

JEFFERSON COUNTY BOARD
COMMITTEE MINUTES

#6

November 30, 2011
Administration & Rules Committee
8:30 a.m.

1. **Call to Order**
Meeting was called to order by Supervisor Molinaro at 8:32 a.m.
2. **Roll Call**
Administration and Rules Committee Members
Members present: James Braughler, Jim Mode, Greg David, Paul Babcock and John Molinaro.
Others Present: Gary Petre – County Administrator; Supervisor Jan Rouu; Supervisor Craig Peterson; Connie Freeberg – Paralegal II Confidential; Tammie Jaeger – Administrative Assistant-Confidential, Barb Frank – County Clerk; Phil Ristow – Corporation Counsel.
3. **Certification of compliance with Open Meeting Law Requirements**
Gary Petre certified compliance with the open meeting law.
4. **Review of Agenda**
No changes.
5. **Public Comment**
None
6. **Approval of October 26, 2011 Administration & Rules Committee meeting minutes**
Motion made by Supervisor Babcock; Second by Supervisor David to approve the October 26, 2011 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.
7. **Approval of October 25th, 2011 and November 15th, 2011 County Board minutes**
Motion by Supervisor Babcock; Second by Supervisor Mode to approve the October 25, 2011 County Board minutes as corrected. (Ayes-All) Motion carried.

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the November 15th, 2011 County Board meeting minutes as corrected. (Ayes-All) Motion carried.
8. **Discussion and possible action on the Law Enforcement/Emergency Management recommendation regarding State of Wisconsin- Assembly Bill 173 and the resolution to oppose legislation AB173.**
The Law Enforcement/Emergency Management Committee has not reviewed this resolution. No action taken.
9. **Discussion and possible action on records retention and supplemental information**
Barb suggested that all materials that are distributed to committees could be posted on the county website to accommodate open record requests. The Committee discussed this issue. It was suggested that a "Communications" item be added on to all committee agendas and minutes providing information on handouts that were received at meetings. Administration will notify department heads of the change to the agenda format and retaining all information.
10. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
Resolution - "Support criminalizing violations of the 72 hour no-contact condition for domestic abuse offenders"
The Committee reviewed and discussed the resolution. This resolution will be referred to the Law Enforcement/Emergency Management Committee and the Human Services Board for their recommendation. No action taken.

Resolution – “To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a”

The Committee reviewed and discussed the resolution. The Committee will gather more information and discuss this at the next meeting. No action taken.

11. County Administrator’s monthly report

Gary Petre reviewed his monthly report and addressed questions from the Committee.

12. Tentative Future Agenda Items and Meeting Dates

- Approval of November 30, 2011 Administration & Rules Committee meeting minutes
- Correction and Approval of December 13, 2011 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator’s monthly report
- Resolution – To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a”

The Committee decided that the December 28, 2011 scheduled meeting would not be necessary but members agreed to hold that date open on their calendars for the possibility of meeting.

Next meeting dates: January 25, 2012

13. Adjourn

Motion made by Supervisor David; Second by Supervisor Babcock to adjourn at 9:22 a.m. (Ayes-All) Motion carried.

#7

**CORRECTIONS TO BE MADE TO
DECEMBER 13, 2011, JEFFERSON COUNTY BOARD/PUBLIC HEARING MINUTES**

Page 143:

Line 39 – Delete the word at

Page 151:

Line 35 – Under the last s in Counsels; should read Counsels

Page 157:

Line 26 – Put a strikethrough the s in Locals and the comma after 2418; should read . . .Locals-2418, 655 or

Line 45 – Delete the underline under **HR0628 DENTAL INSURANCE (Created Ord. 2008-30, 12-09-2008)**

Page 158:

Line 26 – Underline D.

#9

ORDINANCE NO. 2011-_____

Amended Board Rules for 2012-2014

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The Board of Supervisors' Rules of Order are amended as noted by the underlined and strikethrough sections below:

CHAPTER III
BOARD OF SUPERVISORS
RULES OF ORDER – 2012-2014

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 recall elections occur on County Board dates [Amended 08/08/06, Ord. 2006-13; am. 03/11/08, Ord. 2007-34]:

- Tuesday, April 20, 2010 April 17, 2012
- Tuesday, May 11, 2010 May 8, 2012
- Tuesday, June 8, 2010 June 12, 2012
- Tuesday, July 13, 2010 July 10, 2012
- Tuesday, August 10, 2010 August 14, 2012 (This is an election day; so need to change date.
- Monday, September 13, 2010 Tuesday, September 11, 2012
- Tuesday, October 12, 2010 October 9, 2012
- Tuesday, October 26, 2010 October 23, 2012 (Board Meeting & Budget Public Hearing)
- *Tuesday, November 9, 2010 November 13, 2012
- Tuesday, December 14, 2010 December 11, 2012
- Tuesday, February 8, 2011 February 12, 2013
- Tuesday, March 8, 2011 March 12, 2013

- Tuesday, April 19, 2011 April 16, 2013
- Tuesday, May 10, 2011 May 14, 2013
- Tuesday, June 14, 2011 June 11, 2013
- Tuesday, July 12, 2011 July 9, 2013
- Tuesday, August 9, 2011 August 13, 2013
- Tuesday, September 13, 2011 September 10, 2013
- Tuesday, October 11, 2011 October 8, 2013
- Tuesday, October 25, 2011 October 22, 2013 (Board Meeting & Budget Public Hearing)
- *Tuesday, November 15, 2011 November 12, 2013
- Tuesday, December 13, 2011 December 10, 2013
- Tuesday, February 14, 2012 February 11, 2014
- Tuesday, March 13, 2012 March 11, 2014
- Tuesday, April 17, 2012 April 15, 2014

*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24]

(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 which will then make the meeting day on the succeeding Monday. [cr. 03/11/08, Ord. 2007-34]

(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 emergency to authorize repairs of county buildings, or take other necessary action to respond to the emergency. [Created 10/14/08, Ord. No. 2008-21]

(2) Board meetings shall commence at 7:00 p.m. unless by majority vote the Board prescribes a different time for convening. [Amended 02/10/04, Ord. 2003-34; amended 02/14/06, Ord. No. 2005-47]

(3) 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.

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

- (a) Call to order and pledge of allegiance.
- (b) Administration of oath of office and roll call by County Clerk.
- (c) Certification of compliance with Open Meeting Law.
- (d) Approval of the agenda.
- (e) Election of Chairperson and Vice Chairpersons.
- (f) Adoption of rules of order.
- (g) Committee elections, if called for by the rules.
- (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. [Amended 3/12/02, Ord. 2001-29; amended 02/14/06, Ord. No. 2005-47]

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

- (a) Call to order and pledge of allegiance.
- (b) Roll call by County Clerk.
- (c) Certification of compliance with Open Meeting Law.
- (d) Approval of the agenda.
- (e) Approval of minutes of last meeting.
- (f) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- (g) Public comment.
- (h) Annual reports of department heads.
- (i) Committee elections.
- (j) Committee reports, resolutions and ordinances.
- (k) Unfinished business.
- (l) Committee and Board appointments.
- (m) Announcements.
[Amended 02/14/06, Ord. No. 2005-47]

(6) The Chair may limit the number of persons addressing the Board under Section 3.01(5)(g) 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)(g) shall not exceed 3 minutes and may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. [Amended 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 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 cast 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), where applicable, shall apply to this procedure. Persons elected in accordance with this paragraph may be removed by the Board by majority vote. [Amended 03/12/02, Ord. No. 2001-29; am. 06/13/06, Ord. 2006-08; am. 03/11/08, Ord. 2007-35]

(2) The Chairperson shall perform all duties required of the Chairperson until the Board elects a successor. The Chairperson shall preside at meetings when present and shall countersign all ordinances of the Board. The Chairperson 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.

(3) In case of the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

(4) In case of the absence of the Chairperson and the Vice Chairperson, the Second Vice Chairperson shall perform the duties of the Chairperson.

(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 the Vice Chairperson or some other member 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 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 staff or the County Administrator. Board members authorized by the Chairperson to attend meetings and conferences 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 who have not been authorized as required in this paragraph. [am. 03/09/10, Ord. 2009-24]

(7) In the event the position of Chairperson is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of Chairperson within sixty (60) days of it becoming vacant. The First Vice Chair, or the Second Vice Chair if there is no First Vice Chair, shall assume all duties of the Chairperson when such position is vacant 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. [cr. 03/11/08, Ord. 2007-36]

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 board meeting without first obtaining permission of the Chairperson and notifying the Clerk. 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.

(5) 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.

(6) 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.

(7) 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.

(8) All resolutions, ordinances, petitions and reports presented to the Board shall be in writing, sponsored by a board member or committee and filed in the office of the County Administrator not later than noon on the Wednesday 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 Wednesday 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 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. [Amended 06/10/03, Ord. No. 2003-03]

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.

(9) 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 Wednesday preceding 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]

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 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 and permit the department head to speak on a pending matter affecting the department head's department. 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]

(10) 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 Chairperson 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 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.

(11) Whenever it is necessary for the Board to elect members of a committee the following procedure shall be followed:

(a) Nominations shall be made and shall be prominently printed on a blackboard in plain view.

(b) The County Clerk shall immediately prepare written ballots with the names of candidates in alphabetical order.

(c) When ballots have been prepared the Clerk shall call the roll and one ballot shall be delivered to each board member present.

(d) The County Clerk shall appoint three election tellers who shall assist the County Clerk in the tabulation of results. [am. 03/09/10, Ord. 2009-24]

(e) County Board members will then vote for as many candidates as there are vacancies to be filled and each County Board member's ballot shall be signed.

(f) Candidates receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote the person receiving the lowest number of votes shall be dropped from the ballot. The Clerk shall again call the roll and one ballot shall be delivered to each board member present, repeating if necessary, until all vacancies are filled. In case of a tie vote, the successful candidate shall be determined by lot. If the number of candidates receiving a majority vote of County Board members present exceeds the number of positions to be filled, any person not receiving a majority vote shall be dropped from the ballot. The Clerk shall again call the roll with only those receiving a majority vote remaining on the ballot. The person receiving the lowest number of votes shall be dropped from the ballot each succeeding ballot until the number of candidates receiving a majority vote equals the number of positions to be filled.

(g) If a ballot has been improperly marked it shall be discarded and the remaining ballots shall be counted; provided, however, a ballot marked with less than the maximum number of votes shall be counted if the intent of the voter can be ascertained.

(12) Annual reports will be received and placed on file and not printed in the minutes unless the Board otherwise directs. [Amended 06/19/01, Ord. No. 2001-07]

3.04 DUTIES OF OFFICIALS. (1) The County Administrator shall receive proposed resolutions, ordinances, reports and petitions and shall prepare a written agenda of all matters which are to be brought before the

Board. The County Administrator shall attend board meetings and shall assist the Board whenever possible. The County Administrator may present matters to the board for consideration.

(2) The County Clerk ~~Finance Director/County Administrator?~~, upon request, and the County Treasurer shall prepare and present to the County Board a complete monthly financial statement and shall keep the Board informed of the County's financial condition, including the investment of surplus funds. The County Clerk shall attend board meetings and shall perform administrative duties related to the Board.

(3) The Corporation Counsel shall attend board meetings and shall serve as parliamentarian and legal advisor to the Board.

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. The Chairperson 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. [Amended 03/09/04, Ord. No. 2003-35; amended 06/08/04, Ord. No. 2004-10; amended 12/13/05, Ord. No. 2005-31; amended 07/11/06, Ord. 2006-07; am. 07/10/07, Ord. No. 2007-16]

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

(a) **ADMINISTRATION & RULES COMMITTEE** - Five members: County Board Chair, First and Second Vice Chair and two other members. 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 meet with the Clerk of Courts, the Register of Deeds and Corporation Counsel with regard to matters pertaining to said offices. [Amended 03/12/02, Ord. No. 2001-30; am. 07/10/07, Ord. No. 2007-11; am. 03/11/08, Ord. 2007-37]

Matters pertaining to proposed state legislation, county board rules 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 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. No. 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. [cr. 07/12/11, Res. 2011-34]

The Board Chair and one committee member shall serve as Jefferson County's representatives to the Inter-County Coordinating Committee. The Board Chair, a committee member and the County Administrator shall be Jefferson County's representatives on the Inter-County Data Processing Commission. [Amended 03/14/06, Ord. No. 2005-48a]

(b) FAIR PARK COMMITTEE - Five 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 and is authorized to contract for entertainment, 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 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. 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 fees as part of the next year's budget and the Director may set unanticipated fees during the year and report such fees to the Committee. 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. [Amended 04/18/06, Ord. No. 2006-01; am. 05/08/07, Ord. 2007-06; am. 11/13/07, Ord. No. 2007-23; am. 01/13/09, Ord. 2008-26]

(c) FINANCE COMMITTEE - Five members. County Board Chair, a Vice Chair designated by County 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 County Administrator and staff shall meet with the Committee and shall assist in the preparation of the budget. [Amended 05/11/04, Ord. No. 2004-04; am. 03/09/10, Ord. 2009-24]

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. [Amended 03/14/06, Ord. No. 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) 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, ~~Countryside Home~~ 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. This Committee shall be responsible for the sale of county-owned land other than that obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Amended 08/13/02, Ord. No. 2002-16; amended 03/14/06, Ord. No. 2005-48d, effective 04/18/06; am. 03/11/08, Ord. 2007-39]

The Committee shall supervise the County's contracts with the Jefferson County land preservation groups. [Amended 04/16/02, Ord. No. 2002-05; amended 03/14/06, Ord. No. 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 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 and ~~County Clerk~~ Finance Director/County Administrator 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.

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 up to \$10,000. [Created 04/16/02, Ord. No. 2002-04]

(d) HIGHWAY COMMITTEE - The Highway Committee shall consist of five members of the County Board. 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, Wis. Stats. [Created 04/16/02, Ordinance No. 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. The Human Resources Committee shall assist in the administration of the Personnel and Salary Ordinance. The Committee shall hear grievances unless other provisions are made by union contracts or the Civil Service Ordinance. The Committee 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. [Amended 03/12/02, Ord. No. 2001-34; amended 05/14/02, Ord. No. 2002-07; amended 03/14/06, Ord. No. 2005-48e; am. 03/11/08, Ord. 2007-40]

(f) INFRASTRUCTURE COMMITTEE - Five members. The Infrastructure Committee shall supervise and control all construction, remodeling and repair of all county buildings and shall have authority to approve 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 proposals from various architects, and recommend to the County Board which architect shall be hired for the project. 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.

The Committee shall review issues related to Management Information Systems. [Amended 03/14/06, Ord. No. 2005-48b; am. 08-12-08, Ord. 2008-17]

(g) LAND & WATER CONSERVATION COMMITTEE - Five members. Not less than three 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. [Amended 03/12/02, Ord. No. 2001-33; am. 09/08/08, Ord. 2008-19]

This Committee shall also manage, supervise and be responsible for the Countryside Farm and other county farmland not held for future parks development. Leases of the farmland shall be approved by the County Board. [Amended 03/14/06, Ord. No. 2005-53; am. 03/11/08, Ord. 2007-41]

(h) LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE - Five members. This Committee shall consist of five members and shall have 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)(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. [Amended 02/08/05, Ord. No. 2004-31; amended 03/14/06, Ord. No. 2005-48g; am. 12/14/10, Ord. 2010-20]

This Committee shall work with the District Attorney and Coroner 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]

(i) PARKS COMMITTEE – Five members. The Committee shall set park policy and help guide the department in its efforts to meet their agreed upon mission as identified in the Jefferson County Parks, Recreation and Open Space Plan. [Amended 06/08/04, Ordinance No. 2004-05; amended 03/14/06, Ord. No. 2005-48i, 04/18/06; renumbered 07/10/07, Ord. No. 2007-11]

(j) PLANNING AND ZONING COMMITTEE - Five members, 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. [Amended 03/14/06, Ord. No. 2005-48l, effective 04/18/06; renumbered 07/10/07, Ord. No. 2007-11]

The Planning and Zoning Committee shall work with the Land Information, Planning and Zoning Department, 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. [Amended 03/09/04, Ord. No. 2003-38; am. 03/11/08, Ord. 2007-37]

(k) SOLID WASTE & AIR QUALITY COMMITTEE - Five members. 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. [Amended 07/09/02, Ord. No. 2002-09; amended 11/09/04, Ord. No. 2004-20; amended 03/14/06, Ord. No. 2005-48j, effective 04/18/06; renumbered 07/10/07, Ord. No. 2007-11]

(l) UNIVERSITY EXTENSION EDUCATION COMMITTEE - Five members. 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; renumbered 07/10/07, Ord. No. 2007-11]

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: [Amended 03/14/06, Ord. No. 2005-49a]

(a) BLUE SPRING LAKE MANAGEMENT DISTRICT – One member. [Created 03/14/06, Ord. No. 2005-49b, effective 04/18/06]

~~**(b) COUNTRYSIDE HOME BOARD OF TRUSTEES** – In accordance with s. 46.18, Wis. Stats., the Board of Trustees shall consist of five members, appointed by the County Administrator, who shall serve staggered three-year terms beginning on the first Monday in January. A minimum of three shall be members of the County Board at the time of appointment, and their appointment shall cease if not re-elected to the County Board. The Trustees~~

~~shall elect a chairperson, and the Administrator of the Home shall be ex officio secretary. The Trustees shall audit all claims incurred on behalf of said Home and shall perform all the duties set forth in s. 46.18, Wis. Stats. (Amended 11/08/01, Ord. 2001-18)~~

(eb) COUNTY BOARD OF HEALTH - The County Board of Health shall consist of five members, appointed by the County Administrator, 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. [Amended 03/14/06, Ord. No. 2005-49c; am. 03/09/10, Ord. 2009-24]

(ec) ECONOMIC DEVELOPMENT CONSORTIUM - 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. [Created 03/14/06, Ord. No. 2005-49d]

(ed) FARMLAND CONSERVATION EASEMENT COMMISSION - Five members serving staggered three-year terms, three supervisors and two members of the public, appointed by the Board Chair. The Commission will recommend policies for acquiring conservation easements; review applications to grant such easements and recommend action thereon to the County Board when appropriate. [cr. 04/14/08, Ord. 2008-01]

(ef) HISTORIC SITES PRESERVATION COMMISSION - Seven members, serving staggered three-year terms, appointed by the County Administrator. The Commission shall have the power, subject to the provisions and criteria of Ordinance No. 2007-48, to recommend designation of historic structures, historic sites and historic districts within the unincorporated areas of the County. [cr. 04/15/08, Ord. 2008-02]

(gf) HOME CONSORTIUM BOARD - Three county representatives pursuant to intergovernmental agreement (Resolution No. 2000-21). [Created 03/14/06, Ord. No. 2005-54; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02]

(hg) HUMAN SERVICES BOARD - Seven members. This is the governing and policymaking board of directors of 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. Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint an Aging and Disability Resource Center Advisory Committee which shall also be assigned the duties established by Resolution No. 42 adopted June 12, 1979, for the Advisory Committee on Aging. Pursuant to s. 46.23(5m)(a), the Human Services Board shall appoint the Nutrition Project Council, number and terms of appointees to be determined by the Human Services Board. Such appointments shall be subject to confirmation by the County Board. 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. [Amended 03/09/04, Ord. No. 2003-39; am. 03/11/08, Ord. 2007-49; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02]

(ih) JEFFERSON COUNTY LIBRARY BOARD - Seven members, appointed by the County Administrator, 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. [Amended 05/11/04, Ordinance No. 2004-06; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02]

(ji) LAKE RIPLEY MANAGEMENT DISTRICT – 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 December 11, 1990 (Resolution No. 90-57). [Created 03/14/06, Ord. No. 2005-49g, effective 04/18/06; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 12/14/10, Ord. 2010-20]

(kj) 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, and the real property lister (Land Information Office Director), 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.

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]

(lk) 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; renumbered 07/13/10, Ord. 2010-09]

(ml) LOWER SPRING LAKE PROTECTION & REHABILITATION DISTRICT – 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). [created 12/14/10, Ord. 2010-20]

(nm) MID WISCONSIN FEDERATED LIBRARY SYSTEM BOARD – Seven members. Pursuant to s. 43.19, Wis. Stats., the County Administrator shall appoint one county board member and six representatives of the library boards governing public libraries of participating municipalities, who 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 Board shall have the powers granted to a library board under s. 43.58 to 43.62, Wis. Stats. [Amended 05/11/04, Ordinance No. 2004-07; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; renumbered 03/09/10, Ord. 2009-24; renumbered 07/13/10, Ord. 2010-09; renumbered 12/14/10, Ord. 2010-20]

(on) SHERIFF'S CIVIL SERVICE COMMISSION - 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 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. [renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; renumbered 07/13/10, Ord. 2010-09; renumbered 12/14/10, Ord. 2010-20]

(po) TRAFFIC SAFETY COMMISSION – In accordance with s. 83.013, Stats., the Traffic Safety Commission shall consist of twelve members appointed by the County Administrator. [Created 03/14/06, Ordinance No. 2005-54; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; renumbered 07/13/10, Ord. 2010-09; renumbered 12/14/10, Ord. 2010-20]

(qp) VETERANS SERVICE COMMISSION - In accordance with s. 45.12, the Veterans Service Commission shall consist of five members appointed by the County Administrator for staggered three-year terms. Each member shall be a veteran and the commission shall perform the duties set forth in Chapter 45, Wis. Stats. [renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 08-12-08, Ord. 2008-16; renumbered 07/13/10, Ord. 2010-09; renumbered 12/14/10, Ord. 2010-20]

(fg) ZONING BOARD OF ADJUSTMENT - In accordance with s. 59.694, the Zoning Board of Adjustment shall consist of three members serving staggered terms of three years. 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 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. [Amended 03/14/06, Ord. No. 2005-49h; renumbered 04/15/08, Ord. 2008-01 and Ord. 2008-02; am. 03/09/10, Ord. 2009-24; renumbered 07/13/10, Ord. 2010-09; renumbered 12/14/10, Ord. 2010-20]

3.07 RULES OF COMMITTEES, BOARDS AND COMMISSIONS. (1) The committee, board or commission shall select its chair, except where committee organization is otherwise governed by law. A Chair may be removed by majority vote of the committee, board or commission. [am. 03/11/08, Ord. 2007-43]

(2) A majority of the members of any committee shall constitute a quorum for the transaction of business. The County Board Chairperson may appoint an additional member to a committee on a temporary basis upon notice from a committee member that he/she will be unable to attend committee meetings for an extended period due to illness. Such temporary appointment shall terminate when the original committee member is once again available for meetings.

(3) Each committee, board and commission shall select a secretary to keep and preserve the minutes of committee meetings and attendance in a minute book to be furnished by the County Administrator's office. The secretary may request the assistance of the County Administrator, County Clerk, or county employees in keeping minutes or other clerical functions. The secretary shall sign minutes and, whenever feasible, shall keep the original minute book in the County Administrator's office.

(4) The County Administrator shall prepare a schedule of regular committee meeting dates and shall be responsible for the assignment of an appropriate room for committee meetings and for the posting of proper notices. Each committee chairperson shall give proper notice to the County Administrator of all meetings of his committee a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all committee and board meetings 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.

(5) Members of committees, boards and commissions 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.

(6) No committee, commission or board 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 conventions. Committees, commissions or boards may hold additional emergency meetings on call of their chairpersons and with prior approval of the County Board Chairperson. [Amended 02/12/02, Ord. No. 2001-27; amended 12/13/05, Ord. No. 2005-32]

(7) Except as provided herein, the members of all boards, commissions and committees shall receive the same 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. This shall include county representatives on lake district boards, consortiums or other bodies where appointments are made by the County Administrator, Board Chair or Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Historic Sites Preservation Commission shall not be eligible for meeting fees, mileage or other expense reimbursement. 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. [Amended 03/09/04, Ord. No. 2003-40; amended 06/08/04, Ord. No. 2004-08; am. 04/15/08, Ord. 2008-03; am. 03/09/10, Ord. 2009-24]

(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. The 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 Board Chair or temporary chair is a regular member. The Board Chair also may vote in accordance with Section 3.05. [Created 12/13/05, Ord. No. 2005-33]

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.

(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.

(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.

(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.

(5) The election of County 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 or commission involved until such time as the purpose necessitating such closed session no longer exists.

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 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) & (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.

Section 2. This ordinance shall be effective on April 17, 2012, OR after passage and publication as provided by law.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken.

Requested by
Administration & Rules Committee

02-14-12

Philip C. Ristow: _____



State of Wisconsin
2011 - 2012 LEGISLATURE



LRB-1116/4
PJH&MES:qisjf

2011 ASSEMBLY BILL 173

June 8, 2011 - Introduced by Representatives PRIDEMORE, WYNN, LEMAHIEU, KLEEFISCH, STEINEKE and JACQUE, cosponsored by Senator LASIIE. Referred to Committee on Homeland Security and State Affairs.

1 AN ACT to amend 302.372 (2) (a) (intro.) and 302.372 (3); and to create 66.0408
 2 and 175.55 of the statutes; relating to: local ordinances, determining the
 3 lawful presence of a person arrested for or charged with a crime or certain civil
 4 violations, and providing a penalty.

Analysis by the Legislative Reference Bureau

This bill requires a law enforcement officer to have a federal agency, or a person authorized by a federal agency, determine whether a person who is arrested for or charged with a crime or civil violation is lawfully present in the state if the officer has reasonable suspicion that the person is not lawfully present. Under the bill, a law enforcement officer may not consider a person's race, color, or national origin except as permitted under the U.S. and the Wisconsin constitutions. The bill states that if a person refuses or fails to provide identification at the time he or she is arrested for or charged with a crime or civil violation, that refusal or failure can give rise to reasonable suspicion that the person is not lawfully present.

Under the bill, a person who cannot prove his or her lawful presence may be held in secured custody for up to 48 hours to allow the person to obtain documentation of his or her lawful presence. The bill specifies the kinds of documentation that are satisfactory to prove lawful presence. Under the bill, no state or local law enforcement officer may verify a person's lawful presence unless he or she has been authorized by the federal government to do so. If the person produces the required documentation, he or she may be released.

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Under the bill, a law enforcement agency must transport a person who cannot produce documentation that he or she is lawfully present to a federal immigration or border patrol agency. Under the bill, this can be done before the person is tried for a crime or, if the person is convicted of a crime, after the person's discharge from jail or prison. The bill allows counties to seek reimbursement for jail costs from a person who was held in secured custody because he or she could not provide proof of lawful presence.

Further, the bill prohibits a city, village, town, or county (political subdivision) from enacting an ordinance, adopting a resolution, or establishing a policy that would prohibit an employee from inquiring whether an individual who receives public services is lawfully present in the state, notifying the federal government of the presence of aliens who are not lawfully present, or acting according to or complying with state law regarding arrested persons who are not lawfully present. Under the bill, a private citizen who believes that a political subdivision is not complying with these requirements may petition for a writ of mandamus requiring compliance, and, if a court finds that a political subdivision has failed to comply, the political subdivision must forfeit \$500 for each day of noncompliance.

For further information see the *state and local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 SECTION 1. 66.0408 of the statutes is created to read:

2 66.0408 Local ordinances, immigration status, illegal aliens. (1)

3 DEFINITIONS. In this section:

4 (a) "Illegal alien" means an individual who is not a U.S. citizen and who is not
5 lawfully present in the United States.

6 (b) "Political subdivision" means a city, village, town, or county.

7 (c) "Satisfactory immigration status" means immigration status under which
8 an individual who is not a U.S. citizen is lawfully present in this country.

9 (2) INQUIRIES ABOUT IMMIGRATION STATUS; REPORTING ILLEGAL ALIENS. (a) A
10 political subdivision may not enact an ordinance, adopt a resolution, or establish a
11 policy that prohibits an employee of that political subdivision from doing any of the
12 following:

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SECTION 1

1 1. Inquiring whether an individual seeking or receiving public services from
2 the political subdivision has satisfactory immigration status.

3 2. Notifying the federal government of the presence of illegal aliens in the
4 political subdivision.

5 3. Acting according to or complying with s. 175.55.

6 (b) If a political subdivision has in effect on the effective date of this paragraph
7 [LRB inserts date], an ordinance or resolution that is inconsistent with par. (a),
8 the ordinance or resolution does not apply and may not be enforced.

9 (3) PRIVATE RIGHT OF ACTION. (a) If a resident of this state believes that an
10 employee of a political subdivision is acting in a way that is inconsistent with sub.
11 (2) (a), the resident may file a writ of mandamus with the circuit court of the county
12 in which the activity is alleged to have occurred to compel the political subdivision
13 to comply with sub. (2).

14 (b) If the court finds that the political subdivision has failed to comply with sub.
15 (2) (a), the political subdivision shall forfeit \$500 for each day after the filing of an
16 action under par. (a) that it was noncompliant.

17 SECTION 2. 175.55 of the statutes is created to read:

18 175.55 Determination of lawful presence. (1) In this section, "law
19 enforcement officer" has the meaning given in s. 165.85 (2) (c).

20 (2) If a law enforcement officer has reasonable suspicion that a person who is
21 arrested for or charged with a crime or with a violation of state law that may result
22 in the imposition of a fine, forfeiture, or period of imprisonment is not lawfully
23 present in this state, a person authorized under sub. (7) shall determine the lawful
24 presence of the person before the person is released. For the purposes of this
25 subsection, a person's refusal or failure to provide identification at the time he or she

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Section 2

1 is arrested for or charged with the crime or the violation may give rise to reasonable
2 suspicion that the person is not lawfully present in this state.

3 (8) For the purposes of this section, proof of lawful presence may be any of the
4 following:

5 (a) A U.S. passport.

6 (b) A birth certificate bearing an official seal or other mark of authentication
7 and issued by a state, county, or municipality within the United States or by a
8 territory or possession of the United States.

9 (c) A certification of birth abroad issued by the federal department of state.

10 (d) A certificate of naturalization

11 (e) A certificate of U.S. citizenship.

12 (f) A permanent resident card or alien registration receipt card, along with the
13 person's bureau of citizenship and immigration services alien registration number.

14 (g) Any other proof specified in 49 CFR 383.71 (a) (9), along with the person's
15 bureau of citizenship and immigration services alien registration number.

16 (h) Documentary proof of conditional permanent resident status in the United
17 States.

18 (i) A valid, unexpired nonimmigrant visa or nonimmigrant visa status for entry
19 into the United States.

20 (j) An approved application for asylum in the United States or documentary
21 proof that the person has entered into the United States in refugee status.

22 (k) A pending application for asylum in the United States.

23 (L) A pending or approved application for temporary protected status in the
24 United States.

25 (m) An approved deferred action status.

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SECTION 2

1 (n) A pending application for adjustment of status to that of an alien lawfully
2 admitted for permanent residence in the United States or conditional permanent
3 resident status in the United States.

4 (o) A valid Wisconsin operator's license or a valid identification card issued
5 under s. 343.50.

6 (4) Any person who does not provide proof of his or her lawful presence in this
7 state as provided under sub. (3) may be held in secured custody for no more than 48
8 hours. If the person provides proof of his or her lawful presence during that time,
9 the person may be released. If the person is not being held in secured custody
10 pursuant to another statute and does not provide proof of his or her lawful presence
11 during that time, the law enforcement agency shall proceed under sub. (5).

12 (5) The law enforcement agency shall notify the U.S. Immigration and
13 Customs Enforcement or the U.S. Customs and Border Protection that a person who
14 has not provided proof of his or her lawful presence in this state has been identified
15 and shall securely transport the person to a federal facility in this state or to any
16 other point of transfer into federal custody. A law enforcement officer shall obtain
17 judicial authorization before securely transporting a person under this section to a
18 point of transfer that is outside of this state.

19 (6) If a person who does not provide proof of his or her lawful presence is
20 convicted of a crime and is imprisoned, upon the person's discharge from jail or from
21 confinement in prison, the sheriff or the department of corrections shall proceed
22 under sub. (5).

23 (7) For the purposes of this section, a person's lawful presence may be
24 determined by:

2011 - 2012 Legislature
ASSEMBLY BILL 173

- 6 -

LRB-1116/4
P.JH&MES:cjs:jf
SECTION 2

1 (a) A law enforcement officer who is authorized by the federal government to
2 verify or ascertain a person's immigration status or lawful presence.

3 (b) The U.S. Immigration and Customs Enforcement or the U.S. Customs and
4 Border Protection pursuant to 8 USC 1373 (c).

5 (8) A law enforcement officer may not consider race, color, or national origin
6 in the enforcement of this section except to the extent permitted by the U.S. and
7 Wisconsin constitutions.

8 SECTION 3. 302.372 (2) (a) (intro.) of the statutes is amended to read:

9 302.372 (2) (a) (intro.) Except as provided in pars. (c) and (d), a county may seek
10 reimbursement for any expenses incurred by the county in relation to holding a
11 person in secured custody under s. 175.55 (4) or to the crime for which a person was
12 sentenced to a county jail, or for which the person was placed on probation and
13 confined in jail, as follows:

14 SECTION 4. 302.372 (3) of the statutes is amended to read:

15 302.372 (3) LIST OF PRISONERS; INFORMATION; REPORTS. Upon request of the
16 district attorney or the corporation counsel for the county, the jailer shall provide the
17 district attorney or corporation counsel with a list containing the name of each
18 person held pursuant to s. 175.55, and each sentenced prisoner or prisoner confined
19 as a condition of probation, the term of sentence or confinement, and the date of
20 admission, together with information regarding the financial status of each prisoner
21 to enable the county to obtain reimbursement under this section.

22

(END)

#11



State of Wisconsin
2011 - 2012 LEGISLATURE



LRB-2847/2
CMH:wlj/jf

2011 BILL

1 AN ACT to renumber and amend 941.39; to amend 968.075 (5) (a) 2. and
2 973.049 (2) and (3); and to create 941.39 (1) of the statutes; relating to:
3 prohibitions against contacting certain persons and providing penalties.

Analysis by the Legislative Reference Bureau

Under current law, an individual who has been arrested for a domestic abuse incident must, unless the victim of the alleged domestic abuse signs a waiver, avoid the victim's residence and avoid contacting the victim for 72 hours following the arrest. If the individual intentionally violates this requirement, the individual must forfeit not more than \$1,000 (a civil penalty). Under this bill, the individual is guilty of a misdemeanor and is subject to a fine of up to \$10,000 or imprisonment of up to nine months, or both.

Under current law, when a court imposes a sentence on an individual or places an individual on probation for a conviction for a crime, the court may prohibit the individual, during his or her sentence or probation period, from contacting victims of, or co-actors in, a crime considered at sentencing if the court determines that such a prohibition would be in the interest of public protection. An individual who violates the prohibition is guilty of a Class A misdemeanor. This bill adds that a court may also prohibit the individual from contacting witnesses to the crime. In addition, this bill changes the penalty for violating a prohibition imposed following a conviction for a felony to a Class H felony.

Because this bill creates a new crime or revises a penalty for an existing crime, the Joint Review Committee on Criminal Penalties may be requested to prepare a

2011 - 2012 Legislature

- 2 -

LRB-2647/2
CMH:wljgf

BILL

report concerning the proposed penalty and the costs or savings that are likely to result if the bill is enacted.

For further information see the *state and local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 SECTION 1. 941.39 of the statutes is renumbered 941.39 (intro.) and amended
2 to read:

3 941.39 Victim, witness, or co-actor contact. (intro.) Whoever intentionally
4 violates a court order issued under s. 973.049 (2) is guilty of one of the following:

5 (2) If the court order results from a conviction for a misdemeanor, a Class A
6 misdemeanor.

7 SECTION 2. 941.39 (1) of the statutes is created to read:

8 941.39 (1) If the court order results from a conviction for a felony, a Class H
9 felony.

10 SECTION 3. 968.075 (5) (a) 2. of the statutes is amended to read:

11 968.075 (5) (a) 2. An arrested person who intentionally violates this paragraph
12 shall be required to forfeit ~~may be fined~~ not more than \$4,000 ~~\$10,000 or imprisoned~~
13 for not more than 9 months or both.

14 SECTION 4. 973.049 (2) and (3) of the statutes are amended to read:

15 973.049 (2) When a court imposes a sentence on an individual or places an
16 individual on probation for the conviction of a crime, the court may prohibit the
17 individual from contacting victims of, witnesses to, or co-actors in, a crime
18 considered at sentencing during any part of the individual's sentence or period of
19 probation if the court determines that the prohibition would be in the interest of

2011 - 2012 Legislature

- 3 -

LRB-26472
CMH:wljf
SECTION 4

BILL

1 public protection. For purposes of the prohibition, the court may determine who are
2 the victims of or witnesses to any crime considered at sentencing.

3 (3) If a court issues an order under sub. (2), the court shall inform the individual
4 of the prohibition and ~~of the penalty under s. 941.39~~ include the prohibition in the
5 judgment of conviction for the crime.

6 SECTION 5. Initial applicability.

7 (1) The treatment of section 973.049 (2) and (3) of the statutes first applies to
8 sentences imposed or placements made on the effective date of this subsection.

9

(END)

TOWN OF KOSHKONONG
RESOLUTION NO. 2011-119

#12

**Resolution to preserve farmland, rural character and habitat by opposing Fort Atkinson
Hwy 12 bypass alternative 7a**

WHEREAS, The Wisconsin Department of Transportation has recently selected 7a as the preferred alternative route for a U.S. Highway 12 bypass around Fort Atkinson, and,

WHEREAS, alternative 7a diagonally bisects the Town of Koshkonong, and,

WHEREAS, the selected route would: cause irreparable harm to the Township and its residents by splitting numerous farms; disrupt farming operations; undermine county land use and farm preservation efforts; damage the Town of Koshkonong efforts to control growth and maintain rural character; increase storm water runoff; invite increased noise and air pollution; harm local tax revenues and shift tax burden; reduce taxable acreage, and,

WHEREAS, the physical presence of a route 7a and its use would harm wildlife directly and indirectly by impacting habitat including that of threatened species such as Blanding's turtle, mulberry winged damsel flies and many others, and,

WHEREAS, the DOT admits to the likelihood of the aforementioned collateral damage even though Wisconsin State law does not allow consideration of these extended impacts, and,

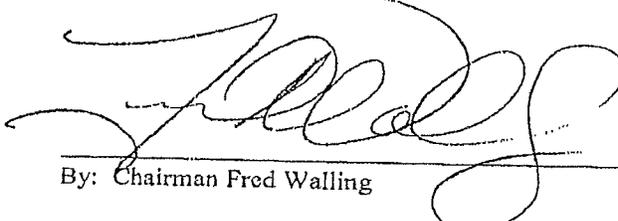
WHEREAS, DOT traffic studies showing a decline in vehicle counts, and the worldwide trend toward alternate transportation systems, suggest that this bypass may never be needed, and,

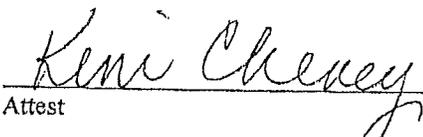
WHEREAS, the existing Highway 12, after modest improvements, will serve the transportation needs of this corridor indefinitely,

NOW, THEREFORE, BE IT RESOLVED that the Town of Koshkonong asks the Jefferson County Board of Supervisors and Governor Walker and the Wisconsin Legislature to discontinue plans for developing Jefferson County Highway 12 plan 7a and instead put all needed effort into the available alternatives so as to minimize loss of farmland, habitat damage, social upheaval, and the destruction of rural beauty.

Fiscal note: no fiscal impact.

Approved this day November 9, 2011 by the Town Board of Koshkonong.


By: Chairman Fred Walling


Attest

RESOLUTION 2011-23

RESOLUTION SUPPORTING NIAGARA ESCARPMENT LEGISLATION

Motion:	Adopted: <input checked="" type="checkbox"/>
1 st <u>Connors</u>	Lost: <input type="checkbox"/>
2 nd <u>T. Laughrin</u>	Tabled: <input type="checkbox"/>
Yes: <u>21</u> No: <u>0</u>	Absent: <input type="checkbox"/>
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by:	Dawn Klockow Corp Counsel

WHEREAS, The Niagara Escarpment is a 650 mile long geologic feature of international scale and global importance that reaches across Wisconsin, Michigan, Ontario, and New York; and

WHEREAS, In Wisconsin, the Niagara Escarpment extends for a distance of over 230 miles and runs through Door, Kewaunee, Brown, Manitowoc, Calumet, Fond du Lac, Dodge, and Waukesha counties; and

WHEREAS, The Niagara Escarpment's cliff faces and high elevation on the landscape provide numerous important vistas and viewsheds, several of which are as much as 200 feet above the surrounding landscape; and

WHEREAS, The Niagara Escarpment corridor is home to high levels of biodiversity and unique plant and animal species, and over 240 different rare, threatened, or endangered plant and animal species have been identified along the Niagara Escarpment; and

WHEREAS, The Niagara Escarpment is known to have highly sensitive groundwater resources due to its composition of highly fractured bedrock and karst features; and

WHEREAS, The Niagara Escarpment is a valued vacation destination and important to the State's economy as it contains numerous high value passive recreation areas and contributes significantly to the tourism-based economy of many of the corridor's communities, and two of Wisconsin's most visited State Parks, Peninsula and High Cliff, lie along the Niagara Escarpment; and

WHEREAS, The Niagara Escarpment corridor has significant historical and cultural features which equate with both past and present uses of its resources. The Niagara Escarpment has also been used since Paleo-Indian times for ceremonial purposes which is evidenced by mounds sporadically located throughout the Niagara Escarpment corridor; and

WHEREAS, Due to the environmental, unique and recreational factors listed above, the Niagara Escarpment has been recognized by the Wisconsin Department of Natural Resources, in their *Land Legacy Report* to be a valuable 'Land Legacy Place'; and

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DIETRICH			
5 DRAHEIM			
6 GREEN			
7 HOPFENSBERGER			
8 KARTH			
9 KOENIG			
10 LAUGHRIN, P.			
11 LAUGHRIN, T.			
12 LEONHARDT			
13 MUELLER			
14 PRESCOTT			
15 SCHUH			
16 SOMMERS			
17 STECKER			
18 SCHWALENBERG			
19 STIER			
20 STILLMAN			
21 WIRTH			

WHEREAS, Although there is special funding for Bluffs and features such as the Baraboo Hills, there is no funding source specifically designated to protect or acquire critical or unique portions of the Niagara Escarpment; and

WHEREAS, Senate Bill 290 and Assembly Bill 395 provide for the inclusion of land acquisition in the Niagara Escarpment corridor and that under current law, the state may incur public debt for certain conservation activities, priority which is given to acquisition of land for the state for conservation activities and to award grants to certain nonprofit conservation organizations to acquire lands for these activities, under the Warren Knowles-Gaylord Nelson stewardship 2000 program, which is administered by the Department of Natural Resources. Amending the Wisconsin State Statutes to specifically list the Niagara Escarpment as a feature for which to designate a portion of the Knowles-Gaylord Nelson stewardship funds will help ensure funds are allocated to help protect critical and unique portions of the Niagara Escarpment.

NOW, THEREFORE, BE IT RESOLVED That the Calumet County Board of Supervisors herein assembled support the passage of Assembly Bill 395 and Senate Bill 290, which will help ensure funds are available to protect critical or unique portions of the Niagara Escarpment.

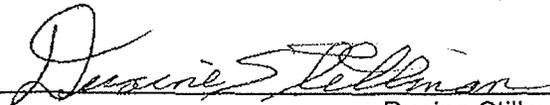
BE IT FURTHER RESOLVED That the Clerk is requested to send a copy of this Resolution to Governor Walker and all Calumet County Legislative Representatives, as well as the Wisconsin Counties Association, and all Wisconsin Counties.

Dated this 20th day of December 2011.

**INTRODUCED BY THE PLANNING, ZONING
AND FARMLAND PRESERVATION COMMITTEE**



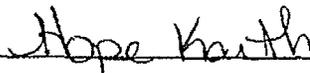
Alice Connors, Chair



Duaine Stillman



Ralph Prescott



Hope Karth

COUNTERSIGNED BY



William Barribeau, County Board Chair

**County Administrator's
Monthly Activity Report
November, 2011**

1. 2012 Budget

The Budget was adopted by the County Board on 11/15, with three Supervisory amendments. The amendments resulted in a slight increase to expenditures and revenue, but did not change the recommended tax levy. Some expenditure amounts in the Sheriff's budget were shifted between accounts in order to provide sufficient funding for full-time Courthouse lobby security. The annual budget book is in process of being developed and may be available for distribution at the 12/13 County Board meeting.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes will be discussed with the Human Resources Committee on 11/30 and submitted to the County Board for consideration at its 12/13 meeting. Also under consideration will be a 2011 Cost-of-Living wage adjustment for County employees, excluding sworn personnel in the Sheriff's Office.

3. Department Head Meeting

There was a Department Head meeting held on 11/14 (no written agenda issued). The meeting focused on a discussion about the personnel policy changes being considered by the Human Resources Committee. County Board Chairman John Molinaro addressed the group regarding the County Board Rule change allowing the Chair to recognize department heads for input at County Board meetings. He also inquired as to department head interest in participating in a County government Speaker's Bureau.

4. Committee/Board, Staff and Other meetings

I will have attended 8 Committee/Board meetings this month. This included a special meeting of the Finance Committee on 11/1 to review and take action on 2012 Budget Supervisory amendments.

On 11/8 and 11/28, I participated in training sessions on personnel management in a changing organizational environment. The training was structured for Department Heads and was conducted by the Madison Area Technical College.

**County Administrator's
Monthly Activity Report
November, 2011**

5. Highway Facilities Site Analysis

The firm Bray Associates Architects, Inc. was selected for developing plans and cost estimates for the potential utilization of existing industrial sites or the current Highway facility site, for a new Highway Department main facility. It is anticipated that the firms report will be presented at a joint meeting of the Highway, Infrastructure and Land and Water Conservation Committees, tentatively planned to be held on 12/21.

The County's financial advisor, Ehlers and Associates, has been working on a land value and tax impact analysis of vacant County land that could be used for a new Highway Department main facility. Their analysis will include the land value and tax impact of the existing Highway Department facility site, if the site were to be used for residential development as planned by the City of Jefferson. It is anticipated that this analysis will also be presented at the tentative 12/21 joint committee meeting.

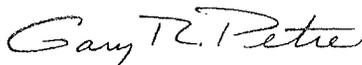
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 12/16.

The Human Resources Committee will be considering several personnel matters at its 11/30 meeting, for recommendation to the County Board at its 12/13 meeting. These matters include: various updates/changes to the County's Personnel Policies; approval of 2011 labor agreements with the four AFSCME bargaining units; and a recommendation for a 2011 cost-of-living wage adjustment for employees, excluding sworn personnel in the Sheriff's Office;

7. Board/Commission Appointments

There were seven County Administrator appointments confirmed by the County Board at its 11/15 meeting. At this time, I anticipate any one reappointment to the Mid-Wisconsin Federated Library System Board to be submitted to the County Board for confirmation at its 12/13 meeting.



Gary R. Petre
County Administrator

**County Administrator's
Monthly Activity Report
December, 2011**

1. 2012 Budget

The 2012 Adopted Budget Book was developed and printed this month. It was distributed to County Board members at the 12/13 County Board meeting. Department Heads and their financial staffs have been notified that their copies are available. County libraries have also been sent copies for the public's use. The Budget has also been posted on the County's web site. This completes the 2012 Budget development process.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes will be discussed with the Human Resources Committee on 1/17 and submitted to the County Board for consideration at its 2/14 meeting.

3. Department Head Meeting

There was no Department Head meeting in December. The next meeting is scheduled for 1/11.

4. Committee/Board, Staff and Other meetings

I attended 8 Committee/Board meetings this month. Due to the Christmas/New Year's holidays and no County Board meeting scheduled in January, many Committee meetings that had been scheduled during the last two weeks in December were cancelled.

On 12/20 I participated in a conference call with Roland Welsch and Kathi Cauley. We spoke with telecommunications staff from Agnesian Health Care, regarding the use of videoconferencing with patients. This endeavor has the potential for saving Jefferson County a lot of staff time and expense by avoiding the need to transport patients to and from that facility. The conference call was very encouraging and staff from St. Agnes have been very quick to respond in getting cost estimates to set up this system.

5. Highway Facilities Site Analysis

The firm Bray Associates Architects, Inc. was selected for developing plans and cost estimates for the potential utilization of either one of two existing industrial sites in the City of Jefferson or the current Highway facility site, for a new Highway Department main facility. It was anticipated that the firm's report would be presented at a joint meeting of the Highway, Infrastructure and Land and Water Conservation Committees, tentatively planned to be held on 12/21. The report was not ready in time for that meeting date and is now scheduled to be presented at a joint meeting on 1/18.

**County Administrator's
Monthly Activity Report
December, 2011**

The County's financial advisor, Ehlers and Associates, has been working on a land value and tax impact analysis of vacant County land that could be used for a new Highway Department main facility. Their analysis will include the land value and tax impact of the existing Highway Department facility site, if the site were to be used for residential development as planned by the City of Jefferson. It is anticipated that this analysis will also be presented at the scheduled 1/18 joint committee meeting.

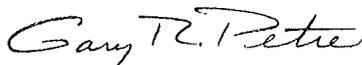
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 2/14.

On 1/17, the Human Resources Committee will be discussing various updates/changes to the County's Personnel Policies. Some policies for their consideration are: 1) "At Will/Just Cause" language; 2) appointments to multiple part-time positions; 3) progressive discipline procedures; 4) employee vacation donation policy; 5) workplace violence policy; and 6) political activity in the workplace policy.

7. Board/Commission Appointments

There were two County Administrator appointments to the Mid-Wisconsin Federated Library System Board confirmed by the County Board at its 12/13 meeting. At this time, I do not anticipate any appointments being submitted to the County Board for confirmation at its 2/14 meeting.



Gary R. Petre
County Administrator

**County Administrator's
Monthly Activity Report
January, 2012**

1. 2012 Budget

The 2012 Adopted Budget-In-Brief booklets were developed this month. They will be printed and distributed to County Board members at the 2/14 County Board meeting.

2. Personnel Policies and Procedures

The Human Resources Director continues to review the County's Personnel Policies and Procedures relative to updates that may be needed as a result of State changes to collective bargaining laws. Additional changes were reviewed by the Human Resources Committee on 1/17 and will be submitted to the County Board for consideration at its 2/14 meeting.

3. Department Head Meeting

There was a department head meeting on 1/11 (copy of agenda attached). Most of the meeting time was dedicated to the workshop on implementing ideas related to the County's Government Assessment Survey report. This input from department heads was requested by the Administration and Rules Committee at its 10/26/11 meeting.

In addition to the agenda items, it was announced that the 2012 Youth Government Day has been scheduled for Friday April 27th. The next department head meeting is tentatively scheduled for 2/22. As in the past, there is no meeting scheduled for July due to the number of departmental budget meetings and preparation of the 2013 Budget during that month.

4. Committee/Board, Staff and Other meetings

I will have attended 9 Committee/Board meetings this month, including the tenth joint committee meeting on the Highway Department new facility project. At this meeting, two more consultants will present their reports. The first report will be on the potential lost opportunity costs of building on County owned land. The second report will be on the potential costs of remodeling existing industrial properties and building on the current Highway Department facility site.

On 1/23, I will be attending a WCA sponsored seminar in Stevens Point on the subject: "Roles and Tools in County Administration". The seminar will cover the topics relating to oversight vs. implementation for County Supervisors; forms of County organization; performance-based measurements in County government; and financial forecasting as a model for decision making.

I will have had 15 meetings with staff and other officials this month. These include meetings to discuss personnel issues; an update to the County's web site format and functions; a videoconferencing with Human Services clients; and the new Highway Department facility study.

**County Administrator's
Monthly Activity Report
January, 2012**

5. Highway Facilities Site Analysis

The firm Bray Associates Architects, Inc. was selected for developing plans and cost estimates for the potential utilization of either one of two existing industrial sites in the City of Jefferson or the current Highway facility site, for a new Highway Department main facility.

The County's financial advisor, Ehlers and Associates, has been working on a land value and tax impact analysis of vacant County land that could be used for a new Highway Department main facility. Their analysis will include the land value and tax impact of the existing Highway Department facility site, if the site were to be used for residential development as planned by the City of Jefferson.

A joint meeting of the Highway, Infrastructure and Land and Water Conservation Committees is scheduled to be held on 1/24 to receive a presentation of the reports from these two firms. The joint committee will have the opportunity to make a recommendation to the County Board on proceeding with site selection for this project. The joint committee will also discuss the status of a site location for a new Highway Department satellite facility.

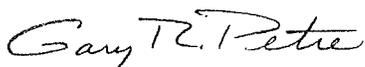
6. Personnel Matters

Department Head performance evaluations are up to date. The next evaluation is due on 2/14 and is currently being worked on.

On 1/17, the Human Resources Committee reviewed and approved various updates/changes to the County's Personnel Policies. Some policies they reviewed are: 1) Progressive discipline and just cause; 2) hiring and termination; and 3) part-time employment. At my request, the Committee also approved recommending to the County Board, the reclassification of a Custodian I position to Custodian II in the Central Services Department. These Committee recommendations will be forwarded to the County Board at its 2/14 meeting.

7. Board/Commission Appointments

There are no County Administrator appointments being submitted for confirmation to the County Board on 2/14.



Gary R. Petre
County Administrator

Jefferson County
Department Head Meeting

Wednesday, January 11, 2012

1:00 p.m.

Workforce Development
874 Collins, Rm 103
Jefferson, WI

1. Exception Notice Reporting Procedures (Tonia Mindemann)
2. Review of additional Personnel Policy draft updates. (Terri Palm)
3. Department retention of committee meeting documents.
4. Workshop on implementation ideas for Strategic Plan's Governing Assessment Report recommendations. (Steve Grabow to facilitate)
5. Department Head Items

2012 Tentative Meeting Dates (all meetings at 1:00 p.m. in Room 103 at Workforce Development):

January 11th

February 22nd

March 21st

April 18th

May 9th

June 13th

August 15th

September 12th

October 10th

November 14th

December 12th

AGENDA

Administration & Rules Committee

Jefferson County Courthouse

320 S. Main Street

Jefferson, WI 53549

January 25, 2012

8:30 a.m. - Room 112

Committee Members

Paul Babcock – James Braughler – Greg David - Jim Mode – John Molinaro, Chair

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meeting Law Requirements
4. Review of Agenda
5. Public Comment
6. Approval of November 30, 2011 Administration & Rules Committee meeting minutes
7. Correct and approve December 13, 2011 County Board minutes
8. Discussion and possible action on implementing ideas related to the County's governing Assessment Survey Report
9. Discussion and possible action on changes to the County Board Rules
10. Discussion and possible action on the Law Enforcement/Emergency Management recommendation regarding State of Wisconsin – Assembly Bill 173 and the resolution to oppose legislation AB173
11. Discussion and possible action on the Human Services Board recommendation – "Support criminalizing violations of the 72 hour no-contact condition for domestic abuse offenders"
12. Discussion and possible action on Town of Koshkonong Resolution – "To preserve farmland, rural character and habitat by opposing Fort Atkinson Hwy 12 bypass alternative 7a"
13. Discussion and possible action on resolutions, letters or reports from other governmental agencies
 - Resolution – "Supporting Niagara Escarpment Legislation"
14. County Administrator's monthly reports
15. Discussion and possible action on meeting dates
16. Tentative Future Meeting schedule and Agenda Items

February 29, 2012	March 28, 2012	April 25, 2012
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17. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

“Trust and Relationship Building”

Jefferson County
Administration and Rules Committee

Exercise

October 26, 2011

and

Department Heads Exercise

January 11, 2012

Participants

Jefferson County Administration and Rules

Committee:

John Molinaro

Jim Mode

Greg David

Paul Babcock

James Braughler

and

Gary Petre, County Administrator

Barb Frank, County Clerk

Jefferson County Department Heads:

Kathy Eisemann

Dennis Heling

Stacie Hoffman

Stacee Jensen

Rob Klotz

Terri Palm Kostroski

Tonia Mindemann

Jeff Parker

Gary Petre

John Rageth

Phil Ristow

Rhonda Rohloff

Carla Robinson

Gail Scott

Mark Watkins

Facilitated and Compiled By:

Steve Grabow, Professor and Community Development Agent

University of Wisconsin-Extension, Jefferson County Office

January 23, 2012 Draft

**Jefferson County
Administration and Rules Committee
October 26, 2011**

**AGENDA
(Facilitated as part of the committee's monthly meeting)**

and

**Jefferson County
Department Heads Workshop
January 11, 2012**

AGENDA

- Review handout on "Trust" (1 minute)
- Review Executive Summary: "Governing Assessment Report" (3 minutes)
- Exercise: See Question
- Review handout of Administration and Rules Committee Exercise (1 minute)
- Follow-Up
- Adjourn Exercise/Workshop

**Trust and Relationship Building Ideas:
By the Jefferson County Administration and Rules Committee
and
Jefferson County Department Heads**

This “Proceedings Report” documents the ideas for addressing the issue of trust and relationship building in County government from two separate, facilitated workshops. The first workshop was convened with the Administration and Rules Committee with input by the County Clerk. The second workshop was comprised of County Department Heads at one of their monthly meetings convened by the County Administrator.

*The Jefferson County Government Strategic Plan (Approved 2010) identified the topic of communication/education/trust as the most strategic issue facing Jefferson County Government. A follow-up on-line survey and report entitled, “Jefferson County Governance Report” by the UW-River Falls Survey Research Center concluded that “...**overall results from this survey suggest a need for on-going efforts to improve communications and trust on the County Board and throughout the government structure.**”*

The County Board Chair and County Administrator have supported this workshop series as a way of beginning the dialogue around ideas and options for addressing the issue of trust and relationship building.

This report organizes the ideas from the two workshops by themes or categories. The report also indicates whether the idea was generated at the Administration and Rules Committee (AR) workshop or Department Heads (DH) workshop. For each workshop, the same discussion question, shown below, guided the idea generating exercise. This report does not indicate the extent to which there was agreement or disagreement with each idea. Similarly, there has not been any dialogue around the relative importance or priority of these ideas.

Section 1-Discussion Question: What are some ways to address the issues and needs of “trust” and “relationship building” in Jefferson County government?

Visit of Departments/Orientation/Training/Education

- a. Consider a “Mentor Program” for new supervisors (make it more formal). (AR)
- b. Encourage (via Administration and Rules Committee) new supervisors to visit County departments for 15 to 30-minute visits. (AR)
- c. Continue formal orientation program for new supervisors. (AR)
- d. Work with the department heads to design an on-site visitation/orientation program for new and existing supervisors. (AR)
- e. Suggest training for our “leaders” on civic responsibility and the public interest. (DH)
- f. Educate the public about the role of County Government through things like Youth Government Day; Park tours/walks; etc. (DH)

- g. Encourage all Supervisors to attend the “orientation” every two years. (DH)
- h. Educate/emphasize that Supervisors represent the whole County. (DH)
- i. Orientation Ideas: Video clips giving synopsis of Departments. (DH)
- j. Department Heads should explore new ways to educate Supervisors. (DH)
- k. Develop video program on all 23 Departments (use service from County board meetings or UW-Whitewater students) or supplement those videos produced for Youth Government Day. Needs to be short clips! (DH)

Outreach Programs/Groups/Citizen Involvement

- a. Implement the “Speaker’s Bureau” notion of making others aware of County government. (Seek interest from other supervisors/department heads to participate in this.)
 - Template presentation (AR)
- b. Determine the “list” of potential groups with whom we need better communication and relationships. (AR)
- c. Determine mechanism to “retain” input by public at committees (supplemental information).(AR)
- d. Supervisors avoid bad behavior to citizens at public meetings. (DH)
- e. Motivate citizens to “contact” their Supervisors. (DH)
- f. Recognize those dedicated Supervisors who do a good job of reaching out to the citizenry. (DH)
- g. Give Supervisors ideas on how to reach out to citizens. (DH)
- h. Follow meeting protocol to respect citizen input (example: Rock River Clinic hearing at Finance/Human Resources). (DH)

Committees/Relationships/Department Head Interaction with Supervisors

- a. Expand opportunities with for County committee chair meetings to address relationship building. (AR)
- b. Design a dialogue among department heads and committee chairs on meeting and agenda setting. (AR)
- c. Use the Committee Chairs Committee to bring together Department Heads and Committee Chairs. (DH)

- d. Encourage County Supervisors to speak to Department Heads on important issues (create a bridge for Supervisors to meet with Department Heads). (DH)
- e. Encourage Supervisors to talk to Department Heads on “budget amendments” that have big impacts on Department operations (become familiar; get it out in the open; etc.). (DH)
- f. Supervisors avoid attacks on Department Heads in an inappropriate manner. (DH)
- g. Have the Department Heads come up with many ways to reach out/communicate with our Supervisors. (DH)

Resource Materials/Preparation/Background Information

- a. Supervisors show respect of work done at the Committee level (and do homework on the reasons). Note: Some Supervisors do! (DH)
- b. Have Supervisors bring the “resource materials” provided by the Department to the meetings. (DH)
- c. Help Supervisors change their attitude so that they are prepared for meetings. (DH)
- d. Department Heads should look at ways that we can do a better job of providing key rationale for resolutions/recommendations (short bullet points). (DH)
- e. Department Heads should provide better background information on issues that go before Committees – more “guest speakers”. (DH)

Getting To Know Each Other/Interview

- a. Provide opportunities for County Board members to know each other on a personal level. (AR)
- b. Interview new individual supervisors (by Board Chair) to get know them. (AR)

Strategic Plan

- a. Identify our “successes” in implementing parts of our Strategic Plan. (Determine who and how to keep track of our successes.) (AR)

Workforce/Relationships

- a. Figure out ways to improve relationships between County Board members and the general employees/workforce.
 - Determine ways that provide opportunities for workforce individuals to feel “comfortable” approaching and engaging County supervisors
 - Speak directly to/have conversational opportunities with workforce and supervisors (informal conversations, attend staff meetings, etc.) (AR)

Section 2-Observations and Next Steps

Observations after Department Head Workshop

- ❖ We came up with many of the same ideas as Department Heads.
- ❖ Personal relationships: on both lists

Follow-Up

Administration and Rules Committee Workshop:

- ❖ After the Administration and Rules Committee workshop, the Committee along with the County Administrator agreed that a similar workshop should be conducted at a County department head meeting. This workshop would provide opportunities to receive input on other ways to address the issue of trust and relationship building. The Administration and Rules Committee and the County Administrator will further review the collective ideas.

Department Head Workshop:

- ❖ Type up and share with Administration and Rules Committee

Appendix

- Trust (One-page summary of key concepts)
- Executive Summary: Governing Assessment Report, 2011 (Excerpt)

Trust

Why do people make jokes about used car salesmen? What made you decide on your choice of a family doctor? What distinguished your insurance agent from all others? Why do you (or don't you) enjoy working for your organization?

Diverse questions, to be sure, with many answers. But one commonality always shows up, in however diverse forms, as people answer those questions. The commonality is trust, or lack of it.

It's expressed in different ways.

"He seemed genuinely interested in helping". "He was there when I needed him". "She's the kind of person you can count on". "Around here, they make you feel like part of a team". "If he says he'll do it, it's as good as done".

Or the opposite.

"He only seemed interested in what he'd get out of it". "I got the impression he was thinking about something else when I was talking to him". "That's her promise this week. She'll have an excuse next week". "Around here, you're on your own. Nobody cares whether you succeed or fail".

* Trust is the foundation of all relationships. People want to work for organizations and leaders they can trust. People buy from the companies and from salespeople whom they trust. They may not say it that way, but that's what they do.

An organization has goals, objectives - tasks to perform. But an organization is people people working together to accomplish organizational and personal goals. These goals are more likely to be met if there is a consistently high level of trust, both inside the organization, and with customers outside. *

That statement - that trust is the key element in achieving organizational goals - runs contrary to some assumptions that have been made in business over the years. Those assumptions have run along the lines that a good product at a good price, coupled with some smooth sales techniques, will look after the sales. And that employees will be happy as long as you pay them well, and treat them fairly.

Those things may be true, but both employee and client expectations have changed in recent years, and with that change has come a greater need for integrity on the part of both leaders and employees. Trust has become an essential part of the relationship between leaders and employees, and the organization and their clients. *

Notes: _____

(Excerpt of Executive Summary)

**^{UW}
Extension**



Jefferson County
Governing Assessment Report, 2011

**David Trechter
James Janke
Shelly Hadley**

Survey Research Center Report 2011/12
August, 2011

Staff and students working for the Survey Research Center at UW-River Falls were instrumental in the completion of this study. We would like to thank SRC staff and students, Denise Parks, Hannah Stuttgen, Aaron Peterson, Ted Cannady, Ashley Julka, Danielle Hammer, Caleb Riedeman, Jacki Roden, and Erin Ingli. In particular, Hannah Stuttgen compiled the open-ended comments for Appendix B and Erin Ingli developed the numeric summary for Appendix C. We gratefully acknowledge their hard work and dedication.

The SRC would also like to thank Community Development Educator Steve Grabow (UW Extension, Jefferson County Office), Jefferson County Administrator Gary Petre and Administrative Assistant Tammie Jaeger for their assistance. Finally, we would like to thank the Jefferson County workers, department chairs, elected officials and local government leaders, who took the time to complete their questionnaires.

Executive Summary

In April of 2011, the Survey Research Center at the University of Wisconsin at River Falls sent out invitations to participate in a survey to assess Jefferson County governing practices, functions, relationships and other governing considerations. The survey was sent to 662 people affiliated with Jefferson County government (county board supervisors, local government officials, the county's constitutional officers, department heads, and county workers). A total of 344 useable surveys were returned for a completion rate of 52%. Responses were received from 20 county board supervisors, 28 department heads or constitutional officers, 248 county workers, and 48 local government officials.

Based on the size of the sample and other statistical properties, the SRC believes the responses are likely to accurately reflect opinions of these participants in Jefferson County government.

Describing the Sample. The sample was equally split between men and women and participants have more formal education than the average for Wisconsin – 40% of the respondents had a 4-year college degree or more compared to 25% for the state as a whole. There was also a relatively even distribution of respondents in terms of how many years of service they had with Jefferson county (e.g. 23% had fewer than 5 years of service with Jefferson County and the same proportion had more than 20 years of service to the county).

Overall Evaluation of Jefferson County Government. About two-thirds of the respondents said that they thought that overall Jefferson County government was either “effective” or “very effective.” Only 17% of the respondents said Jefferson County government was “ineffective” or “very ineffective.” In contrast, only half the respondents said that the value of Jefferson County government, relative to taxes paid was “excellent” or “good.” Somewhat surprisingly, only 47% of county employees, the people directly delivering county services, felt that the value of their services compared to taxes paid was good or excellent.

Assessment of the County Board and Its Committees. Members of the board of supervisors and department chairs/constitutional officers were asked to assess multiple dimensions of the performance of the board and its committees. In terms of board operations and planning, there was widespread agreement that the board and its committees have effective rules but few feel the board defines clear short- and long-term goals. Similarly, board committees received relatively high ratings for having active and engaged members but low ones for doing long-term planning.

* Feedback on the board's internal dynamics was relatively negative. Fewer than half said the board uses the talents of its members effectively and more respondents disagreed than agreed that the board minimizes personality differences, avoids conflicts of interest, and trust each other. There are sharp divides on the board itself with respect to these issues. The overall results of this section of the survey suggest a need for on-going efforts to improve communications and trust on the board and throughout the government structure. **These findings confirm and reaffirm the highest priority strategic issue identified in the recently completed Jefferson County Government Strategic Plan which is:**

Communication and Education. How can County government educate both the public and its own internal stakeholders about its mission and services?

UW Extension research indicates that creating an environment of trust is essential for any organization seeking a high level of success.

In terms of board function, there is general agreement that board meetings are run effectively. In contrast, opinion is evenly split between those who agree and disagree that the board avoids hidden agendas and participates in needed professional development. Compared to county board members, department heads/constitutional officers were much less likely to agree that the board reaches decisions efficiently and that the board understands the decisions it reaches. **It might be worthwhile to assemble a focus group of department heads/constitutional officers to try to identify ways in which these aspects of county board functions could be improved.**

In terms of opinions about the regularity with which the County Board reviews its strategic issues, the dominant theme is that substantial proportions of respondents said they didn't know if this was true. Given that the people who answered these questions (county board members and department heads/constitutional officers) would be expected to be intimately involved in planning, the proportion of "don't know" answers seems quite high.

Most respondents felt that Jefferson County uses its resources effectively but that county decisions are driven by the budget much more than the strategic plan. The proportion of respondents who felt the county has an adequate budget was essentially equal to the proportion who disagreed with this assessment. Interestingly, county board members seemed less certain that the current budget is adequate than did the department heads/constitutional officers.

Relations Between the Board, County Offices, and the Public. Half or fewer of the respondents agreed that the county board seeks input from the public, is accessible, respectful, honest, fair, responsive, and communicative. All groups (board members, county workers, etc.) answered these questions. County workers were significantly less likely to agree that the board possesses the qualities listed above and more likely to say that they don't know if they do.

The survey results also document some tensions between the board and county employees. Fewer than half agreed that county workers respect the board, that the board supports professional development for county workers, that the board respects county workers, avoids micromanagement, provides a good flow of information, and is trusted. Only about one-in-five agreed that county employees are politically neutral. **The general conclusion the SRC reaches from these results is that communication needs to be improved by all elements of Jefferson County government: the board, department heads/constitutional officers, and workers.**

In contrast, most respondents felt that county offices had positive relations with Jefferson County citizens. Relatively large percentages agreed that county workers were honest, accessible, respectful, fair, and well-trained. These opinions were shared by county board members, department heads/constitutional officers, and workers. Local government officials were less convinced that county offices demonstrate these characteristics.

Opinions about the degree to which Jefferson County government is open to or is practicing intergovernmental collaboration are decidedly mixed. Nearly half of all respondents (limited to

board members, department heads/constitutional officers, and local government officials) said that county offices were receptive to collaborations with other units of government.

Open-ended comments tended to support the overall conclusion from this report. Specifically, there appears to be a need to build cohesion within the county board and to improve communications between all parts of Jefferson County government.

Survey Purpose

The purpose of this study was to gather input from Jefferson county board supervisors, local elected officials, the county's constitutional officers, department heads, and county workers about strategic issues facing County government. In particular, this survey examined communication and intergovernmental collaboration in Jefferson County. County officials chose to work with the Survey Research Center (SRC) at the University of Wisconsin – River Falls to implement the survey.

Survey Methods

In April 2011, the Survey Research Center (SRC) at the University of Wisconsin – River Falls emailed invitations to 662 people affiliated with Jefferson County government (county board supervisors, local government officials, the county's constitutional officers, department heads, and county workers). The initial invitation was followed by a reminder sent to non-respondents. A total of 344 useable surveys were returned for a completion rate of 52%.

The accuracy of the estimates included in this report depends upon how we define the "population."

- If we consider the 662 people invited to participate in the survey as a single population, the estimates are expected to be accurate to within plus or minus 3.6%.
- If we consider the responses of the 20 supervisors (out of the 30 people on the board), the estimates are expected to be accurate to within plus or minus 12.9%.
- If we consider the responses of the 28 department heads and elected constitutional officers (out of 31 in these positions), the estimates are expected to be accurate to within plus or minus 5.7%.
- If we consider the responses of the 248 county workers (out a total of 515 workers), the estimates are expected to be accurate to within plus or minus 4.5%.
- Because we didn't have a total number of local government officials, we could not estimate a confidence interval for the 48 responses we received from this group.

Any survey has to be concerned with "non-response bias." Non-response bias refers to a situation in which people who don't complete a questionnaire have opinions that are systematically different from the opinions of those who complete their surveys. **Based upon a standard statistical analysis that is described in Appendix A, the SRC concludes that there is little evidence that non-response bias is a concern for this sample.**

*Annual Meeting (Required by Statute) [am. 03/09/10, Ord. 2009-24]

(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 which will then make the meeting day on the Monday preceding the election. [cr. 03/11/08, Ord. 2007-34]

(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 emergency to authorize repairs of county buildings, or take other necessary action to respond to the emergency. [Created 10/14/08, Ord. No. 2008-21]

(2) Board meetings shall commence at 7:00 p.m. unless by majority vote the Board prescribes a different time for convening. [Amended 02/10/04, Ord. 2003-34; amended 02/14/06, Ord. No. 2005-47]

(3) 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.

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

- (a) Call to order and pledge of allegiance.
- (b) Administration of oath of office and roll call by County Clerk.
- (c) Certification of compliance with Open Meeting Law.
- (d) Approval of the agenda.
- (e) Election of Chairperson and Vice Chairpersons.
- (f) Adoption of rules of order.
- (g) Committee elections, if called for by the rules.
- (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. [Amended 3/12/02, Ord. 2001-29; amended 02/14/06, Ord. No. 2005-47]

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

- (a) Call to order and pledge of allegiance.
- (b) Roll call by County Clerk.
- (c) Certification of compliance with Open Meeting Law.
- (d) Approval of the agenda.
- (e) Approval of minutes of last meeting.
- (f) Written communications provided to Board. [am. 03/09/10, Ord. 2009-24]
- (g) Public comment.
- (h) Annual reports of department heads.
- (i) Committee elections.
- (j) Committee reports, resolutions and ordinances.
- (k) Unfinished business.
- (l) Committee and Board appointments.
- (m) Announcements.
[Amended 02/14/06, Ord. No. 2005-47]

(6) The Chair may limit the number of persons addressing the Board under Section 3.01(5)(g) 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)(g) shall not exceed 3 minutes and may be shortened at the discretion of the Chair, with all public comment confined to a maximum of 30 minutes. [Amended 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 Vice Chairperson and a Second Vice Chairperson by

Board. The County Administrator shall attend board meetings and shall assist the Board whenever possible. The County Administrator may present matters to the board for consideration.

(2) The County Clerk ~~Finance Director/County Administrator?~~, upon request, and the County Treasurer shall prepare and present to the County Board a complete monthly financial statement and shall keep the Board informed of the County's financial condition, including the investment of surplus funds.

(3) The County Clerk shall attend board meetings and shall perform administrative duties related to the Board.

(3) (4) The Corporation Counsel shall attend board meetings and shall serve as parliamentarian and legal advisor to the Board.

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. The Chairperson 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. [Amended 03/09/04, Ord. No. 2003-35; amended 06/08/04, Ord. No. 2004-10; amended 12/13/05, Ord. No. 2005-31; amended 07/11/06, Ord. 2006-07; am. 07/10/07, Ord. No. 2007-16]

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

(a) **ADMINISTRATION & RULES COMMITTEE** - Five members: County Board Chair, First and Second Vice Chair and two other members. 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 meet with the Clerk of Courts, the Register of Deeds and Corporation Counsel with regard to matters pertaining to said offices. [Amended 03/12/02, Ord. No. 2001-30; am. 07/10/07, Ord. No. 2007-11; am. 03/11/08, Ord. 2007-37]

Matters pertaining to proposed state legislation, county board rules 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 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. No. 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. [cr. 07/12/11, Res. 2011-34]

The Board Chair and one committee member shall serve as Jefferson County's representatives to the Inter-County Coordinating Committee. The Board Chair, a committee member and the County Administrator shall be

Jefferson County's representatives on the Inter-County Data Processing Commission. [Amended 03/14/06, Ord. No. 2005-48a]

(b) **FAIR PARK COMMITTEE** - Five 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 and is authorized to contract for entertainment, 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 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. 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 fees as part of the next year's budget and the Director may set unanticipated fees during the year and report such fees to the Committee. 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. [Amended 04/18/06, Ord. No. 2006-01; am. 05/08/07, Ord. 2007-06; am. 11/13/07, Ord. No. 2007-23; am. 01/13/09, Ord. 2008-26]

(c) **FINANCE COMMITTEE** - Five members. County Board Chair, a Vice Chair designated by County 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 County Administrator and staff shall meet with the Committee and shall assist in the preparation of the budget. [Amended 05/11/04, Ord. No. 2004-04; am. 03/09/10, Ord. 2009-24]

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. [Amended 03/14/06, Ord. No. 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) shall ~~may~~ 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, ~~Countryside Home~~ 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. This Committee shall be responsible for the sale of county-owned land other than that obtained through tax foreclosure, and shall present contracts for sale of such land to the Board for approval. [Amended 08/13/02, Ord. No. 2002-16; amended 03/14/06, Ord. No. 2005-48d, effective 04/18/06; am. 03/11/08, Ord. 2007-39]

The Committee shall supervise the County's contracts with the Jefferson County land preservation groups. [Amended 04/16/02, Ord. No. 2002-05; amended 03/14/06, Ord. No. 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 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, ~~and~~ County Clerk and Finance Department 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.

Policy related

Committee Meeting Sign-In Sheet

Committee/Board Name: Alumna & Rudes Date of Meeting: Jan 25, 2012

Name (Please Print)	City or Township	Person/Firm Representing	Item # or General Comment
Harin Spary	Fort Atkinson	Dairy Union	
Connie Freeberg	Jefferson		

