

ADMINISTRATIVE COMMITTEE

October 16, 2017

The Administrative Committee met on Monday, October 16, 2017 at 1:00 p.m. in the Administration Building, 111 S. Jefferson Street, Lancaster, WI in Room 266 on Second Floor pursuant to the last meeting of September 19, 2017.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Mike Lieurance, John Patcle, Roger Guthrie and Robert Scallon. Dale Hood had asked to be excused. Also present was Nancy Scott, Finance, Joyce Roling Personnel, Jack Johnson, Chief Deputy Sheriff, Nate Dreckman, Sheriff, Lori Reid, ADRC Director, Carol Schwartz, Orchard Manor Director and Supervisor Grant Loy.

The Administrative Committee meeting was called to order by Robert Keeney, County Board Chair at 1:00 p.m.

Chair Robert Keeney verified with the County Clerk that the meeting was in compliance with the open meeting law, posted in two locations and on the Grant County web site.

Agenda: Roger Guthrie, seconded by Mike Lieurance made a motion to approve the agenda as posted. Motion carried.

Minutes: John Patcle, seconded by Robert Scallon, made a motion to approve the minutes of September 19, 2017 as presented. Motion carried.

Committee Structure: Robert Keeney had a list of suggestions that had been discussed at the October 3, 2017 County Board of Supervisor Meeting for the committee to address.

- 1.) Cut down the members on some committees.
- 2.) Some committees could meet every other month.
- 3.) Carol Beals asked if tele-conferencing could be implemented. *There seemed to be some opposition regarding allowing members to participate by phone. Quorums came into question, closed sessions may be compromised, what is a good reason to simply not attend the meeting but attend via the phone.*
- 4.) Do not pay per diem during the days while attending a convention.
- 5.) Carol Beals stated there should be wording in the rules that stipulates how a vacant County Board Chair position is to be filled.

Mark Stead stated there was also discussion to combine Public Property with the Administrative Committee and Information Technology with Executive Committee. Also discussed at the County Board meeting was to combine Health Committee with Social Services Committee. Robert Keeney stated Carol Beals also asked if there could be language made to set the time of the meetings at a permanent time. It was also brought up if a County Board Member cancels out in going to a convention they would have to pay the cancellation fees.

A motion was made by Mark Stead, seconded by John Patcle making a recommendation to send on to the full County Board to place Information Technology under the Executive

Committee's direction and to dissolve Public Property moving the duties of that committee under the Administrative Committee at the Call of the Chair. Motion carried.

The committee addressed the list of committees and made the following final recommendations to take back to the County Board's next meeting.

Ag and Extension Committee: Cut one member.

ADRC Committee: Cut one member, will meet every other month.

Administrative Committee: Recommended to move the duties of the Public Property Committee under the direction of this committee.

CAP: No changes.

Conservation, Sanitation and Zoning: Cut two members.

Economic Development: No changes.

Executive Committee: Place Information Technology under the direction of this committee.

Health Committee: Cut one member, will meet every other month.

Hidden Valley: No changes.

Highway/River Access/DMATS Committee: No changes.

Law Enforcement/Emergency Management Committee: Cut two members, will meet every other month. (Nate Dreckman, Sheriff addressed some concern with meeting every other month during the new construction, which may have to be addressed).

Orchard Manor/Farm Committee: Will meet every other month.

Public Property/Technology Committee: Discontinue Public Property placing the duties of this committee under the direction of Administrative Committee at the Call of the Chair. Move Technology under the direction of the Executive Committee.

Social Service Committee: Cut two positions, meet every other month.

Unified Community Services: No changes.

Veterans Committee: No changes.

WI River Transit-Railroad: No changes.

Local Emergency Planning: No changes.

Library: No changes.

Robert Keeney stated he felt the issue of combining Health and Social Services had already been discussed with Jeff Kindrai, Health Department, Fred Naatz, Social Service and it was discussed at the last County Board Meeting. There will be no changes made at this time.

It has already been approved that Per Diems will not be paid to the Supervisors during Conventions; this has been reflected in the 2018 Budget. Nancy Scott, Finance reiterated that mileage would still be paid.

Roger Guthrie, seconded by Robert Scallon, made a motion to send the listed final recommendations regarding the committee structure with possible member reductions and possible change of structure in Public Property/Technology Committee back to the full County Board for the final approval. Motion carried.

County Board Rules: The following changes were applied to the current County Board Rules.

AMENDED RULES OF THE GRANT COUNTY

BOARD OF SUPERVISORS

~~*{Effective as of April 19, 2016}*~~

Effective as of November 14, 2017

BE IT HEREBY RESOLVED: That the following shall constitute the rules of the Grant County Board of Supervisors and Committees thereof, which the County Board hereby enacts pursuant to Wisconsin Statutes §59.51.

BE IT FURTHER RESOLVED: That any modifications or amendments to the rules of the Grant County Board of Supervisors and Committees shall first be reviewed and recommended for approval by the Administrative Committee. The full County Board of Supervisors shall take action at a subsequent Board meeting. A copy of the proposed amendments shall be distributed to the County Board by the County Clerk for review and comment prior to final approval.

Article I- The Board

Section A – Chairperson:

The Chairperson, or other presiding officer, shall preside at all meetings, maintain decorum, rule upon points of order, vote upon matters and be recorded as other members. In the absence of the Chairperson, the first Vice-Chairperson shall preside or in their absence the second Vice-Chairperson shall conduct the meeting.

Section B – Quorum:

A majority of the members shall constitute a quorum.

Section C - Order of Business:

The regular order of business shall be:

- (1) Roll Call.
- (2) Certification of the open meeting law.
- (3) Reading and correction of the minutes of the previous meeting.
- (4) Reception of memorials, petitions, and communications.
- (5) Unfinished or old business.
- (6) Reception and consideration of resolutions.
- (7) Consideration of committee reports.
- (8) Special orders.

Section D – Motions:

No motion shall be debated unless seconded. It shall then be stated by the Chairperson, and if requested by a member, reduced to writing. A motion may be withdrawn by its proponent, with the consent of the seconder, at any time before the amendment or decision.

Section E – Parliamentarian:

The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal advisor to the Board. In the absence of the Corporation Counsel, the Chairperson may appoint a parliamentarian.

Section F – Convening Time:

Unless a different time has been specified, all sessions of the Board shall convene at 10:00 a.m.

Section G – Resolutions and Action:

1. Every written resolution shall be signed by at least one member, except resolutions presented by a committee which shall be signed by a majority of the committee.
2. Ordinance and resolutions to be acted upon at a given Board Meeting must be delivered to the County Clerk's office, prior to 3:00 p.m., at least one week before said Board Meeting and mailed to each supervisor at least two days prior to the meeting calling for action. Exception: Except under emergency conditions so declared and approved by the majority of the Board. All written resolutions and ordinances shall be prepared by or examined by the Corporation Counsel prior to their introduction and shall so indicate on their face.
It shall be the responsibility of the sponsoring committee or supervisor to have the matter prepared in the form to be acted on and to have legal, fiscal, and administrative notes attached.
3. All proposals which have been acted on by a committee or presented to the County Clerk shall be reported to the County Board Chairperson who shall cause them to be placed on an agenda.

Section H – Education:

One day of education for new members of the Board shall be set by the Chairperson of the Board, said day of education to be held every two years to coincide with the elections. Continuing county board members are urged to participate in the educational program.

Article II-Board Procedures

Section A-Speaking:

No member shall speak except after raising their hand and recognition by the Chairperson. In case two or more members raise their hand at once, the Chairperson shall designate their order of speaking. No member shall speak again until all in opposition who desire have been heard.

Section B-Voting:

Every vote upon the levy of a tax or providing an appropriation of money shall be by call of the roll. All other voting shall be by voice of the majority, and if the Chairperson be in doubt thereof, he/she shall call for a vote by a show of hands, unless the majority of the Board shall have requested any other manner of voting. Any member may request call of the roll on any question.

Section C-Tie Votes:

In case of a tie vote, the motion shall be lost except in case of an appeal. In case of a tie vote, any member may present the same question again.

Section D-Interruptions:

No member who has the floor shall be subject to interruption except by a point of order, a point of personal privilege, or a point of parliamentary inquiry.

Section E-Robert's Rules of Order:

In all cases of questions as to procedure or practice not specifically covered by the rules, ROBERT'S RULES OF ORDER, shall, where applicable, apply.

Section F-Speaking by Non-Members:

Non-County Board persons shall not be allowed to address the Board on an agenda item unless a Board member has first requested permission for such person to speak or individuals have signed a request with the County Clerk prior to the meeting. This rule shall not apply during public hearings conducted while the Board is acting as a Committee-of-the-whole.

Section G-Code of Ethics:

The code of ethics for elected officials will be governed by the state statute.

Section H-Motions by Chairperson:

The Chairperson, or other presiding officer of a committee, may make motions and may second a motion that has been moved by another committee member.

Article III- Committees

Section A-Committee Officers:

The Chairperson of the Board shall be ex-officio, a member of each committee of the Board, and shall call the first meeting of each committee and act as its Chairperson until a Chairperson has been selected by the committee. Each committee shall also select a Vice-Chairperson and a Secretary, who may keep the minutes of the committee. The County Clerk shall keep all minutes personally or through their appointee which may include, but is not limited to, the committee Secretary.

Section B – Committee Procedures:

Committee Chairperson or designee shall call all meetings and notify the County Clerk as to time and place of each meeting at least three (3) days ahead of such meetings unless there is an emergency situation.

The meeting of all committees shall be open to the public except closed sessions allowed by statute, and each committee shall within one week of the minutes' approval, file in the office of the County Clerk, a complete report of its attendance and proceedings held in open session. Copies of resolutions and ordinances are to be submitted to the County Clerk and County Board Chairperson. All members of the County Board who are to be reimbursed for committee work shall submit their claims on a voucher to the County Clerk, who will then place it in a file with other regular claims to be paid at a regular monthly finance audit. Per Diem and mileage paid County Board members through any calendar year shall be compiled in the office of the County Clerk for annual publication in January of the following year. No bill or account shall be allowed, nor order passed whereby any money is paid out or expended, until said bill, account or subject matter has been referred to the appropriate committee and a report made thereof. All committee meetings held in facilities owned or leased by the County shall be electronically recorded.

Section C– Special Committees

The Board may, from time to time, create special committees for a particular purpose by resolution providing the purpose and the membership thereof. The Chairperson of the County Board, subject to confirmation by the Board, may appoint Supervisors to regional, state and other Committees.

Section D – Chairpersons:

Each County Board member shall be limited to chairing two (2) committee. A County Board Supervisor can be a Chairperson of the same committee for a maximum of two (2) consecutive terms.

In the event of the inability of any committee Chairperson to continue serving as Chairperson, the Vice-Chairperson will assume that position regardless of the number of Chairpersonships held by the person.

Section E– The Committees:

All powers exercised by a committee, board or commission are subject to general supervision of the County Board and any regulations prescribed by the board. County Board Supervisors are required to attend County Board meetings as well as meetings of committees of which they are a member. If a County Board Supervisor is unable to attend a County Board meeting or a committee meeting, the County Board Supervisor who is unable to attend the meeting must contact the County Board Chair in

advance of the meeting to request to be excused from the meeting. If a County Board Supervisor is unable to attend a committee meeting, the County Board Supervisor may notify in advance the Committee Chair or Department Head of the committee they are unable to attend and seek to be excused from the committee meeting. Three consecutive unexcused absences from a committee meeting shall constitute a resignation from that committee. The Administrative Committee will then appoint a person to fill the vacancy according to board policy or state statute.

The following shall constitute the standing committees of the Board, whose duties shall be as hereinafter stated:

(E) 1. Administrative Committee: **Possibly adding language to place the Public Property duties under the direction of this committee.**

The Administrative Committee shall have seven members on it who are County Board Members. The County Board Chairperson, First Vice-Chairperson, and Second Vice-Chairperson shall be members of this Committee. The Administrative Committee shall every two years recommend to the Chairperson of the County Board as to the appointment of members to the standing committees of the Board. The Administrative Committee shall endeavor to appoint each County Board Supervisor to an equal number of committees. The Administrative Committee shall take up to three days following the first County Board Meeting after a County Board supervisory election to determine what committees each County Board Supervisor shall be on. The County Board Chair shall file a list of committee appointments in the office of the County Clerk within a week thereafter and the Clerk shall forthwith mail a copy thereof to each board member. The Administrative Committee shall also be charged with examining and reporting to the Board concerning all legislation affecting the County pending in the Wisconsin Legislature and in Congress if necessary. The Administrative Committee shall further be charged with proposing a redistricting plan to the County Board when required by Wisconsin Statutes. Moreover, the Administrative Committee shall be charged with performing strategic planning for Grant County. The strategic planning to be done by the Administrative Committee includes assessing and evaluating the County's overall future needs to produce fundamental decisions and actions that shape and guide what the County does to increase effectiveness and efficiency through goals and objectives. This includes, but is not limited to, facilities planning, sharing, and consolidating of resources, improving communication, marketing, and transportation infrastructure. The members of this committee are elected.

2. Executive Committee: **Possibly adding language to place the Information Technology duties under the direction of this committee.**

The Executive Committee shall be comprised of the County Board Chairperson, the First Vice-Chairperson, and the Second Vice-Chairperson along with four other County Board members. This committee shall have seven members. The Executive Committee shall prepare and examine all resolutions for the expenditure of money and make recommendations on all money matters, including investment of same. It shall have charge of bonds of County officers. All departments and any business not specific to other committees shall be the responsibility of the Executive Committee. The Executive Committee shall arrange a work session on the budget by the whole County Board on the first Tuesday in October, at which time each department will present their budget to the County Board. The Executive Committee shall further be charged with setting the policy of each department in a manner consistent with Wisconsin Statutes and when called upon for the purpose. This committee shall hear and consider the grievances reported by County Departments, County Officers, and County Employees, and to make their recommendations to the County Board after sufficient consideration with the committee responsible. The Executive Committee shall recommend to the County Board the compensation of all County Officers and employees. This committee shall further receive from all committees responsible for hiring employees, all matters pertaining to staff hire, salary, working hours

and conditions, employee benefits including dental, health and life insurance, and departmental problems. The members of this committee are appointed.

(A) 3. Conservation , Sanitation & Zoning Committee:

This committee shall be comprised of ~~six (6)~~ **four (4)** County Board members plus one Farm Service Agency member. This committee shall have supervision and direction of land conservation matters as prescribed by Wisconsin Statutes Chapter 92 and shall meet the requirements of Wisconsin Statutes Section 92.06. This Committee shall have general supervision over the offices of the Zoning Department and the County Sanitarian as provided by law. This Committee shall be responsible for the land use plan and shall draft proposed zoning ordinance changes for the County and shall oversee the administration of such ordinances as adopted. The members of this committee are appointed.

(E) 5. Highway/D-MATS Committee/~~River Access:~~

The Highway Committee and the DMATS Committee shall be combined to form the Highway/DMATS Committee. This committee shall be comprised of five County Board members who shall be elected as provided in Wisconsin Statutes §83.015 and for the term set forth in said statute. This committee shall be charged with performing the duties required under Wisconsin Statutes §83.015. The committee shall make recommendations to the County Board concerning all highway matters referred to it. This committee shall be responsible for the construction and maintenance of the public access points to the rivers bordering and within the County. The members of this committee are elected.

(A) 6. Aging and Disability Resource Center Committee of Southwest Wisconsin-Grant County:

This committee shall be appointed by the Chairperson of the County Board, subject to confirmation by the County Board, and shall consist of ~~eight (8)~~ **seven (7)** members, two of which shall be County Board members and ~~six (6)~~ **five (5)** members shall be citizens. 59% of the members must be over sixty years of age. This committee shall act as the clearinghouse for all County Programs on Aging.

7. Unified Community Services Board:

This board shall be composed of eleven members, three of which are to be Grant County Board members. The members of this committee shall be charged with performing the duties required under Chapter 51 of the Wisconsin Statutes and its members shall serve for the term set forth in said statutes. Members of this board shall meet the requirements set forth in Wisconsin Statutes Chapter 51.42. The members of this board shall be appointed.

(A) 9. Public Property and Technology Committee: Discontinue the title of this committee and possible move language of duties of Public Property Committee to Administrative Committee at the Call of the Chair. Possible move language of duties of Information Technology to Executive Committee.

This committee shall have charge of maintenance and repair of the Grant County Courthouse and Administrative building. It shall maintain insurance coverage on all county property and shall investigate and supervise all county property and liability insurance programs. It shall prepare an inventory of all county property and keep such on file and up to date. It shall approve or disapprove all equipment desired by departments throughout the year unless otherwise delegated. All requests for items shall be made through the proper committee. The committee shall sell, trade or destroy obsolete

equipment and machinery in their charge deemed no longer useful to the County unless otherwise delegated.

This committee shall further be charged with overseeing the county's electronic communication services and purchases ensuring efficiency, cost effectiveness and compatibility with the county's future technology needs in mind. This includes but is not limited to, software, hardware, copiers, printers, facsimile machines, servers, and service contracts. This committee shall be comprised of seven County Board members. The members of this committee are appointed.

(A) 10. Law Enforcement and Emergency Management Committee:

It shall be the duty of this committee to confer with and supervise the needs, powers, and duties of the Sheriff of Grant County and his/her deputies and shall present to the County Board from time to time such suggestions that said committee may have concerning law enforcement and other duties required by the Sheriff's Department; it shall investigate and report on all claims against the County pertaining to the Sheriff, Deputy Sheriffs and Justice Accounts; it shall make an inspection twice yearly of the County Jail; it shall provide the necessary books and see that proper jail records are kept; it shall have charge of all matters pertaining to the operations of the police radio system; it shall make recommendations regarding enforcement of traffic laws; and it shall have jurisdiction over all claims of the County Coroner. Any claim against the County from a Humane Officer shall be referred to this committee. This committee is hereby designated as the Audit Committee for the purpose specified in Wisconsin Statutes, relative to Justice Accounts. This committee shall also be in charge of the County Emergency Management Disaster Services Program as per § 323.14 of the Wisconsin State Statutes. This committee shall be comprised of ~~seven (7)~~ **five (5)** County Board members. The members of this committee are appointed.

11. Board of Health:

This committee shall have general supervision over the office of the County Health Department as provided by law and shall perform such other duties as provided for under Chapters 250 and 251 of the Wisconsin Statutes. This committee shall be comprised of five County Board members plus ~~three (3)~~ **two (2)** citizen members. The members of this committee are appointed.

(A) 12. Orchard Manor/County Farm Committee:

This committee shall supervise and direct all matters pertaining to Orchard Manor and the Farm. This committee shall be comprised of five County Board members. The members of this committee are appointed.

(E) 13. Ag/Extension-Education Committee/Fair Board:

This committee shall supervise and direct all matters pertaining to the Extension, Fair and certain agriculture. It shall examine all accounts of the County Extension Service and have supervision thereof. This committee shall also supervise the operation of the fairgrounds and its buildings and the Grant County Fair. This committee shall have charge of county publicity, development of recreation, and the attraction of industry to the County. It shall be responsible for the fish and game propagation program. This committee shall be comprised of six County Board members. The members of this committee are elected.

(E) 14. Social Services Board:

This Board shall consist of ~~seven (7)~~ **five (5)** County Board members whose terms shall expire as provided by State Statute. Each member shall serve a term as set forth in Wisconsin Statutes § 46.22 or until his successor is elected and qualifies. It shall perform all duties required by § 46.22 of the Wisconsin Statutes. The members of this committee are elected.

(A) 15. Veterans Committee:

This committee will act as a liaison between the Veterans Service Office and the County Board. It shall meet with the Veterans Service Commission and shall have equal voice in the affairs of the Veterans Service office. This committee shall be comprised of two County Board members plus three citizen members. The members of this committee are appointed.

17. Other committee appointments to be made.

Community Action Program (C.A.P.). The members of this committee are appointed.

Hidden Valleys. The member of this committee is appointed.

Library. The members of this committee are appointed.

Railroad. The members of this committee are appointed.

Local Emergency Planning Committee. The members of this committee are appointed.

Article IV-Miscellaneous Provisions

Section A-Packet of Information for Candidates:

A description of expectations, a copy of these rules, and the County Board Compensation and Mileage Reimbursement Policy will be included in a packet of information to be handed out by the County Clerk to any person taking out papers for a County Board supervisory position.

Section B-Self Organized County:

Grant County is hereby a self-organized county as allowed by Wisconsin Statutes § 59.10.

Possible add this Section:

Section C-Cancellation for Registration/Motel Cancellation Penalty Fee: Language to be added to explain who is responsible to cancel out from attending a Convention for cancellation penalty fees. Composing language pertaining to using discretion regarding the reason for cancelling, possible health reason, death in the family should be the determining factor.

Section C-Section D-Effective Date:

~~These amended rules are effective as of April 19, 2016.~~

These amended rules are effective as of November 14, 2017.

Discussion took place regarding Article IV-Miscellaneous Provision. If there would be added language approving to use teleconferencing during a committee meeting this would be were the language should be added. It was the desire of the committee that this should not be an accepted procedure used for attending a meeting.

The committee addressed the suggestion to add language to fill vacant Supervisor positions. The State Statute has the procedure to use regarding this action. The procedure can change depending on how each County Board Chair chooses to handle that procedure. So no action to add language was taken to change this procedure.

Law Enforcement Center/Emergency Management, Social Services & ADRC Facility Progress:

Robert Keeney gave the committee the update on the new facility construction. The majority of the jail pod footers and walls will be poured this week, all the footers will be poured by next Tuesday. Ten or twelve out of the twenty six foot tall pre-cast wall panels for the jail pods have been completed in Farley, Iowa. Electrician will be on site installing the wiring in some of those panels. Construction meetings have been on going every Wednesday with all departments involved and Potter Lawson Architects. Contractors have been meeting every Thursday. They hope to have the first wall panels set into place between October 26th and November 6th hoping to have the structure closed in by the 1st of December. Construction is about two weeks behind schedule at this time. Rebar was on issue that delayed the construction. Back filling will start pretty soon. The walls are 8 to 10 feet which have to have 5 feet of fines filled in by each of them. If the asphalt plants become available there may be a change to apply a skim coat on the parking lot to help in plowing snow in the winter. There is a safety factor in one of the parking lots that needs to be addressed.

Adjournment: Roger Guthrie made a motion seconded by Mark Stead to adjourn the meeting pursuant to the call of the chair to set the time and date of the next meeting. Motion carried.