

JUNE 8, 2010 SESSION  
OF THE  
WALWORTH COUNTY BOARD OF SUPERVISORS  
COMMITTEE OF THE WHOLE

The Walworth County Board Committee of the Whole meeting was called to order by Chair Russell at 5:12 p.m. at the Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

**Roll Call**

Roll call was conducted and the following Supervisors were present: Richard Brandl, Jerry A. Grant, Kathy Ingersoll, Vice-Chair Daniel G. Kilkenny, Carl Redenius, Rick Stacey, Russ Wardle, David A. Weber, and Chair Nancy Russell. Absent: Randy Hawkins, Joe Schaefer.

- **Wisconsin Open Meetings and Public Records overview; Title 2 overview; and, computer technology review for County Board Supervisors**

County Administrator Bretl outlined the items that he would be discussing with regard to Title 2, Rules of the County Board, and Open Meeting Laws and Public Records Law. He said that John Orr, Information Technology Director, would be discussing computer technology.

Supervisor Joe Schaefer arrived at 5:20 P.M.

Bretl distributed a copy of *Chapter 2, Municipal Code of Ordinances*, or Title 2, Rules and Duties of the County Board, to the Supervisors and gave highlights of the Chapter which included structure of the County Board, committee descriptions, agenda preparation, duties of committees, duties of Chairperson and Vice-Chair, Supervisors' duties, etc. He said that if our rules do not address a situation, then Robert's Rules of Order is consulted.

Bretl also distributed a *County Administrator's Bulletin No. 1* which addresses the issue of how to get an idea or a proposal on the County Board agenda and other frequently asked questions. Bretl said that a letter can be sent to the County Board and it will be included on the agenda as a communication and then referred to a committee at a County Board meeting. Another way to get an item on the agenda is to send a letter to a committee chair. If the item is time sensitive and it is on the agenda as a communication to be referred, a motion to suspend the rules to consider it on the night of the County Board meeting would be in order. If that is the case, the item would be listed on the agenda with a statement that indicates that the Board can offer a motion to suspend the rules and vote on the item immediately.

John Orr gave a brief overview of computer technology offered by the County for Supervisors. He gave a sneak preview of the County's new website which was going live June 9th. He said that a new GIS mapping system would also go live at the same time. Orr said that Supervisors do have a laptop available to them which will give them access to the County network, committee and board agendas, and packets. In addition, they could access their County email. There is also an enhanced mapping system on the website. Orr said that training will be offered for any computer technology provided to the Supervisors.

Supervisor Grant explained the advantages he has experienced by receiving his agendas and agenda packets via the laptop. He said he can access County records and other public records. He said it is a very easy program to work with and thinks it helps to greatly reduce the amount of paperwork.

Bretl distributed a Compliance Outline on *Wisconsin Public Records Law* to the Supervisors. He encouraged the Supervisors to look it over and then contact either himself or Michael Cotter if they had any questions. He said 90% of the time the request for open records will be to County staff.

Bretl asked the Supervisors to think seriously about having a County computer. He said that documents they create as a public official are public records and they are responsible for those records. If someone wants to see an email directed to a Supervisor as County business, they are required to make that email available to the public; so, it is best to use a County laptop for any correspondence or records. In general, records should be kept for seven years. He said the Supervisors did not have to keep hard copies of committee agendas, packets, or minutes as those records are kept by County staff.

Bretl also distributed a *Compliance Guide for Wisconsin Open Meetings Law*. He cautioned the Board that if six of the supervisors went out after the Board meeting to have dinner that could be considered a meeting. If three supervisors on a five-member committee go off together, that can also be considered a meeting that has not been noticed. This is what the law is trying to avoid. Bretl said the Attorney General and the law say that for any meeting you need to follow a publicly noticed agenda that is specific. Bretl also said under Public Comment period the public can talk about an item not on the agenda and a few questions can be answered but the item will need to be on a future agenda for more discussion.

Bretl encouraged the Supervisors to come and meet with him if they have specific questions.

**Adjournment**

On motion by Supervisor Stacey, seconded by Supervisor Schaefer, the Committee of the Whole adjourned at 6:15 p.m.

Kimberly S. Bushey  
County Clerk

STATE OF WISCONSIN     )  
  )SS  
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors Committee of the Whole for the June 8, 2010 meeting.