

CHAPTER 2

THE GOVERNING BODY

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Amendments: #108, 03-16-2016; #111, 06-15-2016; #115, 05-16-2018; #117, 3-20-2019; #125, 3-18-2020; #128, 5-20-2020; #132, 5-19-2021; #133, 11-18-2021; # 137, 2-21-2024; #140, 3-26-25; #143, 4-21, 2026

2.01 GOVERNING BODY TITLE. (Ord. No. 179: Am. #108, 03-16-16)

The governing body of Pepin County as constituted by law shall be known as the “Pepin County Board of Supervisors” (County Board).

2.02 SUPERVISORY DISTRICTS ESTABLISHED. (Ord. No. 179: Am. #108 03-16-16;
Am. 133 11-18-2021)

- (1) **AUTHORITY AND PURPOSE.** This section is enacted under authority of Section 59.10(3)(b)2., Wis. Stats.
- (2) **NUMBER OF SUPERVISORS.** Twelve
- (3) **DESCRIPTION OF DISTRICTS.** The supervisory districts within the county are described as follows:

District 1	Town of Albany – Ward 1
District 2	Town of Albany – Ward 2 Town of Lima – Ward 1
District 3	Town of Durand – Ward 1 Town of Lima – Ward 2
District 4	City of Durand – Ward 1
District 5	City of Durand – Ward 2
District 6	City of Durand – Ward 3
District 7	Town of Durand – Ward 2 Town of Waubeek – Ward 1
District 8	Town of Waterville – Ward 1 Town of Waubeek – Ward 2
District 9	Town of Frankfort – Ward 1 Town of Waterville – Ward 2
District 10	Town of Frankfort – Ward 2 Town of Pepin – Ward 1 Village of Pepin – Ward 2
District 11	Village of Pepin – Ward 1
District 12	Village of Stockholm Town of Stockholm Town of Pepin – Ward 2

- (3) SELF ORGANIZED (Ord. No. 179: Am. #111, 06-15-16). For the purpose of improving the ability of the County government to organize its administrative structure and to otherwise govern, the County elects to become a self-organized county and to act under Wis. Stat. sec. 59.10.

2.03 RULES OF THE COUNTY BOARD. (Ord. No. 179: Am. #108, 03-16-16; Am. #115, 05-16-18; Am #125, 03-18-2020; Am # 132, 05-19-2021; Am #137; 02-21-2024; Am.#140; 03-19-2025)

- (1) ORGANIZATIONAL MEETING. The County Board shall meet on the 3rd Tuesday of April following the election of the Board, for the purpose of organizing and other general business of the Board. Members of the County Board are required to attend the April Organizational Meeting in person. See Sec. 59.11(1)(c), Wis. Stats.
- (2) ANNUAL MEETING. The Board shall meet on the Tuesday after the 2nd Monday of November in each year for the purpose of passing upon the budget and transacting general business of the Board. Members of the County Board are required to attend the November Annual Meeting in person unless remote attendance is approved by the County Board Chair. See Sec. 59.11(1)(a), Wis. Stats.
- (3) MONTHLY MEETING. In addition to the meetings prescribed above, the Board shall meet on the 3rd Wednesday of each month, except April and November, for the purpose of transacting general business of the County Board. This date may be changed, or the County Board Chairperson may cancel the monthly meeting provided notice of the change or cancellation is provided at least one (1) week prior to the date and time of the scheduled meeting. The Chair may request in person attendance to when necessary.

At the County Board meetings, the use of remote participation is allowed but subject to the following:

- (a) All meetings are conducted in accordance with the Open Meetings Law.
- (b) A majority of the County Board Supervisors must can be physically present or attend remotely to constitute a quorum for the transaction of business of a County Board meeting.
- (c) At the start of any meeting in which a Supervisor participates remotely, they will need to identify themselves during roll call and make every attempt to be visible to participants.
- (d) All Supervisors who attend a meeting through remote participation shall be entitled to vote as if they were physically present at the meeting.
- (e) All votes taken during a meeting in which member(s) participate remotely must be by roll call vote.
- (f) Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the

remote participant and all persons present at the meeting location to be clearly audible to one another. Texts messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.

(g) Members who participate remotely and all persons present at the meeting location must be clearly audible to each other.

(h) If technical difficulties arise as a result of utilizing remote participation, the Chairperson or in the Chairperson's absence, the person chairing the meeting, may decide how to address the situation. If a Supervisor remote participant is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

(i). Members attending remotely are not entitled to receive any mileage.

(4) ANNUAL DEPARTMENT HEAD REPORTS. Department Heads shall make reasonable efforts to present their Annual Reports at one of the monthly Standing Committee meetings during the months of March through August. It is the request and recommendation of the County Board that all department reports follow a standardized format established by the Administrative Coordinator which shall include the following:

(a) A financial summary of the department.

(b) A concise statement of any changes in the policy or activity of the department that materially effects the operation of the department compared with previous reports.

(5) SPECIAL MEETINGS. A special meeting of the Board may be called by written request of the County Board Chairperson or upon written request of a majority of the members of the entire County Board. Such written request shall be delivered to the County Clerk and shall specify the purposes, date and time of the meeting. The date of the special meeting shall not be less than 48 hours from the date of the delivery of the written request to the County Clerk. Upon receiving the request, the Clerk shall immediately notify each supervisor of the time and place of the meeting. In the event of an emergency, the County Board Chairperson may, by written notice to the Clerk, convene an emergency meeting of the County Board. The notice shall specify the meeting time and place and subjects to be considered. The time of the meeting shall not be less than 12 hours from the filing of the notice. The Clerk or, if not possible, the Administrative Coordinator, shall immediately notify the media and each supervisor in person or by telephone of the time, place and purpose of the meeting.

(6) MEETING TIME. The organizational and annual meetings generally shall be held at 9:30 a.m. and monthly meetings generally shall be held at 7:00 p.m., with all times at the discretion of the County Board Chairperson.

(7) PUBLIC NOTICES. In addition to the requirements of Wis. Stats 19.84, notice of all

meetings of all county governmental bodies shall be filed with the county clerk's office. The clerk's office will then post them on the notice board located in the main lobby outside their office and on the county website, in addition to providing them to members of the news media that have requested notice and all members of the county board, committee or commission that is meeting.

(8) COUNTY BOARD CHAIRPERSON.

(a) Election. At the organizational meeting the Board shall elect one of its members to serve as Chairperson for a term of 2 years. The Chairperson shall be elected by written ballot after nominations from the floor. The selection shall be by a majority vote. In the case of a tie vote, additional votes shall be taken until a majority occurs and no nominee shall be removed from consideration.

(b) General Duties.

(1) The Board Chairperson shall have the powers and duties under Wis. Stats. sec. 59.12. The chair shall preside over all meetings of the County Board, preserve order and decide questions of order subject to an appeal of the County Board and shall vote on all questions taken by ayes and nays, except on appeal of the Board. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board. The chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. The chair shall be a member of all standing committees and may meet and deliberate in the meetings. The chairperson shall have the power to vote in a committee meeting only when present in order to form a quorum and only until such time as a quorum of the other committee members is present.

(c) Death, Disability or Removal of the County Board Chair. The County Board Chairperson can be removed by a majority vote of the entire membership of the County Board. The removed County Board Chair would assume the role of a County Board supervisor. In the event of the death, disability or removal of the County Board Chairperson, the County Board shall endeavor to elect a new Chairperson following the election procedure set forth herein. Upon election of a new Chairperson, the Vice-Chairpersons shall resume their respective roles as Vice-Chairpersons to extent such person(s) perform or performed the duties of the Chairperson.

(9) OFFICERS. Immediately following election of the County Board Chairperson, the County Board shall elect one of its members to serve as 1st Vice-Chairperson for a term of 2 years. In the absence of the County Board Chairperson, the 1st Vice Chairperson shall perform all duties of the County Board Chairperson. The County Board shall also elect one of its members to serve as 2nd Vice Chairperson for a term of 2 years. The 2nd Vice-Chairperson shall perform the duties of the County Board

Chairperson if both the County Board Chairperson and the 1st Vice-Chairperson are absent. The 1st Vice-Chairperson and 2nd Chairperson shall each be elected in the same manner as the Chairperson is elected. Vacancies in office shall be filled by election consistent with the procedure set forth herein.

- (10) REFERRAL TO COMMITTEE. Every subject matter, from a source other than a committee of the County Board, that comes before the County Board shall be referred to its appropriate committee by the County Board Chairperson without motion unless otherwise directed by 2/3 vote of the entire County Board. Every committee shall report upon all items referred to it by the County Board by the 3rd meeting following the meeting of reference unless otherwise directed by the County Board. Subject matters before a committee of the County Board, which will require further action by another committee or the County Board, must first receive approval from the committee responsible for the subject matter. A tie vote or loss in committee may be appealed to the County Board by at least two County Board members of the oversight committee requesting placement on the County Board agenda. The County Board Chairperson can decide if the matter shall be included on the County Board agenda. If the County Board Chairperson denies the request, the matter can be appealed by coming before the county board for a vote and obtaining 2/3 vote of all supervisors agreeing that the matter be placed on the agenda for the next county board meeting.
- (11) ORDER OF BUSINESS. (*Ord No. 179: Am.#111, 06-15-16; #115 05-16-18; Am #125, 03-18-2020; Am #132, 05-19-2021*)

The order of business at regular meetings shall be as follows, except that the Chairperson may modify the order of business, consistent with the Open Meetings Law, as necessary:

- (a) Call to order.
- (b) Call of the roll.
- (c) Pledge of allegiance to the flag.
- (d) Approve the agenda.
- (e) Public Comments Regarding Listed Agenda Items.

At the discretion of the County Chair, public comments may be allowed during the discussion of the specific agenda item.

Comments will be limited to 5 minutes per speaker unless otherwise given permission by the County Board Chairperson. No accumulating of time from others allowed. The Board may, from time to time, adopt rules applicable to public comment.

The public comment period is an opportunity for members of the public to address the Board on matters that are scheduled for the Board to take up during the meeting, as indicated on the meeting agenda. All comments shall be germane to the topics on the Board's agenda. Speakers must also refrain from personal attacks against the Board, Board members and County staff. The Chair may declare any commenter out of order for failure to abide by these guidelines.

- (f) Consent Agenda Items
 - (g) Reports
 - (1) Committee Reports
 - (2) Other Reports
 - (h) Business Items.
 - (1) Resolutions
 - (a) Policies
 - (b) Other
 - (2) Ordinances
 - (i) Communication.
 - (1) Petitions, claims, Correspondence items and announcements
 - (2) Appointments
 - (3) Public Comments other than Agenda Items
 - (j) Future agenda items and next meeting date
 - (k) Adjournment.
- (12) RULES OF PROCEDURE. The rules of parliamentary procedure set forth in Roberts Rules of Order, latest edition, shall govern the proceedings of the Board subject only to State laws and these rules.
- (13) DETERMINATION OF QUESTIONS. (*Ord No. 179: Am #115 05-16-18; Am #125, 03-18-2020; Am #132, 05-19-2021*)
- All questions presented to the Board shall be determined by a majority of the supervisors present unless otherwise required by State law or this chapter. The Chairperson shall vote on all matters, except appeals of the Chairperson's procedural decisions. All proposed resolutions on the agenda that are submitted with approval from a committee shall be considered for approval.
- (14) QUORUM. A majority of the supervisors entitled to a seat on the County Board shall constitute a quorum, attending either remotely or in person for County Board meetings. For four and five-member committees of the County Board, three members of a committee, attending either remotely or in person shall constitute a quorum. For all other committees of the County Board, a majority of the appointed members of the committee attending either remotely or in person shall constitute a quorum.
- Members of the County Board are entitled to attend committee meetings of the County Board remotely or in person, even when they are not members. Only members of the committee staff should be seated at the table. It is possible that the

attendance of one or more nonmember supervisors at a meeting may result in the creation of a quorum of another committee of the County Board. Such a quorum is unintended, and the nonmember supervisors are not meeting for the purpose of and shall not exercise the responsibility, authority, powers or duties of any other committee of the County Board.

- (15) **ACKNOWLEDGMENT TO ADDRESS THE BOARD.** Before any member makes a motion or addresses the County Board in any debate, they shall address the County Board Chairperson and receive acknowledgment that they have been given the floor.
- (16) **STATE OF MOTION.** When a motion is made and seconded, it shall be stated by the County Board Chairperson previous to debate.
- (17) **MOTIONS ALLOWED.** When a question is under debate, only the following motions are in order, which motions shall have precedence in the order listed below:
 - (a) To adjourn.
 - (b) To move the previous question.
 - (c) To lay on the table.
 - (d) To postpone indefinitely.
 - (e) To amend or refer.
- (18) **SPEAKING TIME LIMIT.** No supervisor shall speak more than twice on any question unless granted permission by the County Board Chairperson. An amendment to a motion is considered a new question.
- (19) **TERMINATION OF DEBATE.** Any supervisor may terminate debate by moving the previous question. The motion will be disposed of in accordance with the then-current edition of Robert's Rules of Order, Newly Revised.
- (20) **ROLL CALL VOTES.** Votes taken during a meeting in which a member participates remotely requires a roll call vote to be taken. All resolutions or ordinances involving an unbudgeted appropriation or transfer of funds shall be decided by roll call vote with 2/3 vote of the entire membership of the County Board necessary for approval. All roll call votes shall be called in a one-member district rotation from the previous roll call vote. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in the Open Meetings Law.
- (21) **TIE VOTES.** In case of a tie vote, the question is lost.
- (22) **OPEN MEETINGS LAW.** The County Board and Committees referenced in section 2.04 shall sit with open doors and all persons conducting themselves in an orderly manner may attend, except that the Board or Committee's may convene in closed session for the purposes authorized under Subch. V of Chapter 19, Wis. Stats. Only members of the County Board or particular committee are allowed to remain in any closed sessions, except as authorized by County Board Chairperson or

committee chair. A County Board Supervisor may be excluded from a closed session portion of a committee meeting upon majority vote of the committee.

- (23) CONDUCT. County Board members, visitors, staff and others shall at all times 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 Staff 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 Chairperson at a County Board meeting or the Committee Chairperson at a committee meeting shall have the power to direct a member's removal from a meeting. Committees shall not meet when the board is in session. There shall be no conversation on the board floor or in the visitor's section except as part of debate or as authorized by the County Board Chairperson. All electronic devices shall be kept in the silent mode. The Clerk shall distribute any literature to supervisors.
- (24) SESSION. The session of a County Board shall commence on the date of the biennial organizational meeting as set forth in Wis. Stat. sec. 59.11(1)(c) and end on the day immediately preceding the next biennial organizational meeting.
- (25) CLOSED SESSION. Participants attending remotely during the closed session need to securely protect the information that is being discussed. It is the responsibility of the member to have adequate safeguards in place. Remotely attending people not authorized to remain in closed session will be temporarily removed from the closed session until the meeting reconvenes back into open session.

2.04 COMMITTEES. *(Ord. No. 179: Am. #108, 03-16-16; Am #115, 05-16-18; Am # 128, 5-20-20; Am #132, 05-19-2021; Am #137, 2-21-2024; Am#143, 4-21-2026)*

- (1) TYPES OF COMMITTEES. There shall be two types of County Board Committees: Special Committees and Standing Committees. Only current County Board Supervisors are eligible for the positions of Chair and Vice Chair on any Standing Committee or Special Committee.
- (2) SPECIAL COMMITTEES.
 - (a) Special committees may be created by resolution specifying the committee charge, number of members and termination date. Special committees shall consist solely of members of the County Board unless otherwise directed by the County Board Chairperson. Special committees created without a termination date shall expire at the end of the session of the County Board during which the Special Committee was created.
 - (b) The Chairperson of the County Board shall make written announcements of appointments to Special Committees. The committees so elected shall organize themselves. Vacancies shall be filled by written appointment of the County Board Chairperson for the unexpired portion of the respective terms of appointment.

- (3) APPOINTMENT TO STANDING COMMITTEES. The members of all standing committees shall be appointed by the County Board Chairperson in consultation with the 1st and 2nd Vice Chairpersons at the organizational meeting or at a meeting to be held no later than 14 days following the organizational meeting. These appointments shall be subject to the approval of the majority of the entire County Board membership and serve for a term of 2 years or until their successors have been appointed. Prior to such an appointment, the members of the County Board may submit in writing their preferences for committee appointments so that the County Board Chairperson may take them into consideration in making his/her appointments.
- (4) ROLE OF COUNTY BOARD CHAIRPERSON. In addition to being a member of the-Administrative Committee, the County Board Chairperson may be appointed to other committees, may be elected Chair of a standing committee and shall be a voting member of any standing committees of the County Board in the case of lack of a quorum on those committees when needed as a member to achieve a quorum.
- (5) STANDING COMMITTEES.
- (a) A County Board member is restricted to being a chairperson of just one standing committee if so elected, not including serving as the Administrative Committee Chair.
- (b) Appointed citizen members on any committee shall be paid the same and have the same voting rights as other members of the committee.
- (c) The following shall be the standing committees of the County Board and shall be composed as follows with duties as listed:
- (1) Highway. Five members of the County Board. The Committee shall:
- (a) Perform all functions and duties required under Wis. Stat 83.015.
- (b) Provide oversight of the Highway Department.
- (c) Perform all duties prescribed by State law.
- (d) Provide oversight on all road and bridge construction.
- (e) Provide oversight on all matters related to the bike trails.
- (2) Land Conservation, Planning/Extension Pepin County: (*Ord. No. 179: Am. #111, 06-15 -16; Am. #115, 05-16-18; AM# 117, 3-20-19, Am# 137, 2-21-2024; Am#143 4-21-2026*)

Four members of the County Board, and one designated Agricultural Representative. The Agricultural Representative shall also participate and vote on U.W. Extension matters

This Committee shall:

- (a) Perform all functions and duties required under Wis. Stats. 92.06.
- (b) Provide oversight for personnel and jurisdiction of all

matters relating to parks and recreational facilities.

- (c) According to Sect. 59.56(3) Wis. Stats., administer the County extension programs jointly with the Extension Pepin County Area Extension Director in the following areas:
 - (i) Provide oversight to the professional staff.
 - (ii) Develop a program focus.
 - (iii) Evaluate program direction and outcome.
- (d) Provide oversight to County-owned forests and any County-owned cemetery.
- (e) Provide oversight to the Recycling Solid Waste and Economic Development Programs.
- (f) Advise and review in the administration of the following areas:
 - (i) Zoning
 - (ii) Surveyor
 - (iii) Land Information
 - (iv) Review pending charters and ordinances affecting areas of jurisdiction.

(3) Human Services Board. Four members of the County Board and three appointed citizen members each for three-year terms that are set up as staggered terms. The County Board of Supervisors shall appoint the citizen members upon the recommendation of the Human Services Board.

- (a) The four County Board members appointed to the Human Services Board will have jurisdiction regarding all matters relating to the Veteran's Service Office.
- (b) The Human Services Board shall provide oversight to the Human Services Department as outlined in Section 46.23(5) of the Wisconsin Statutes, "Powers and Duties of County Human Services Board".
- (c) Perform all functions and duties required under Wis. Stats. 51.42 and 46.23.

(4) Administrative: (Ord. No. 179: Am. #111, 06-15-16; Am. #115, 05-16-18; Am #125, 03-18-2020)

The Administrative Committee is comprised of at least five members of the County Board, one of whom is the County Board Chairperson and the other members shall be the chairperson of the following standing committees: Highway, Land Conservation, Planning/_Extension Pepin County, Human Services, Law Enforcement, and the Board of Health. In the absence of a standing committee chairperson at an Administrative Committee meeting, the

standing committee vice chair is the only Supervisor that may attend as an alternate at the meeting as a voting Administrative Committee member. This Committee shall:

- (a) Advise and review the administration of the following Elected Officials:
 - i. County Clerk
 - ii. County Treasurer
 - iii. Register of Deeds
- (b) Provide oversight to the County Administrative Coordinator.
- (c) Provide oversight to the County Finance Director.
- (d) Provide oversight to the Personnel Director
- (e) Recommend to the County Board any amendments to the Employee Handbook
- (f) Responsible to the interpretation, administration and enforcement of the Employee Handbook
- (g) Review the County Board Rules as needed.
- (h) Have jurisdiction over the acquisition and disposal of all county property consistent with law.
- (i) Collaborate on implementing changes in mandated State statutes with the Elected Officials.
- (j) Approval of all County vouchers.
- (k) Provide oversight for the construction of any new buildings and building renovations.
- (l) Analyze on an ongoing basis the facility needs of the County and report to the County Board at least annually.
- (m) Direct the loss control, risk management and insurance effort for the County.
- (n) Negotiate all wages, salaries, terms and conditions of employment and all grievances for all County employees.
- (o) Periodically review wages and salaries.
- (p) Recommend changes in the affirmative action plan to comply with State and federal regulations.
- (q) Insure that annual performance evaluations are being carried out by department heads.
- (r) Monitor and implement Ch. 2 of this Code of Ordinances and make recommendations of changes in the chapter as needed.
- (s) Approve requests for personnel additions and deletions and

FTE changes for all County departments.

(5) Pepin County Board of Health: Four members of the County Board, and 3 other members who are not elected officials or employees of the County (in appointing these three members a good faith effort shall be made to appoint a physician and a registered nurse). The Board of Health shall:

- (a) Perform all functions and duties required under Wis. Stats. 251.04.
- (b) Provide oversight to the Pepin County Health Department.
- (c) Have jurisdiction of all matters relating to public health in Pepin County.

(6) Law Enforcement/Emergency Management. (*Ord 179: Am. 115, 05-16-18*)

Five members of the County Board. This Committee shall:

- (a) Insure all functions and duties required under Wis. Stats. 323.14. are executed.
- (b) Advise and review in the administration of the following departments:
 - i. Sheriff,
 - ii. District Attorney,
 - iii. Clerk of Courts,
 - iv. Register in Probate,
 - v. Circuit Court,
 - vi. Coroner
 - vii. Family Court Commissioner
 - viii. Emergency Management
- (c) Advise and review in the administration of the law library and jail.
- (d) Draft ordinances in area of jurisdiction for consideration by the County Board.
- (e) Have jurisdiction of all matters relating to emergency government.
- (f) Review pending charters and ordinances affecting areas of jurisdiction.

(6) GENERAL DUTIES. All standing committees shall have the following duties:

- (a) Focus on policy issues. Refrain from micro-managing the professional staff.
- (b) Report to the County Board in all major developments within their respective

departments at the time that the respective annual reports are given.

- (c) Insure each department complies fully with all directives of the County Board and requirements of state law.
- (d) Counsel with department heads, in an advisory capacity, to help effect necessary improvements.
- (e) Assist each department in preparing its annual budget.
- (f) Insure that funds are spent for the purpose for which they were appropriated.
- (g) Examine major department purchases and contracts.
- (h) Perform such other duties as the County Board may direct.

(7) CONDUCT OF BUSINESS. Conduct of committee business shall be as follows:

(a) Meetings.

(1) Within 30 days after the organizational meeting, all standing committees shall meet and elect one of its members as chairperson and one as vice-chairperson by majority vote of all committee members. Minutes shall be kept of all committee meetings by the County Clerk or a person designated by the County Clerk. These minutes shall be the responsibility of the County Clerk and become part of the permanent record of the County Board. A copy of all committee-meeting minutes shall be made available to all supervisors.

(2) All committee meetings shall be scheduled in advance by entering the date and time upon the calendar outside the County Board room.

(3) The County Clerk shall be given a written notice of committee meetings, post notices in designated areas and shall give such written notice to the official County newspaper stating time and place.

(4) At the Committee meetings, the use of remote participation is allowed but subject to the following:

(a) All meetings are conducted in accordance with the Open Meetings Law.

(b) Members can be physically present or attend remotely to constitute a quorum for the transaction of business of a Committee meeting.

(c) At the start of any meeting in which a member participates remotely, they will need to identify themselves during roll call and make every attempt to be visible to participants.

(d) All Committee members who attend a meeting through remote participation shall be entitled to vote as if they were personally and

physically present at the meeting, but their vote shall be recorded as done by electronic attendance.

(e) All votes taken during a meeting in which member(s) participates remotely must be by roll call vote.

(f) Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Texts messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.

(g) Members who participate remotely and all persons present at the meeting location must be clearly audible to each other.

(h) If technical difficulties arise as a result of utilizing remote participation, the Chairperson or in the chairperson's absence, the person chairing the meeting, may decide how to address the situation. If a Supervisor is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

(i) Members attending remotely are not entitled to receive any mileage.

(b) Order of Business. The order of business at committee meetings shall be as follows, except that the Chairperson may modify the order of business as necessary:

- (1) Call to order
- (2) Call of the roll
- (3) Public Comments Regarding Listed Agenda Items

At the discretion of the Committee Chair, public comments may be allowed during the discussion of the specific agenda item.

Comments will be limited to 5 minutes per speaker unless otherwise given permission by the Committee Chairperson. No accumulating of time from others allowed. The Committee Chair may, from time to time, adopt rules applicable to public comment.

The public comment period is an opportunity for members of the public to address the Committee on matters that are scheduled for the Committee to take up during the meeting, as indicated on the

meeting agenda. All comments shall be germane to the topics on the Committee's agenda. Speakers must also refrain from personal attacks against the Committee members and County staff. The Chair may declare any commenter out of order for failure to abide by these guidelines.

- (4) Approval of the agenda
- (5) Approval of the minutes
- (6) Consent Agenda Items
- (7) Reports
- (8) Business Items
- (9) Public Comments other than Agenda Items
- (10) Future Agenda items and next meeting date
- (11) Adjournment

(c) Legislation.

(1) Introduction. Committees of the County Board introducing resolutions or ordinances shall advise the County Clerk of the general contents thereof. Thereupon, the County Clerk shall assign a number to the document, which shall be incorporated for reference purposes as a part of the resolution or ordinance. In addition, all resolutions or ordinances shall be prefaced by a title and the name and be signed by the chair, or in the chair's absence, the vice chair of the committee introducing the same. Each resolution shall provide a short identifying statement of its purpose and provide a space for confirming that the resolution has been reviewed by the Finance Director to determine fiscal impact. No resolution may be introduced to the full Board without the signature or initials of the Finance Director and the Finance Director's notation as to fiscal impact. In the event that a majority of committee members do not approve introducing the resolution or ordinance, see Referral to Committee process (Section 2.03 (10) for appeal and it would then be signed by the Committee members appealing to the County Board Chairperson.

(2) Submission Time Limit. Every resolution or ordinance shall be submitted to the County Clerk by noon on the Monday that is at least 10 days prior to the Board meeting. The County Board Chairperson can make an exception to a late submission of a resolution in an emergency. The County Clerk shall use their reasonable best efforts to mail agendas to all Board members at least 7 days prior to each meeting.

(8) OTHER APPOINTMENTS. (Ord. No. 179:Am 143 4-21-2026)

Only select * Committee Appointments from Pepin County may receive per diem and mileage reimbursement.

The County Board of Supervisors shall appoint the following:

- (a) Mississippi River Parkway Commission. One member that is appointed by the Governor. Assist in coordinating the development and preservation of the Great River Road. This commission shall perform all functions and duties required under Wis. Stats. 14.85.
- (b) * Mississippi River Regional Planning Commission. Three members (one County Board Appointment, one Governor appointment, one Board and Governor appointment).
- (c) Housing Authority. (Pepin County) Five citizens for five-year terms.
- (d) IFLS Library Advisory Council. One member (a librarian, if possible).
- (e) * West Cap. One County Board member that is on the Human Services Board.
- (f) * Veterans Service Commission. Three veteran citizen members each selected for a three-year term. This commission shall perform all functions and duties required under Wis. Stats. 45.81.
- (g) Local Emergency Planning Committee. This Committee shall perform all functions and duties required under Wis. Stat. sec. 59.54(8).
- (h) * Board of Adjustment. Five citizen members, each serving for a term of three years beginning July 1. Two alternate members shall also be appointed and designated as the first alternate and the other a second alternate. The members of the Board of Adjustment, including alternate members, shall all reside within the county and outside of the limits of incorporated cities and villages; provided, however that no two members shall reside in the same town. The Board of Adjustment shall exercise all powers granted the Board of Adjustment under Section 59.694 of the Wisconsin State Statutes and as elsewhere provided in the County's Ordinances.
- (i) * ADRC (Aging and Disability Resource Center) of Buffalo and Pepin County Government Body. (Ord. No. 179: Am. #115, 05-16-18; Am #143 4-21-26)

This eight-person Governing Board that is responsible for oversight of the ADRC. It includes one County Board Supervisor from each County, and the remaining six citizens must be consumers, family members/guardians or advocates of the following groups: Four representing older persons, age 60 and above, one representing adult persons with physical disabilities, and one representing adult persons with intellectual/developmental disabilities. Citizen members appointed by the County Board for a three-year term and the County Board Supervisors are appointed by their respective County Board

Chairperson for a two-year term. Either a County Board Supervisor or Citizen Member can be appointed to the Chair or Vice Chair position.

- (1) Aging Advisory Committee- This committee shall perform all functions and duties required under Wis. Stats. 46.82. One County Board Supervisor and three (3) Citizen members.
- (j) * Woodland Enhanced Health Services Commission
The Woodland Enhanced Health Services Commission provides governance and oversight of the Clark County Rehabilitation Center, which delivers essential mental health and rehabilitative services to participating counties.
This special committee of the Pepin County Human Service Board shall consist of one Supervisor member of the County Board from each County. Supervisors shall be appointed by the County Board Chair and confirmed by the County Board. This appointment would have two-year term.
- (k) * West Central Wisconsin Workforce Development Board
One County Board Supervisor appointed to attend scheduled meetings. This appointment would have two-year term.
- (l) Condemnation Commissioners (Pepin County)
Pepin County Circuit Court Judge appoints six (6) Condemnation Commissioners pursuant to § 32.08. The appointment notification is presented at the Law Enforcement and Emergency Management Meeting every three (3) years. Compensation is paid by the Condemner.
- (m) * Chippewa Valley Technical College Appointment Committee
County Board Chair is automatically appointed to this committee, term ends with office.
- (n) * Criminal Justice Collaborating Council -(CJCC) County Board Representative County Board Member Appointment, term ends with office.
- (o) Highway Safety Commission Coordinator
County Board Member Appointment, term ends with office.
- (p) Land Information Council
County Board Member Appointment, term ends with office.
- (q) Pepin County Emergency Food and Shelter Program (EFSP):
Highest ranking County Board official- County Board Chair
- (r) Nutrition Committee (Pepin County)
All citizen members, no County Board Supervisors appointed.
A Citizen member can be a Chair or Vice Chair of the Committee.

(9) **REMOVAL OF COMMITTEE OFFICERS AND MEMBERS.**

A chairperson of a committee can be removed by majority vote of all members of a committee. The removed chairperson would remain on the committee and the vice-chairperson of the committee would assume the role of chairperson until a new chairperson is elected. A committee member can be removed by the County Board chairperson at the request of the individual or by a majority vote of all members of a committee. The County Board chairperson may reassign the removed member to another committee.

2.05 SMOKING PROHIBITED. *(Ord. No. 179: Am. #108, 03-16-16)*

No smoking shall be allowed in the government center.

2.06 COMPENSATION. *(Ord. No. 179: Am. #108, 03-16-16; Am. #115, 05-16-18)*

- (1) All County Board Members shall be compensated in accordance with the current resolution setting per diem rates, meal allowances and mileage for an individual who drives to the meeting.
- (2) The County Board Chairperson and other officers of the Board shall receive an additional salary as set by resolution of the County Board. Any Board member appointed to a committee may attend as many committee meetings as are necessary to efficiently conduct County business and shall receive compensation and mileage for such meetings in accordance with the current resolution setting forth per diems.
- (3) Per Diem limitation. Per diem compensation to supervisors shall be limited as follows: Supervisors attending any committee meetings of which they are not members shall not be entitled to per diem unless the attendance is as Chairperson of the County Board, requested by the County Board Chairperson.
- (4) The 1st Vice Chair of the County Board shall receive the salary of the County Board Chairperson if the duties of the County Board Chair are assumed more than 30 days and shall cease when the County Board Chair resumes responsibilities. The County Board Chairperson shall not receive the additional salary if the 1st Vice Chair is receiving the additional salary.

2.07 COUNTY BOARD MEMBER RULES OF CONDUCT OUTSIDE MEETINGS.

(Ord. No. 179: Am. #137,02-21-2024)

Recognizing the importance of ethical and responsible conduct to the orderly and efficient operation of county government, the County Board hereby establishes the following Rules of Conduct applicable to County Board Members, which will govern activities outside a County Board meeting and supplement the provisions of Section 2.03(23). Any violation of these Rules of Conduct may, in addition to any penalties imposed under the Wisconsin Statutes, result in admonishment, censure, removal of committee chair responsibilities, removal from committees or otherwise form the basis for additional proceedings under applicable Wisconsin Statutes.

- (1) The County Board affirms its commitment to the standards of conduct contained in Wis. Stat. § 19.59(1)(a)-(d) applicable to County Board Members as local public officials, as set forth in the following:
- (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by WI State Statute Ch. 11. This paragraph does not prohibit a local public official from obtaining anything of value from the Wisconsin Economic Development Corporation or the department of tourism, as provided under s. 19.56 (3) (f).
 - (b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.
 - (c) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under WI State Statute Ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
 - (d) Except as otherwise provided in par. (e), no local public official may:
 - 1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
 - 2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

(e) Paragraph (d) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

(2) Board Member Relationship with Staff.

(a) Board Members shall at all times exhibit professional and courteous behavior when interacting with County staff. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at a County employee whether in a meeting or outside a meeting.

(b) Board Members shall refrain from requesting that County staff perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrative Coordinator or the appropriate Committee.

(3) Expectations for Board Member Attendance and Participation.

Board Members are expected to attend all meetings of the County Board and every Committee to which the Board Member is assigned. Likewise, Board Members are expected to fully participate in all matters of business brought before a meeting in a manner consistent with these Rules.