

Department of Administration

**MINUTES OF THE  
COMMITTEE ON THE RULES OF ORDER  
OF THE CALUMET COUNTY BOARD OF SUPERVISORS**

Thursday, March 31, 2022

10:30 a.m.

**1. Meeting Announcement and Posting**

The Committee on the Rules of Order Meeting was called to order at 10:30 a.m. The meeting was properly announced and posted.

**2. Roll Call**

**Members in attendance:** Chair Tom Stoffel; Supervisors Bill Barribeau, Hope Karth, and Emily Voight.

**Also in attendance:** Alice Connors, Calumet County Board Chair; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Patricia Winkler, Assistant to the County Administrator.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval of Agenda**

**Moved** by Supervisor Barribeau and seconded by Supervisor Karth to approve the agenda. Motion carried unanimously.

**5. Approval of Minutes of the October 12, 2021 Meeting**

**Moved** by Supervisor Voight and seconded by Supervisor Karth to approve the minutes of the October 12, 2021 meeting. Motion carried unanimously.

**6. Report of Committee Members**

None.

**7. Communications**

None.

**8. Items for Action or Discussion:**

**A. Revisions to Agricultural & Extension Education Committee**

Following the major restructuring of UW Extension and the resignation of the Agriculture Educator, Calumet County terminated the contract with UW Extension for the position of Agriculture Educator. The County has since included the position in the 2022 Land & Water Conservation Budget, making it a county position. Since the County is still under contract with UW Extension for the 4-H Program Coordinator position, the County is



required to have a committee to which the 4-H Program Coordinator reports, but it does not necessarily need to be the Agricultural & Extension Education Committee. The following draft of the membership, duties and responsibilities for an Extension Education Committee was reviewed by the committee and discussed.

## ~~AGRICULTURAL AND~~ EXTENSION EDUCATION COMMITTEE

1. Membership. The ~~Agricultural and~~ Extension Education Committee shall be comprised of ~~five (5)~~ two (2) County Board Supervisors, ~~who may be members of the Land and Water Conservation Committee.~~ and three (3) members from the Calumet County community. One or two (1-2) of these community members should be a Calumet County youth in grades 9-11, one (1) of which is recommended to be a current Calumet County 4-H member. It is recommended that the adult community member(s) be a 4-H leader or someone interested in positive youth development and should not be a member for more than two (2) consecutive terms. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. ~~The organizational meeting shall occur within 30 days of approval of the committee appointments.~~
  - b. ~~Work with the University Extension Programs and the U.S. Department of Agriculture.~~
  - c. Review the current county Extension programs and identify potential programming needs throughout Calumet County.
  - ~~b.~~ d. Use information provided by the Calumet County 4-H Program Educator (e.g. membership data and geographic maps) to help develop an action plan to address access barriers/gaps to 4-H Program and expand access throughout Calumet County.
  - ~~c.~~ ~~Review county dog damage claims and establish fair market values.~~
  - ~~d.~~ e. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - ~~e.~~ f. The is Committee shall confer and have is an advisory Committee and not a policy making responsibilities for the Department Committee.

**Moved** by Supervisor Barribeau and seconded by Supervisor Voight to amend the revision in the membership section to read “youth in grades 8-11” instead of grades 9-11 and include the revision, as amended, in the Rules of Order to be presented for approval at the April 19, 2022 Organizational Meeting of the Calumet County Board. Motion carried unanimously.

### **B. Revisions to Glacierland Resource and Conservation Development Council**

The committee reviewed and discussed the following updates to Glacierland Resource and Conservation Development Council:

## GLACIERLAND RESOURCE ~~AND~~ CONSERVATION & DEVELOPMENT COUNCIL (GRC&D)

1. Membership. ~~The Glacierland Resource and Conservation Development Council is comprised of the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oneida Indian Nation, Outagamie, Sheboygan and Winnebago. Each will appoint three (3) members and one (1) alternate. One (1) member shall be a County Board Supervisor and two (2) members will not be affiliated with County Government.~~ The County Board Chair shall appoint one (1) members to the Council for a two (2) year term, subject to confirmation of the County Board.

These minutes HAVE NOT BEEN Approved by the Committee on the Rules of Order

2. Duties and Responsibilities.

- a. This Council is ~~an advisory Council~~ and not a policy making ~~Council~~.
- b. An independent, non-profit, non-partisan incorporated group having, as its primary concern the social, environmental and economic needs of the area. To address these concerns and needs, this Council will key on the development and conservation of all natural resources to promote economic development and improve the quality of life. This is accomplished by bringing together various agencies, organizations and people to work on projects addressing issues of sustainability. Glacierland RC&D works with public and private landowners to promote sustainable practices, including regenerative agriculture, invasive species management, multiple-use forestry and water quality best management practices, along with providing grant-writing and fiscal agent services. The Council is organized within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

**Moved** by Supervisor Barribeau and seconded by Supervisor Karth to amend the recommended revision by adding the phrase "who shall be a County Board Supervisor" to the membership section, and to include the revision, as amended, in the Rules of Order to be presented for approval at the April 19, 2022 Organizational Meeting of the Calumet County Board. Motion carried unanimously.

**C. Increase Reimbursement Rate for Conservation Congress**

Committee reviewed and discussed a request to increase the reimbursement rate for Conservation Congress from \$250 to \$350. The reimbursement is used to help defray the cost of the Annual Conservation Congress Convention. The rate has not been changed for at least 10 years.

The following revision to the Rules was recommended:

G. Pursuant to Wisconsin State Statute 59.70(21) reimbursement of up to ~~\$250~~\$350 will be provided to a member of the Conservation Congress to attend the Annual Conservation Congress Convention.

**Moved** by Supervisor Karth and seconded by Supervisor Voight to include the revision, as presented, in the Rules of Order to be presented for approval at the April 19, 2022 Organizational Meeting of the Calumet County Board. Motion carried unanimously.

**D. Revisions to Rule X: Budgetary and Policy Responsibilities**

Committee reviewed and discussed the following revision:

**RULE X: BUDGETARY AND POLICY RESPONSIBILITIES**

- A. New positions or permanent increases in part-time allocations to full-time status shall be approved through budget process pursuant to law and shall be presented to the Board in the form of a resolution. However, when the County Administrator determines that an unbudgeted position is necessary, ~~regardless of the need for additional appropriations~~and will create a budget increase in current or future years, a resolution for the unbudgeted position shall be approved by a majority vote of the Administrative Services Committee, and two-thirds (2/3rds) vote of the full County Board.\* All position resolutions shall have an approved position description attached to it and shall contain the following information:
  1. Position title
  2. Proposed classification
  3. Effective date
  4. Rationale for the position
  5. Identification of the state or federal mandates that may have caused the need

6. Description of how the position fits into the long-range and strategic plans of the department and/or county
7. Salary, fringe benefit and other related costs
8. Other pertinent information such as tenure restrictions, revenue contingencies, or other limiting factors shall also be identified in the resolution.

\*The exception to this, as also provided in the Personnel and General Administrative Policy Manual, is: Home Healthcare/Hospice Positions. The County Administrator has the authority to increase/decrease full-time equivalents (FTEs) in the Table of Organization for Home Healthcare/Hospice with flexibility to meet the needs of patients (clients/consumers) provided there is no impact on the approved budget.

**Moved** by Supervisor Barribeau and seconded by Supervisor Karth to recommend the revision, as presented, in the Rules of Order to be presented for approval at the April 19, 2022 Organizational Meeting of the Calumet County Board. Discussion followed. Motion carried unanimously.

**E. Possible review and revision of other Rules of Order not identified above**

Committee discussed the meeting time of County Board Meetings. The draft Rules of Order, containing recommendations for revisions by the Committee on the Rules of Order, to be presented to the County Board for approval at their April 19, 2022 Organizational Meeting, already reflects the Committee's recommendation that the Organization Meeting of the County Board, held on the third Tuesday in April in even numbered years, begins at 9:00 a.m. The draft Rules also includes the committee's recommendation that the Annual Meeting, held on the last Monday of October or the first Monday of November each year, begins at 9:00 a.m. When discussing the timing of all other meetings, the committee discussed recommending the meeting time be changed from 7:00 p.m.

**Moved** by Supervisor Voight to change the timing of all other meetings from 7:00 p.m. to 5:00 p.m. Motion died for lack of a second. Discussion continued.

**Moved** by Supervisor Karth and seconded by Supervisor Voigt to recommend changing the timing of all other meetings from 7:00 p.m. to 4:00 p.m. and include the change in the Rules of Order to be presented for approval at the April 19, 2022 Organizational Meeting of the Calumet County Board. Motion carried, with 4 ayes (Karth, Barribeau, Connors, Voight) and 1 nay (Stoffel).

**9. Adjournment**

The meeting adjourned at 11:05 a.m.

Patricia Winkler, Recording Secretary