



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/11/2021

Amended* Post Date:

**The following documents are included in the packet for the
Administrative Committee on March 15, 2021:**

- 1) Agenda
- 2) Ordinance Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

**Date: Monday, March 15, 2021 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI**

Amended AGENDA*

**Committee
Members**

Harley Reabe, Chairman
Keith Hess
Dennis Mulder
Katie Mehn
Brian Floeter

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Ordinances
 - Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings
5. Consider Motion to Convene into Closed Session:
 - Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility—this Closed Session is regarding performance evaluations of the County Administrator and County Administrator staff.
6. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session.
7. Committee Discussion
 - Future Meeting Dates: May 3, 2021
 - Future Agenda items for action & discussion

***A quorum of the Highway Committee, Finance Committee, Property & Insurance Committee, Ag & Extension Committee and Land Conservation Committee may be present at the Administrative Committee meeting. None of these committees will take any formal action at the meeting.**

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Administrative Committee
Time: Mar 15, 2021 04:30 PM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/95238208183?pwd=emRqSFRJUHZYTTBYbjVvTUNIZ2xPdZ09>

Meeting ID: 952 3820 8183
Passcode: 104560

Dial by your location
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 952 3820 8183

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

ORDINANCE NO. -2021

Amending Chapter 9 – Board of Supervisors by Adding Article VI – Electronic Meetings.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of April 2021, does ordain as follows:

- 1 **WHEREAS**, the recent COVID-19 pandemic of 2020 resulted in the Green Lake County
- 2 Board of Supervisors declaring several successive Emergency Declarations; and,

- 3 **WHEREAS**, in each Emergency Declaration, the County Board allowed for the use of
- 4 electronic meetings to help prevent the spread of the virus and to protect board
- 5 members, the public and county employees; and

Requires $\frac{3}{4}$ super majority vote

Roll Call on Ordinance No. -2021

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th
day of April, 2021.

Harley Reabe, Chair

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

7 **WHEREAS**, the current County Board Rules of Order do not provide for the use of
8 electronic meetings; and,

9 **WHEREAS**, Robert's Rules of Order, adopted by the Board of Supervisors in §9-20,
10 allows for electronic meetings if the by-laws of the organization allow for it; and

11 **WHEREAS**, guidance from the WCA and the Wisconsin Attorney General does not
12 specifically forbid a government body from utilizing electronic meetings to conduct
13 government business; and

14 **WHEREAS**, there may be instances, absent a pandemic or epidemic, where electronic
15 meetings may be beneficial to the County Board and its Committees; and

16 **WHEREAS**, the Administrative Committee recommends the County Board adopt rules
17 and procedures for conducting electronic meetings for the Board and its Committees.

18 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
19 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

20 Section 1. Green Lake County Ordinance, No. 11-2018, enacted on April 17, 2018, is
21 hereby amended by adding Article VI – Electronic Meetings.

22 §9-90 Title. This Ordinance shall be known as the “Green Lake County Board of
23 Supervisors Electronic Meeting Ordinance”.

24 §9-91 Definitions. The following definitions apply to this Ordinance

25 ELECTRONIC MEETING/E-MEETING means any meeting that takes place online by use
26 of a synchronous digital telecommunication platform. An e-meeting is a web-based
27 meeting or conference format that allows participants to see and hear each other in real-
28 time, and may make presentations with visual aids such as charts and graphs by sharing
29 screens.

30 *Note: Green Lake County currently uses the “Zoom” platform for its electronic*
31 *meetings.*

32 ANCHOR LOCATION means one or more locations set by the County Board, the County
33 Board Chair, or a committee chair, which is the physical location from which the e-meeting
34 originates and where the public may attend the e-meeting if they are unable to monitor the
35 e-meeting outside of the anchor location. Generally the Green Lake County Board Room.
36 Other meeting rooms in the Green Lake Government Center may be used.

37 CLERK, means the Green Lake County Clerk, the Clerk’s designee or any persons acting
38 as a Clerk for a meeting.

39 MEMBER means a member of the Green Lake County Board of Supervisors, or an
40 individual appointed to a duly authorized committee of the County Board of Supervisors.

41 PERSONAL COMPUTING DEVICE means a desktop computer, laptop, smartphone,
42 tablet (such as an iPad, Nexus 7, Galaxy Tab, Kindle Fire), or similar devices.

43 Note: The County has provided iPads to County Board Supervisors for use at
44 County Board and committee meetings.

45 §9-92. Scope. This Chapter allows for the use of electronic meetings for the Board of
46 Supervisors, Committee of the Whole and for the duly authorized Committees of the
47 County Board.

48 §9-93. Open meetings requirement. An e-meeting may be convened and conducted so
49 long as the meeting complies with the requirements of Wisconsin Open Meeting laws. All
50 requirements under the Open Meetings laws must be followed for conducting an e-
51 meeting.

52 A. Provisions must be made for a member of the public to monitor an open meeting of
53 the Board or committee if they are unable to do so electronically. No member of
54 the public should be denied in person access to an open meeting of the Board of
55 Supervisors or a Committee meeting. However, no provision will be made for the
56 public to attend an e-meeting at any place other than the anchor location.

57 B. E-meetings should not be used where Wisconsin Statutes or Law require a hearing
58 unless the Board can determine a means for public access to documents, exhibits,
59 maps and/or testimony or statements substantially similar to an in-person hearing,
60 or as may otherwise be permitted by law.

61 C. E-meetings should not be scheduled for matters that are complex or require
62 extensive use of graphs, charts or other demonstrative documents which would be
63 difficult for the public to view, unless the Board can determine a means for public
64 access to the documents.

65 D. The Agenda for a meeting that will be held electronically and in person, must
66 contain sufficient information to inform the public of how it may access and monitor
67 the meeting, including information on who to contact should a member of the public
68 need assistance to participate in the meeting and to allow planning for
69 accommodations if necessary.

70 E. The Clerk shall send by e-mail to every member of the Board, and by Open
71 Meetings Law notice [Wis. Stat. § 19.84] to the public at least 24 hours prior to the
72 time of the meeting, the URL and codes necessary to connect to the Internet
73 meeting service, and, as an alternative and backup to the audio connection
74 included within the Internet service, the phone number and access code(s) the
75 member needs to participate aurally by telephone.

76 F. Display of documents. The Clerk at the direction of the presiding officer shall
77 enable a share screen for the display of documents relevant to a matter under
78 consideration; and, to the extent feasible, the Clerk , or anyone assisting the clerk

79 for this purpose, shall cause such documents that are currently before the meeting
80 for action or information, to be displayed therein until disposed of or directed by the
81 presiding officer to end the display.

82 §9-94. Who may authorize an e-meeting. The County Board Chair or a committee chair,
83 in consultation with the County Board Chair, may authorize a meeting to be held
84 electronically when cause for doing so exists, such as, but not limited to, natural disasters,
85 severe or harsh weather events, risks of infectious disease(s) (pandemics, epidemics,
86 endemics, etc.), war, riot or as a means to obtain a quorum.

87 §9-95. Rules of Order. The County Board Rules of Order apply at all e-meetings.

88 §9-96. Special Rules of Order for e-meetings. The following special rules of order apply to
89 all e-meetings in addition to the Rules of Order of the County Board. If a special rule of
90 order conflicts with a County Board Rule of Order, the more specific rule shall apply.

91 A. Physical Attendance:

- 92 1. No member of the County Board may attend more than four (4) County Board
93 Meetings in any calendar year via e-meeting.
- 94 2. No committee member may attend more than four (4) committee meetings in any
95 calendar year via e-meeting. This applies separately for each committee
96 assignment. For example, if a committee member is a member of two committees,
97 that member may attend four meetings of each committee via e-meeting.
- 98 3. Exceptions to the physical attendance rule may be made by the County Board
99 Chair upon a showing of good cause by the Member.

100

101 B. All County Board e-meetings will take place in the County Board Room, which is the
102 anchor location. Committee meetings may take place in the County Board Room or
103 other conference room in the Green Lake County Government Center; said room will
104 also be an anchor location.

- 105 1. The County Board Chair or committee chair must be present at the anchor location.
106 If neither the Count Board Chair or committee chair is present at the anchor
107 location, then the vice-chair must be present. If the vice-chair is not present,
108 another member present at the anchor location must be elected to chair the
109 meeting (chair pro tem).
- 110 2. The Clerk or designee must also be present at the anchor location to ensure the
111 electronic meeting platform is running correctly and to perform any duties related to
112 running the electronic meeting.

113 C. Members who wish to appear electronically at an e-meeting shall notify the County
114 Clerk at least 24 hours prior to the meeting.

115 D. There shall be no limit to the number of members who may appear electronically at an
116 e-meeting, except that the chair or vice-chair (or duly elected chair pro tem) must be
117 physically present at the anchor location.

- 118 E. Members attending virtually via an e-meeting shall receive per diems pursuant to
119 Board Rules as if they physically attended the meeting. Mileage is not reimbursed.
- 120 F. Members attending virtually shall count as a member present for purposes of
121 determining a quorum as if that member was physically present at the anchor location.
122 The presence of a quorum shall be established by audible roll call at the beginning of
123 the meeting. Thereafter, the continued presence of a quorum shall be determined by
124 the online list of participating members and members physically present, unless any
125 member demands a quorum count by audible roll call. Such a demand may be made
126 pursuant to Wis. Stat. §19.88(2), following any vote for which the announced totals add
127 to less than a quorum.
- 128 G. Members attending an e-meeting may make, second and vote on all motions and
129 participate in discussion as though physically present at the anchor location. Members
130 shall state their motion clearly so that all present at the e-meeting can hear and
131 understand the motion. Members seconding a motion, shall do the same.
- 132 H. Members shall use their County issued personal computing device to access an e-
133 meeting, to be recognized as having the floor, and for voting (except in committee). If
134 a Member does not have a County issued Personal Computing Device, the member
135 may use their own personal computing device to access an e-meeting or in the
136 alternative, may attend the e-meeting by telephone.
- 137 I. Members are responsible for their own audio and internet connections. Members may
138 attend an e-meeting via telephone if they do not have an adequate internet connection
139 that allows for synchronous communication. Members shall identify and shall maintain
140 Internet and audio access throughout the meeting whenever present but shall sign out
141 upon any departure before adjournment.
142
- 143 J. No Action shall be invalidated on the grounds that the loss of, or poor quality of, a
144 member's individual connection prevented participation in the meeting. If there is a
145 question of whether a member voted, the Clerk may take the member's vote after all
146 other votes have been cast.
- 147 K. Minutes shall reflect which members, staff and guests appeared in person and which
148 members, staff and guests appeared electronically.
- 149 L. All persons shall identify themselves before speaking to assist the County Clerk or
150 recording secretary in recording the minutes.
- 151 M. All persons appearing electronically shall notify the Chair of their departure, whether
152 permanent or temporary, from the meeting before leaving to ensure that a quorum is
153 maintained.
- 154 N. If a closed session is on the agenda, all persons who will be included in the closed
155 session must ensure that their location is private and others may not overhear the

156 closed session discussion.

157 O. If any chat windows are open during the meeting, they may only be used to resolve
158 technological problems.

159
160 P. Votes shall be taken by audible roll call or, when practicable within the meeting service
161 platform, by electronic roll call, e.g. "Roll Call Pro". The Chair's announcement of the
162 voting result shall include the number of members voting on each side of the question
163 and the number, if any, who explicitly respond to abstain or acknowledge their
164 presence without casting a vote. Business may also be conducted by unanimous
165 consent.

166
167 Q. All members who attend an electronic meeting shall report to the County Clerk's Office
168 to sign resolutions and ordinances voted upon while attending an electronic meeting,
169 prior to the County Board meeting where the ordinance or resolution will be presented
170 to the Board. If the member is unable to sign the ordinance or resolution prior to the
171 County Board meeting, the County Clerk may enter the following on the resolution or
172 ordinance:

173
174 "[Supervisor name] approved by voice vote on Zoom" or "[Supervisor name] approved
175 by roll call vote on Zoom".

176
177 R. Meeting etiquette:
178 1. Members will be in responsible for muting/unmuting themselves; however, if
179 necessary, the Clerk may mute a Member whose background noise is disrupting
180 the meeting.
181 2. All persons attending an e-meeting shall keep their microphones muted, except
182 when speaking, to avoid disrupting the meeting.
183 3. No side conversations should be held in the "chat box".
184 4. Identify yourself prior to speaking or making or seconding a motion.
185 5. If in closed session, Members must assure that no other individual is present and
186 can hear the closed session discussion.
187 6. Members shall refrain from talking over each other and shall obtain the floor from
188 the Chair in order to speak.

189
190 Section 2. This ordinance shall become effective upon passage and publication.

191 Section 3. The repeal and recreation of any section herein shall not have any effect on
192 existing litigation and shall not operate as an abatement of any action or proceeding then
193 pending or by virtue of the repealed sections.

194 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
195 repealed.