

**2.01 COUNTY BOARD RULES:**

**A. RULE 1. ORGANIZATION AND MEETINGS.** In accordance with statutory provisions, the County Board shall organize on the 3<sup>rd</sup> Tuesday of April annually and elect a Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair biannually. The days and time of meetings shall be as scheduled in January of each year by the County Board. Approval by the County of requests for special meetings made by a taxpayer for a personal interest shall require advance payment to cover the cost of the meeting. The Board shall meet in the Government Center in the City of Barron, or any other location in the county that may be noticed by the chair, in suitable quarters provided for such purpose. Unless otherwise provided, Robert's Rules of Order, latest edition, shall govern the action of the Board. Parliamentarian shall be the County Administrator and Corporation Counsel as Co-Parliamentarians.

**B. RULE 2. PRESIDING OFFICER.** The Chair shall call the Board to order at the hour named, shall preside at all meetings of the Board. He/she shall decide all questions of order and the agenda, subject to appeal. He/she shall preserve order and see that the rules are enforced. He/she shall vote upon all roll calls when his/her name is called, except on appeal from his/her own decisions; and shall further perform all statutory duties enumerated in § 59.12, Wis. Stats. In his/her absence or disability, the 1<sup>st</sup> Vice Chair shall perform the duties of the Chair. In the absence or disability of the 1<sup>st</sup> Vice Chair and Chair, the 2<sup>nd</sup> Vice Chair shall perform the duties of the Chair.

**C. RULE 3. ORDER OF BUSINESS.** The Board shall be called to order on time and the roll called, and if a quorum is present, after legal notification of the meeting, the following order of business as stated on the agenda shall prevail and the Board shall generally follow this order:

1. Call Meeting to Order
2. Public Notification
3. Roll Call
4. Invocation and Pledge of Allegiance
5. Special Matters and Announcements
6. Approval of Agenda
7. Approval of Minutes
8. Public Comment
9. Memorials
10. Departmental Reports
11. Consent Agenda
12. Unfinished Business
13. Resolutions and Ordinances
14. Committee Reports
15. Administrator's Report
16. Appointments
17. Claims, Petitions and Correspondence
18. Suggested for Future Agenda Items
19. Adjourn

**D. RULE 4. COMMITTEE RULES.**

1. The County Board Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair may be used by all committees when needed to constitute a quorum (or greater as is necessary for Zoning Committee or Board of Adjustment if they meet the statutory restrictions and requirements. The Chair and Vice Chairs should attend such meetings as deemed necessary to gain sufficient knowledge of committee functions to be able to serve as a voting committee member. Supervisors from Districts 10, 11 and 12 may serve as alternates and committees as requested by County Administrator.

Unless created by the County Board, a governmental body does not exist. Any other type of workgroup or sub-committees that are created are delegated to Administration under the auspices of the County Administrator whose function is to report their findings to the appropriate oversight committee for policy consideration. These types of workgroups do not create policy they provide information to the Administrator. Department Head meetings are not a governmental body. Also defining that Work Groups are sub-committees of existing/standing committees.

2. At the first committee meeting following reorganization, the Department Head or appointee shall convene the meeting. Each committee shall elect a Chair, Vice Chair and Secretary as needed. Committees having representation on the Executive Committee shall designate a representative. The meeting minutes shall be distributed according to established policy. (Resolution 2003-30). A copy of the minutes should be delivered to the County Clerk no later than ten (10) days following the meeting.

3. All committees shall have authority conferred by the statutes and laws of Wisconsin and given them by resolution or ordinance of the County Board and shall be limited in their authority by laws and statutes of the State or by ordinance or resolution of the Board. Such committees shall also have such other duties as are hereafter imposed and all such authority as may have previously been conferred upon any committee performing such duties before adoption of these rules.

4. Salary adjustments and creation of new positions in all departments shall follow established administrative policies and procedures, and shall be referred for review to the Oversight Committee and Executive Committee for recommendation to the full Board by resolution setting forth the requested pay scale and total fiscal impact [see Section 2.03(K)(2)]. Salary adjustments within the established budget may be approved by the oversight committee and Executive Committee.

5. Every subject matter shall be referred without motion or debate to its appropriate committee unless otherwise directed. All committees shall give all matters referred to them due and careful consideration and report their findings and recommendations. All members of committees shall hold over until their successors have been appointed, except that the Chair of the Board is hereby authorized to appoint a successor for any member of the County Board who ceases to be a Supervisor under § 59.10(3)(e), Wis. Stats.

**E. RULE 5. RESOLUTIONS AND MOTIONS.** All resolutions shall be signed by Committee Chair or, Committee Member participating in the vote and shall identify the vote of the Committee members, except for Resolutions offered only by

individual Supervisor(s). All Resolutions shall include financial impact information and be signed by the Finance Director/County Auditor, as well as approval as to form by the County Administrator and Corporation Counsel. Motions must be moved and second prior to discussion. Any motion or resolution may be withdrawn before amendment or decision. Any person may call for a division of a question when same is advisable. In case of a tie, the motion is lost. Any member may request reconsideration of a motion lost on a tie on the basis of new information. Motions for reconsideration of a main motion that was not a tie can only be made by a member voting with the prevailing side. If the County Board votes to reconsider such a matter, the matter shall be taken up at the next regularly scheduled meeting after being properly noticed. In no case may a matter be reconsidered later than the next meeting.

**F. RULE 6. VOTING.** In determining any question it shall be in order for any member to call for a roll call vote. Any voice vote that is not unanimous shall be recorded in the minutes listing the nay votes. It is the Chair's responsibility (unless specifically called for) to determine the appropriate method of voting. (Roll call, voice vote, unanimous consent.) The decision of the Chair can be appealed by any member of the board.

**G. RULE 7. ADDRESSING THE BOARD.** In presenting business or debate or motion and second, members shall address the Chair, be recognized, and proceed without interruption. No member shall normally speak more than twice on the same motion without permission from the Chair. In case more than one member shall address the Board, the Chair shall decide who has precedence. Any citizen not a member may also address the Board during public comment period, or on a particular agenda item via their Representative when permission has been given by the Board, limited to three (3) minutes unless additional time is permitted by the Chair. In all cases personal attacks/reference shall be avoided and propriety observed.

**H. RULE 8. CLAIMS.** All claims made upon the County Board shall be treated in strict conformity with §§ 59.07 and 59.64, Wis. Stats.

**I. RULE 9. AMEND AND SUSPEND RULES.**

1. These rules may be suspended by 2/3 vote of all members present.
2. These rules may be amended by 2/3 vote of all members present provided that any resolution to amend the rules shall lie over a minimum of 24 hours before the action is taken.

**2.02 CHAIR, 1<sup>st</sup> VICE CHAIR, 2<sup>nd</sup> VICE CHAIR, BOARDS, COMMITTEES AND COMMISSIONS:**

There are no term limits for the County Board Chair and Vice Chairs or any member of the Boards, Committees or Commissions. All appointments will be for two (2) year terms unless otherwise designated.

**A. CHAIR, 1<sup>st</sup> VICE CHAIR AND 2<sup>nd</sup> VICE CHAIR.** Will be elected biannually in accordance with paragraph 2.01 A. (Rule 1). The Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair shall be nominated by ballot and may speak for not more than five (5)

minutes. They will be chosen in order (the Chair first) by written ballot of the entire County Board. If more than two (2) candidates appear on the ballot, the two (2) top vote getters shall have a run-off election. Balloting will continue until a candidate receives a majority vote.

**B. ELECTIVE COMMITTEE.** Prior to the election, those Supervisors desiring to serve on the Highway Committee, shall so advise the County Board and may speak for not more than five (5) minutes prior to the election of the Highway Committee. The Elective Committee will be chosen by written and initialed ballot of the entire County Board. Each ballot will be for all unfilled positions with each Supervisor voting for all unfilled positions. Whomever gets a majority on a ballot is elected. Subsequent ballots will be taken as needed until all positions are filled by majority vote.

**HIGHWAY COMMITTEE.** The Highway Committee shall consist of five (5) members of the County Board. The Highway Committee shall be elected biannually. Statutory duties of the Committee are set forth pursuant to § 83.015, Wis. Stats. The Highway Safety Committee shall be a staff advisory committee to the Highway Committee (Ordinance #2006 - 28). County Board members serving on State or Federal Highway committees, boards or associations shall serve as an Ex-Officio member of the Highway Committee.

**C. APPOINTIVE COMMITTEES, BOARDS AND COMMISSIONS.** Membership on Committees will be by appointment made by the County Board Chair subject to approval by the County Board. Appointments to non-elective Board and Commissions shall be made by the County Administrator per WS 59.18(2)(c). Committees shall be evaluated every two years prior to the County Board reorganizational meeting to determine whether changes in committee structure and/or consolidation with another committee is appropriate. The purpose and duties of these Boards, Committees and Commissions are outlined below. Unless stated elsewhere, Committee appointments will be for a two (2) year period following the biannual organizational meeting following election. Alternate members may be appointed at the Chair's discretion. All committee members (board and citizen) shall be paid per diem and mileage for service on Boards, Committees and Commissions.

**1. COMMISSION ON AGING.** The Commission on Aging shall consist of nine (9) members appointed by the County Administrator four (4) of whom are County Board members appointed for a 2-year term and five (5) citizen members appointed for a 3-year term. Term limitations are set by administrative rule. The Commission establishes and provides policy oversight to programs provided by the ADRC, included in the Barron County Aging Unit Plan for Older People and funded by the Federal Older Americans Act, DOT, state, county and local sources. One member of the Commission is appointed to the ADRC Governing Board.”

**2. CONDEMNATION COMMISSION.** The Condemnation Commission shall consist of six (6) members who shall be residents of Barron County, appointed by the Judges of the Circuit Courts under § 32.08(2), Wis. Stats.

**3. ETHICS COMMITTEE.** The Ethics Committee shall be a non-standing committee to be appointed by the County Board Chair when necessary (appointed

by the 1<sup>st</sup> Vice-Chair if the Chair is involved.) Membership shall consist of County Board Members or non-County Board members as determined by the nature of the ethics charges. It shall be the responsibility of this Committee to report to the Executive Committee their findings and/or recommendations. The Executive Committee may refer the recommendations to the County Board if deemed necessary but in any case, final resolution will be reported to the County Board.

4. **EXECUTIVE COMMITTEE.** The Executive Committee shall be composed of nine (9) members consisting of the County Board Chair, 1<sup>st</sup> Vice Chair, 2nd Vice Chair, and a representative of the following Committees:

- Health & Human Services
- Extension/Land Conservation
- Law Enforcement /Emergency Management
- Zoning
- Property
- Highway

The newly-elected Chair, Vice Chair and Second Vice Chair shall immediately be seated on the Executive Committee after the reorganizational meeting in April following election and are automatically the Chair and Vice-Chair, respectively of the Executive Committee.

The duties of the Executive Committee shall include, but not be limited to, establishing, recommending and supervising county policy over executive and administrative matters. The Executive Committee shall provide oversight and supervision of the County Administrator. The Executive Committee shall direct staff to be responsible for evaluating and auditing all County departments, agencies, commissions and boards. The Executive Committee shall be responsible to supervise the Code of Conduct established for Barron County Government and compliance therewith.

The following committees shall be consolidated into the Executive Committee pursuant to Ordinance # 2006-28.

- Finance Committee
- Salary & Personnel
- Land Information/Technology

The County Board Chair shall appoint two (2) at-large individuals from the County Board of Supervisors to serve as alternates to the Executive Committee.

5. **EXTENSION/LAND CONSERVATION.** The Extension/Land Conservation Committee shall consist of six (6) County Board members and one additional member pursuant to § 92.06(1), Wis. Stats. One of the members thus selected shall be a supervisor from a village or city. The remaining members of the Committee shall represent agriculture districts.

6. **HEALTH AND HUMAN SERVICES BOARD.** The Health and Human Services Board shall perform the duties as set forth in § 46.23, Wis. Stats. and Resolution No. 2000-76. The Health and Human Services Board shall consist of (13)

persons. Six (6) members of the Health and Human Services Board shall be appointed from the County Board of Supervisors. At least three (3) members shall be individuals who receive or have received human services or shall be a family member of such an individual. In appointing the other members who are not elected officials or employees, a good faith effort shall be made to appoint a registered nurse and a physician. The remainder of the members shall be consumers of services or citizens at large. All members appointed shall have terms and composition requirements as directed by § 46.23(4), Wis. Stats. The following Committees shall be consolidated into the Health & Human Services Board for policy oversight and budget review:

- Child Support Committee
- Transportation Coordination Committee  
(Ordinance # 2006-28)

Health and Human Service Board recommends operational policy changes to HIPAA policies and Executive Committee reviews and approves/concurs with recommended changes. This requirement corresponds to HIPAA Policy Manual, Administrative Compliance Section.

7. **LAKE DISTRICTS-LAND CONSERVATION REPS.** Liaison between the Land Conservation Committee and the various Lake Districts.

- a. **Beaver Dam**
- b. **Dummy Lakes**
- c. **Kirby**
- d. **Lower Turtle**
- e. **Rice Lake**
- f. **Sand**
- g. **Staples**
- h. **Other Lake District(s) as formed**

8. **LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE.** The Law Enforcement/Emergency Management Committee shall consist of five (5) County Board members. The following powers and duties are delegated to this Committee:

a. To implement and coordinate the conduct and the duties of all County law enforcement personnel in accord with the following prescribed regulations pursuant to § 59.26, Wis. Stats.

b. The Committee shall be charged with the duties and responsibilities enumerated in § 166.03(4), Wis. Stats. The Committee provides policy oversight functions of the Emergency Management Office.

c. It approves, supports and implements plans to mitigate, respond to and recover from natural and man-made disasters which may occur in or affect Barron County.

d. The Committee supports and participates in, under the direction of the County Board Chair, the activation of the County Emergency Operations Center (EOC). When activated, the County EOC is the conduit through which resources, information, decision making and State/Federal assistance flows when an emergency

situation begins to exceed local municipalities' ability to provide adequate response and/or control.

e. The LEPC shall act as a staff advisory Committee to the Law Enforcement/Emergency Management Committee as follows: The Local Emergency Planning Committee (LEPC) shall consist of five (5) Board members one of which shall also be on the Law Enforcement/Emergency Management Committee, the County Board Chairperson (*ex officio* member), the Emergency Government Coordinator, the Sheriff, the Highway Commissioner, the Public Health Manager. Also, serving for three (3) year terms, are members representing fire, hospitals, environmental, media, community groups, hazardous materials facilities and ambulance. The LEPC's primary responsibility is to develop emergency response plans, evaluate resources and prepare for a potential hazardous material release. This includes identifying facilities and transportation routes, developing on-site and off-site emergency response plans, emergency notification procedures, vulnerability zones, evacuation plans, training programs for emergency responders and exercising emergency response plans.

**9. LONG-TERM CARE/AGING AND DISABILITY RESOURCE CENTER COMMITTEE.** LTC/ADRC The Aging and Disability Resource Center Committee shall be accountable for the policy oversight of the Aging and Disability Resource Center, including community options program/LTC. The composition of the Committee shall generally reflect the ethnic and economic diversity of the Aging and Disability Resource Center's service area with a total of 11 members.

- At least one-fourth of the members of the governing board shall be older people, people with physical or developmental disabilities, people with mental illness or substance use disorders, or their family members, guardians or advocates.
- The interest of all target groups shall be represented by the governing committee.
- One member from the Veteran Service Commission.
- At least two (2) elected County officials.
- At least one (1) representative from DHHS Public Health Agency; *ex officio*.
- At least one (1) representative from DHHS Human Services; *ex officio*.
- At least one (1) representative from the Office on Aging; *ex officio*.

**10. PROPERTY COMMITTEE.** The County Property Committee shall consist of seven (7) members of the Board, so the interest of Highway, Zoning, Solid Waste, Executive, Campus, Museum, Parks/Forestry are represented to the fullest extent possible. This Committee shall provide policy direction for all County buildings and property except the Incinerator & Recycling Center, County Museum, and Fair Grounds. The County Property Committee shall provide policy oversight on any building or remodeling projects as authorized by the County Board. (per Ordinance # 2006-28, the Forest & Recreation Committee and the UWBC Committee is consolidated into the Property Committee.)

**11. SOLID WASTE MANAGEMENT BOARD.**

a. Pursuant to § 59.70(2), Wis. Stats., the County Solid Waste Management Board is composed of nine (9) residents of the County. Five (5) of those members shall be appointed from the County Board. Each member shall serve three (3)

year staggered terms. The County Administrator shall appoint one (1) additional County Board member to the Solid Waste Management Board as an Ex-Officio member to attend all meeting and to serve as an alternate in the absence of any member. Vacancies on the Solid Waste Board shall be filled for the residue of the unexpired term in the manner of the original appointment. Any member of the Solid Waste Management Board may be removed from office by 2/3 vote of the County Board.

**b. Compensation.** Members of the Solid Waste Management Board shall be compensated for their services on a per diem basis plus mileage which shall be equal to the per diem and mileage paid to County Board members.

**12. VETERANS SERVICE COMMISSION.** This Commission shall consist of three (3) residents of the county, who are veterans of the county, serving staggered three (3) year terms. The county Administrator shall appoint one (1) alternate to this Commission who is a resident of the County and a veteran of the County.

**13. VETERANS SERVICE COMMITTEE.** The Veterans Service Committee shall consist of three (3) members of the County Board with one of the members from the Health & Human Services Board and the members shall be veterans. The County Board Chair shall appoint one (1) alternate to the Veterans Service Committee from the County Board who is a veteran. The Veterans Service Committee shall meet in conjunction with the Veterans Service Commission. The Committee Chair shall be a County Board Supervisor. The duties of the Committee are as follows:

- a. To promote a better understanding of the Veterans Service Office.
- b. To help provide better service and better public relations for the veteran.
- c. To provide policy oversight for the Veterans Service Office.

**14. ZONING COMMITTEE.** The Zoning Committee shall consist of five (5) members of the County Board, three (3) of which shall be from zoned townships. A member from an un-zoned town may be appointed and fulfill this requirement if such town is subject to Shoreland Zoning. This committee is created and duties shall be as set forth pursuant to § 59.69, Wis. Stats. Operating procedures and delegation of authority shall be as set forth in § 17.72(3) of this General Code.

**15. ZONING BOARD OF ADJUSTMENT.** The Zoning Board of Adjustment shall consist of five (5) members made up of a combination of County Board members and citizen members appointed to three (3) year staggered terms by the County Administrator. It is created pursuant to § 59.694, Wis. Stats. Their duties shall consist of hearing appeals and requests of variances related to the County Land Use Ordinance. Chair, 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair may fill absent positions on Board of Adjustment as long as they can fulfill statutory restrictions and requirements.

**D. NON-COUNTY COMMITTEES, BOARDS AND COMMISSIONS.** Non-County Committees, Boards and Commissions consist of those that are not created or controlled by the County Board of Supervisors, but have a County Board member or members representing the interest of Barron County. The member(s) may be voting or non-voting as set forth in the individual Committee, Board or Commission by-laws. Membership on such Committees, will be by appointment by the County Board Chair, subject to approval by the County Board. Appointments to non-elective Boards and



Commissions shall be made by the County Administrator per § 59.18(2)(c), Wis. Stats. The purpose and duties of these boards are outlined below:

1. **AG COMMISSION.** Two (2) County Board members appointed by the County Administrator. The County Administrator or his/her designee shall serve on the Ag Commission.

2. **BARRON COUNTY FAIR ASSOCIATION.** One member of the County Board shall serve as a voting member of the County Fair Association. The member's duties shall include providing liaison with the County Fair Association and the County Board.

3. **BARRON COUNTY MUSEUM BOARD** One member from the Property Committee shall serve on the Museum Board as a voting member.

4. **ECONOMIC DEVELOPMENT BOARD OF DIRECTORS.** The Barron County Board of Supervisors provides three (3) County Board members. The BCEDC works on business retention, expansion and recruitment and provides general promotion of Barron County.

5. **HOUSING COMMITTEE.** The County Housing Committee shall consist of three (3) citizen members appointed to staggered five (5) year terms plus two (2) members of the County Board who shall serve as an *ex officio* member.

6. **HOUSING – COMMUNITY DEV. BLOCK GRANT.** The CDBG Housing Committee shall be made up of three (3) County Board members appointed by the County Board Chair. The CDBG housing committee shall approve/amend the housing procedures manual, review loan applications and make emergency loan awards and generally carry out the community development program for the purpose of public housing activities.

7. **INDIANHEAD FEDERATED LIBRARY SYSTEM.** One (1) County Board member and one (1) citizen member are appointed to the ten (10) county federation. (As long as County remains a member.)

8. **RESTORATIVE JUSTICE BOARD.** The Restorative Justice Board shall have 2 representative members from County Board of Supervisors who shall serve as voting members.

9. **TAX INCREMENTAL DISTRICT COMMITTEE.** In 1975, the Wisconsin Legislature enacted the Tax Incremental Finance (TIF) law. The Law provided municipalities (cities and villages) with a new method of financing municipal projects aimed at promoting development. One County Board member shall be appointed to each TIF district in Barron County to provide liaison with the County Board.

10. **WESTCAP BOARD OF DIRECTORS.** One (1) County Board member serves on the WESTCAP Board of Directors. WESTCAP offices are located in Glenwood City and serve seven (7) western Wisconsin Counties. It is a non-profit Community Action Program with a mission to assist low income people and help them to become self-supporting.

**11. WEST CENTRAL LAND & WATER CONSERVATION ASSOCIATION.** One (1) County Board member appointed by the County Administrator.

**12. WEST CENTRAL REGIONAL PLANNING COMMISSION.** Barron County provides three (3) members to serve on the WCRPC Board of Directors.

**2.03 PROCEDURES COMMON TO ALL COMMITTEES, COMMISSIONS AND BOARDS:**

**A. CODE OF CONDUCT**

**Conduct unbecoming:**

- County Board Committee, Commission and Board members shall conduct themselves in such a manner as not to bring dishonor upon themselves and the Board.
- Members will act in a civil manner in the conduct of their duties. Verbal exchanges between members at official meetings shall always be courteous and proper. Mutual respect is expected.

Cell Phone Policy:

- All cell phones and electronic devices must be shut off during a meeting unless:
  1. Device is used for downloading information from internet, i.e. I-Pad.
  2. If cell phone MUST be left on committee member must inform Committee Chair of need and reason prior to the meeting beginning.
  3. If a call MUST be received committee member SHALL leave the meeting room.

Public Comment Policy:

- Individuals wishing to speak at public comment shall fill out a request form for County Board meetings or be recognized at Committee meetings.
- Individuals shall state their name and address before speaking.
- Individuals may speak one time per meeting for no more than 3 minutes.
- County Board Supervisors not to respond or ask questions of individuals taking advantage of public comment.
- Individuals will conduct themselves in an orderly manner and follow rules of decorum during public comment. They shall refrain from personal attacks and shall not use as a forum for politics or campaign-type presentations. Individuals violating these guidelines may be removed from the meeting at the direction of the Chair.
- Personnel issues shall not be raised during Public Comment but should be directed in writing to the County Administrator.

**B. CODE OF ETHICS**

1. **PURPOSE.** The intention of this section is to hold the respect of and inspire confidence in the people, as well as to protect the supervisors from any suspicion. This section is not intended to be a punitive approach to ethics; rather, it is merely a listing of those essentials which all elected officials should observe.

a. Sections 19.41-19.59, Wis. Stats., set forth various items of conduct which are deemed to be unlawful and this code is not intended to be an adoption of a criminal code. The items which are intended to be covered herein do not require an intention to do wrong; rather, they are the mere acts themselves, which in doing might cast some doubt upon the integrity of the party involved.

2. **PROHIBITED ACTIVITIES.** The following conduct on the part of a County Board member or an elected or appointed official, shall be deemed unethical:

a. No County Board member, or elected or appointed official, should use his or her position to obtain preferential treatment or obtain financial gain for themselves or their immediate family or for any business with which he or she is associated.

b. No County Board member, or elected or appointed official, should disclose or use inside information concerning Barron County to promote a private financial gain.

c. No County Board member should vote for the adoption or defeat of any legislation in which the individual County Board member has a personal financial interest.

d. Any County Board member, or elected or appointed official, directly or indirectly involved in a zoning change shall disclose his or her position.

e. The County shall not lease public land to any County Official. Any existing lease shall be terminated within a reasonable time.

f. Nothing herein shall prohibit a County Board member, or elected or appointed official, from entering into a contract as provided by State Law with the statutory limits imposed.

3. **CONFLICT OF INTEREST.** Any County Board member or citizen member having an interest in any business matter before the Board shall disclose any connection or conflict and should refrain from voting. Any Board member who considers that the vote of another County Board member on an issue presently before the Board to be, or to possibly be, in conflict with the provisions of this code shall request that such second member abstain from voting on such issue. The recourse of the member requested to abstain from voting shall be to apply for a hearing before the Ethics Committee. The Ethics Committee shall, upon written request of any County Board member or when it deems a possible conflict of interest exists, be empowered to require any supervisor or County Official to complete a form to be known as the County Supervisor-County Official Statement, to be filed with the County Clerk. Policing of this code shall be left to the individual members with their recourse being to the Chair. In any situation where the Chair is unable to act, the 1<sup>st</sup> Vice Chair shall so act. There shall be further recourse to an Ethics Committee consisting of the County Board Chair and two (2) other persons appointed by the Chair.

4. **RECEIPT OF GIFTS AND GRATUITIES.**

a. No County Board Member, elected or appointed official, or employee of the County shall receive or offer to receive, either directly or indirectly, any gift, gratuity or item exceeding nominal value from any person if such person:

- (1) Has or is seeking to obtain contractual or other business or financial relationships with the County or any sub-unit of the County;
- (2) Conducts operations or activities which are regulated by the County or its sub-units;
- (3) Has interest which may be substantially affected by the County.

b. Any violation of this subsection may result in a disciplinary action being taken against the Official, County Board Member, Supervisor or Employee involved.

5. **PUBLIC POLICY.** The Barron County Code of Ethics is consistent with § 19.41 through 19.545, Wis. Stats. and the rules as established by the Wisconsin Ethics Board.

C. **FRAUD PREVENTION & INVESTIGATION POLICY.** Barron County employees, Administrator and elected officials, including County Board Supervisors shall comply with the provisions of the Barron County Fraud Prevention & Investigation Policy as adopted by Barron County by Resolution 2014-20. The purpose of this policy is to:

- Prohibit fraudulent, illegal and unlawful activity.
- Advise employee, Administrator and elected officials of their responsibility to report suspected fraudulent, illegal and unlawful activity to the appropriate office.
- Assign responsibility for the development of adequate internal controls.
- Identify responsibility for performance of investigations relating to allegations of fraud.

The entire policy is available upon request as well as posted on the County Website and employee portal.

D. **REIMBURSEMENT OF EXPENSES.** Applies to Barron County Board of Supervisors. County Board Supervisors and citizen members of committees, boards and commissions shall submit a signed and dated Payroll Time Sheet. For timely payment, the Payroll Time Sheet must be submitted within 5 business days of the end of the month. Any Payroll Time Sheet submitted past 60 days of meeting will not be paid. Reimbursement of expenses will comply with the Barron County Expense Reimbursement Policy as previously approved on November 11, 2011.

1. **Per Diem** for meetings attended  
(Total daily Per Diem limit) - \$75.00

a. **Committee Meetings:** (Limited to 50 meetings per committee per year by County Board Resolution).

- (1) \$35.00 per meeting with a maximum of \$75.00 per day.
- (2) Conference – Full Day – defined as conference attendance for more than 4 hours - \$70.00. Less than full day – defined

as conference attendance for 4 hours or less - \$35.00. (Conference attendance is allowed/applicable to the Committee on which the member is serving unless previous approval given by Administrator or County Board Chair).

- (3) Per diem and mileage only paid for a committee or board meeting that the supervisor is appointed to, requested to attend with prior approval by the County Board Chair or County Administrator.
- (4) Per diems not paid for phone appearances.
- (5) Payment for attending by phone is permissible if the meeting is out-of-county held by a non-Barron County controlled or organized group.
- (6) Published meeting minutes and agenda must be created as a result of a meeting in question. Both of these documents shall be submitted to the Clerk and County Administrator.
- (7) Appeal of denial for reimbursement of expenses that do not meet the above criteria can be made to the Executive Committee.
- (8) County Board member time sheets shall be completed clearly and legibly and shall state the committee meeting and/or sub-committee meeting attended and date.

**b. County Board Sessions:**

Per Session - \$75.00

(limited to 25 mtgs. per year by §59.10(3)(h), Wis. Stats)

- c. Travel outside the County which requires travel the day before or after a scheduled meeting or conference is eligible for a per diem.

2. **Mileage.** Mileage shall be reimbursed at the county rate for mileage actually driven. Only the driver is entitled to reimbursement.

a. Travel Outside the State. All travel outside the State for attendance by employees/local officials at national conferences or other County related business shall have prior approval of the oversight committee, County Administrator and the Executive Committee.

3. **Meals.** Meals shall be reimbursed when the meeting takes you outside Barron County as defined by the Barron County Employee Expense Reimbursement Policy. Gratuity not included.

4. **Lodging.** When County business requires an overnight stay for lodging, for County personnel only, shall be reimbursed at the applicable state rate, gratuity not included. Each person should make arrangements by letter to have their cost “Direct Billed” and tax exempt. Information can be obtained from the Finance Department.

5. **Telephone, Tolls and Miscellaneous Expenses.** Expenses shall be reimbursed at cost per receipt.

6. **No Receipts Available.** In the rare event that a receipt is not available, the County Administrator may give authorization for reimbursement for eligible expenses after proper explanation and/or proof that obtaining a receipt was not possible.

**D. COUNTY BUDGET.** Per § 65.90(5)(a)(b) and 59.18(7), Wis. Stats.:

1. The County Administrator shall develop and the County Board shall approve a resolution establishing a timeline for the creation of the annual budget that complies with all state regulations for publishing and notifications.

2. The County Administrator shall work with each department and oversight committee as needed to identify department and committee budget requests.

3. The County Administrator will present the proposed budget to the Executive Committee for feedback and consideration. The County Administrator shall make the proposed budget available to the County Board at least five (5) days before the November session of the Board.

4. The County Board will approve the following year's budget during its November session.

5. If, during the budget year, a committee or department finds that it will exceed its budget it shall inform the Executive Committee and County Administrator in writing. If appropriate, a joint resolution will be brought before the County Board to transfer funds from the general fund to cover the expenditure which exceeds the budget which will require a 2/3 vote of the total County Board.

6. Funds may be transferred from one line item to another within an office/department to cover expenditures that exceed the budgeted line item with approval of the County Administrator provided the individual account (Department) number does not exceed the adopted budget.

**E. COUNTY FINANCING OF DEBT & OPERATIONS.**

1. Definitions:

a. **Debt Levy** – The County levy for debt service on loans, bonds, notes and all other indebtedness.

b. **Debt Levy Rate** – The debt levy divided by the equalized value of the county.

c. **Operating Levy** – General County operating levy.

d. **Operating Levy Rate** – Total operating levy rate minus the debt levy.

e. **Total Levy Rate**- The County general operating and debt levy divided by the equalized value of the county.

2. The County may not impose an operating levy that exceeds the 1992 operating levy rate of \$4.666475, except by referendum pursuant to Sec. 59.605, Wis. Stats. Any new increase in the debt levy requires the approval of three-fourths vote of the County Board or by referendum as requires approval as set forth pursuant to § 67.045, Wis. Stats.

3. Reserves:

All funds of Barron County except those of enterprise funds shall be lapsed to and reserved in the General Fund unless otherwise directed by generally accepted accounting principles (GAAP). The Executive Committee shall review non-lapsing line items annually with recommendation to and final decision made by the County Board.

Barron County shall maintain reserves for the following purposes:

**a.** Undesignated Contingency Reserve Fund (101): This shall be an amount included in the annual budget that shall provide for unplanned or excess expenditures that occur as part of the annual budget process. These items should be those that are unanticipated or exceed the original estimated cost. The County Board as part of the annual budget process shall determine the amount. The Executive Committee has authorization for use of these funds, but may not exceed \$10,000.00 for any individual item. Unexpended amounts in this fund shall lapse into the general fund at the end of the fiscal year, period 13, per Wisconsin Statutes.

**b.** Undesignated General Fund, Fund Balance (100): The County will maintain a cash flow reserve in the amount not less than 25% or more than 33% of the annual budgeted expenditures of the general fund excluding capital improvements, Highway equipment and enterprise fund expenditures. Designated reserves balances in this fund for the listed departments shall be a maximum amount as follows: Health and Human Services \$750,000.00; Highway \$900,000.00; and Child Support Agency \$150,000.00. Examples of situations where undesignated fund balances may be used include, but are not limited to, significant downturns in the economy, reduction in county valuation caused by other than county action, inconsistencies between federal, state and local fiscal years, withholding of anticipated revenues for reasons beyond the county's control, or changes in state federal cash flow activities.

**c.** Continuing Capital Projects Fund (400): A 5-year capital improvement capital outlay program shall be developed. This amount shall be established on an annual basis for the replacement of capital equipment, buildings, land and/or other capital purchases as determined by the annually approved capital improvement program. The capital improvement program will be included in the annual budget process.

**d.** Designated Highway Equipment Replacement (700): A 5-year Highway equipment replacement program shall be approved annually as part of the budget process and provide funding for vehicle and operating equipment replacement.

**e.** Designated Other Reserves (100): Designated (non-lapsing) held in the general fund are amounts for specific line items related to State Statute, County Board action, grants, contracts or pass through funds.

**f.** Designated Unfunded Liability (310): A non-lapsing amount equal to the unfunded liability of the county for employee sick leave, vacation or other employee payouts or post-employment benefits due and payable to employees upon termination of employment. This amount shall be determined annually as part of the audit report and included in the subsequent year's reserve amount. Determination of the amount to be calculated as a liability shall be based upon current Governmental Accounting Standards as it relates to this item for post-employment benefits.

**g.** Excess Sales Tax Revenue (202): Sales tax revenue in excess of the annual budgeted amount shall be maintained in the Sales Tax Fund to be reviewed annually by Executive Committee at budget preparation for the purpose of leveling off the spikes and valleys in the excess sales tax revenue, mill rate and property tax levy.

4. The Executive Committee must approve all expenditures not in the budget. The Executive Committee, along with the appropriate oversight committee, will bring by resolution, all expenditures of \$10,000 and above that are not in the budget to the County Board for approval by a 2/3 vote of the entire membership of the County Board. The Executive Committee shall have authority to transfer funds between budgeted items of an individual county office or department and transfer monies up to \$10,000.00 per activity or project from a contingent fund pursuant to § 65.90(5)(b). Other budgeted line items that will be exceeded for the year will be brought before the Executive Committee for approval. These will be presented to the County Board and any other budget overruns will be presented to the County Board as soon as possible upon closing the books from the previous year along with the unused funds that will be returned to the general fund.

5. County Administrator may authorize payments within insurance deductible limits.

6. County Administrator shall be authorized to sign off on grants that were not part of the approved budget and are budget neutral.

7. Resolution information. All resolutions shall contain all financial information in a form substantially similar to the form attached. Resolutions missing required information shall be referred to the Executive Committee for further action before going to County Board.

## **F. PUBLIC WORK.**

### **1. Definitions:**

a. **Public Contract** shall mean and include any contract for the construction, execution, repair, remodeling or improvement of any public work, building or furnishing of supplies or material of any kind [§ 59.52(29)].

b. **Equipment** shall mean and include any purchase of equipment including but not limited to radios, computers, office equipment and vehicles.

c. **Purchasing of supplies and services** shall mean the purchase of all goods and services including the contract for consulting, architectural and engineering services.

### **2. Purchasing Procedure and Methods:**

a. All public work (as defined in 1a. above), including any contract for construction, repair, remodeling, improvements, the furnishing of supplies or materials, but specifically excluding the purchasing of equipment, goods or services (as defined in 1b. and 1c. above), where the estimated costs exceed \$25,000, shall be let by contract to the lowest responsible bidder.

b. If the estimated cost for the public work (as defined in 1a. above), will exceed \$5,000, public notice (Class 1 notice under Chapter 985) shall be given prior to such contract, or shall contract with a person qualified as a bidder under § 66.0901(2),



Wis. Stats. The newspaper or trade magazine shall be selected to obtain the best advertising coverage and the widest notice at the most reasonable cost.

**c.** The requirement for bids shall be by advertisement which shall call for sealed bids to furnish the desired work, goods, supplies, materials, equipment or services in accordance with the specifications approved by the County Attorney and County Administrator. Specifications shall describe completely the items or supplies to be furnished, the department for which the same are required and the quantities desired.

**d.** The acceptance of bids shall be in accordance with § 59.08 and 66.0901, Wis. Stats., including but not limited to requiring bidders proof of responsibility and a bid bond not to exceed 5% of the total cost of the work. Each committee or department may, before delivering any form of bid proposals, plans and specifications pertaining thereto to any person, require such person to submit a full and complete statement sworn to before an officer authorized by law to administer oath of financial ability, equipment, experience in the work prescribed in said public contract, and of such other matters as the committee may require for the protection and welfare of the public and in performance of any public contract. No bids shall be received from any person who has not submitted to the sworn statement as provided above.

**e.** Rejection of bids. The County reserves the right to reject any and all bids for any reason. Whenever the Department, after consultation with the County Administrator and Committee, is not satisfied with the sufficiency of the answer contained in the questionnaire and a financial statement, it may reject said bid or disregard the same. The overseeing committee or department, after consultation with the County Administrator, reserves the right to reject any and all bids for any reason whatsoever.

**f.** Correction of errors in bids. As provided in § 66.0901(5), Wis. Stats.

**g.** The expenditure of funds for public work, the purchase of goods, supplies, materials, equipment, or services shall be made by written contract whenever possible. No contract for the purchase of public work, goods, supplies, materials, equipment or professional services shall be binding on the county unless funds have been appropriated by the County Board, reviewed by legal counsel and the County Administrator and signed by the County Board Chair or County Administrator.

**h.** Where there is an emergency or other immediate need for services, a department or agency may negotiate a proposed contract without taking bids. The County Administrator shall be notified as soon as practical of the need for these emergency services. The County Administrator and Corporation Counsel shall review the contract and approve it. The provisions of this policy shall not apply to the purchase of repair parts or services which are needed for the emergency repair or maintenance of any machinery or equipment.

**i.** Miscellaneous Purchases: Materials, supplies, machinery and equipment offered for sale by the federal government or by any municipality may be purchased without bids, at prices to be agreed upon between the parties. Expert assistance for appraisal of such items may be employed at the discretion of the county and appropriate approval must be obtained.

**G. PURCHASES OF OTHER THAN PUBLIC WORK.**

**1. Items included in the budget.** Each department has the authority to make purchases by virtue of the annual budget appropriation for materials, supplies, equipment or contractual services to the various departments and offices.

**2. Items not included in the budget.** The department shall, before making any purchases for items not in the budget provide notification to the County Administrator, recommendation of the Executive Committee and approval of the County Board. No transaction may be completed unless adequate funds have been approved. A change of the approved budget for any Committee or Department requires a 2/3 vote of the total County Board.

**3. Request for Proposals Requirement.** The County at its' discretion may require:

(a) Purchases other than Public Work: Equipment; Supplies and Services as defined in Section F (1) (b) & (c) above may comply with this section requiring the submission of a request for proposal in the following circumstances:

- (i) Where the estimated cost of the purchase will exceed \$10,000.00.
- (ii) Where the cost of the purchase will exceed \$5,000.00 and there are at least two qualified providers of the equipment, supplies and service so that comparing multiple proposals to obtain the best quality product or service at the most competitive price is good public policy.
- (iii) Where it has been the county policy in the past to submit a request for proposal for the purchase.

(b) The requirement for submitting a request for proposal shall be by advertisement which shall call for sealed bids to furnish the desired work, goods, supplies, materials, equipment or services in accordance with the specifications approved by the County Attorney and County Administrator. Specifications shall describe completely the items or supplies to be furnished, the department for which the same are required and the quantities desired.

(c) The county shall develop a standard request for proposal format available for department's use which shall be adapted to fit the individual needs of the department. The request for proposal format shall include the review and scoring process for evaluating all proposals submitted.

(d) The county is not mandated to accept the lowest cost proposal submitted, but is free to accept the proposal that best meets the specifications and requirements set for in the request for proposal documents and evaluation and scoring requirements. The county reserves the right to reject any and all proposals for any reason.

(e) Nothing in the requirement to submit a purchase as a request for proposal prevents a department from submitting a request for a bid and being bound by the lowest bid requirement. Such decision to submit as a bid is subject to approval by the County Administrator.

(d) The requirement to submit a purchase as a request for proposal as set forth in sub (a) above may be waived at the discretion of the County Administrator.

**H. PAYMENT OF VOUCHERS.**

1. A master listing of all vouchers (**edit list**) will be provided along with the vouchers to be reviewed by the oversight committee. All vouchers must be approved and initialed by the department head and County Administrator or designee. Individual vouchers must be available for oversight committee review.

2. The voucher shall break down charges to include, but not be limited to: vendor name, amount, dates, rates explanation of purchase, etc.

3. The County Administrator shall be authorized to sign vouchers for emergency or timely purchases. A copy of the voucher shall be presented at the next committee meeting.

**I. CONTRACT APPROVAL.**

Each department shall, before entering into a lease, contract or agreement which shall bind Barron County financially or open the County up to potential liability, complete a "Contract Approval Form", and obtain approval of the County Administrator and the Corporation Counsel.

**J. OPEN MEETINGS/PUBLIC RECORDS.**

It shall be the policy of Barron County to comply with the Wisconsin Open Meetings Law and Public Records Law.

1. Open Meetings. It is the general policy that committees, boards and commissions conduct business of the governmental body in open session in order to provide the greatest opportunity to the public to be involved and knowledgeable of the process.

2. Closed Sessions. Should it become necessary to close a meeting of a committee, board or commission, the proposed agenda item requiring the closed session shall first be reviewed by the Corporation Counsel and County Administrator to determine if it is appropriate to close the meeting and which statutory exemption applies. County shall comply with Open Meetings Law. Proper notice shall be made when the Committee or Board returns to open session.

3. Public Records. Each department shall comply with the County's established Public Records Policy in conformance with Wisconsin Statutes.

4. Records Retention. Each department shall comply with the County's Public Records Retention Ordinance.

**K. ADVISORY REFERENDUM POLICY.**

1. Any request to place a matter before the County Board of Supervisors as an Advisory Referendum shall require at least two readings with no vote or action other than discussion being taken on the matter during the first reading. During the first or second reading an opportunity will be granted to opposing sides to present their position on the issue.

**L. PERSONNEL MATTERS.**

1. **Inclement Weather or other Emergencies:** It is the Policy of Barron County to keep its facilities and services available to the public to the fullest extent possible. If during emergency situations, it becomes necessary to close county facilities, the County Board Chair and County Administrator will make the determination and announce the closing and/or cancellations via local AM/FM radio stations.

**2. Position Replacement Policy.**

**Requisitions**

The first step in filling a vacancy is to complete the Position Justification Form. The Department Head is responsible for completing the form and forwarding it to the HR Director for review and approval. After securing approval, the form will be forwarded to the Administrator for final approval.

The HR Director will adhere to applicable posting requirements and work with the department throughout the external recruitment process. The HR Director may provide a recruitment update to the Executive Committee; however, shall not be required to obtain approval prior to posting and/or recruiting for budgeted replacement positions. If changes are being made to the vacant position resulting in additional funding needed, department reorganization, etc., such information will be provided to the committee(s).

**Monitoring and Approval**

Before existing positions are expanded, or vacated positions are filled, the HR Director and Administrator must approve. Should approval be denied, the position shall remain unfilled. Further review may be necessary resulting in a position being refilled at a later date following appropriate approval.

**New Positions**

Whenever a new position is established, for regular, part-time or full-time, it requires the approval of the County Administrator, oversight committee, the Executive Committee and the County Board.

**2.04 MISCELLANEOUS:**

**A. SUPERVISORY DISTRICTS**

1. **Maximum number of supervisors.** Counties with a population of less than 50,000 but at least 25,000 shall have no more than 31 supervisors (§ 59.10(3)(a)3., Wis. Stats.). Every ten (10) years prior to redistricting, the County shall evaluate the number of

Supervisory Districts. Subject to §59.10(2)(d), the Board may not more than once prior to November 15, 2010 decrease the number of supervisory districts as set every 10 years.

**B. ELECTION AND TERM OF SUPERVISORS**

Supervisors are county officials and shall be elected for 2-year terms at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the 3<sup>rd</sup> Tuesday in April of that year.

**C. COMPENSATION OF SUPERVISORS**

Wis. Stats. § 59.10(3)(f) Compensation. Each Supervisor shall be paid a per diem by the county for each day that he or she attends a meeting of the board. Any board may, at its annual meeting, by two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the Chair. (See paragraph 2.03 C. Reimbursement of Expenses).

**D. ROLES AND RESPONSIBILITIES**

**1. COUNTY BOARD CHAIR, 1<sup>st</sup> VICE-CHAIR, AND 2<sup>nd</sup> VICE-CHAIR.**

- County Board elects a Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair to the County Board biannually during the 3<sup>rd</sup> Tuesday of April reorganizational meeting.
- Chair shall further perform all statutory duties enumerated in § 59.12, Wis. Stats. In his/her absence or disability, the 1<sup>st</sup> Vice Chair shall perform the duties of the Chair. In the absence or disability of the 1<sup>st</sup> Vice Chair, the 2<sup>nd</sup> Vice Chair shall perform the duties of the Chair.
- There are no term limits for the County Board Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair or any member of the Boards, Committees or Commissions. All appointments will be for two(2) year terms unless otherwise designated.
- The County Board Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair may be used by all committees when needed to constitute a quorum. The Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair should attend such meetings as deemed necessary to gain sufficient knowledge of committee functions to be able to serve as a voting committee member.
- Meetings of the Chair, 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair are not to be construed as a meeting pursuant to the Open Meeting Law. They do not constitute a formally constituted sub-committee of the County Board or committee of the County Board. (Opinion of Corporation Counsel dated April 28, 2014).
- Chair shall call the Board to order and shall preside at all meetings of the Board.
- Membership on Committees will be by appointment made by the County Board Chair.

- Chair shall decide all issues of order and the agenda subject to appeal.
- Chair shall preserve order and see that the rules are enforced.
- Chair shall vote upon all roll calls when his/her name is called except on appeal from his/her own decisions.
- Chair may administer oaths to persons required to be sworn concerning any matter to the Board or a Committee of the Board or connected with their powers or duties.

**2. COUNTY BOARD COMMITTEES, BOARDS AND COMMISSIONS.** (Where the term chair is used in this section it shall mean committee, board or commission chair)

- Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. Phone appearance not permitted at County Board meetings. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting, if possible, with an explanation of the absence. Any absences shall be noted in the Minutes.
- Committee, Boards and Commission members are expected to attend all Committee meetings which they are appointed to represent. If a member cannot attend a regularly scheduled Board meeting, the member shall contact the Chair or County Clerk at least two (2) days prior to the meeting, if possible, with an explanation of the absence. Absence shall be noted in the Minutes.
- Telephone or video conference appearance permitted if arrangements made sufficiently prior to the meeting to allow for necessary set-up. A minimum of a quorum must be physically present and the Chair must be physically present. If the Chair wishes to appear by phone, the Vice Chair shall conduct the meeting. No per diems shall be paid if the member attends the meeting by phone; however, members appearing by phone or video conference have voting rights. This privilege extends to closed sessions. There is no limit on the number of times per year a member may appear by phone or video conference; however, such appearance should only be used sparingly – the exception and not the rule. All written materials or handouts must be provided in advance.
- Removal of County Board and/or Committee members: County Board Supervisors removal is covered under §§17.14 and 17.16, Wis. Stats.
- A Committee/Commission or Board may recommend removal of a member to the County Board on a two-thirds vote of the Committee/Commissions or Board. The County Board may approve the removal by a (2/3) vote. Removal shall be reserved for instances of excessive absences, misconduct, failure to follow established rules and procedures or failure to honor the

responsibility of serving on a County Committee, Commission or Board.

- Chair shall call committee meetings and preside over such committee meeting.
- Chair shall work with Department Head and County Administrator in setting committee meeting agenda.
- All committees shall have authority conferred by the statutes and laws of Wisconsin given them by resolution or ordinance of the County Board. Such committees shall also have such other duties as are hereafter imposed and all such authority as may have previously been conferred upon any committee performing such duties before adoption of these rules. [See Rule #4 Sub (5)].
- Every subject matter shall be referred without motion or debate to its appropriate committee unless otherwise directed.
- All committees shall give all matters referred to them due and careful consideration and report their findings and recommendations.
- Committees are advisory to the County Board. All matters going to the County Board must first go to the appropriate oversight committee.
- Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute.
- The Health & Human Services Board under § 46.23(4)(b)(2) is a “policy-making” body determining the broad outlines and principals governing the administration of the programs under § 46, Wis. Stats.
- The setting of agenda items for the Executive Committee and meetings of the County Board of Supervisors shall be determined by the County Board Chair in consultation with the County Administrator with the assistance of other staff or supervisors that the Administrator deems necessary to assist in the process. The County Administrator and/or County Board Chair at his or her discretion can add urgent/emergency items to the agenda without further approval in order to comply with the Open Meetings Law. The preparation and distribution of the Agendas for Executive Committee meetings and for meetings of the County Board of Supervisors shall be completed by the Department of Administration.

**2.05 DEPARTMENT OF ADMINISTRATION.** Barron County created the Department of Administration by Resolution No. 2003-54 pursuant to Section 59.52, Wis. Stats. The Department of Administration shall include services of risk management, human resources, finance, safety, purchasing and any other administrative services deemed appropriate for maintaining operational efficiencies and effectiveness and reduced liability to the county.

1. **COUNTY ADMINISTRATOR.** Barron County has created the position of County Administrator as set forth in § 59.18, Wis. Stats., by Resolution #2001-64.

These rules and procedures should be reviewed after every reorganizational meeting of the County Board.