

**ORGANIZATIONAL SESSION
COUNTY BOARD MEETING**

TUESDAY, APRIL 21, 1998

County Clerk Sue Ertmer called the meeting to order at 6:00 P.M. in the Supervisors' Room, Fourth Floor, Courthouse, Oshkosh, Wisconsin.

The meeting was opened with the Pledge of Allegiance and an Invocation by Supervisor Wagner.

Roll Call: All present except Supervisors Barker, Griesbach and Wagner who were excused.

County Executive Van De Hey congratulated the Supervisors on their elections to the board. She spoke to them about the importance of their service to the county and the seriousness of the duties of a County Board Supervisor. She discussed "public trust", and how they will be called upon by the public and will need to be accountable to them. She thanked the returning Supervisors for their cooperation in working with her in the past. She told the Board that they are always welcome to come to her office if they have concerns or need assistance--she has an "open door policy."

Executive Van De Hey told the Board that she will be coming to them with a number of department head appointments at the next meeting. She also explained that in the next five years she anticipates the functions of the Information Systems Department to be the county's biggest challenge. They are working diligently to be compliant with the year 2000. She explained that social programs, workforce development and space needs are also major issues.

Judge Robert Haase was introduced and spoke to the Board. He said that usually he comes to this Board asking for something, and that it was nice to be there instead to swear them in. But he did say that a lot of legislation has been passed recently, and that he will soon be back before this Board because of the new mandates and changes. He congratulated them on their recent election to the Board and told them, "this is where the action is, folks--this is American democracy. You are on the cutting edge and the front lines." Using a quote from Thomas Jefferson, he told the Board not to be discouraged when they encounter differences of opinion on the issues that come before them. He then administered the oath of office to the Board.

A benediction was given by Supervisor Rankin, followed by a short recess.

ELECTION OF COUNTY BOARD CHAIRMAN

Motion by Supervisor O'Brien and seconded to nominate Supervisor Maehl as Chairman. Motion by Supervisor Footit and seconded to nominate Supervisor Arne for Chairman. Supervisor Arne thanked them for their nomination, but declined and asked their support of Supervisor Maehl. Motion by Supervisor Troxell and seconded to close nominations for Chairman. CARRIED BY UNANIMOUS VOICE VOTE.

A vote was taken by secret ballot. Of the 35 ballots cast, all were for Supervisor Maehl. Supervisor Maehl was seated as Chairman.

ELECTION OF COUNTY BOARD VICE CHAIRMAN

Chairman Maehl called for nominations for Vice Chairman. Motion by Supervisor Lauson and seconded to nominate Supervisor Albrecht as Vice Chairman. Motion by Supervisor Troxell and seconded to close nominations for Vice Chairman. Carried. Motion by Supervisor Arne that a unanimous ballot be cast for Supervisor Albrecht for Vice Chairman - CARRIED BY UNANIMOUS VOICE VOTE.

Supervisor Albrecht was seated as Vice Chairman.

PUBLIC HEARING

There were no comments from the public.

APPROVAL OF MINUTES

Motion by Supervisor Lauson and seconded to adopt the minutes of the March 10 and 17, 1998, Board meetings. CARRIED BY UNANIMOUS VOICE VOTE.

REPORTS, RESOLUTIONS & ORDINANCES

MOTION NO. 1-496

Adoption of Proposed Rules of the Winnebago County Board of Supervisors

Submitted by:

HARVEY RENGSTORF, DIST. 37

JOHN PLANALP, DIST. 18

JACQUELYN WAGNER, DIST. 19

DONALD GRIESBACH, DIST. 3

PATRICK O'BRIEN, DIST. 4

Motion by Supervisor Rengstorf and seconded to adopt. Supervisor Rengstorf presented the proposed rules and explained the changes as proposed. Lines 621 & 622, "Legislative Committee", were corrected by changing "12 County Board Members" to "17 County Board Members", and adding, "Commission, Board and" to "Committee Chairs". Line 624 was corrected by adding, "and 2 Citizen Members". The rules were also corrected to read "he/she" or "his/her" where appropriate. Motion by Supervisor Diakoff and seconded to amend proposed rules on Line 465 by adding "ceremonial activities, such as, parties, social gatherings, ribbon cuttings, etc." after the words "for any". Motion by Supervisor Sundquist and seconded to add to Supervisor Diakoff's amendment, "unless that person is a member of the committee of jurisdiction." MOTION TO AMEND DIAKOFF AMENDMENT CARRIED BY VOICE VOTE.

Vote on Diakoff amendment: Ayes: 23 - O'Brien, Savas, Koziczkowski, Pech, Leschke, Montgomery, Bertrand, Sundquist, Warnke, Footit, Troxell, Robl, Lawson, Kramer, Schaidler, Hue, Sievert, Arne, Diakoff, Brennand, Egan, Rankin and Metzsig. Nays: 12 - Kollath, Maehl, Klitzke, Widener, Lauson, Albrecht, Schwartz, Wingren, Payne, Crowley, Finch and Rengstorf. Excused: 3 - Barker, Griesbach and Wagner. CARRIED.

Motion by Supervisor Schaidler and seconded to delete Sec. 20.5. Ayes: 24 - Kollath, O'Brien, Savas, Maehl, Koziczkowski, Klitzke, Widener, Lauson, Albrecht, Schwartz, Montgomery, Sundquist, Warnke, Robl, Payne, Lawson, Crowley, Kramer, Schaidler, Finch, Hue, Egan, Rankin and Rengstorf. Nays: 11 - Pech, Leschke,

Bertrand, Wingren, Footit, Troxell, Sievert, Arne, Diakoff, Brennand and Metzlig. Excused: 3 - Barker, Griesbach and Wagner.

CARRIED.

Vote on Rules as corrected: Ayes: 35. Nays: 0. Excused: 3 - Barker, Griesbach and Wagner. CARRIED.

The adopted Rules are as follows:

**1998-2000
RULES OF THE WINNEBAGO COUNTY
BOARD OF SUPERVISORS**

1.0 TIME AND MEETING PLACE

1.1 The meetings of the County Board shall be held in the Board of Supervisors' Room at 6:00 p.m. on the third Tuesday of the month. When an election falls on the third Tuesday of the month, the County Board meeting shall be held on the fourth Tuesday of the month.

1.2 The Board shall be in continuous session from day to day until adjournment to a day certain or sine die.

2.0 ORIENTATION MEETING

2.1 The Chair shall present an orientation program with an explanation of the work of the Board and the manner in which it functions, the appointment of committee membership, the projects of various departments, long range planning, and the status of various projects of the Board. He/she may ask for the help of the committee chairs or department heads in making such explanation.

2.2 The County Clerk shall make an explanation of procedure and the manner in which votes are taken and in particular the method of use of the electronic voting machine.

2.3 The Corporation Counsel shall also address the Board on the functions of his office.

2.4 The Personnel Director will explain the personnel forms required by that office.

2.5 The Chair of the Judiciary & Public Safety Committee will explain the County Board rules.

2.6 All newly-elected supervisors who attend the Orientation Session prior to the Organizational Meeting shall be entitled to a half-day per diem at the existing rate.

3.0 ORGANIZATION MEETING

3.1 At the statutory Organization Meeting to be held in April of even-numbered years, it shall be the duty of the County Clerk to call the County Board to order. The Clerk shall call the roll and establish presence of a quorum and proceed with the preliminary ceremonies.

3.2 No resolutions or ordinances shall be considered at the Organization Meeting, except those relating to new rules and rule changes passed during the last term.

3.3 A quorum being present, the Board shall proceed to the election of a Chair and Vice Chair.

3.4 The Chair shall appoint a Committee on Committees to advise the Chair in the selection of committee members. The Committee on Committees shall consist of five Board members.

3.5 The proposed rules of the new Board shall be made available to the Board membership prior to the Organization Meeting.

3.6 There shall be an explanation of the present and proposed rules of the County Board.

3.7 The proposed rules of the Board shall be presented and rules adopted at the Organization Meeting of even-numbered years by a majority vote.

3.8 The Rules of the Board shall be amended during the two-year period only by a two-thirds vote of those present at a meeting, except at the Annual Organization Meeting, at which time a majority of those present shall rule.

3.9 After the adoption of the Rules of the Board and other activities as noted in 3.0 through 3.8, the Board shall recess that Organization Meeting to the following Tuesday.

3.10 The Board, as the first order of business at the recessed meeting of the Organization Meeting shall officially approve all committee members by a majority vote of those present.

3.11 At the first regular session following the Organization Meeting, all members of each committee shall then meet for one-half hour to select committee officers and then report the results of such elections to the Board as a whole.

3.12 Any committee may, if the Committee membership so decides, postpone election of committee officers for not more than one month.

3.13 Between Organization meetings, should a vacancy occur, or the need arises to adjust a standing committee, then the County Board Chair shall make appointments to fill the vacancy.

3.14 Between the Organization Meeting and the first regular session, the Chair shall be authorized to conduct an emergency committee meeting with any of the former members of that committee.

4.0 BUDGET SESSION

4.1 The procedures to be followed during the budget session and calendar year (except as stated in 4.2, 4.3 and 4.4 shall be:

1. Open each meeting during the budget session with time allowed for a public hearing.

4.2 The first public hearing, as required by law, on the proposed annual budget shall be held at 6:00 p.m. or as soon as possible thereafter on the date selected.

4.3 The Finance Director shall report to the Board any errors in the budget. The corrections shall be made prior to the presentation of any amendments. The Board shall by a majority vote accept the report of the Finance Director to correct the errors in the Budget.

4.4 Proposed changes in the Annual Budget shall be submitted in the form of amendments to the resolution.

4.5 After all proposed amendments to the Budget Resolution have been considered by the Board, the Budget Resolution, as amended, shall be voted upon by the Board.

5.0 POWERS OF CHAIR AND VICE-CHAIR

5.1 The Chair of the County Board, or in his/her absence the Vice-Chair, shall take the Chair at the hour to which the Board may from time to time stand adjourned, or recessed, or continued, call the Board to order and direct the calling of the roll by the Clerk.

5.2 In absence of both the Chair and Vice-Chair, the County Clerk shall preside until a Chair Pro-Tem is elected.

5.3 The Chair shall be responsible for the preparation and order of the written agenda of the County Board as assisted by the County Clerk and Corporation Counsel.

5.4 The Chair shall act as ex officio member of all committees of the County Board and, as ex officio committee member, shall have power to vote in such committee only in the absence of one or more committee members. The Chair may delegate this power to the Vice-Chair.

5.5 The Chair shall receive \$5,000 per year, plus per diem. The Vice-Chair shall receive \$1,500 per year, plus per diem.

5.6 The Chair shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matter to the appropriate committee or official.

5.7 The Chair shall be entitled to vote on all questions before the Board.

5.8 When the Chair wishes to participate in the debate on a matter before the Board, the Chair shall relinquish the Chair to the Vice Chair (if the Vice Chair has or wishes to participate in the debate, then any Supervisor not participating in the debate shall be selected, by the Chair, to act as Chair until the matter is resolved by the Board) prior to participating in the debate, except at the Organizational meeting.

5.9 The County Board Chair shall advise, by mail, all members of the Board of the Chair's recommendations for Committee membership.

5.10 The Chair's appointment to fill a County Board vacancy shall be listed in the written agenda.

5.11 The Chair's appointment to fill a County Board vacancy shall be made not later than 60 days after the vacancy occurs.

6.0 ORDER OF BUSINESS

6.1 The Order of Business shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance to the Flag
- D. Prayer
- E. Approval and correction of minutes of the previous meeting.
- F. Communications, Petitions, Memorials, Accounts, Etc.
- G. Reports of Committee, Commissions and Boards.
- H. Adopt Written Agenda
- I. Public Comments.
- J. Report of the County Executive (optional).
- K. Confirmation of County Executive and County Board Chair appointments.
- L. County Board Chair's Report
- M. Presentation of Resolutions and Ordinances previously tabled or laid over to a day certain, and disposition of same.
- N. Presentation of new Resolutions and Ordinances and disposition of same.
- O. Consideration of miscellaneous business.
- P. Adjournment.

6.2 The Roll Call shall be made by use of the voting machine, or in the event of malfunction, by roll call of the County Clerk.

6.3 Monthly Reports of Committees, Commissions and Boards of the County Board may be made in writing, said reports to be included in the agenda packet mailed, or otherwise delivered, to each Board Member.

6.4 Public comments will be heard by the Board at the appropriate time in the Agenda, but in any case shall begin no earlier than 15 minutes after the Call to Order and no later than 60 minutes after the Call to Order.

6.5 Public comments will be heard by the Board only on those Resolutions and Ordinances on the adopted agenda for that meeting.

7.0 HANDLING OF RESOLUTIONS AND ORDINANCES

7.1 Every written resolution shall be prepared in block form and shall be as concise as possible and shall have attached to it the name of the Committee, Commission or Board and/or the names of the Supervisors introducing it.

7.2 All resolutions that come from Committees, Commissions or Boards shall show the vote of that Committee, Commission or Board.

7.3 All items to be acted upon by the Board which are included on the adopted agenda may be referred to by the title and number and need not be read by the Clerk unless requested by a Supervisor.

7.4 Every motion or amendment shall be reduced to writing if requested by a Supervisor.

7.5 Every resolution having monetary implications shall have a fiscal note attached or included.

7.6 Any Committee of Jurisdiction may submit to the County Board a request which has been rejected by Personnel and Finance Committee. However, this request resolution must have a two-thirds affirmative vote of the County Board membership for adoption except at the County Board Annual Budget Session.

8.0 WRITTEN AGENDA

8.1 Under the direction of the County Board Chair, the County Clerk, with the help of the Corporation Counsel, is hereby authorized and instructed to prepare a written Agenda for each meeting of the County Board.

8.2 For an item to be printed on the agenda, it must be presented to the County Clerk's office no later than noon on the Wednesday prior to the meeting of the County Board.

8.3 This Agenda, along with appropriate attachments, shall be mailed or otherwise deposited for delivery to each Supervisor at least five days before each meeting.

8.4 After the Agenda has been mailed, an item may be added and an Amended Agenda sent out only if there would be a negative monetary impact to the County if it waited until the next meeting of the County Board. If waiting until the next County Board meeting would not negatively impact the County, the item must wait until the next meeting.

8.5 This Agenda and attachments shall be furnished to any person so requesting it from the County Clerk.

8.6 A copy of the agenda shall also be mailed to all Town Clerks, Village Clerks and City Clerks.

8.7 All items not appearing on the written Agenda or not delivered with the Agenda shall be out of order and shall not be considered by the Board at the particular meeting.

8.8 Any item on the Agenda for consideration by

the Board may be withdrawn at any time before action is taken on it, but only by its sponsor or if sponsored by a committee, the Committee Chair or a designated alternate in his/her absence.

8.9 In the event of withdrawal of any item as per 8.7, the Chair will announce the withdrawal and the name of the sponsor or Committee Chair withdrawing it. Co-sponsored resolutions may only be withdrawn upon the concurrence of all sponsors or Committee Chair.

8.10 Special orders of business may be scheduled by the County Board Chair for presentation to the County Board on the 1st Tuesday of the months of January, March, June and September. Announcement of these special meetings shall be made by the County Board Chair at the regularly scheduled County Board Meetings held the 3rd Tuesdays of the months of December, February, May and August.

8.11 Any capital expenditure (improvement project) to be considered by the County Board at any session other than at the budget session, the estimated cost of which is in excess of \$100,000.00, shall require presentation at a prior meeting of the County Board before consideration of any appropriation resolution by the County Board.

9.0 DEFINITIONS

9.1 Agenda: The formal listing of Resolutions and Ordinances to be considered at a meeting of the County Board.

9.2 Memorials: Something in a speech, ceremony or written document that commemorates recognition of a person, place or occurrence.

9.3 Motion: The formal mode in which a member submits a proposed measure or resolution for the consideration and action of the committee, commission or board.

9.4 Resolution: A written, proposed matter for the consideration and action of the County Board. Upon approval, a resolution is a decision made by the County Board for a definite purpose.

9.5 Ordinance: A law set forth by a governmental authority, a municipal regulation.

9.6 Petition: A formal written document embodying a request of action to be taken by the Winnebago County Board or one of its agencies or departments.

9.7 Policy: As used in these Rules, a policy is a general principle established by the Winnebago County Board of Supervisors to guide the management of Winnebago County government.

9.8 Meeting: A meeting is a single official gathering of the members of the Winnebago County Board of Supervisors to transact business for a length of time during which there is no cessation of proceedings and the members do not separate, unless for a recess, and may last from a few minutes to several hours.

9.9 Session: A session of the Winnebago County Board of Supervisors is a meeting or series of connected meetings

devoted to a single order of business, program, agenda or announced purpose, in which, when there is more than one meeting each succeeding meeting is scheduled with a view towards continuing business at the point where it was left off at the previous meeting.

9.10 Special Orders of Business Meeting: A meeting other than the regular County Board monthly meeting, Organizational Meeting or Budget Meeting only to be called by Chair.

9.11 Recess: A recess is a short intermission within a meeting which does not end the meeting or destroy its continuity as a single gathering of the Winnebago County Board of Supervisors and after which proceedings are immediately resumed at the point where they were interrupted.

9.12 Veto: The refusal of assent by the County Executive to a resolution or ordinance passed by the County Board.

9.13 Partial Veto: The refusal of assent by the County Executive to any portion of a resolution or ordinance passed by the County Board which contains an appropriation.

9.14 Veto Over-Ride: A vote by two-thirds of the members elect (38) to pass a resolution or ordinance, or part thereof, which has been vetoed or partially vetoed by the County Executive and has been reconsidered by the County Board.

10.0 PRIVILEGE OF SPEAKING

10.1 Every member previous to speaking shall be recognized by the Chair. When two or more members desire to speak, the Chair shall designate the order of speaking.

10.2 No member shall speak more than twice on the same question without leave of the Board, except to answer questions from the Chair or the Floor. The Chair must enforce this rule when a violation is called to the attention of the Chair.

11.0 VOTING AND ROLL CALL

11.1 A vote on every question shall be taken by ayes, nays, or abstentions, and shall be recorded in the records of the proceedings.

11.2 A unanimous oral vote shall be considered and recorded as an affirmative unanimous roll call vote.

11.3 A tie vote on any question shall indicate that question is lost.

11.4 The Chair shall direct the County Clerk as to when a roll call vote is to be taken. After the Chair so directs the Clerk and the Clerk begins the roll call, no more debate shall be allowed on the question.

11.5 A voting error shall be brought to the attention of the Chair before a vote is called on the next item before the Board or no corrective action will be taken.

12.0 MOTIONS

12.1 When a motion is under consideration, no other motion shall be entertained except:

- A. To adjourn.
- B. To lay on the table.
- C. For the previous question.
- D. To postpone to a day certain.
- E. To commit to a committee.
- F. To amend or to substitute.
- G. To postpone indefinitely.

These motions shall take precedence in the order in which they stand in this section.

12.2 A motion to adjourn, to lay on the table, and for the previous question shall be decided without debate.

12.3 A motion to postpone indefinitely or to a day certain or commit shall not again be entertained on the same day or in the same stage of the proposition.

12.4 A substitute shall be open to amendment the same as the original proposition.

12.5 If an amendment or substitute is lost, another substantially the same shall not be entertained.

12.6 The previous question (a motion to end debate) may be moved by any member and shall require two-thirds affirmative vote of the members present for passage.

12.7 When a motion or question has once been determined, any member with the prevailing side may move for reconsideration of the vote, but such motion shall be made and acted upon at the same or next succeeding adjourned (business) meeting and shall not thereafter be made except by unanimous consent.

12.8 A motion to reconsider a resolution which has been partially vetoed by the County Executive will be in order at the same meeting during which the County Board acts on the County Executive's partial veto.

13.0 SUSPENSION OF RULES

13.1 Any of the Rules may be suspended by two-thirds vote of the members present, except Rules Number 3.8, 7.5, 11.0-11.5, 12.7, 13.1 which are not suspendable.

14.0 ROBERT'S RULES

14.1 The rules of parliamentary practice included in the latest edition of "Robert's Rules of Order" so far as they remain in common use and are practicable and applicable and consistent herewith, shall govern the Board.

15.0 PUBLICATION OF REPORTS

15.1 Reports presented to the Board shall be kept on file by the County Clerk for reference purposes but not published in their entirety in the official proceedings unless so ordered by the Board by a majority vote.

16.0 QUORUM AND VOTE REQUIRED ON BUDGET TRANSFERS

16.1 Wisconsin Statutes, Sec. 59.02(3), gives the general rule requiring a majority of supervisors to be present in order to have a quorum for the transaction of business.

16.2 Under Wisconsin Statutes, Sec. 59.02(3), all questions before the Board are determined by a majority of the supervisors present unless otherwise provided.

16.3 Wisconsin Statutes, Sec. 65.90(5), has some additional requirements for changes in the budget after it has once been adopted. Changes in the amounts appropriated and changes in the purposes for which amounts are appropriated may not be made after adoption of the budget except by a two-thirds vote of the membership of the Board.

16.4 There is an exception, however, within this Statute, to-wit: The County Board hereby authorizes its standing Personnel & Finance Committee to transfer funds between items within a department or office if these items are separately appropriated, and further authorizes the Personnel & Finance Committee to supplement appropriations for a particular office, department or activity by a transfer from the Contingency Fund. Additional funding for unbudgeted funding requests shall be made from the General Fund undesignated fund balance or in the case of a self-supporting proprietary fund, the funds would come from their own fund balance.

16.5 Personnel & Finance Committee transfers from the Contingency Fund shall not exceed the amount set up in the Contingency Fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 per cent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of Sec. 65.90 (5)(a) and (b), Wis. Stats., shall apply to all committee transfers from the Contingency Fund.

17.0 TENTATIVE MEETING DATES

17.1 The tentative daily time schedule and calendar are as follows:

1998 TENTATIVE MEETING DATES

January 6.....	(Special Orders)	6:00 P.M.
January 20.....	Business	6:00 P.M.
February 24.....	Business	6:00 P.M.
March 3.....	(Special Orders)	6:00 P.M.
March 17.....	Sine Die	6:00 P.M.
April 21.....	Organizational	6:00 P.M.
April 28.....	Business	6:00 P.M.
May 18.....	Tour	9:00 A.M.

May 19.....	Business	6:00 P.M.
June 2.....	(Special Orders)	6:00 P.M.
June 16.....	Business	6:00 P.M.
July 17-21.....	NACo	(Portland)
July 28.....	Business	6:00 P.M.
August 1t 18.....	Business	6:00 P.M.
September 1.....	(Special Orders)	6:00 P.M.
September 13-16.....	WCA Convention	(Appleton)
September 22.....	Business	6:00 P.M.
October 20.....	(Budget Book) Business	6:00 P.M.
November 9.....	Budget	6:00 P.M.
November 10.....	Budget	8:30 A.M.
November 11.....	Budget	8:30 A.M.
November 17.....	Business	6:00 P.M.
December 21.....	Christmas Party	6:00 P.M.
December 22.....	Business	6:00 P.M.

1999 TENTATIVE MEETING DATES

January 5.	(Special Orders)	6:00 P.M.
January 19.....	Business	6:00 P.M.
February 23.....	Business	6:00 P.M.
March 9	(Special Orders)	6:00 P.M.
March 16.....	Business	6:00 P.M.
April 20.....	Business	6:00 P.M.
May 17.....	Tour	9:00 A.M.
May 18.....	Business	6:00 P.M.
June 1.....	(Special Orders)	6:00 P.M.
June 15.....	Business	6:00 P.M.
July 16-20.....	NACo	(St. Louis)
July 21.....	Business	6:00 P.M.
August 17.....	Business	6:00 P.M.
September 7.....	(Special Orders)	6:00 P.M.
September 12-15.....	WCA Convention	(Madison)
September 21.....	Business	6:00 P.M.
(October 4 - Budget Books available for pickup at County Clerk's Office)		
October 18.....	Budget	6:00 P.M.
October 19.....	Budget	8:30 A.M.
October 20.....	Adopt Budget	8:30 A.M.
November 16.....	Business	6:00 P.M.
December 20.....	Christmas Party	6:00 P.M.
December 21.....	Business	6:00 P.M.

18.0 GENERAL DUTIES OF THE COUNTY BOARD

18.1 COMMITTEES, COMMISSIONS, BOARDS

18.2 The County Board shall be the Board of Jurisdiction for all County Board standing committees.

18.3 Any decision of any Standing Committee may be appealed to the Board by any Supervisor at any regular or special Board meeting.

18.4 Any County Board Member may attend, without voting privileges, any open or closed meeting of any County Board Committee,

Commission or Board.

18.5 The public may attend any open meetings of the County Board, and/or its Committees, Commissions, or Boards.

19.0 ANNUAL TOUR

19.1 The County Board shall make an annual inspection of County owned properties and facilities during the month of May.

19.2 The agenda for this tour shall be compiled by the County Board Chair.

20.0 PER DIEM, MILEAGE, EXPENSES

20.1 Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of per diem, mileage and other expenses.

20.2 Such expense sheets must be submitted to the County Board Chair or County Clerk's Office no later than the First Monday of each month.

20.3 Any and all expenses and other items listed on a Supervisor's expense sheet shall be paid by the County except those which are in excess of sums permitted by County Resolution or Ordinance, or State Statute, in which case the legal limit shall be paid upon approval by the County Board Chair.

20.4 Pursuant to the County Ordinance, attendance at meetings, conferences or educational seminars that were not identified specifically at the time the budget was adopted must first be approved by the County Board Chair as a condition precedent to expense reimbursement.

20.5 No Supervisor shall submit for payment any item of expense or per diem which said Supervisor has not actually made or earned.

20.6 Per diem and expenses shall be reimbursed while attending meetings for the Winnebago County Board as follows:

Per Diem:	
1/2 day meeting	\$40.00
Full day meeting	\$60.00
Any County Board meeting	\$60.00

Maximum allowable per diem	
per day	\$60.00

Mileage: To be paid at the rate established for employee deductions by Internal Revenue Service Regulations. (1998 - \$.325)

No County Board member shall operate a privately owned motor vehicle on County business unless they have produced evidence of the County's minimum automobile

liability insurance requirements.

Lodging and meals (maximum):

Overnight Lodging	Single room cost
Supper	\$13.00
Lunch	\$ 6.50
Breakfast	\$ 4.50
Supper, Breakfast, Lunch	\$24.00

All claims for reimbursement of expenses incurred for lodging per the foregoing schedule shall be accompanied by a receipt, and no claim for reimbursement shall be paid unless accompanied by such receipt.

Persons attending meetings, conferences or educational seminars that extend for a full day or a partial day may claim necessary meal expenses per meal as set for above. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.

Persons attending meetings, conferences or educational seminars that extend for more than one full day may claim the daily meal allowance of \$24.00 instead of itemizing individual meal expenses. In the event that one or more meals is provided as part of the conference program and is prepaid, allowance and the claim for reimbursement shall be reduced by the maximum value of the meal(s) as set forth above.

In the event that the cost of a meal consumed while attending a meeting, conference or educational seminar exceeds the amount allowed, the persons shall be reimbursed the amount of excess meal expense approved as reasonable as determined by the County Board Chair and provided that a receipt for the meal is submitted as part of the reimbursement claim.

Lodging costs will not be reimbursed for any site within 50 miles of the Winnebago County Courthouse unless approved in advance by the County Board Chair.

In order to be reimbursed for lodging costs for the night prior to the beginning of a meeting, conference, or educational seminar, the site of the meeting, conference, or educational seminar must be at least 100 miles from the Winnebago County Courthouse and the starting time must be no later than 9:30 a.m. Exceptions to these provisions may be made by the County Board Chair based upon weather conditions or other reasonable considerations.

Since Winnebago County is exempt from state and local taxes in Wisconsin, persons seeking lodging expense reimbursement shall arrange in advance with the lodging facility to exempt reimbursed room and meal charges from state and local taxes.

Travel by plane or train shall be at coach rates.

Airline tickets shall be purchased far enough in advance so as to achieve the lowest possible fares.

Educational seminars that are offered in more than one location shall normally be selected on the basis of the closest

site to Winnebago County. Exceptions to this provision require the advance approval of the County Board Chair.

All commercial air travel on County business shall originate and end at Wittman Regional Airport. Exceptions to this policy may be granted by the County Board Chair.

Incidental expenses for taxi fares, limousine fares, busses, or other forms of land transportation between the airport or terminal and the place of lodging, and/or the meeting, conference or seminar site are reimbursable.

Tips (other than meal tips), alcoholic beverages, barber or beautician costs, in-room movies, health club fees and all sundry items not specifically addressed are not reimbursable.

Auto rentals shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time/use perspective.

The cost of tips from 10% of meal expenses or gratuities of up to 15% included as part of the meal bill are reimbursable expenses for meal expense reimbursement on when claimed on a per-meal basis. Also, reimbursement of up to \$.25 per bag for porter services are reimbursable expenses.

Disbursements made in foreign currency must be converted to U.S. currency when preparing the expense report.

Where County officials shall supply transportation, only those persons actually providing the means of transportation or paying for the cost of the transportation shall be reimbursed.

County Board members shall be eligible for reimbursement of personal telephone expenses for calls between their place of lodging and their home not to exceed an average of \$2.50 per day for each night of lodging away from home.

21.0 ACCESS

21.1 All County Board Members shall have reasonable access during normal business hours to departments or offices of Winnebago County not prohibited by State Statutes or Federal Regulations.

22.0 COMMITTEE MEETINGS

22.1 All Committee, Board and Commission meetings shall be held in the County Courthouse or on public property if possible. Meetings held on private property must be accessible to the public.

22.2 The County Clerk is to be notified of all meetings prior to the time of the meeting so that public notice can be given by the County Clerk.

22.3 Public notice of all meetings shall be given as soon as the members of the Committee, Board or Commission are notified of such meeting and not less than 24 hours before the meeting except as

hereinafter provided.

22.4 In emergencies, when a meeting must be held with less than 24 hours notice, the County Clerk shall notify the press as soon as possible.

22.5 Minutes of each meeting, as required by State Statutes, shall be filed with the County Clerk within ten days of the meeting except for closed meetings.

22.6 Minutes of closed meetings shall be kept and shall be filed with the County Clerk when no reason exists for such minutes to be kept private.

22.7 Minutes of each meeting shall be kept by the secretary of the Committee, Commission or Board, or other person so designated by the Committee, Commission or Board Chair.

22.8 Meetings shall be held at the call of the Committee, Commission or Board Chair, or at the call of a majority of its members.

22.9 Officers shall be elected during the Organization meeting and shall serve a term corresponding to the Supervisor's term except as otherwise provided in these rules.

22.10 Any Committee, by majority vote, may elect new officers after one year or when a vacancy exists for any officer's position in that Committee.

23.0 STANDING COMMITTEES

23.1 Standing Committees of the County Board and their membership shall be:

- A. University of Wisconsin Education, Extension & Agriculture Committee
5 County Board Members
- B. Aviation Committee
5 County Board Members
- C. Property Management & Maintenance Committee
5 County Board Members
- D. Planning & Zoning Committee
5 County Board Members
- E. Judiciary and Public Safety Committee
5 County Board Members
- F. Parks and Recreation Committee
5 County Board Members
- G. Park View Health Center Committee
5 County Board Members
- H. Personnel & Finance Committee
5 County Board Members
- I. Highway Committee
5 County Board Members
- J. Legislative Committee
17 County Board Members (Board, Commission, &

- Committee Chairs)
- K. Land Conservation Committee
5 County Board Members and Two Citizens
 - L. Information Systems Committee
7 County Board Members and 1 Citizen Advisor
 - M. Committee on Aging
 - N. Emergency Management Committee
 - O. Local Emergency Planning Committee
 - P. Long Term Support Planning/Advisory Committee
 - Q. Sesquicentennial Committee

23.2 Citizen Involved Commissions and Boards

- 1. Advocap Board
- 2. Affirmative Action Commission
- 3. Board of Adjustment
- 4. Board of Health
- 5. Communications & Information Systems Advisory Committee
- 6. Community Programs Board
- 7. Comprehensive Planning Citizens Advisory Committee
- 8. County Security Committee
- 9. East Wisconsin Railroad Consortium
- 10. Elderly & Disabled Transportation Coordination Committee
- 11. Family Support Advisory Board
- 12. Grievance Review Board
- 13. Highway Safety Commission
- 14. Housing Authority
- 15. Industrial Development Board
- 16. Land Records Committee
- 17. Parks Committee Ice Arena Work Group
- 18. Public Safety Building Board
- 19. Social Services Board
- 20. Solid Waste Management Board
- 21. Solid Waste Management Board New Landfill Siting
Subcommittee
- 22. Solid Waste Management Board Recycling Advisory

Committee

- 23. Tri-County Recreation Association Board
- 24. Veterans Service Commission
- 25. W-2 Steering Committee
- 26. Winne-Fox Federated Library System

24.0 DUTIES OF COUNTY EXECUTIVE

24.1 ADMINISTRATIVE AND MANAGEMENT FUNCTIONS

24.2 The County Executive shall coordinate and direct all administrative and management functions of the County Government not otherwise vested by law in Boards or Commissions, or other elected officers.

24.3 The County Executive shall appoint the heads of all departments except those elected by the people and except where the law provides that the appointment shall be made by a board or commission or by other elected officers, but he/she shall also appoint all department heads where the law provides that the appointment shall be made by the Board Chair or the County Board. Such appointments shall require the confirmation of the County Board (Wis. Stats., Sec. 59.031).

24.4 The County Executive may file charges for the removal, discharge, or suspension of any persons so appointed, said charges to be filed with the County Board.

24.5 Appoint the members of all boards and commissions where the law provides that such appointment shall be made by the County Board or the Chair of the County Board. All appointments to boards and commissions by the County Executive shall be subject to the confirmation of the County Board.

24.6 The County Executive shall, annually and otherwise as necessary, communicate to the County Board of Supervisors the condition of the County, and recommend such matters to them for their consideration as he/she deems expedient. Notwithstanding any other provisions of the law, he/she shall be responsible for the submission of the annual budget to the

County Board and may exercise the power to veto any increases or decreases in the budget as provided for in Wis. Stats., Sec. 59.032(6).

24.7 The County Executive is charged with the responsibility to examine, settle and allow all general accounts against the county and to cause to have issued County orders therefore, except any account where payment is otherwise specifically provided for by rule or statute.

25.0 GENERAL DUTIES OF STANDING COMMITTEES

25.1 UNIVERSITY OF WISCONSIN EDUCATION, EXTENSION & AGRICULTURE COMMITTEE

This committee shall be composed of five County Board supervisors and shall be the "Committee on Agriculture and Extension Education" as referred to in Sec. 59.87, Wis. Statutes. The Committee shall review policy issues relating to the County University Extension program, County Library Services, and Winnebago County Fair and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

The members of the committee shall also be members of the Winnebago County Land Conservation Committee. Two members of this committee shall function as Winnebago County members of the Board of Trustees of the University of Wisconsin - Fox Valley campus.

25.2 AVIATION COMMITTEE

This committee shall be composed of five County Board Supervisors. The committee shall review policy issues relating to Wittman Field Airport and other aviation matters of concern to Winnebago County and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

25.3 PROPERTY MANAGEMENT & MAINTENANCE COMMITTEE

This committee shall be composed of five County Board Supervisors. The committee shall review policy issues related to Winnebago County buildings, grounds, office equipment, furniture and fixtures in all county-owned or leased facilities; long-range development plans for

buildings and office space; review policy goals relating to the Purchasing Department and Maintenance Department; and recommend appropriate goals and legislative action to be taken by the County Board.

25.4 COUNTY PLANNING AND ZONING COMMITTEE

This committee shall be composed of five County Board Supervisors and shall be the "county zoning agency" as referred to in Sec. 59.97 (2)(a)1, Wis. Stats. Committee members shall include at least one, but not more than two, County Board Supervisors from an incorporated area. All members shall be appointed by the County Board.

As provided in Sec. 59.95 (2) (bm), the county zoning agency shall be a policy-making body determining the broad outlines and principles governing the administrative powers and duties specified in Sec. 59.97, Wis Stats. and shall be a quasi-judicial body with decision-making power including, but not limited to conditional use, planned unit development and rezoning.

In addition, the committee responsibilities shall be as follows:

1. Responsibility for all matters of procedure relating to the Winnebago County Zoning Ordinance (this would include basic zoning provisions, floodplain/shoreland provisions and airport zoning provisions), except those designated to Board of Adjustment's jurisdiction.
2. Creation and maintenance of the County development plan.
3. Committee of Jurisdiction for the County Planning Department.

The Committee shall review policy issues relating to the County Zoning Department and County Planning Department and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

25.5 LEGISLATIVE COMMITTEE

The Committee shall be composed of the chair of the following committees and boards: Those committees listed in Sections 25.1 through 25.4 and 25.6 through 25.12 of these Rules; the Community Programs Board, the Social Services Board, the Health Board, and the Solid Waste Management Board. The committee shall review proposed federal and state legislation and administrative regulations impacting upon the County and shall provide and inform area legislators of the recommendations of the County Board, if feasible, or the committee as to such legislation. The committee shall report its actions to the County Board as well as any pertinent information relating to such legislation.

25.6 JUDICIARY & PUBLIC SAFETY COMMITTEE

This committee shall be composed of five County Board supervisors. The committee shall review policy issues and advise and recommend appropriate policy goals and legislative action to be taken by the County Board relating to the following departments or activities:

Clerk of Courts, Sheriff, District Attorney, Coroner, Corporation Counsel, Family Court Commissioner, Veterans Services, Register of Deeds, County Clerk, Court Commissioner Law Library, Emergency Management, Child Support Agency and Juvenile Intake Office.

In addition, the duties and responsibilities of this committee shall be:

1. Submit recommendations for County Board rules to be considered at the County Board organization meeting or at other County Board meetings.
2. Submit recommendations for apportionment of supervisory districts in Winnebago County.

This committee shall serve as the County Emergency Management Committee as referred to in Sec. 166.03 (4)(c), Wis. Stats.

25.7 PARKS AND RECREATION COMMITTEE

The Parks Committee shall consist of five members. The County Board, through its Committee on Committees in accordance with Rule 3.4, shall appoint the standing committee.

It shall be responsible for obtaining maintenance, operation and development of all Winnebago County parks and recreation areas, including boat landings, recreational travel areas, associated programs and wildlife preservation areas.

It shall recommend to the County Board from time to time for its action, the necessary rules and regulations for all Winnebago County owned recreational areas.

25.8 PARK VIEW HEALTH CENTER COMMITTEE

The Park View Health Center Committee shall be composed of five members of the Winnebago County Board appointed by the Chair of the County Board. This committee shall be a policy-making body determining the broad outlines and principles governing the administration of nursing home services provided at the Park View Health Center consisting of the Park View Rehabilitation Pavilion and the Pleasant Acres Nursing Home. This committee shall review policy issues relating to the Park View Health Center and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

25.9 PERSONNEL & FINANCE COMMITTEE

This committee shall be composed of five County Board supervisors. The committee shall review policy issues and advise and recommend appropriate policy goals and legislative action to be taken by the County Board relating to the following departments: County Treasurer, Finance Department, Personnel Department, General Services and Microfilm Department.

The duties and responsibilities of this committee shall be:

1. Receive all personnel requests from Committees and Boards of Jurisdiction for study and recommendation.
2. Review proposed personnel policies and amendments as submitted by the Personnel Director and County Executive and submit recommendations to the County Board for consideration and legislative action.
3. Review personnel actions in all county departments as reported

- by the Personnel Director.
4. Recommend to the County Board, prior to the earliest time for filing nomination papers, a salary schedule for elected officials, appointed officials and other employees of Winnebago County unless otherwise determined by agreement or law.
 5. Authorize budgetary alterations as permitted in Sec. 65.90(5), Wis. Stats. in either of the following situations:
 - A. A transfer of funds between budgeted items of an individual County Department if such budgeted items have been separately appropriated, and
 - B. Supplementation of appropriations for a particular office or department by transfer from the Contingency Fund. The limitation on the dollar amount set aside in the budgetary alteration shall be the amount set aside in the Contingency Fund or the sum of \$3,000.00, whichever is the lesser sum.

This committee may refuse to authorize a budgetary alteration in whole or in part or may grant any such alteration conditionally as it deems appropriate.

6. Review all financial reports submitted to the County Board by the County Executive, by County officials and by auditors retained by the County. (The County Executive is charged with the responsibility to examine, settle and allow all general accounts against the County and to have issued County orders therefor.)
7. Advise the County Treasurer and County Executive in the matter of investment of county funds and report to the County Board from time to time regarding county finances.
8. Examine all claims filed against the County for illegal taxes of any kind and shall make a report and recommend to the County Board on all matters pertaining to illegal taxes.
9. Perform such responsibilities as are indicated in Sec. 3.03 of the General Code of County Ordinances concerning properties taken by the county on tax deeds.
10. Advise with the County Insurance Administrator and County Executive in the matter of establishing appropriate insurance coverages for Winnebago County.
11. Review all claims filed against Winnebago County pursuant to Secs. 59.76 and Sec. 893.80, Wis. Stats. and submit its recommendation to the County Board for consideration and legislative action. Submit an annual report on the disposition of all claims.
12. Review and adopt affirmative action plans submitted by the Affirmative Action Committee.

25.10 HIGHWAY COMMITTEE

This committee shall be composed of five County Board supervisors.

As provided in Sec, 83.015(2)(b), Wis. Stats., this committee shall be a policy-making body determining the broad outlines and principles governing administration of County Highway programs.

The committee shall review policy issues relating to the Winnebago County Highway Department and other highway matters of concern to Winnebago County and advise and recommend appropriate policy goals and legislative action to be taken by the County Board.

25.11 LAND CONSERVATION COMMITTEE

This committee shall be composed of seven members appointed by the County Board pursuant to Sec. 92.06(1)(b), Wis. Stats., as follows:

Five persons who are members of the University of Wisconsin Education, Extension & Agriculture Committee, one person who is chairperson of the Winnebago County USDA Agricultural Stabilization and Conservation Committee or other such committee member designated by such chairperson, and one person who is a citizen member.

The primary duties and responsibilities of such committee shall be as follows:

1. It shall be the committee of jurisdiction for the Land and Water Conservation Department.

2. It shall develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution throughout the county.

3. It shall distribute and allocate federal, state and county funds made available to the committee for cost sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands.

4. It shall carry out prevention and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventative and control measures and works of improvement may be carried out on lands owned or controlled by that state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.

5. It shall prepare long-range plans which include inventories of natural resources in the county, a description of present natural resource uses and a projection of future trends, an assessment of resource conservation problems in relation to use practices and actions necessary to correct those problems including specific goals and provisions for the development, management and conservation of soil, water and related natural resources.

This committee shall be a policy-making body determining the broad outlines and principles governing administration of Winnebago County soil and water conservation.

The committee shall review policy issues relating to the Winnebago County soil and water conservation programs and advise and recommend appropriate policy goals and legislative action to be taken by the County Board pursuant to Secs. 92.06 and 92.07, Wis. Stats.

25.12 INFORMATION SYSTEMS COMMITTEE

This Committee shall be composed of seven (7) County Board members and one (1) citizen member without voting privileges, appointed by the County Board of Supervisors. The primary duties of such Committee shall be to review all proposals and needs relating to Winnebago County's present and future information systems needs and technologies related thereto. This shall be the committee of

jurisdiction for the Information Systems Department.

26.0 SPECIAL MEETING OF ANY BOARD

Wisconsin Statute 59.04(2) states: A special meeting of any board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of meeting. The time shall be not less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall forthwith mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The county board by ordinance may establish a separate procedure for convening the county board in a "declared emergency" as defined by county ordinance.

(b) For the purpose and in the manner described in Sec. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place, and purpose thereof, to each supervisor not less than 2 weeks before the day set for such a meeting.

COMMITTEE ON COMMITTEES

Chairman Maehl announced that the Committee on Committees will meet at 8:00 a.m. on Friday, April 14, at the Orrin King Building. The members of the Committee are: Supervisors Albrecht, Robl, Sievert, O'Brien and Chairman Maehl.

Supervisor Sundquist thanked Supervisor Schaidler for the nice article he wrote on former Supervisor John Planalp.

Motion by Supervisor Schwartz and seconded to adjourn to April 28, 1998, at 6:00 p.m. CARRIED BY VOICE VOTE. Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Susan T. Ertmer
Winnebago County Clerk

State of Wisconsin)
County of Winnebago)ss

I, Susan T. Ertmer, Winnebago County Clerk, do hereby certify that the foregoing is a true and correct copy of the Journal of the Winnebago County Board of Supervisors for their adjourned meeting held April 21, 1998.

Susan T. Ertmer
Winnebago County Clerk