, Ord. 2007-11; Ord. No. 2018-01, 04/17/2018]

The Planning and Zoning Committee shall provide policy oversight to the Land Information Office, Planning and Zoning Department and Register of Deeds in 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; Ord. No. 2018-01, 04/17/2018]

- l) **SOLID WASTE COMMITTEE** - Five members appointed by the County Board Chair 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; Ord. No. 2018-01, 04/17/2018]
- m) **UNIVERSITY EXTENSION EDUCATION COMMITTEE** - Five members appointed by the County Board Chair 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; Ord. No. 2018-01, 04/17/2018]

3.06 BOARDS, COMMISSIONS, COMMITTEES AND OTHER BODIES.

1. The following Boards, Commissions, Committees and Other Bodies 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. The Chair or either Vice Chair 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. [Am. 03/14/06, Ord. 2005-49a; Ord. No. 2018-01, 04/17/2018]
- a) **BLUE SPRING LAKE MANAGEMENT DISTRICT** – [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 and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator with confirmation by the County Board. [Ord. No. 2018-01, 04/17/2018]
- b) **BRIDGES FEDERATED LIBRARY SYSTEM BOARD** – Three members appointed by the County Administrator pursuant to s. 43.19, Wis. Stats., subject to County Board confirmation, with one member appointed from the County Board. The remaining system Board members shall include such representatives of the library Boards governing public libraries of participating municipalities and counties and members of the public from Jefferson County. Members shall serve staggered three-year terms. 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. 2009-24; 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; Ord. No. 2018-01, 04/17/2018]

- c) **COMMUNITY ACTION COALITION** - Members appointed by the County Board Chair consisting of County Board Supervisor(s) or other members of the public. 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. [Ord. No. 2018-01, 04/17/2018] [Ord. No. 2003-39, 03/09/2004; Ord. No. 2007-49, 03/11/2008; Ord. No. 2008-01, 04/15/2008; Ord. No. 2011-24, 03/13/2012; Ord. No. 2015-19, 11/10/2015; Ord. No. 2016-01, 04/19/2016]
- d) **COMMUNITY JUSTICE COLLABORATING COUNCIL** – Seventeen members 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 and Sheriff's Association representative, Human Services Director, Jefferson County parole and probation manager, education representative, two members of the public, Corporation Counsel, Health Department Director and Child Support Office representative. The Council 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 Community Justice Collaborating Council Bylaws. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018; Ord. No. 2018-08, 07/10/2018]
- e) **COUNTY BOARD OF HEALTH** - Five members appointed by the County Administrator, subject to County Board confirmation, who shall serve three-year staggered terms. 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. 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 Chair. 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; Ord. No. 2018-01, 04/17/2018]
- ~~e) **DRAINAGE BOARD** – Three members appointed by the Jefferson County Circuit Court Judges in accordance with section 88.17 Wis. Stats. County staff will provide general administrative support for the Drainage Board under the supervision of the County Administrator as authorized under Chapter 88 Wis. Stats.~~
- f) **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 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; Ord. No. 2018-01, 04/17/2018]

~~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]~~

- g) **HISTORIC SITES PRESERVATION COUNCIL** – Five members appointed by the County Board Chair subject to confirmation by the Jefferson County Board of Supervisors. 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. Members shall serve two-year terms. The purpose, intent and criteria of this Council are set forth in Ordinance No. 2016-19. [Ord. No. 2016-20, 02/14/17; Ord. No. 2018-01, 04/17/2018]

- h) 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; Ord. No. 2018-01, 04/17/2018]
- i) HUMAN SERVICES BOARD** - Seven members appointed by the County Administrator and confirmed by the County Board. This is the governing and policymaking Board for 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 Chair and Vice Chair 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. [Ord. No. 2018-01, 04/17/2018]

 - i. AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE** - The Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee pursuant to s. 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. [Ord. No. 2018-01, 04/17/2018]
 - ii. NUTRITION PROJECT COUNCIL** – The Human Services Board shall appoint a Nutrition Project Council pursuant to s. 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. [Ord. No. 2018-01, 04/17/2018]
- j. 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 Board Supervisors, representatives of existing library Boards and persons residing in municipalities not served by libraries. A County Board member’s appointment shall cease if the County Board 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; Ord. No. 2018-01, 04/17/2018]
- k. LAKE RIPLEY MANAGEMENT DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and 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, 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; Ord. No. 2018-01, 04/17/2018]
- l. LAND INFORMATION COUNCIL** – The Council is created pursuant to s. 59.72(3m), Wis. Stats., and shall be comprised of the Register of Deeds, the Treasurer, the Zoning Director, the Land and Water Conservation Director, the Information Technology Director, the 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, (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; Ord. No. 2018-01, 04/17/2018]

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 and Zoning Committee. [cr. 07/13/10, Ord. 2010-09; Ord. No. 2018-01, 04/17/2018]

- m. **LOCAL EMERGENCY PLANNING COMMITTEE** – A minimum of Thirteen members appointed in accordance with s. 59.54(8), Wis. Stats., and 42 USC 11001(c) applicable federal law. Membership shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subchapter. The Board Chair may appoint additional members beyond the statutorily required minimum membership.—[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]
- n. **LOWER SPRING LAKE PROTECTION and REHABILITATION DISTRICT** – One member appointed by the County Administrator and confirmed by the County Board who is a member of the Land and Water Conservation Committee or is nominated by the Land and Water Conservation Committee and appointed by the County Administrator and confirmed by the County Board. 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; Ord. No. 2018-01, 04/17/2018]
- o. **MARSH COUNTRY HEALTH ALLIANCE** - One County Board Supervisor appointed by the County Board Chair pursuant to an Intergovernmental Cooperation Agreement. Jefferson County is 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 and Rehabilitation. [Ord. No. 2018-01, 04/17/2018]
- p. **SHERIFF'S CIVIL SERVICE COMMISSION** – Five members 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. Members of the County Board shall not be 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; Ord. No. 2018-01, 04/17/2018]
- q. **SOUTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT AREA CONSORTIUM** – Six members consisting of the Chair 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. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- r. **TRAFFIC SAFETY COMMISSION** – A minimum of twelve members 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. Membership shall include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative

designated by the county board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The Traffic Safety Commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters. Additional persons may be appointed to serve as members of the county Traffic Safety Commission. The Jefferson County Highway Commissioner shall serve on the Traffic Safety Commission as the County Highway Safety Coordinator unless a County Highway Safety Coordinator has otherwise been designated by the County Administrator to serve on the Traffic Safety Commission in that capacity. [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; Ord. No. 2018-01, 04/17/2018]

- s. **VETERANS SERVICE COMMISSION** - Five members appointed by the County Administrator and confirmed by the County Board for staggered three-year terms in accordance with s. 45.81, Wis. Stats. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. County Board Supervisors may be appointed by the County Administrator and confirmed by the County Board to increase membership to more than five members. [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; Ord. No. 2018-01, 04/17/2018]
- t. **WISCONSIN COUNTIES UTILITY TAX ASSOCIATION** – One member appointed by the County Board Chair. The Association’s mission is to represent the interests of Counties to provide for an equitable distribution of utility tax for Wisconsin Counties. [Ord. 2016-01, 04/19/2016; Ord. No. 2018-01, 04/17/2018]
- u. **WISCONSIN RIVER RAIL TRANSIT COMMISSION** – Three members appointed by the County Board Chair to staggered three-year terms ending on April 30 in respective years and one alternate. 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; Ord. No. 2018-01, 04/17/2018]
- v. **ZONING BOARD OF ADJUSTMENT** - 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 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 and Water 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; Ord. No. 2018-01, 04/17/2018]

3.07 RULES OF COUNTY BOARD STANDING COMMITTEES

[Ordinance No. 2015-01, 04/21/15; Ord. No. 2018-01, 04/17/2018]

1. The committee shall select its Chair and, Vice-Chair and Secretary, except where committee organization is otherwise governed by law, after the County Board organizational meeting in April of even-numbered years. A Chair, or Vice-Chair or Secretary may be removed by majority vote of the committee. [am. 03/11/08, Ord. 2007-43; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018].

2. A majority of the members of any committee, 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 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; Ord. No. 2018-01, 04/17/2018]
3. ~~Each committee shall select a secretary.~~ The County Clerk shall keep and preserve the agendas and minutes of meetings and attendance in the format determined by the County Clerk. ~~The secretary shall 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; Ord. No. 2018-01, 04/17/2018]
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 Chair 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; Ord. No. 2018-01, 04/17/2018]
5. Members of committees 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 Chair. [Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
6. No committee 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 may hold additional emergency meetings on call of their Chairs and with prior approval of the County Board Chair. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32; Ord. No. 2015-01, 04/21/2015; Ord. No. 2018-01, 04/17/2018]
7. Except as provided herein, the members of all County Board standing committees may receive a per diem, meeting fees, mileage, and reimbursed expenses as authorized by the County Board Rules. This shall include members of groups created under Chapter 46 of the Wisconsin Statutes and 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. 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; Ord. No. 2018-01, 04/17/2018; Ord. No. 2020-13, 12/08/2020]
8. Committees meeting with another committee on a particular subject of mutual interest shall retain their independent identity. Each committee shall vote separately and maintain its own minutes. For voting purposes, all committee members shall vote as a member of either or both committees of which they have been appointed or designated to serve on. The County Board Chair shall chair the meeting or designate a temporary Chair for such purpose, who shall preside over both committees 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 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; Ord. No. 2018-01, 04/17/2018]
9. All agendas of County committees 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 2018 – 2020, 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; Ord. No. 2018-01, 04/17/2018]

3.08 OPEN MEETINGS.

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law as specified in s. 19.81 of the Wisconsin Statutes. [Ord. No. 2018-01, 04/17/2018]
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, 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. [Ord. No. 2018-01, 04/17/2018]
3. The Board of Supervisors, or any committee, 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 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.
[Ord. No. 2018-01, 04/17/2018]
4. Neither the County Board or any committee, 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. [Ord. No. 2018-01, 04/17/2018]
5. The election of County Board Chair and County Board Vice Chairs shall be by secret ballot. No other secret ballot may be utilized to determine any election or other decision of county government. [Ord. No. 2018-01, 04/17/2018]
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 or commission involved until such time as the purpose necessitating such closed session no longer exists. [Ord. No. 2018-01, 04/17/2018]

~~8. Vacancies. If a vacancy occurs on the Board, the County Board Chair 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 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; Ord. No. 2018-01, 04/17/2018]~~

3.10 AMENDMENTS TO RULES.

Amendments to these rules of order may be made by a two-thirds vote of the members attending the 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 members attending such meeting. Notwithstanding the foregoing, s. 3.01(1) and (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. [Ord. No. 2018-01, 04/17/2018]

~~Ayes: 30 Noes: 0 Abstain: 0 Absent: 0 Vacant: 0~~

~~/s/ Steven Nass~~

~~Steven Nass, County Board Chair~~

~~ATTEST:~~

~~/s/ Audrey McGraw~~

~~Audrey McGraw, County Clerk~~

~~Published this 16th day of June, 2020.~~

Requested by:

Executive Committee

~~-04-21-2020~~

N O T I C E

NOTICE IS HEREBY GIVEN that the County of Jefferson (Executive Committee) will receive bids from any and all newspapers published within Jefferson County which qualify to publish official proceedings of the County Board and legal notices pursuant to Section 985.03, Wisconsin Statutes, and for job printing and publication services set forth on the attached specification sheet. Such bids must be received at the office of the Corporation Counsel, Jefferson County Courthouse, 311 South Center Avenue, Room 110, Jefferson, Wisconsin 53549, not later than 4:30 p.m. on February 18, 2022. All bids must be submitted on the form “Official Newspaper Bid Form.” All bid envelopes shall state: Newspaper name, address and “Sealed Bid for Official Newspaper” on the outside. The newspaper selected for printing and publication services shall be designated the official newspaper of the County of Jefferson for the period of the third Tuesday in April 2022 to date immediately preceding the third Tuesday in April 2024.

The County of Jefferson reserves the right to consider the circulation and place of publication of all newspapers submitting bids, to select any qualified newspaper which fulfills the needs of the County, or to reject any and all bids at its discretion.

**COUNTY OF JEFFERSON
EXECUTIVE COMMITTEE**

Amy Rinard, Chair
Jim Braughler, Vice Chair
Conor Nelan (, Secretary
Steve Nass(
Michael Wineke

MEGAN VERGENZ
DAILY JEFFERSON COUNTY UNION
WATERTOWN DAILY TIMES
28 WEST MILWAUKEE AVENUE
FORT ATKINSON, WI 53538

01-26-2022

OFFICIAL NEWSPAPER BID FORM

A. Publication of Official Board Proceedings:
(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set
Line Size: 9.5 pt. line
Line Width: 21.75 picas

There are to be no additional charges for tables, graphs, etc. including formatting or reformatting as directed by the County.

Paid circulation in Jefferson County by zip code: _____

Grand total of paid circulation in Jefferson County: _____

Cost per line: (width 21.75) \$ _____

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

COMMENTS: _____

Newspaper: _____
By: _____
Date: _____

JEFFERSON COUNTY
CORPORATION COUNSEL

Courthouse, Room 110
311 South Center Avenue
Jefferson, Wisconsin 53549-1799
(920) 674-7135 Fax: (920) 674-7399

J. BLAIR WARD
Corporation Counsel

YELENA ZARWELL
Asst. Corporation Counsel

WHITNEY DEVOE
Asst. Corporation Counsel

SARANA STOLAR
Paralegal II

January 25, 2022

Megan Vergenz
Daily Jefferson County Union
Watertown Daily Times
28 West Milwaukee Avenue
Fort Atkinson, WI 53538

VIA MAIL AND EMAIL

Re: Official Newspaper Bid

Dear Megan:

Enclosed is the bid form and specifications for Jefferson County's official newspaper contract to commence the third Tuesday in April 2022, and running until the date immediately preceding the third Tuesday in April 2024. Bid forms are due in the Corporation Counsel's office not later than 4:30 p.m., February 18, 2022. The bid envelope must contain: Newspaper name, address and "Sealed Bid for Official Newspaper" on the outside. The Executive Committee will meet on February 23, 2022, at 8:30 a.m. to review the bids.

Since the Daily Jefferson County Union and Watertown Daily Times are owned by the same company, we are requesting 3 separate bids as follows:

1. Bid for publishing in the Daily Jefferson County Union.
2. Bid for publishing in the Watertown Daily Times.
3. Bid for publishing in both the Daily Jefferson County Union and the Watertown Daily Times.

Our Executive Committee is also requesting confirmation on electronic posting of our minutes. In the previous contract, all display advertising, including the board proceedings, would be digitized and placed on one or on both websites in a searchable archive, depending on which bids were accepted. Please confirm that this is still the process.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Sarana R Stolar
Paralegal II

Encl.

SPECIFICATIONS AND INSTRUCTIONS

Publication of Official Proceedings

The Jefferson County Board shall award this contract for a period commencing on the third Tuesday in April of 2022 and running until the date immediately preceding the third Tuesday in April of 2024 with the following requirements:

1. To publish the official Jefferson County Board proceedings in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than sixty (60) days after the adjournment of each County Board meeting. An affidavit of publication shall be provided to the County Administrators Office following publication.

2. Type shall be 9 pt. set on a 9.5 pt. line. Line width shall be not less than 21.75 picas for the 5 ½ inch x 8 ½ inch book. Bidders shall submit with their bid proposal an accurate count of the paid circulation within Jefferson County by zip code.

3. The County of Jefferson reserves the right to consider circulation and place of publication in selection of the official newspaper for the next two years commencing April 2022. The County reserves the right to reject any and all bids and to select any qualified newspaper which fulfills the needs of the County.

4. In addition to the circulation figures required above, bids will be evaluated on the basis of cost, distribution of readers and past performance.

5. A WORD format copy of the official Jefferson County Board proceedings for each session of the Board will be provided by email not later than 72 hours after the Board adjourns each meeting.

6. A pdf proof shall be emailed back to the County Board Reporter as soon as possible. The County Board Reporter will provide any corrections via email to the newspaper and request an updated pdf proof. The Executive Committee generally meets the last Wednesday of each month. The updated proof for this meeting is to be submitted via email by the Friday preceding this meeting to the County Board Reporter. A payment of \$5.00 per page per day shall be paid to the County for late delivery. (See: attached example)

7. The **corrected/final** pdf proof shall be emailed by the newspaper each month to the County Board Reporter. This is required so that each month an index can be compiled

Publication of Legal Notices, Etc.:

Materials shall be published as directed by Jefferson County as needed according to applicable legal requirements throughout the term of this contract. An affidavit of publication shall be provided to the County Administrator's Office following publication.

2022-2024
PROCEDURE FOR PUBLISHING MINUTES
OF THE JEFFERSON COUNTY BOARD OF SUPERVISORS

1. County Board Reporter will email a copy of the minutes of the County Board meeting to the newspaper 72 hours after the Board adjourns (Friday following the Board meeting if the Board meets on Tuesday, or when completed).
2. The newspaper will email a pdf proof back to the County Board Reporter as soon as possible. The County Board Reporter will provide any corrections via email to the newspaper and request an updated pdf proof. The Executive Committee generally meets the last Wednesday of each month. The updated proof for this meeting is to be submitted via email by the Friday preceding this meeting to the County Board Reporter. A payment of \$5.00 per page per day shall be paid to the County for late delivery. (See: attached example)
3. The County Board Reporter will make corrections in red/purple on the pdf draft and a typed sheet showing where corrections are required. These corrections will be emailed to the newspaper after reviewed by the Executive Committee.
4. The newspaper receives the corrections, makes the corrections, emails corrected pdf minutes back to County Board Reporter for final approval by the County Board or approval by the Executive Committee under Board Rule 3.05(2)(a) and then publishes the minutes not later than 60 days after the adjournment of the County Board meeting for which the minutes were prepared. An affidavit of publication shall be provided to the County Administrator.
5. Corrected minutes shall be forwarded via email by the County Board Reporter to the Administrator's Administrative Assistant to compile the index. The Administrative Assistant shall email the index to Jefferson County's County Board Reporter and County Clerk. Jefferson County's Central Duplicating staff will compile the minute book for distribution in April.
6. Ten (10) minute books in 5 ½" x 8 ½" format shall be delivered by Jefferson County's Central Duplicating staff by the 3rd Tuesday in April to the County Clerk's office.
7. An electronic copy of the minute book in its final form shall be sent by the Administrative Assistant by the 3rd Tuesday in April to the County Clerk's office and County Board Reporter. Each month's minutes and the index shall be in one pdf and separate pdfs.

Current County Board Reporter:

Sarana Stolar saranas@jeffersoncountywi.gov