



BARRON COUNTY BOARD OF SUPERVISORS

Tuesday, June 23, 2026 - 10:00 a.m.

Barron County Highway Facility — Highway Conference Room
260 North 7th Street — Barron, Wisconsin 54812

AGENDA

1. Call to Order
2. Roll Call and Public Notification
3. Invocation and Pledge of Allegiance
4. Special Matters and Announcements
5. Approve Agenda
6. Public Comment (*Prior Registration with County Clerk Required /Maximum Allotted Time is 3 Minutes*)
7. Barron County Strategic Plan – 2026 Updated
8. Review of County Board Rules & Procedures
9. Adjournment

PLEASE CALL 715-537-6200 IF YOU ARE UNABLE TO ATTEND.

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements can be made to accommodate your request.

BARRON COUNTY STRATEGIC PLAN

2026 Updated

Updated by Karl Green, University of Wisconsin Madison Division of Extension Program Manager, Local Government Education

- Strategic Planning Work Group: Karolyn Bartlett, Louie Okey, Randy Cook, Patti Anderson, John Banks, John Muench, Stacey Wenzel, Rachael Richie, Jeff French, Karla Potts-Shufelt, Craig Turcott, Jodi Kummet , Pete Olson

Mission

To enhance life by providing services in a fiscally responsible manner through leadership, collaboration and innovation, that is responsive to all Barron County citizens

Vision

A sustainable, safe, and stable community.

Values

- Sustainable economic growth and stability through cooperation and integration of services
- A safe place to live and work
- Positive quality of life through transparency between government and citizens
- Diverse recreational opportunities
- Protection of our environmental assets
- Efficient and effective government through a qualified and well trained staff
- Affordable, adequate and accessible health care system
- Collaboration and understanding between departments
- Access to quality educational opportunities that meet the needs of future generations
- Availability of adequate housing
- Dedicated service to the residents of Barron County

Slogan

A great place to visit, a better place to live

Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis Barron County Strategic Planning Workgroup

Strengths	Weaknesses	Opportunities	Threats/Concerns
• Embracing Technology • Drug Re-Unification Court • Recreational opportunities, parks, natural resources and Ag Land • Skilled staff in the government i.e. employees and administration • Fiscally strong • Administrative Justice Facilities centrally located • Coordination, collaboration of the government including employees, staff, Board of Directors, administration • Strong partnerships with municipalities • Good cooperation among elected officials and staff • Breadth of services • Creating innovative programs • Strong collaboration with local organizations	• Mental health bed space • Attracting skilled workforce • Aging population • Poverty • Affordable housing and transportation • Meth/heroin, opioids, and substance abuse • Age and gender diversity of the board • Lack of knowledge of public to understand what the county does	• Opportunities in the County workforce • Review options for generating additional revenues within County Government • Review and Improve regulation (for Housing development, reduce barriers) • Competitive pay & retention of employees • AI Use in County Government • Cross training with department employees • Technological advances • Fully implemented work from home program • Re-Grasp the concept of tourism in the county • Reaching out to the diverse population as a potential workforce • Create mutual-respectful environment to respond to the social change in the diversity	• Immigration/ demographic change • Levy limit • Opioids & Substance Abuse • TPR, CHIPS Cases • Workforce replacement • Federal/ State mandates without funding • Lack of mental health resources • Loss of local control (regulations of natural resource management) by the State • Lack of resources for younger families • Economic changes in Agriculture • Overregulation of Ag. area • Act 10 reversal (State action) • Cybersecurity • AI Use in Government (Transparency/ Manipulation)

Directional Statements		Actions
1	Expand Affordable Housing for aging population, rentals and entry level buyers	County examination of barriers/zoning restrictions and impacts on housing
2	Expand Broadband Coverage and enhance technological advancement in Barron County	Support tech industries that enhance connectivity to the internet
3	Maintain and improve all county owned properties	Review and update Capital Improvement Plan
4	Improve mental health and decrease substance abuse	Use Opioid funding to provide substance abuse education
5	Remain fiscally responsible	
6	Attract and retain new and skilled workforce	Committed to remaining competitive w/ pay and benefits, unite to providing a secure long-term work environment
7	Use AI and other forms of technology effectively and efficiently	Using UW- Extension model for citing of sources with UW - Extension training
8	County support of tourism	Commit \$20K to Uniquely WI program

Input on SWOT Analysis with Department Heads in Barron County

Strengths	Weaknesses	Opportunities	Threats/Concerns
• Strong Partnerships ◦ CPS/Family Recovery Court • Department heads collaborate well • Fiscally strong & responsible ◦ Sustainable in terms of budget • Skilled staff & professional development • Human resources ◦ Recruiting & retaining employees • Competitive pay • Great supervision • ADRC ◦ Breadth of services, youth & family, health and human services • Staff feels supported & valued by county as employer & board • Flexible work environment (telework) and schedule • Robust cybersecurity training	• Handling challenges separately rather than sharing solutions ◦ Public records requests training is needed • New department heads & loss of historical knowledge and experience • 4 buildings – non-centralized ◦ Lots of coordination needed by HR, IT • Condition + age of gov't center • Gov't center has security + safety concerns ◦ Homeland security report • Concealed carry allowance • Aging county board • Board can move from policy role to admin easily	• Centralized platform to accept payments • Could use a way to update new hires on the roles + activities of all depts. to know where to send the public (ongoing training?) • IT + program/application training • Directory to be able to find the necessary contact within depts (that isn't a security risk)-internal • Opportunities to meet one another across depts. • Compete with private sector for compensation ◦ i.e. heavy equipment operation or other specialty • Improve/consider new benefits ◦ Vacation, half-day on Fri., virtual meeting attendance, salad bar • Elected constitutional officials could use more onboarding on the county processes and day-to-day practices – may also apply to existing internal staff	• Struggle to fill positions ◦ Law enforcement due to lower graduation numbers in specific fields • Suggested to remove 'TPR, CHIPS cases – no longer a threat • Childcare access + cost impacts workforce • Older population (impacts county services + workforce) • Housing impacts workforce • Suggested to add general substance abuse vs. opioids alone • Diversification court for veterans • Lack of services for veterans • Loss of fed. + State funds • Updates for compliance – ADA • Public increase in negativity + reactivity – change in culture + trust in gov't

Note: Childcare Funding - need solution

BARRON COUNTY

CHAPTER 2, ARTICLE II BOARD OF SUPERVISORS; ADMINISTRATIVE PROCEDURES AND OPERATIONS

“RULES AND PROCEDURES”

(Revised March 17, 2026)

BARRON COUNTY RULES AND PROCEDURES

March 17, 2026

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DIVISION 1: PURPOSE AND DEFINITIONS
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1.01 PURPOSE

The Barron County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Barron County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules and Procedures (referred to as “Board Rules and Procedures” or “Rules and Procedures”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 INTERPRETATION

These Board Rules and Procedures are not intended to, and shall not, supersede any requirements

or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence. These rules and procedures should be reviewed after every reorganizational meeting of the County Board.

DIVISION 2	COUNTY BOARD ORGANIZATION
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2.01 COUNTY BOARD MEETINGS

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) THE ORGANIZATIONAL MEETING. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. COUNTY BOARD CHAIR. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1). There are no term limits for the position of County Board Chair.
The Board Chair shall be nominated by ballot and may speak for not more than five (5) minutes. The Board Chair will be chosen 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.
 - (a) The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Voting shall take place by written secret ballot and the County Clerk and others designated by the County Clerk shall serve as ballot clerks.
3. 1ST AND 2ND VICE CHAIRS. Elect a member 1st Vice Chair and 2nd Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2). There are no term limits for the position of 1st Vice Chair or 2nd Vice Chair. The Vice Chairs (separately starting with the 1st Vice Chair) shall be nominated by ballot and may speak for not more than five (5) minutes. The Vice Chairs will be chosen 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.
4. ELECTIVE COMMITTEE PROCESS. 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 Highway Committee will be chosen by written and initialed ballot of the entire County Board. Each ballot will be for all five (5) unfilled positions. If more than five (5) candidates appear on the ballot, the top five (5) candidates receiving the most votes shall be elected.

- (a) **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 (a) 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.

5. **COMMITTEES OF THE COUNTY BOARD AND OTHER BOARDS AND COMMISSIONS – CREATION AND EXISTENCE.**

- (a) **STANDING COMMITTEES.** The County Board has established the standing committee (referred to as “Standing Committees” or “Appointive Committees”) as designated in Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A. Appointment to such committees is set forth in section XX below

(B) **THE ANNUAL MEETING.** The County Board will convene for an annual meeting for the purpose of transacting general business on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes. 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.

(C) **REGULAR MEETINGS.** The County Board shall set the meeting schedule for the coming year at the January meeting each year for the purpose of transacting general business. Meetings shall typically be the 3rd Monday of the month with meetings from November through April set at 9:00 am and meetings from May through October set at 5:00 pm

(D) **SPECIAL MEETINGS.** Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2), or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting. 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.

(E) **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 1st Vice Chair shall perform the duties of the Chair. In the absence or disability of the 1st Vice Chair and Chair, the 2nd Vice Chair shall perform the duties of the Chair.

2.02 COUNTY BOARD MEETING AGENDA AND RESPONSIBILITIES

(A) The Board Chair, in consultation with the County Administrator, County Clerk, Corporation Counsel, Finance Director, Human Resources Director along with the 1st Vice Chair and 2nd Vice Chair is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or

2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, approximately five (5) days prior to a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk (with a copy to the County Administrator) no later than one (1) preceding the week of the regular meeting (sooner if possible). The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in their discretion.

2.03 COUNTY EMAIL ADDRESSES

The County shall provide every Board Member with a county email address and computing device. All Board Members shall utilize the county email address and computing device for county business and shall not conduct county business on any other email address.

2.04 APPOINTIVE COMMITTEES, BOARDS AND COMMISSIONS.

(A) STANDING 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 in Appendix A. 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. On Committees, Boards and Commissions upon which an *ex officio* member has been authorized, such member shall attend all meetings, be eligible for per diems and mileage, and serve as an alternate in the absence of a member. An *ex officio* member shall not be a voting member unless serving as an alternate or unless the rules of that specific committee so allow or control to the contrary. List of Standing Committees, Boards and Commission in Appendix A.

(B) COMMITTEE RULES.

1. The County Board Chair, 1st Vice Chair, and 2nd Vice Chair may be used by all committees when needed to constitute a quorum or fill in for absent members as voting members (or 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.

(a) 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, County Administrator 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. 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.

6. County Board and Committee Agenda items may be reordered at the will of the body. The meetings of the Barron County Board of Supervisors are legislative in nature and are not a working committee; therefore, input from the public is at the discretion of the Board or Committee Chair.

(C) **AD HOC COMMITTEES** The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship.

(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 in Appendix B.

2.05 COUNTY BOARD MEMBER COMPENSATION

(A) **Per Diem** for meetings attended (Total daily Per Diem limit - \$95.00. 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. Travel outside the County which requires travel the day before or after a scheduled National conference is eligible for a per diem.

(B) **County Board Meetings.** Board Members shall receive \$95.00 for each day's attendance at a County Board meeting. (Limited to 25 mtgs. Per year by Sec. 59.10(3)(h), Wis. Stats.

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

Resolution).

- (1) \$45.00 for 1st and 2nd committee meeting and \$5.00 for 3rd committee meeting of the day with a maximum daily per diem of \$95.00.
- (2) Conference – Full Day – defined as conference attendance for more than 4 hours - \$75.00. Less than full day – defined as conference attendance for 4 hours or less - \$45.00. (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 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 members are required to submit a time sheet for meetings attended either in paper or electronic format, which shall be completed clearly and legibly and shall state the committee meeting and/or sub-committee meeting attended and date.

(D) Reimbursement of Expenses.

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

(E) **Other Meetings.** Board Members shall receive compensation as provided in this Section 2.05 for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.05 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.

(F) **Board Chair Compensation.** In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$550.00 per month effective April 2026 (Resolution 25-40).

2.06 Meeting Minutes

(A) **County Board Meetings.** The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings.

(B) **Committee, Other Board and Commission Meetings.** The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.07 County Board Meeting Seating Arrangements

County Board Members shall be seated alphabetically unless the Board determines another seating arrangement such as in order by district number. The Board Chair, County Administrator, Finance Director, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.08 Board Relationship with County Administrator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head

or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator.

2.09 Office of County Board Member

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 3rd Tuesday in April of that year.

C. VACANCIES IN THE OFFICE OF BOARD SUPERVISOR

(a) Vacancies – How Caused. Vacancies in the office of Barron County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(b) Vacancies – How Filled. Vacancies in the office of Barron County Board Supervisor shall be filled according to Wis. Stat. § 59.10(3)(e).

2.10 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

2.11 Closed Session at Committee Meetings - Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the Committee or Other Board and Commission provided, however, that a Committee or Other Board and Commission may exclude a Board Member that is not a member of the Committee or Other Board and Commission from a closed session portion of a meeting upon majority vote of the Committee or Other Board and Commission members present.

DIVISION 3	COUNTY BOARD OFFICERS
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3.01 County Board Chair

- (A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. Sec. 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order, decorum and see that the rules are enforced.
- (B) The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a full Committee membership present. The 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.
- (C) In his/her absence or disability, the 1st Vice Chair shall perform the duties of the Chair. In the absence or disability of the 1st Vice Chair, the 2nd Vice Chair shall perform the duties of the Chair.
- (D) There are no term limits for the County Board Chair, 1st Vice Chair, 2nd Vice Chair or any member of the Boards, Committees or Commissions. All appointments will be for two (2) year terms unless otherwise designated.
- (E) Chair shall vote upon all roll calls when his/her name is called except on appeal from his/her own decisions.
- (F) The Board Chair shall be a member of Executive Committee. The Board Chair shall be the Chair of Executive Committee.
- (G) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.
- (H) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Article 2.01(A).
- (I) 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.
- (J) The County Board Chair is designated at the "Highest Elected Official" for purposes of signing grants and other documents for the Federal Government.
- (K) Meetings of the Chair, 1st Vice-Chair and 2nd 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.

3.02 County Board 1st Vice-Chair

(A) The 1st Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the 1st Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The 1st Vice Chair shall be a member of Executive Committee.

(C) The 1st Vice Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not full Committee Membership present. The 1st 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.

(D) In the event of a vacancy in the position of 1st Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 County Board 2nd Vice-Chair

(A) The 2nd Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and 1st Vice Chair, and perform such other duties as specified in these Board Rules. In addition, the 2nd Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The 2nd Vice Chair shall be a member of Executive Committee.

(C) The 2nd Vice Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not full Committee membership present. The 2nd 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.

(D) In the event of a vacancy in the position of 2nd Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.04 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

DIVISION 4	RULES OF PROCEDURE
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4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The County Administrator and Corporation Counsel shall serve as co-parliamentarians for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq. When holding a meeting of the committee of the whole, the Chair shall be chosen according to Robert's Rules of Order.

4.03 Remote Attendance at Meetings

- a. **County Board Meetings.** Attendance at all County Board meetings by Supervisors is mandatory pursuant to Section 59.11(4), Wisconsin Statutes. 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.
- b. **Virtual Meetings and Attendance at County Board Meetings.** All County Board meetings shall be held in person and there is a presumption that all County Board members attend County Board meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. County Board meetings may be held virtually, and County Board Members may virtually attend in-person County Board meetings, pursuant to the following rules:
 - i. All virtual County Board meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - ii. The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person as long as the County's meeting premises are accessible.
 - iii. A County Board Member may virtually attend County Board Meetings. A County Board Member shall not be allowed to virtually attend a closed session of the County Board.

- iv. The County Board Chair shall attend any County Board meeting in person unless a fully-virtual meeting is called pursuant to (a)(ii) above, or in the event of emergency or other extraordinary circumstances.
- v. Any County Board Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.
- vi. In the event of a County Board Member's non-compliance or abuse of this Rule, the County Board Chair shall review these Rules and expectations with the County Board Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

c. Virtual Meetings and Attendance at Committee, Board and Commission Meetings.

- i. Committee, Board and Commission members are expected to attend all Committee meetings in person, which they are appointed to represent. Virtual attendance by a Committee, Board or Commission member shall be allowed at such scheduled meeting if the option is available for such meeting. Such member should provide advance notice of their intention to appear virtually.
- ii. The Committee, Board or Commission Chair, (Vice-Chair or designee if chairing the meeting in the Chair's absence) shall attend the meeting in person.
- iii. Committee, Board and Commissions should discuss and make arrangements for members to appear virtually at scheduled meetings if possible.
- iv. Committee, Board or Commission members shall not be allowed to virtually attend a closed session of the Committee, Board or Commission meeting.
- v. Any member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.
- vi. In the event of a member's non-compliance or abuse of this Rule, the Committee, Board or Commission Chair shall review these Rules and expectations with the member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.
- vii. If a member cannot attend a regularly scheduled meeting, the member shall contact the Committee, Board or Commission Chair, County Clerk or County Administrator at least two (2) days prior to the meeting, if possible, with an explanation of the absence. Absence shall be noted in the Minutes.

- d. Non-County Committees, Boards and Commissions.** This subsection deals with virtual attendance at Committee, Board and Commission meeting that the County has members or representatives serving on; however, the county does not organize the meeting and they are typically not held on county property. Virtual attendance by the County Representative shall be allowed at such

meetings if the option is available for such meeting. This shall include the following Non-County Committees, Boards and Commissions are listed in Appendix C.

4.04 Procedures Common to all Committees, Boards and Commissions.

1. Removal of County Board and/or Committee members: County Board Supervisors removal is covered under §§17.14 and 17.16, Wis. Stats.
1. 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.
2. Chair shall call committee meetings and preside over such committee meeting.
3. Chair shall work with Department Head and County Administrator in setting committee meeting agenda.
4. 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.
5. Every subject matter shall be referred without motion or debate to its appropriate committee unless otherwise directed.
6. All committees shall give all matters referred to them due and careful consideration and report their findings and recommendations.
7. Committees are advisory to the County Board. All matters going to the County Board must first go to the appropriate oversight committee.
8. 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.
9. 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.

10. 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, County Clerk, Corporation Counsel, Finance Director, Human Resources Director along with the 1st Vice-Chair and 2nd Vice-Chair, and with the assistance of other staff or supervisors that the Board Chair and Administrator deem 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 County Clerk, in consultation with the County Administrator.
11. Joint Committee Meetings. Whenever two or more committees meet jointly, a quorum of each committee participating in the joint meeting is required. A supervisor who serves on two or more of the committees may be counted toward of quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serve as chair of the joint meeting. In those cases where a joint resolution is to be considered, those members serving on more than one of the committees meeting jointly shall be entitled to cast separate votes as a member of each committee upon which he/she serves.

4.05 Order of Business

(A) **COUNTY BOARD MEETINGS.** 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

The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) COMMITTEE MEETINGS. The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Public Notification
4. Approve the Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Correspondence
13. Future Agenda Items
14. Closed Session (if any)
15. Adjourn

The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) APPROVAL OF MINUTES. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

(D) CONSIDERATION OF RESOLUTIONS. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting.

4.06 Recognition, Debate and Voting at County Board Meetings

- (1) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by utilizing the electronic voting machine. The Board Chair is responsible for determining recognition. The member may then proceed without interruption.
- (2) Debate. No member shall normally speak more than twice on any matter pending before the Board and open for discussion without permission from the Chair. In case more than one member shall address the Board, the Chair shall

decide who has precedence. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Members comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

- (3) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall utilize the electronic voting system.

- (a) Any vote, whether by electronic means or by voice vote that is not unanimous shall be recorded in the minutes listing the nay votes.
- (b) In determining any question it shall be in order for any member to call for a roll call vote
- (c) When conducting roll call vote, the use of electronic voting processes is allowed and shall be utilized where possible. If not possible, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote.
- (d) 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
- (e) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

4.07 Resolutions and Motions

- (A) 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. In case of a tie, the motion is lost
- (B) Form of Resolutions. Resolutions shall be in form approved by the Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.
2. Fiscal Impact approved by the Finance Director.
3. Approved as to Form. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
4. Approved as to Form by the County Administrator.

(C) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The Committee action, whether supporting or opposing the Resolution shall be noted in the Resolution and forwarded on to the County Board for consideration.
2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting. 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.

4.09 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote of all members present provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members present provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk

4.10 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section does not preclude the recording of open session portions of any meeting by any person. If a call MUST be received, the member SHALL leave the meeting room.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section does not preclude the recording of open session portions of any meeting by any person.

4.11 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking (disruptive), shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the "Public Comment" portion of the agenda shall fill out a request form for County Board meetings and must return the completed form to the County Clerk prior to the start of the meeting. Any person who wishes to address a Committee must be recognized by the Committee Chair provide their name and address prior to beginning comment. The individual must have their primary residence in Barron County or own property and paying taxes in Barron County.

2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.

3. All comments must be germane to an item on the meeting agenda.

4. Comments should be directed to the Board as a whole and not addressed to

individual Board Members.

5. A commenter should refrain from asking questions of the Board or any individual Board Member.
 6. County Board Supervisors are not to respond or ask questions of individuals taking advantage of public comment.
 7. Personnel issues shall not be raised during Public Comment but should be directed in writing to the County Administrator.
 8. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
 9. The Board Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
- (C) Public Addressing the Board. Other than Public Comment, any individual who is not a member of the board may also address the Board on a particular agenda item via their Representative when permission has been given by the Board. The individual must have their primary residence in Barron County, or own property and pay taxes in Barron County. The comment period is limited to three (3) minutes unless additional time is permitted by the Chair. Written public comment submitted will not be read at the meeting, but will be given to the recording clerk. In all cases personal attacks/reference shall be avoided and propriety observed.
- (D) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.
- (E) Board Member Participation at Committee Meetings of Which They Are Not a Member. Subject to the exception for Closed Sessions, Board Members are allowed to attend any meeting of a Committee. A Board Member may not speak at a Committee meeting except upon permission of the Chair of the Committee.

4.10 Claims. All claims made upon the County Board shall be treated in strict conformity with §§ 59.07 and 59.64, Wis. Stats.

DIVISION 5 PROCEDURES COMMON TO ALL COMMITTEES, COMMISSIONS AND BOARDS

5.01 Board Member Rules of Conduct

(A) Each Board Member shall:

1. Uphold the Oath of Office and faithfully and impartially discharge the duties of a Board Member to the best of their ability;
2. Act in the best interests of Barron County government at all times;
3. Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;
4. Be responsive to the needs of the community;
5. Represent the interest of constituents by attending and participating in meetings, adequately prepare for meetings and observe the rules of decorum and these Board Rules at meetings; and
6. Conduct Barron County government business in a manner consistent with law and refrain from discussions surrounding Barron County business outside the appropriate meetings and channels of communication.

(B) Board Member Conduct at Meetings. In addition to the rules of decorum in RONR, Board Members shall, at all meetings of the County Board or a Committee, conduct themselves and dress in a professional and respectful manner. Board Member comments should be directed to the County Board Chair or Committee Chair and not to any individual Board Member, County employee or member of the public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the County Board Chair or Committee Chair. The County Board Chair at a County Board meeting or the Committee Chair at a Committee meeting shall have the power to direct a Board Member's removal from a meeting.

(C) Board Member Conduct Outside Meetings. In addition to the provisions of Section 2.15(A), Board Members shall adhere to the following.

1. Board Members shall at all times exhibit professional and courteous behavior when interacting with the County [Executive/Administrator/Administrative Coordinator] and County employees. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at the County Administrator or a County employee whether in a meeting or outside a meeting.
2. Board Members shall refrain from requesting that a County

employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrator or the appropriate Committee, Other Board or Commission.

(D) As elected representatives, Board members receive complaints from constituents, including County employees and the general public. Board members shall refer complaints and/or concerns regarding the management and operation of County government to the appropriate step within the chain of command (Department Head and/or County Administrator). Outside of the chain of command, Board members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee.

5.02 Code of Ethics

(A) 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.

(B) 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.

(C) 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 1st 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.

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.

(D) 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.

5.03 Fraud Prevention & Investigation Policy

(A) 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:

- a. Prohibit fraudulent, illegal and unlawful activity.
- b. Advise employee, Administrator and elected officials of their responsibility to report suspected fraudulent, illegal and unlawful activity to the appropriate office.
- c. Assign responsibility for the development of adequate internal controls.
- d. 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.)

DIVISION 6	DEPARTMENT OF ADMINISTRATION
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6.01 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.

DIVISION 7	ENFORCEMENT
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7.01 Procedure for Enforcement

(A) If the Board Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the Board Chair or other presiding officer of the meeting shall have all powers under the Board Rules to immediately bring a Board Member's conduct into conformity with the Board Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Board Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Board Member from a meeting and/or issuing a citation for disorderly conduct. In addition, the Board Chair or other presiding officer of the meeting shall refer the matter to the Executive Committee to determine what, if any, further sanction is warranted. The Board Member who is alleged to have violated the Board Rules shall be provided an opportunity to address the Executive Committee prior to disposition. The Executive shall make a report to the County Board as soon as practicable and provide a recommendation as to the appropriate sanction, if any. The County Board shall make the final determination on the appropriate sanction, if any.

(B) The Board may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand;
2. Censure without a formal Resolution of the County Board;
3. Censure with a formal Resolution of the County Board;
4. Removal from position of Committee Chair;
5. Removal from Committee; and
6. Referral to Executive Committee to determine if cause exists to remove the Board Member from office.

If the Board refers the matter to the Executive Committee to determine if cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Board Member from office, the Executive Committee is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Board Member's removal from office; and (c) prosecute the Board

Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.

(C) In addition to the enforcement procedures established in this Section, and without limiting any of those provisions, the Board Chair or the Executive Committee may refer any violation of the Board Rules to the Ethics Committee and such referral shall be considered a complaint under the Code of Ethics adopted by these rule and procedures.

DIVISION 8	COUNTY POLICIES COMMON TO COUNTY BOARD, COUNTY OFFICIALS AND EMPLOYEES
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8.01 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.

8.02 County Financing of Debt and 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 funds up to 10 percent, not to exceed \$10,000.00, of the funds originally provided for such office, department, activity or project in such annual budget, 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.

8.03 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 § 59.52(29) 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.

8.04 Purchases 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.

(f) 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.

8.05 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.

8.06 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.

8.07 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.

8.08 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.

8.09 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, County's Website and the Sheriff's Department Social Media pages.

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.

APPENDIX A – APPOINTIVE COMMITTEES, BOARDS 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 may be 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 1st 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, 1st 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 one (1) member shall be an individual who receives or has 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 seven (7) 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 Governing Board for the ADRC serving Barron and Rusk, Counties will comply with Wisconsin Statute 46.283(6). Governing board members shall be appointed by the Barron County Administrator. Meeting place, time, frequency, term limits, and any expanded responsibilities will be determined by the Governing Board. The Governing Board will have eight members:

- Two County Board Supervisors (one from each county)
- Four adults age 60 or older
- One adult, age 18-59, with physically disabilities, or their family members, guardians, or advocates, reflective of the ADRC's target population
- One adult, age 18-59, with intellectual disabilities, or their family members, guardians, or advocates, reflective of the ADRC's target

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 unzoned 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, 1st Vice-Chair and 2nd Vice-Chair may fill absent positions on Board of Adjustment as long as they can fulfill statutory restrictions and requirements. No representatives on this committee shall be allowed to serve who reside in a City or Village and not more than two members from the same town.

APPENDIX B NON-COUNTY COMMITTEES, BOARDS AND COMMISSIONS

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.
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. **IFLS.** 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. **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.
9. **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.
10. **WEST CENTRAL LAND & WATER CONSERVATION ASSOCIATION.** One (1) County Board member appointed by the County Administrator.
11. **WEST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.** Barron County provides three (3) members to serve on the WCRPC Board of Directors.
12. **PROPERTY ASSESSED CLEAN ENERGY COMMISSION (PACE).** Barron County will have one (1) County Board member to serve on the PACE Commission.

**APPENDIX C – COMPREHENSIVE LIST OF NON-COUNTY COMMITTEES,
BOARDS AND COMMISSIONS FOR WHICH VIRTUAL APPEARANCE IS
MAY BE NECESSARY AND IS ALLOWED**

- 1) ADRC of Barron, Rusk and Washburn Counties.
- 2) AG Commission.
- 3) Barron County Fair Association.
- 4) Barron County Museum Board.
- 5) Community Care of Central Wisconsin.
- 6) Economic Development Board of Directors.
- 7) Housing Committee.
- 8) Housing – Community Development Block Grant. (CDBG).
- 9) Highway Safety Commission.
- 10) Indianhead Federated Library System.
- 11) Lake Districts – L.C.C. Reps.
- 12) Momentum West.
- 13) Northern Regional Trail Advisory Committee.
- 14) Northwest WI ITBEC.
- 15) Property Assessed Clean Energy Commission (PACE).
- 16) Regional Business Fund
- 17) Tax Incremental District Committee.
- 18) West Central Wisconsin Regional Planning Commission.
- 19) WESTCAP Board of Directors.
- 20) WI West Central Regional Planning Commission.
- 21) Woodland Enhanced Health Services Commission.
- 22) Workforce Resource Wisconsin County Board Consortium.