



ROCK COUNTY BOARD OF SUPERVISORS' MEETING

TUESDAY, APRIL 19, 2016 – 6:00 P. M.

**COUNTY BOARD ROOM/COURTROOM H
FOURTH FLOOR/COURTHOUSE EAST**

Agenda

1. CALL TO ORDER
2. INVOCATION & PLEDGE OF ALLEGIANCE

**INTRODUCTION OF NEW MEMBERS OF THE BOARD
SWEARING IN – OATH OF OFFICE OF ENTIRE BOARD**

Note: The County Clerk will give the oath of office to the entire Board and present the certificates.

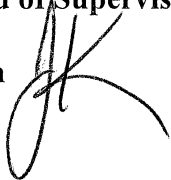
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES

SPECIAL REORGANIZATION ITEMS:

- A. Election of County Board Chair
 - B. Election of County Board Vice Chair
 - C. Review, Discussion and Adoption of Rules of the Board for 2016-2018
6. PUBLIC HEARING
 7. CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS
 8. NOMINATIONS, APPOINTMENTS AND CONFIRMATION
 9. INTRODUCTION OF NEW RESOLUTIONS OR ORDINANCES BY SUPERVISORS FOR REFERRAL TO APPROPRIATE COMMITTEE
 10. REPORTS
 11. UNFINISHED BUSINESS
 12. NEW BUSINESS
 - A. Supplementary Appropriations and Budget Changes - Roll Call
 - B. Bills Over \$10,000 - No Roll Call
 - C. Encumbrances Over \$10,000 - Roll Call
 - D. Contracts – Roll Call
 13. ADJOURNMENT



MEMORANDUM

TO: Rock County Board of Supervisors
FROM: Jeffrey S. Kuglitsch 
DATE: April 13, 2016
RE: Rules of Procedure for the Rock County Board of Supervisors

The Rock County Board of Supervisors will hold its organizational meeting on April 19, 2016. One of the items of business will be the adoption of rules of procedure for the ensuing year. The following amendments have been requested to the current rules. In all cases new language is underscored and language deleted is ~~crossed out~~. Also included is the action taken by the County Board Staff Committee (CBS).

(1) Rule III-A shall be amended as follows:

A. The order of business of Board meetings shall be as stated on the Agenda for the meeting. The Agenda shall be the responsibility of the Chair with the assistance of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., and circulated to the Board not less than 48 hours before each meeting. A majority of the members of the Board shall have the right to add an item to the Board Agenda, subject to the requirements of the Open Meeting Law.

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(2) Rule III-B shall be amended as follows:

B. The format for the Agenda shall be as follows:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Approval of Minutes of Prior Meeting(s)
6. Public Hearing
7. Citizen Participation, Communications & Announcements
8. Nominations, Appointments and Confirmation

- 9. Recognition of County Employees or Others
- 910. Introduction of New Resolutions or Ordinances by Supervisors for Referral to Appropriate Committee
- 1011. Reports
- ~~11. Unfinished Business~~
- 12. New Business
 - A. Supplementary Appropriations & Budget Changes - Roll Call
 - ~~B. Bills Over \$10,000~~
 - ~~C. Encumbrances Over \$10,000 - Roll Call~~
 - ~~DB. Contracts - Roll Call~~
 - ~~EC. Other~~
- 13. Adjournment

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(3) Rule III-D shall be amended as follows:

D. In order to provide advance notice to the Board of Supervisors and the citizens of Rock County, items to be included on the Agenda shall be in the office of the County Administrator no later than ~~Wednesday~~ Tuesday of the week preceding the meeting.

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(4) Rule IV-I shall be amended as follows:

I. Committee coordination shall be the responsibility of the County Administrator ~~or a designated agent and County Clerk per s. 59.23(2)(a), Wis. Stats.,~~ to provide agenda, meeting and minutes assistance, and administrative and staff follow-up and related matters. Minutes shall be in a format chosen by the Clerk, and minutes and agendas shall be filed in the Clerk's office. All committee agendas are to be submitted to the County Administrator's office ~~at least five working days in advance of~~ no later than the Tuesday of the week preceding the meeting and in the committee member's hands no later than 48 hours before the meeting. A majority of the members of any committee shall have the right to add an item to the committee agenda, subject to the requirements of the Open Meeting Law.

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(5) Rule V-A shall be amended as follows:

A. The following shall be the standing committees of the County Board of Supervisors and shall have the general duties and responsibilities stated in Rule IV, and shall approve all

contracts, claims and demands and causes of action less than \$10,000 and shall review the prior month's payments ~~purchase orders, encumbrances, current accounts, less than \$10,000~~ against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than ~~\$1,000~~ \$5,000 and up to ~~\$2,000~~ \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of ~~\$1,000~~ \$5,000 or less, or create detail accounts for any transfer of ~~\$1,000~~ \$5,000 or less without further committee action.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(6) Rule V-G(3) shall be amended as follows:

G. Finance Committee

...

(3) The committee shall ~~assemble bills and encumbrances over \$10,000 and forward to the Board together with its recommendation. It shall also~~ have the right to review any purchase or claim and stop payment subject to Board review.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(7) Rule V-G(5)(a) shall be amended as follows:

G. Finance Committee

...

(5)(a) For transfers greater than ~~\$2,000~~ \$10,000 and upon the request from the appropriate committee and review by the County Administrator or a designated agent, and subject to County Board policy, the Finance Committee may reallocate funds between detail accounts of an individual county office or department. In addition, the Finance Committee may supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of an individual office, department, or activity, in excess of ten percent of the funds originally provided for such office, department or activity in the annual budget. The publication provisions of Wis. Stats. Sec. 65.90(5)(a) shall apply to all committee transfers from the contingency fund.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(8) Rule V-G(8) shall be amended as follows:

G. Finance Committee

...

(8) If a standing committee cancels a regularly scheduled meeting, or upon request from the Chair of any standing committee and review by the Finance Director, the Finance Committee is authorized to ~~act on~~ review bills normally ~~considered~~ reviewed by that standing committee.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(9) Rule V-H(2) shall be amended as follows:

H. General Services Committee

...

(2) The committee shall have policy supervision over the ~~General Services~~ Facilities Management Department.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(10) Rule V-L(2) shall be amended as follows:

L. Public Safety & Justice Committee

...

(2) The committee shall have policy supervision over the following activities, except as limited by law; Child Support Enforcement, ~~Coroner~~ Medical Examiner, Clerk of Circuit Court, all Circuit Court branches, District Attorney, Court Commissioners, Communications Center, Register in Probate and Sheriff's Department.

...

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).

(11) Rule VII(A) shall be amended as follows:

A. In determining any question, any member may call for a roll call before the vote is taken. The vote on any motion requiring an unbudgeted appropriation of County money, ~~encumbrances over \$10,000~~, or any contracts or grants, shall be a roll call vote. The adoption of the Annual County Budget shall be a roll call vote. Any motion or resolution may be withdrawn

before amendment or decision, and when a question is put, every member shall vote, except where a member has a conflict of interest, in which case the Chair may excuse such member. Any member may call for a division of a question when the same is advisable. In the case of a tie, the motion is lost. Any member may renew a motion that has been lost on a tie.

The motion to recommend this amendment was approved at CBS (8 yes, 0 no, 1 absent).