

CHAPTER 2  
COUNTY BOARD OF SUPERVISORS

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CHAPTER 2

COUNTY BOARD OF SUPERVISORS

**2.101 SUPERVISORY DISTRICTS**

The boundaries of the supervisory districts shall be as follows:

- (a) Supervisory District No. 1 with 1 supervisor;  
Part of the Town of Little Suamico

Beginning where the shore of Green Bay and the north line of the Town of Little Suamico meet; thence westerly along said north line to County Road J; thence southerly along said County Road J to County Road S; thence westerly along County Road S to Ball Park Road; thence both southerly and easterly along Ball Park Road to County Road J; thence southerly along County Road J to Allen Road; thence westerly along Allen Road to the center of US Highway 41-141; thence south along the center of US Highway 41-141 to the south line of the Town of Little Suamico; thence east along said south line to the shore of Green Bay; thence northerly along said shore to the place of beginning.

- (b) Supervisory District No. 2 with 1 supervisor;  
Part of the Town of Little Suamico

Beginning where the north line of the Town of Little Suamico intersects with County Road J; thence southerly along County Road J to County Road S; thence westerly along County Road S to Ball Park Road; thence both southerly and easterly along Ball Park Road to County Road J; Thence southerly to Allen Road; thence west along Allen Road to US Highway 41-141; thence south along US Highway 41-141 to the south line of the Town of Little Suamico; thence west along said south line to Cross Road; thence north along Cross road to County Road S; thence east along County Road S to the centerline of the railroad tracks; thence northerly along said railroad tracks to the north line of the Town of Little Suamico; thence east along said north line to the place of beginning.

- (c) Supervisory District No. 3 with 1 supervisor;  
Part of the Town of Little Suamico

Beginning at the intersection of the south line of the Town of Little Suamico and the east line of the Town of Chase; thence north along the west line of the Town of Little Suamico to Allen Road; thence east along Allen Road to School House Road; thence south along School House Road to South Chase Road; thence east along South Chase Road to Cross Road; Thence south along Cross Road to the south line of the Town of Little Suamico; thence west along said south line to the place of beginning.

- (d) Supervisory District No. 4 with 1 supervisor;  
Part of the Town of Little Suamico

Beginning at the intersection of the north line of the Town of Little Suamico and the east line of the Town of Chase; thence east along the north line of the Town of Little Suamico to the centerline of the railroad tracks; thence southerly along the centerline of said railroad tracks to County Road S; thence west along County Road S to Cross Road; thence south along Cross Road to South Chase Road; thence west along South Chase Road to School House Road; thence north along School House Road to Allen Road; thence west along Allen Road to the west line of the Town of Little Suamico; thence north along said west line to the place of beginning.

- (e) Supervisory District No. 5 with 1 supervisor;  
Part of the Town of Chase

Beginning at the intersection of the south line of the Town of Chase and Schwartz Road; thence north along Schwartz Road to South Chase Road; thence east along South Chase Road to the Little Suamico River; thence northeasterly along said Little Suamico River to County Road C; thence northerly along County Road C to Lower Road; thence east along Lower Road to the east line of the Town of Chase; thence south along said east line to the south line of said Town of Chase; thence west along said south line to the place of beginning.

- (f) Supervisory District No. 6 with 1 supervisor;  
Part of the Town of Chase and all of the Village of Pulaski within Oconto County

Beginning at the intersection of the south line of the Town of Chase and Schwartz Road; thence west along said south line of the Town of Chase and the Village of Pulaski to the west boundary of the Village of Pulaski (AKA the southwest corner of Section 32); thence north and west along said Village of Pulaski to State Highway 32; thence north along State Highway 32 to County Road S; thence east along County Road S to Schwartz Road; thence north along Schwartz Road to County Road C; thence easterly and southerly along County Road C to the Little Suamico River; thence southwesterly along the Little Suamico River to South Chase Road; thence west along South Chase Road to Schwartz Road; thence south along Schwartz Road to the place of beginning.

- (g) Supervisory District No. 7 with 1 supervisor;  
Part of the Town of Chase and part of the Town of Morgan

Beginning at the intersection of State Highway 32 and County Road S; thence north along State Highway 32 to the north line of the Town of Morgan; thence east along said north line to County Road C; thence south along County Road C to County Road E; thence east along County Road E to Valentine Road; thence south along Valentine Road and continuing south along the east line of the Town of Morgan and the east line of the Town of Chase to Lower Road; thence west along Lower Road to County Road C; thence westerly , northerly and westerly along County Road C to Schwartz Road; thence south along Schwartz Road to County Road S; thence west along County Road S to State Highway 32 and the place of beginning.

- (h) Supervisory District No. 8 with 1 supervisor;  
Part of the Town of Abrams and part of the Town of Pensaukee

Beginning at the southwest corner of the Town of Abrams; thence north along the west line of said town and extending north along Valentine Road to Heider Road; thence east and north along Heider Road to Miller Road; thence east along Miller Road to Sandalwood Road; thence south along Sandalwood Road to Main Street; thence northeasterly along Main Street to County Road EE; thence northeasterly and northwesterly along County Road EE to the Pensaukee River; thence northeasterly along the Pensaukee River to the center of US Highway 141; thence southerly and easterly along the center of US Highway 141 to the center of US Highway 41; thence northeasterly along the center of US Highway 41 to the municipal boundary line between the Town of Abrams and the Town of Pensaukee; thence south along said municipal boundary line to Oak Orchard Road; thence east on Oak Orchard Road to Froelick Road; thence north on Froelick road to the center of US Highway 41; thence along the center of US Highway 41 to County Road SS; thence northeasterly along said County Road SS to County Road S; thence northerly along County Road S to the Pensaukee River; thence northerly and easterly along the Pensaukee River to the Bay of Green Bay; thence southwesterly along the shore of Green Bay to the south boundary of the Town of Pensaukee; thence west along said south boundary and extending along the south boundary of the Town of Abrams to the place of beginning.

- (i) Supervisory District No. 9 with 1 supervisor;  
Part of the Town of Abrams

Beginning at the intersection of Valentine Road and Heider Road; thence east and north along Heider Road to Miller Road; thence east along Miller Road to Sandalwood Road; thence south along Sandalwood Road to Main Street; thence northeasterly along Main Street to County Road EE; thence northeasterly and northwesterly along County Road EE to the Pensaukee River; thence northeasterly along the Pensaukee River to the center of US Highway 141; thence southerly and easterly along the center of US Highway 141 to the center of US Highway 41; thence northeasterly along the center of US Highway 41 to the east boundary line of the Town of Abrams; thence north along said east boundary line to the northeast corner of the Town of Abrams; thence west along the north line of the Town of Abrams to the northwest corner of said Town of Abrams; thence south along the west line of the Town of Abrams to the place of beginning.

- (j) Supervisory District No. 10 with 1 supervisor;  
Part of the Town of Pensaukee and part of the Town of Oconto

Beginning at the intersection of the center of US Highway 41 and the west boundary of the Town of Pensaukee; thence south along said west boundary to Oak Orchard Road; thence east on Oak Orchard Road to Froelick Road; thence north on Froelick road to the center of US Highway 41; thence along the center of US Highway 41 to County Road SS; thence northeasterly along said County Road SS to County Road S; thence northerly along County Road S to the Pensaukee River; thence northerly and easterly along the Pensaukee River to the shore of Green Bay; thence northeasterly along the shore of Green Bay to the north line of the Town of Pensaukee; thence west on said north line of the Town of Pensaukee to Thome Road; thence north along Thome Road to Airport Road; thence easterly along Airport Road to the west boundary line of the City of Oconto; thence north along said west boundary line of the City of Oconto to State highway 22; thence westerly along State Highway 22 to the west boundary line of the Town of Oconto; thence south along said west boundary line of the Town of Oconto to the north boundary line of the Town of Pensaukee; thence west along said north line of the Town of Pensaukee to the northwest corner of said Town of Pensaukee; thence south along west boundary line of said Town of Pensaukee to the place of beginning.

- (k) Supervisory District No. 11 with 1 supervisor; Part of the  
City of Oconto and part of the Town of Oconto

Beginning at the intersection of Thome Road and the south boundary line of the Town of Oconto; thence north along Thome Road to Airport Road; thence easterly along Airport Road to the west boundary of the City of Oconto; thence south and east along said City of Oconto boundary to Scherer Avenue; thence north along Scherer Avenue and Superior Avenue to Main Street (AKA county Road Y); thence easterly along Main Street (AKA County Road Y) to Congress Street; thence northeasterly and east along Congress Street to Porter Avenue; thence south along Porter Avenue to Main Street (AKA County Road Y) to Harbor Road; thence easterly along Harbor Road extended to the shore of Green Bay; thence southwestwardly along the shore of Green Bay the south line of the Town of Oconto; thence west along said south line of the Town of Oconto to the place of beginning.

- (l) Supervisory District No. 12 with 1 supervisor;  
Part of the City of Oconto

Beginning at the southwest corner of the City of Oconto; thence north along the west boundary of said City of Oconto to McDonald Street (AKA Airport Road); thence northeasterly along McDonald Street to the center of US Highway 41; thence north along the center of US Highway 41 to the Oconto River; thence easterly along the Oconto River to the westerly extension of Pecor Street; thence east along said westerly extension and continuing east along Pecor Street to Superior Avenue; thence south along Superior Avenue and Scherer Avenue to the south boundary line of the City of Oconto; thence west along said

south boundary of the City of Oconto to the place of beginning.

- (m) Supervisory District No. 13 with 1 supervisor;  
Part of the City of Oconto

Beginning at the intersection of the west boundary of said City of Oconto and McDonald Street (AKA Airport Road); thence northeasterly along McDonald Street to the center of US Highway 41; thence north along the center of US Highway 41 to the Oconto River; thence easterly along the Oconto River to the westerly extension of Pecor Street; thence east along said westerly extension and continuing east along Pecor Street to Superior Avenue; thence north along Superior Avenue to the north boundary of the City of Oconto; thence west and south along said boundary of the City of Oconto to the place of beginning.

- (n) Supervisory District No. 14 with 1 supervisor;  
Part of the City of Oconto

Beginning at the intersection of Superior Avenue and the north boundary of the City of Oconto; thence east along said north boundary of the City of Oconto to the shore of Green Bay; thence southerly along said shore of Green Bay to the easterly extension of Harbor Road; thence westerly along said extension and Harbor Road to Main Street (AKA County Road Y); thence westerly along Main Street (AKA County Road Y) to Porter Avenue; thence north along Porter Avenue to Congress Street; thence west along Congress Street to Main Street (AKA County Road Y); thence northwesterly along Main Street (AKA County Road Y) to Superior Avenue; thence north along Superior Avenue to the place of beginning.

- (o) Supervisory District No. 15 with 1 supervisor;  
All of the Town of Little River

- (p) Supervisory District No. 16 with 1 supervisor; Part of the  
Town of Oconto and Part of the Town of Stiles

Beginning at the southeast corner of the Town of Stiles; thence west along the south boundary of said Town of Stiles to the center of US Highway 141; thence north along the center of US Highway 141 to State Highway 22; thence west along said State Highway 22; to Fireside Road; thence north on Fireside Road to the north boundary of the Town of Stiles; thence east along said north boundary line of the Town of Stiles and continuing east and south along the boundary line of the Town of Oconto to the north boundary of the City of Oconto; thence west and south along the boundary line of the City of Oconto to State Highway 22; thence westerly along State Highway 22 to the north south boundary line between the Town of Oconto and the Town of Stiles; thence south along said boundary line between the Town of Oconto and the Town of Stiles to the place of beginning.

- (q) Supervisory District No. 17 with 1 supervisor;  
Part of the Town of Stiles and part of the City of Oconto Falls

Beginning at the intersection of County Road I and South Main Street on the boundary line between the Town of Stiles and the City of Oconto Falls; thence northwesterly along South Main Street to Walnut Avenue; thence northeasterly along Walnut Avenue to South Washington Street; thence Northwesterly along South Washington Street to Cedar Avenue; thence northeasterly along Cedar Avenue to South Milwaukee Avenue; thence north along South Milwaukee Avenue to Columbia Street; thence east on Columbia Street the County Road I; thence north on County Road I to State Highway 22; thence east on State Highway 22 to the center of US Highway 141; thence southerly along the center of State Highway 141 to the south boundary of the Town of Stiles; thence west along the south boundary line of the Town of Stiles to the southwest corner of said Town of Stiles; thence north along the west boundary line of said Town of Stiles to the place of beginning.

- (r) Supervisory District No. 18 with 1 supervisor;  
Part of the City of Oconto Falls

All that part of the City of Oconto Falls lying southwesterly of the following described line. Beginning at the intersection of South Main with the east boundary of the City of Oconto Falls; thence in a northwesterly direction along South Main and continuing along North Main to the intersection of North Main and the City of Oconto Falls boundary being the place of termination.

- (s) Supervisory District No. 19 with 1 supervisor;  
Part of the City of Oconto Falls

All that part of the City of Oconto Falls lying northeasterly and northerly of the following described line. Beginning at the intersection of North Main with the northern most boundary of the City of Oconto Falls; thence southeasterly along North Main and continuing along South Main to Walnut Avenue; thence northeasterly along Walnut Avenue to South Washington Street; thence northwesterly along South Washington Street to Cedar Avenue; thence northeasterly and easterly along Cedar Avenue to South Milwaukee Avenue; thence north along South Milwaukee Avenue to Columbia Street; thence east along Columbia Street to County Road I and the place of termination. Excepting there from the Northeast Quarter of the Northeast Quarter of Section 25, Township 28 North, Range 19 East, Town of Oconto Falls, Oconto County, Wisconsin.

- (t) Supervisory District No. 20 with 1 supervisor; All of  
the Town of Lena and all of the Village of Lena

- (u) Supervisory District No. 21 with 1 supervisor;  
Part of the Town of Morgan and part of the Town of Oconto Falls

Beginning at the southwest corner of the Town of Oconto Falls; thence north along the west boundary line of said Town of Oconto Falls to the northwest corner of the Town of Oconto Falls; thence east on the north boundary line of the Town of Oconto Falls to County Road B; thence southerly along County Road B to Little Beaver Lake Road; thence southerly along Little Beaver Lake Road to Beaver Lake Road; thence west on Beaver Lake road to Pipgrass Road; thence south on Pipgrass Road to State Highway 22; thence east on State Highway 22 to Waschbisch Road; thence east and southeast along Waschbisch Road to the boundary line of the City of Oconto Falls; thence following said City of Oconto Falls boundary line in a counter clockwise direction along the northern, western and southern boundary line to the east boundary of the Town of Oconto Falls; thence south along said east boundary line of Oconto Falls and continuing south along the east boundary line of the Town of Morgan to County Road E; thence west along County Road E to County Road C; thence north on County Road C to the boundary line between the Town of Morgan and the Town of Oconto Falls; thence west along said boundary line to the place of beginning.

- (v) Supervisory District No. 22 with 1 supervisor;  
Part of the Town of Oconto Falls, part of the Town of Spruce and part of the Town of Brazeau

Beginning at the southwest corner of the Town of Spruce; thence north along the west boundary line of the Town of Spruce to Yatso Road; thence east on Yatso Road to County Road B; thence north on County Road B and continuing north on County Road ZZ to State Highway 64; thence east on State Highway 64 to the northeast corner of the Town of Brazeau (T30N R19E); thence south along east boundary line of said Town of Brazeau and continuing along the east boundary line of the Town of Spruce and the Town of Oconto Falls to the northerly boundary of the City of Oconto Falls; thence in a counter clockwise direction along the northerly boundary of the City of Oconto Falls to the intersection with Waschbisch Road; thence northeasterly and westerly along Waschbisch Road to State Highway 22; thence west along State Highway 22 to Pipgrass Road; thence north on Pipgrass Road to Beaver Lake Road; thence east on Beaver Lake Road to Little Beaver Lake Road; thence northerly on Little Beaver Lake road to County Road B; thence north on County Road B to the boundary line between the Town of Oconto Falls and the Town of Spruce; thence west on said

boundary line to the place of beginning. Including the Northeast Quarter of the Northeast Quarter of Section 25, Township 28 North, Range 19 East, Town of Oconto Falls, Oconto County, Wisconsin.

- (w) Supervisory District No. 23 with 1 supervisor; Part of the Town of Gillett and part of the City of Gillett

Beginning at the northeast corner of the Town of Gillett; thence south along the east boundary line of said Town of Gillett to the southeast corner of said Town of Gillett; thence west along the south boundary line of said Town of Gillett to State Highway 22; thence northerly and easterly along State Highway 22 to the west boundary line of the City of Gillett; thence in a counter clockwise direction along the west and south boundary of the City of Gillett to South Green Bay Avenue (AKA County Road BB) ; thence north along South Green Bay Avenue to East First Street; thence west on East First Street to South Richmond Avenue; thence north on South Richmond Avenue to East First Street; thence west on East First Street and continuing west on West First Street to West Main Street (AKA State Highway 22); thence northerly on West Main Street to North McKenzie Street (AKA State Highway 22); thence north on North McKenzie Street and continuing north on State Highway 32 to the north boundary line of the Town of Gillett; thence east on said north boundary line of the Town of Gillett to the northeast corner of the Town of Gillett and the place of beginning.

- (x) Supervisory District No. 24 with 1 supervisor; Part of the Town of Gillett and part of the City of Gillett

Beginning at the northwest corner of the Town of Gillett; thence south along the west boundary line of said Town of Gillett to the southwest corner of said Town of Gillett; thence east along the south boundary line of said Town of Gillett to State Highway 22; thence northerly and easterly along State Highway 22 to the west boundary line of the City of Gillett; thence in a counter clockwise direction along the west and south boundary of the City of Gillett to South Green Bay Avenue (AKA County Road BB) ; thence north along South Green Bay Avenue to East First Street; thence west on East First Street to South Richmond Avenue; thence north on South Richmond Avenue to East First Street; thence west on East First Street and continuing west on West First Street to West Main Street (AKA State Highway 22); thence northerly on West Main Street to North McKenzie Street (AKA State Highway 22); thence north on North McKenzie Street and continuing north on State Highway 32 to the north boundary line of the Town of Gillett; thence west on said north boundary line of the Town of Gillett to the northwest corner of the Town of Gillett and the place of beginning.

- (y) Supervisory District No. 25 with 1 supervisor; All of the Town of Underhill and Part of the Town of How

Beginning at the southwest corner of said Town of How; thence north along the west boundary line of the Town of How to Elm Road; thence southerly along Elm Road to County Road M; thence east on County Road M to State Highway 32; thence east along State Highway 32 to the west boundary of the Village of Suring; thence in a counter clockwise direction along the west and south boundary line of said Village of Suring to the east boundary line of the Town of How; thence south along said east boundary line to the southeast corner of the Town of How; thence west along the south boundary line of the Town of How to the place of beginning. In addition including all of the Town of Underhill.

- (z) Supervisory District No. 26 with 1 supervisor; All of the Village of Suring and all the Town of Maple Valley

- (aa) Supervisory District No. 27 with 1 supervisor;  
Part of the Town of Spruce and part of the Town of Brazeau

Beginning at the intersection of Yatso Road with the west boundary line of the Town of Spruce; thence north along said west boundary line of the Town of Spruce and continuing along the west boundary line of the Town of Brazeau (T30N R19E) to State Highway 64; thence east along State Highway 64 to County Road ZZ; thence south along County Road ZZ and continuing along County Road B to Yatso Road; thence west along Yatso Road to the place of beginning. In addition all of the northern Town of Brazeau (T31N R18E)

- (bb) Supervisory District No. 28 with 1 supervisor;  
Part of the Town of How, all of the Town of Breed and all of the Town of Bagley

Beginning at the northwest corner of the Town of How; thence south along the west boundary line of said Town of How to Elm Road; thence easterly and southerly along Elm Road to County Road M; thence east along County Road M to State Highway 32; thence east along State Highway 32 to the west boundary of the Village of Suring; thence in a clockwise direction along the west and northern boundary line of the Village of Suring to the east boundary line of the Town of How; thence north on said east boundary line of the Town of How to the northeast corner of said Town of How; thence west along the north line of the Town of How to the place of beginning. In addition all of the Town of Breed and all of the Town of Bagley.

- (cc) Supervisory District No. 29 with 1 supervisor;  
All of the Town of Mountain and part of the Town of Riverview

Beginning at the northeast corner of the Town of Riverview; thence west along the north boundary line of said Town of Riverview to Sullivan Springs Road; thence south on Sullivan Springs Road to Tar Dam Road; thence westerly on Tar Dam Road to Davis Road; thence south on Davis road to Niemann Road; thence west and south on Niemann Road to Shallow Lane; thence west on Shallow Lane to Old 32 Road; thence continuing west on Old 32 Road to the Oconto River; thence southwesterly along the Oconto River to the south boundary line of the Town of Riverview; thence east on said south boundary line to the southeast corner of said Town of Riverview; thence north on the east boundary line of the Town of Riverview to the place of beginning. In addition including all of the Town of Mountain.

- (dd) Supervisory District No. 30 with 1 supervisor;  
Part of the Town of Riverview and all of the Town of Lakewood

Beginning at the northwest corner of the Town of Riverview; thence east along the north boundary line of said Town of Riverview to Sullivan Springs Road; thence south on Sullivan Springs Road to Tar Dam Road; thence westerly on Tar Dam Road to Davis Road; thence south on Davis road to Niemann Road; thence west and south on Niemann Road to Shallow Lane; thence west on Shallow Lane to Old 32 Road; thence continuing west on Old 32 to the Oconto River; thence southwesterly along the Oconto River to the south boundary line of the Town of Riverview; thence west on said south boundary line to the southwest corner of said Town of Riverview; thence north on the west boundary line of the Town of Riverview to the place of beginning. In addition including all of the Town of Lakewood.

- (ee) Supervisory District No. 31 with 1 supervisor;  
All of the Town of Doty and all of the Town of Townsend

**2.102 ORGANIZATION, POLICY AND AUTHORITY OF THE OCONTO COUNTY BOARD OF SUPERVISORS**

- (a) 59.03 Administrative Home Rule. Oconto County may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

- (b) 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in Sec. 59.03, it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.
- (c) 59.10 Board of Supervisors.
- (1) The governing body of Oconto County shall be known as the "Oconto County Board of Supervisors" or the "Oconto County Board", hereinafter referred to as the Board or its members, "Supervisors".
  - (2) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. 59.03 and 59.04 and as further defined by county resolution or ordinance.
  - (3) The County Board of Supervisors shall serve concurrent two year terms expiring on the third Tuesday of April of the even numbered years.
  - (4) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.
- (d) 59.19 Administrative Coordinator. The position of Administrative Coordinator is hereby created pursuant to the requirements of Sec. 59.19, Wisconsin Statutes. The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by the law of boards, commissions, or in other elected officials and shall have the following enumerated duties.
- (1) To coordinate and direct administrative and management functions of county government in conjunction with the County Board, Committees, Commissions, Boards and Elected Officers.
  - (2) To assist the Finance-Insurance Committee in preparing the annual budget and upon its adoption keep a constant check on same to the end that all departments might stay within the limits of their individual appropriations. Monitor recommendations from the auditors to various departments and report progress of implementation to the Finance-Insurance committee.
  - (3) To act as purchasing agent subject to the County Board Rules as set forth in the "Duties of All Committees" paragraph 3.
  - (4) To act as liaison with the Public Property Committee in matters pertaining to Courthouse and Jail maintenance including grounds and office equipment and machines.
  - (5) To be responsible for the efficient operation and management of office supplies stockroom.
  - (6) To assist committees, when necessary, with the preparation of reports, resolutions and ordinances to be submitted to the County Board for action.

### **2.103 COUNTY BOARD RULES**

Section 2.103 through Section 2.118 of the code shall be collectively known as the "Rules of the Board".

### **2.104 MEETINGS, QUORUM, ROLL CALL**

- (a) In addition to those meetings set by statute, the County Board shall meet monthly on the third Thursday after the first Monday, alternate, fourth Thursday after the first Monday, except for November which shall be the second Thursday of the month, unless adjourned at a previous meeting specified otherwise. The annual meeting shall be the last Thursday of October for the purpose of adopting the budget and conducting any other business permitted by law.
- (b) If a quorum be not present, the members may adjourn from time to time until there is a quorum. A quorum shall constitute a majority of the members.
- (c) The Clerk of the Board shall provide a roll call of all members of the Board through the use of the electronic voting and roll call system.
- (d) The Clerk of the County Board shall electronically record the audio of the County Board meetings.

### **2.105 ORGANIZATION MEETING**

- (a) At the organization meeting the chair or in the absence thereof, the vice chair of the previous Board shall call the new Board to order. If neither be present, the County Clerk shall call the meeting to order.
- (b) The order of business shall be:
  - (1) Call to Order and Roll Call.
  - (2) Adoption of standing rules and the County Financial Management Policy
  - (3) Election by secret written unidentified ballot for a two-year term in even numbered years of:
    - (A) Permanent chair
    - (B) Permanent vice-chair
    - (C) Election of the board chair and vice chair shall be as follows:
      - (i) The election for both positions shall be chaired by someone not seeking election to that office.
      - (ii) Nominations may be made from the floor nominating oneself or another supervisor, or a supervisor may indicate interest in the position by submission of a letter to be read by the clerk.
      - (iii) No second is required but is allowed to show support.
      - (iv) Nominating and seconding speeches of no more than two minutes each are allowed.
      - (v) A motion to close the nominations is in order after a reasonable amount of time has been given and no one is seeking the floor; a second is in order; a two-thirds vote is required to then close the nominations. [There is no requirement to ask three times for additional nominations.]
      - (vi) Each candidate for office may address the group with a brief statement before balloting begins.
      - (vii) If only one candidate has been nominated, the chair may accept a motion to close the nominations and cast a unanimous ballot.

- D. Vacancy in the office of Chair/Vice Chair
  - (i) In the event of vacancy in the office of the Chair of the Board, the Vice Chair shall become the Chair for the remainder of that term in office.
  - (ii) In the event of vacancy in the office of the Vice Chair of the Board, the Chair shall appoint a Vice Chair for the remainder of that term in office, subject to approval by a majority of the County Board.
- (4) Committee election and appointments:
  - (A) Election for a two-year term in even numbered years of a Highway Committee to consist of five members of the County Board.
  - (B) County Board members who are interested in running for the Highway Committee must notify the County Clerk in writing 5 business days before the Organization Meeting of their intent to run for a seat on the Highway Committee.
  - (C) Election for alternating three-year terms of two supervisor members and one community member to the Health & Human Services Board.
  - (D) County Board members and members of the community who are interested in running for the Health & Human Services Board must notify the County Clerk in writing by April 1<sup>st</sup> of their intent to run.
  - (E) Appointment of all other committees by chair for a two-year term in even numbered years and adjournment of meeting until such time later in day when said assignment is completed.
- (5) Confirmation of committee appointments by the County Board.
- (6) Such other business as may legally be brought before the organization meeting in the order prescribed under Rule IV following "Roll Call".

**2.106 COMMITTEES**

- (a) The following committees and board shall be named at the organization meeting:
  - Extension Education
  - Technology Services
  - Emergency Management
  - Finance and Insurance
  - Highway
  - Health and Human Services Board
  - Land & Water Resources Management Committee:
    - (1) Forest, Parks, Recreation/Land Information Systems Sub-committee
    - (2) Land Conservation Sub-committee
    - (3) Planning & Zoning/Solid Waste Sub-committee
  - Law Enforcement Judiciary
  - Public Property
  - Personnel and Wages
  - Economic Development and Tourism
- (b) The chair of each of these Committees/Boards shall be a member of the County Board.

**2.107 ORDER OF BUSINESS**

The general order of business of Board meetings shall be:

- (a) Call to Order and Roll Call
- (b) Pledge of Allegiance

- (c) Invocation
- (d) Presentation of Awards and Recognition
- (e) The hearing of petitions, communications and disposition by reference to the appropriate committees by the chair. All written communications for the Board's consideration shall be filed with the County Clerk at least 5 days prior to the County Board Meeting. Written communications filed less than 5 days prior to the regular County Board Meeting shall be read at the next regular County Board Meeting unless authorized by the County Board Chair. Communications that pertain to a specific agenda item shall be read when that agenda item is brought up for consideration. Petitions and communications pertaining to a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration shall be read only if the party submitting the same testified at the required public hearing and only if the information in the communication or petition was presented at the public hearing.
- (f) Approval of Agenda.
  - (1) Consent Agenda
  - (2) Change in Sequence.
  - (3) Removal of Items.
- (g) Approval of Previous Meeting Proceedings
- (h) Consideration of committee and departmental reports including those not previously submitted to the Board by mail.
- (i) Resolutions or ordinances postponed to a day certain.
- (j) Consideration of resolutions or ordinances previously submitted to the Board members by mail.
- (k) Consideration of resolutions or ordinances not previously submitted to the Board members by mail in accordance with open meeting laws.
- (l) Announcements/General Information (No Action to Be Taken).
- (m) Adjournment.

## **2.108 MINUTES**

The County Clerk shall keep the minutes of the County Board meetings.

## **2.109 PRESERVING ORDER**

- (a) The chair shall preserve order and decide questions of order subject to appeal of the Board, and shall vote on all questions, except on appeals from the Chair's own decisions.
- (b) The chair without calling for a vote shall refer all matters (except reports and resolutions or ordinances) that come before the Board to the appropriate committee, unless otherwise ordered by the Board.

## **2.110 VOTING**

- (a) Elections shall be by ballot for:
  - (1) Elections of Chair, Vice Chair, Highway Committee, and Health & Human Services Board
  - (2) Election of Highway Commissioner, per Oconto County Ord. No. 8.102
  - (3) Election of Veterans Service Officer
- (b) Voting on all other matters shall be by ayes and nays through the use of electronic voting and roll call system. Unless otherwise provided by statute, ordinance or rule, majorities (1/2) and supermajorities (2/3 or 3/4) are calculated on the basis of the number of votes cast.

- (c) Abstentions:
- (1) Members shall abstain from voting on any matter in which the member has a conflict of interest. Conflict of interest is defined as a situation in which a member is in a position to derive personal benefit (usually economic) from actions or decisions made in their official capacity.
  - (2) Members may abstain from voting for any other reason; however, in accordance with subsection (b) above, an abstention will not be counted as a vote cast and therefore will have no effect on the calculation of a majority or a supermajority.
- (d) When the vote on any question is a tie, it shall be deemed to have been lost. Any member voting on either side of the question may move to reconsider the question by a 2/3 vote, but such motion shall be made and acted on the same County Board day, and shall not thereafter be made. When a question has once been determined, any member voting with the majority may move to reconsider the question by a 2/3 vote, but such motion shall be made and acted on the same County Board Day and shall not thereafter be made.
- (e) The Board may consider questions defeated at a prior Board meeting under the following circumstances:
- (1) The Board suspends its Rules to consider the question, or
  - (2) Six months has expired from the date the question was defeated; or
  - (3) New evidence is presented to the Board which could not have been or was not through excusable error or neglect presented to the Board at the meeting where the question was defeated. The person or committee sponsoring the question has the burden of establishing that the evidence is new and that it could not or was not through excusable error or neglect presented to the Board at the meeting where the question was defeated.
- (f) No vote shall be taken on any orally presented motion or resolution or ordinance until the clerk has written it out in full and read it back to the Board, so as to give the Board a clear statement and the proceedings a correct record.
- (g) No motion shall be debated or put to vote unless it has been seconded.
- (h) After a motion shall be stated by the chair, it shall be deemed in possession of the Board, but it may be withdrawn at any time before amendment or decision by the sponsoring committee. If withdrawn, it shall not be entered upon the minutes.
- (i) When a motion is under debate no motion shall be received except to amend, to lay on the table, to postpone indefinitely, to postpone to a day certain or adjourn.
- (j) If the question before the board contains several points, any one member may have it divided upon verbal request to the Chair.
- (k) In all cases when an order, resolution or ordinance or motion shall be entered on the minutes of the Board, the name of the member moving the same and the second shall be entered on the minutes.
- (l) All questions, except privileged questions, shall be put in the order in which they are moved, unless otherwise directed by the Board.
- (m) When a motion to close debate or to call for the previous question is made, those supervisors who have requested to be recognized prior to said motions being made by depressing his or her call light, will be allowed to address the Board. The Chair shall not recognize any other Board members subsequent to the motions of closing debate or calling for the previous question being made.
- (n) Committee or departmental reports shall or shall not become a part of the official printed proceedings of the Board at the discretion of the chair and County Clerk.

## **2.111 ADDRESSING THE BOARD**

- (a) Whenever any member desires to speak to the Board, that member shall first inform the chair through the electronic voting and roll call system. The member who shall address the chair first, shall speak first. That person shall confine remarks to the subject and not deal in personalities. When called to order that person shall not be allowed to proceed without permission of the chair.
- (b) When anyone not a member desires to address the Board, permission to do so must be asked by a board member. Such person may address the Board with a time limit not to exceed ten minutes. Such person may not participate in the debate thereafter, but may respond to questions from board members concerning agenda items. Persons desiring to address the Board regarding a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration may only address the Board if he or she testifies at the required public hearing and only if the information presented to the Board is the same as what was presented at the public hearing.

## **2.112 RESOLUTIONS AND ORDINANCES**

- (a) Resolutions or Ordinances sponsored by committees or individual members shall be in writing and filed with the clerk 8 days prior to the next meeting of the board. The clerk shall have them copied and mailed to the members for their information and consideration five days prior to the meeting. Resolutions or ordinances not previously submitted to the clerk shall be referred to an appropriate committee by the chair. The chair with the assistance of the clerk shall prepare the Agenda of all business to come before each board meeting and mail same together with other materials as directed in the forepart of this paragraph.
- (b) Any resolutions or ordinances presented for consideration at any meeting must bear the names of the members offering the same, or if by a committee, the names of a majority of that committee. However, the maximum number of names on any resolution or ordinance shall not exceed the number of members on any two given committees.
- (c) When a resolution or ordinance is taken up and is under consideration, the main question shall be "Shall the recommendations of the committee be adopted by the Board?" and unless specific amendments are offered in the usual parliamentary form, discussion shall be limited to adoption or rejection of the resolution or ordinance.
- (d) No account or claim against the county shall be audited and reported by any committee unless it is itemized, duly verified and filed with the clerk of the Board in the manner prescribed by law.
- (e) All bills against the county must be filed with the County Clerk on or before the first Monday of the month.

## **2.113 EMPLOYEE MATTERS**

- (a) The County Board shall by resolution establish the hours during which the county offices, except the courts, shall be open to the public.
- (b) Salaries and wages of all county personnel shall be determined by the county board as provided in Section 59.22 of Wisconsin Statutes after consideration and recommendation by the committee which has this assigned duty, except those of Extension 133 contract employees whose salaries are paid in part by the state or federal government. The latter shall be determined by the committee in charge of their employment.
- (c) County employees shall be responsible to the following officers and committees, who subject to the provisions of paragraph 1 and 2, have the authority to determine the required work and the working conditions and to select, hire and discharge employees in their departments.
  - (1) The Finance/Insurance Committee for all employees in the offices of County Clerk, Finance, County Treasurer, Register of Deeds and Veteran Service.
  - (2) The Highway Committee for all office, and other employees under their supervision.
  - (3) The Oconto County Extension Education Committee for all employees under their supervision.

- (4) The Public Property Committee for all employed in the maintenance and care of county buildings and property under their jurisdiction.
  - (5) The Law Enforcement/Judiciary Committee for all employees under their supervision, including Emergency Management and Medical Examiner.
  - (6) Health and Human Services Board for all employees under their supervision.
  - (7) Technology Services Committee for all employees under their supervision.
  - (8) Land and Water Resources Sub-committee for all employees under their supervision.
  - (9) The Personnel and Wages Committee for all employees under their supervision.
- (d) Paragraphs (a) through (i) inclusive, subject to the provisions of union working agreements where applicable.
  - (e) Oconto County is an equal opportunity employer. It will not discriminate against any employee or applicant because of race, color, creed, national origin, age, gender, sexual preference or disability and will take affirmative action to ensure that applicants are employed and treated with regard to such. Oconto County adheres to the principles set forth in Title 1 of the Americans with Disabilities Act of 1990, and all State regulations, which pertain to employment practices. Oconto County Americans with Disabilities Act compliance coordinator shall be the Administrative Coordinator, who shall determine the appropriate compliance actions.

**2.114 ALTERATION OF RULES**

No rules of the Board shall be suspended, altered, or amended without the consent of two-thirds of the members present.

**2.115 ROBERTS RULES OF ORDER**

In all parliamentary questions raised during a session of the board, and which are not covered specifically by the foregoing rules, Roberts Rules of Order, Newly Revised shall act as a guideline.

**2.116 GOVERNING RULES**

These rules, and all amendments and additions thereto which may hereafter be made, shall govern the Board until altered or repealed.

**2.117 COMPENSATION**

Compensation of all Elected County Officials.

- (a) The amount of compensation, for Supervisors to be next elected, shall be fixed at the Annual Meeting of the Board by a two-thirds vote of all its members. Compensation for Supervisors may be defined as per diems and/or salary to be paid to Supervisors in accordance with the County Financial Management Policy.
- (b) The Compensation of all other elected officials shall be fixed by the Board prior to the first day to circulate nomination papers for their respective offices.

**2.118 BUDGET GUIDANCE**

- (a) Finance/Insurance Committee shall provide guidance and recommendations to County Board in June or July.
- (b) Finance Committee will provide budget worksheets to departments in July or August.
- (c) Departments and Committees will develop budget proposal for Finance Committee review in September or October.

- (d) Finance Committee budget review with Committees in September or October and differences resolved. Finance Committee shall provide a report at the September County Board regarding the status of the budget requests for the following year.
- (e) Finance Committee final budget development in September or October.
- (f) Action on the County Budget will be only when the County Board is in session. No motion will be in order to adjust the Budget during Budget Hearing.

**2.119 DUTIES AND COMPENSATION OF COUNTY BOARD CHAIR**

- (a) The County Board Chair shall perform the duties of the office as set forth in 59.12, Wisconsin Statutes, and shall serve as Chair of the Finance/Insurance Committee and the Emergency Management Committee. County Board Chair shall not serve on any other committees, except the Technology Services Committee.
- (b) The County Board Chair and Vice-Chair shall receive an annual salary. The amount is to be set by the County Board at an annual meeting. The salary shall be considered as compensation for attending various events, seminars, banquets, ceremonies, and meetings not covered under sections below.
- (c) In addition to the annual salary, the Chair and the Vice Chair of the County Board shall be entitled to the per diem and mileage as allowed to members of the board as set forth in the County Financial Management Policy.
- (d) The Vice-Chair shall have the duties and responsibilities as set forth in Sec. 59.12(2), Wis. Stats.
- (e) The County Board Chair, Vice-Chair and all County Board Supervisors will be allowed to attend the WCA convention with expenses paid and a Committee meeting per diem.

**2.120 DUTIES OF ALL COMMITTEES**

- (a) All committee/board meetings will be in compliance with Wisconsin's Open Meeting Law. All committees shall furnish the County Clerk with a copy of the full Agenda with all supporting documentation for their committee meeting for posting prior to the meetings. If a quorum is not present, members will adjourn. Members present are entitled to per diem and expenses. In the event any committee meeting or meeting of the Health and Human Service Board or Board of Adjustment exceeds five (5) hours, members in attendance shall be entitled to 1.5 per diem for that meeting. All committees/boards of the County Board shall keep a typewritten record of their meetings, including dates, attendance, matters considered and their action thereon in a Committee file in the office of the County Clerk and copies shall be mailed to the County Chair within ten (10) days of such meeting. Minutes shall include copies of bids/specifications and any other pertinent information. The County Clerk, or designee, shall record the minutes of all meetings.
- (b) Audit all claims and accounts referred to them by the County Clerk.
- (c) Any committee that has the assigned duty of purchasing supplies, services and equipment for a department, an office or a group of offices, may name the Administrative Coordinator as their Purchasing Agent to such extent that seems to them to be most practical. Said Purchasing Agent shall use a uniform system of purchase orders to achieve maximum efficiency.
- (d) Board members or committees who desire to present resolutions to the County Board for expenditure of money in excess of any of the committees' or departments' current budget, shall first consult with the Finance/Insurance Committee.
- (e) All Committees shall refer to Section 2.113, paragraph (c), which lists specified responsibilities.
- (f) All Committee members shall file their Committee per diem and expense bills with the County Clerk by the first Monday of each calendar month.
- (g) Special Committees of the County Board shall continue to function until their respective duties are performed.
- (h) To make reports and recommendations to the Board when in their judgment it is necessary, or if the Chair and the Board request them to do so.

- (i) To recommend to Personnel and Wages Committee the establishment of new personnel positions with salary/wages.
- (j) To request County Board approval of hiring any additional personnel to an already existing position, except in emergency situations and/or when the position is fully state and/or federally funded.
- (k) To submit all requests for transfer of appropriations between budgeted items of an individual county office or department to the Finance/Insurance Committee for review under Sec. 2.25(2).
- (l) All Committee/Boards to recommend to the Public Property Committee, the purchase, which includes leasing, of all furniture as well as office equipment with a value over \$500 or more.
- (m) To consult with the Public Property Committee on any project that will result in any electrical or plumbing changes, building modifications, additional space needs, building maintenance, communications systems or other related issues on a building under the control of the Public Property Committee.
- (n) Each committee shall submit a written annual report from each of their responsible departments to the County Board at the April board meeting. Each departmental report shall include financial, statistical and programmatic results of the preceding fiscal year.
- (o) All departments shall submit to the Finance Committee, along with their annual budget requests, a report which indicates the department's program goals for the next budgetary year. The report shall also include an updated Mission Statement and Program Description.
- (p) To consult with the Personnel & Wages Committee on any policy, procedure or issue that may result in any changes to wages, fringes, compensation or working conditions for employees as those issues may need to be negotiated with the unions.
- (q) All non-member County Board supervisors who attend committee meetings shall be entitled to speak at such committee meeting, after being recognized by the Chair of the committee.

#### **2.121 EXTENSION EDUCATION COMMITTEE**

The Extension Education Committee shall consist of five (5) County Board members. Its duties shall be:

- (a) To appoint professionally qualified persons to the cooperative extension service staff in cooperation with College of Agriculture Sec. 59.56 (3).
- (b) To have general supervision of all County Extension Services, consult and advise with the Extension Agents, and approve a yearly program of work.
- (c) To be knowledgeable and responsible for providing research and education regarding tourism and resource development; and to cooperate with the Economic Development and Tourism Committee, Forest, Parks, Recreation/Land Information Systems Subcommittee and Forest, Parks, Recreation Division of the Department of Land and Water Resources in developing promotional materials and in recreation planning.
- (d) Consult and advise with the County Board Chair on matters pertaining to Commission on Aging and County Youth Fair.
- (e) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

#### **2.122 ECONOMIC DEVELOPMENT & TOURISM COMMITTEE**

The Oconto County Economic Development and Tourism Committee shall consist of five (5) County Board members. Its duties shall be:

- (a) To coordinate and oversee the agreement between Oconto County and the Oconto County Economic Development Corporation.

- (b) To oversee management of the Tri-County Business Development Revolving Loan Fund and the Oconto County Business Development Revolving Loan Fund and to recommend Oconto County Business Development Loan Fund loans to the County Board.
- (c) To cooperate with the Forest, Parks, Recreation/Land Information Systems Subcommittee and Forest, Parks, Recreation Division of the Department of Land and Water Resources in developing promotional materials and in recreation planning.
- (d) Consult and advise with the County Board Chair on matters pertaining to Economic Development and Tourism efforts of the Oconto County Economic Development Corporation.
- (e) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (f) A least one member of the Forest, Parks, Recreation/Land Information Systems Sub-Committee shall be a member of the Economic Development and Tourism Committee.

**2.123 TECHNOLOGY SERVICES COMMITTEE**

This committee shall consist of five (5) members of the Finance/Insurance Committee. Its duties shall be:

- (a) To supervise the operation of the Technology Services Department including hiring of personnel for the department.
- (b) Work with Technology Services Director to recognize and prioritize the Technology needs for Oconto County departments.
- (c) Review and approve technology related resolutions, ordinances, and policies submitted on behalf of the Technology Services Department.
- (d) Review and make recommendation to County Board of major budgeted purchases per County Board rules.
- (e) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

**2.124 EMERGENCY MANAGEMENT COMMITTEE**

This committee shall consist of the County Board Chair and five (5) other members of the County Board.

- (a) Its powers and duties shall be as set forth in Sec 323.14 of the Wisconsin Statutes.
- (b) To meet at such intervals deemed necessary to carry out its duties and responsibilities.

**2.125 FINANCE/INSURANCE COMMITTEE**

This committee shall consist of the County Board Chair and four (4) members of the County Board. Its duties shall be:

- (a) To supervise the finances of the County in general, prepare the annual budget, arrange temporary loans, and approve investment of idle funds.
- (b) To cause to be conducted, an annual audit of the County's financial statements in accordance with auditing standards generally accepted in the United States and as required by OMB Circular A-133 "Audits of States and Local Governments".
- (c) To transfer funds as authorized by Sec. 65.90(5)(b), Wisconsin Statutes.
- (d) To audit per diem vouchers.
- (e) To audit all current claims and accounts against the County and the dog license fund (except where the Statutes of Wisconsin provide for settlement of such claims and accounts by other committees or offices). To approve and authorize payment of same pursuant to Sec. 59.52(12)(a), Wis. Stats.

- (f) To consult with the offices of County Clerk, County Treasurer, Register of Deeds, Veterans Service and Finance Director in matters pertaining to such offices.
- (g) To consult with the Administrative Coordinator in the matter of adequate liability, property damage, fire and casualty, health, dental and life insurance coverage and bonds of all types deemed necessary, and to authorize the purchase of same in any manner, most advantageous to the County. (Sec. 59.52(11) Wis. Stats.).
- (h) To be familiar with and have knowledge of the property appraisal service which covers all personal property and real estate owned by the County.
- (i) To act on all county library tax exemptions requests referred to the committee by the county board.
- (j) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

**2.126 LAND AND WATER RESOURCE MANAGEMENT COMMITTEE**

The committee shall consist of the chairs and vice chairs of the Land Conservation Sub-committee; the Forest, Parks, Recreation/Land Information Systems Sub-committee; and the Planning and Zoning/Solid Waste Sub-committee. The committee shall be responsible for policy direction for county land and water resources management. The committee shall provide policy direction and coordination for the Land and Water Resources department and its five divisions. Additionally, the committee is responsible for:

- (a) Adopting policies and procedures to provide for the effective provision of services to the public.
- (b) Directing the Department Heads to implement these policies and procedures.
- (c) All division budgets will be approved by their respective sub-committees with the Administrative Support Division budget being approved by the Land Water Resources Committee.
- (d) Hiring/discharging and job descriptions of all Division Heads and staff will be the responsibility of the respective sub-committee. The Division Heads may assist the sub-committee in the hiring process for Division Heads.
- (e) Meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (f) Recommending County Board Resolutions/ Ordinances pertaining to general policy and annual reports.
- (g) Developing policies and procedures in regard to the Administrative Support Division.

**(1) LAND AND WATER RESOURCES MANAGEMENT DEPARTMENT - SUB-COMMITTEES**

Each sub-committee shall have the duties of other County Board Committees, except those duties specified elsewhere in County ordinances, shall be the duties of The Land and Water Resources Management Committee. Sub-committees shall have authority to spend within their budgets. Copies of all sub-committees agendas and minutes shall be distributed to all members of the Land and Water Resources Management Department. Resolutions/ Ordinances specific to an approved budget line item(s), Zoning amendments, and reports including annual reports, shall be the duty of the respective sub-committees.

**(2) LAND CONSERVATION SUB-COMMITTEE**

Committee shall consist of six (6) members and shall be organized in accordance with Sec. 92.06, Wis. Stats., to include one (1) member of the Farm Service Agency, five (5) members of the County Board, two of which must be members of the Extension Education Committee created under Sec. 59.56(3)(b), Wis. Stats. The duties of this Committee shall be:

- (a) To perform the functions required by Sec. 92.07, Wis. Stats.
- (b) To meet at such intervals deemed necessary to properly carry out its duties and responsibilities.
- (c) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its division in such manner which appears to serve the best interests in the County.

(3) PLANNING AND ZONING/SOLID WASTE SUB-COMMITTEE

This committee shall consist of five (5) members of the County Board, and two (2) alternate County Board member to serve, with full power, only when a member of the Planning and Zoning Sub-committee is unable to vote because of a conflict of interest or when a member is absent. The alternate shall serve if the chair of the Zoning Committee authorizes that the alternate serve. The chair of the Zoning Committee shall be notified of the need for an alternate at a reasonable time in advance. Alternate shall have the authority to vote on all matters and be paid the same per diem and mileage as other members regardless of length of hearing or meeting. Its duties shall be:

- (a) To have general supervision of the functions and activities of the Zoning/Solid Waste and land use control division.
- (b) Planning and Zoning. As set forth in Sec. 59.69, Wis. Stats. - to meet at such intervals deemed necessary to properly carry out its duties and responsibilities. The Zoning Administrator shall also make an annual report on all their activities.
- (c) Solid Waste. As set forth in Chapter 15, Solid Waste Management of this ordinance - to meet at such intervals deemed necessary to properly carry out its responsibility for the County Solid Waste Management Program. It shall also have the responsibility for the conduct of the Oconto County Recycling Programs.
- (d) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its division in such manner which appears to serve the best interests in the County.

(4) FOREST, PARKS, RECREATION/LAND INFORMATION SYSTEMS SUB-COMMITTEE.

The Forest, Parks, and Recreation/Land Information System Committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To have general supervision of the Forest, Parks and Recreation Division.
- (b) To have general supervision of the Land Information Systems Division and Land Records Office (OCLIO).
- (c) To be responsible for the administration, use or disposition of County lands and parks, buildings and facilities located thereon, except those specifically assigned to some other committee.
- (d) To consult and advise with the Department of Natural Resources, similar federal and local agencies on cooperative programs and projects such as: parks, recreation areas, fish and game propagation and conservation, lake and stream improvement and dams. Supervise all such projects undertaken jointly or separately.
- (e) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its department in such manner which appears to serve the best interests in the County.
- (f) To have the Land and Forest Agent make an annual report on all their activities.
- (g) To be responsible for all matters pertaining to Illegal Tax matters.
- (h) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (i) To promote Tourism and Recreation within Oconto County, jointly with the Oconto County Extension Education Committee.

**2.127 HIGHWAY COMMITTEE**

The Highway Committee shall consist of five (5) County Board members elected by the County Board at its Organization Meeting in even numbered years. Sec. 83.015(1)(c).

The duties and powers of this Committee are set forth in Sec. 83.015(2); its additional duties shall be:

- (a) To be responsible for the management, maintenance and repair of all Highway Department buildings.
- (b) To purchase all supplies, materials, and equipment necessary for the operation of the Highway Department. Such purchases to be made by bid, contract or otherwise; whichever manner serves the best interest of the County, except as provided for in the County Financial Management Policy.
- (c) The County Highway Committee is authorized, pursuant to Sec. 83.015(2) of the Statutes, to purchase without further authority, and to the extent that revolving funds accumulated for such purposes are available, such highway equipment as they deem necessary to properly carry on the work, and to trade or sell such old equipment as may be considered to be for the best interest of the county, except as provided for under the County Financial Management Policy.
- (d) To submit a resolution of their plans and estimated costs for construction and blacktopping of county trunk highways for the ensuing year for approval by the County Board at the May meeting of said Board.
- (e) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.

**2.129 LAW ENFORCEMENT/JUDICIARY COMMITTEE**

This committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To consult and advise the Sheriff on all matters pertaining to the Sheriff's Office and to exercise budgetary control over expenditures of the Sheriff's Office.
- (b) To consult and advise in all matters pertaining to the Courts, Law Library, Clerk of Courts, District Attorney, Family Court Commissioner, Court Commissioner, Family Mediation Director, Sheriff's Office, Corporation Counsel, Child Support Agency.
- (c) To purchase all equipment for the Sheriff's Office in any manner which serves the best interests of the county and authorize the purchase of operational supplies, except as provided for in the County Financial Management Policy.
- (d) To recommend the changes or amendments to the standing rules of the Board which may become necessary and desirable from time to time and to do so at the March meeting of the Board.
- (e) The Law Enforcement/Judiciary Committee shall be responsible for controlling and directing all expenditures from the Jail Assessment Fund, pursuant to §302.46(2).
- (f) To meet at such intervals as deemed necessary to properly carry out its function and responsibilities.

**2.131 PUBLIC PROPERTY COMMITTEE**

This Committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To supervise the general maintenance, care and repair of the Courthouse complex, Jail Building and Grounds, and provide assistance for the Material Recovery Facility and Beyer Home property.
- (b) To purchase all furniture for the Courthouse complex and jail based upon the recommendation and quotes from the requesting committee, and to purchase office equipment \$500 or more for the Courthouse complex and jail based upon recommendations and quotes from the requesting committee.
- (c) To make recommendations to the County Board of any changes in space needs (construction or remodeling) of the Courthouse complex and jail and to allocate the efficient utilization of available office space in the Courthouse complex to the various departments and agencies.

- (d) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.

### **2.132 PERSONNEL AND WAGES COMMITTEE**

The Personnel and Wages Committee shall consist of five (5) members; a member of the Highway Committee, a member of the Law Enforcement/Judiciary Committee, a member of the Health and Human Services Board and the remainder of the committee to be County Board Supervisors at large. Its duties shall be:

- (a) To administer resolutions and ordinances relating to the Classifications and Compensations of Employees and as the need arises recommend to the County Board changes and revisions of same.
- (b) To recommend to the County Board not later than its September meeting the salaries or wages of all County employees and appointed county officers whose jobs or positions are listed in the Resolutions and Ordinances.
- (c) To recommend changes in the salaries of elected County Officers to the County Board in accordance with the Sec. 59.15 Wisconsin Statutes or Sec. 66.197.
- (d) To recommend changes in the per diem of County Board Supervisors and supplemental salary of Board chair at the annual meeting preceding the next supervisory election in accordance with Sec. 59.03(3)(F) Wis. Statutes.
- (e) To recommend the appointment of an Administrative Coordinator if and when a vacancy occurs.
- (f) To make an annual report to the County Board at its March meeting listing the annual compensation and fringe benefits of all full time county employees and officers.
- (g) To recommend desired changes in county office hours, employee vacations, sick leaves, other fringe benefits and policies relating thereto to the County Board, subject to provisions of the union working agreement where applicable.
- (h) To negotiate the renewal of all union contracts and submit their recommendation to the County Board for approval.
- (i) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.
- (j) To recommend approval or denial to the County Board, by resolution, the establishment of all new personnel positions with salary/wages/fringes, after consulting with the Finance/Insurance Committee.
- (k) Act as the only county agency to formally negotiate labor contracts and other labor related matters directly with union representatives.

### **2.137 HEALTH AND HUMAN SERVICES BOARD**

The Health and Human Services Board shall consist of nine (9) persons of recognized ability and demonstrated interest in human services. Six (6) of the County Health and Human Services Board members shall be members of the County Board of Supervisors. The remaining three (3) members shall be consumers of services or citizens-at-large. No public or private provider of services may be appointed to the County Health and Human Services Board. The duties and powers of the Health and Human Services Board shall be as set forth in Sec. 46.23, 251.03 and 251.04 Wis. Stats., and a County Resolution adopted January 18, 1990. This board shall meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

### **2.138 JOINT SOLID WASTE (MAR-OCO) COMMITTEE**

- (a) There shall be appointed a Joint Solid Waste MAR-OCO Committee, consisting of six (6) members. Three members shall be appointed by Marinette County at the April County Board meeting for a term of two years. Three members shall be appointed by Oconto County at the April County Board meeting for a term of two years. In the event a vacancy is created due to resignation, sickness, death, etc., the County shall appoint a member to complete the unexpired term. Any member may be removed by a

2/3 vote of the appointing Board. Members shall be compensated per their respective County Board rules. The Joint Solid Waste MAR-OCO Committee shall, at their first meeting after April, annually elect from its members a Chair, Vice-Chair, and Secretary.

- (b) The Joint Solid Waste MAR-OCO Committee shall adopt rules for conduct of their business. Roberts Rules of Order shall apply to conduct meetings. All statutory provisions pertaining to Open Meetings and Records shall be complied with. Each County shall be responsible for the development, implementation and enforcement of solid waste plans or ordinances pertaining to collection, transportation, resource recovery and recycling of solid waste within their respective County.
- (c) Both Counties jointly shall operate the MAR-OCO Landfill complying with all provisions of the approved plans for same and hereinafter, any directive or requirement of the Department of Natural Resources. To this end, the Committee shall: employ the necessary personnel to properly operate said landfill. Establish a personnel management plan pertaining to wages, hours, benefits and working conditions. The Committee may develop such plan with either or both Counties. Acquire the necessary equipment for operation and maintenance of the landfill. Enter into contracts where necessary for engineering, consultation, construction, operation and maintenance of the landfill. Enter into agreement with either or both County Highway Departments for use of equipment and facilities for the construction of the landfill and related work. Develop, adopt and enforce an ordinance pertaining to disposal at the MAR-OCO Landfill, and provide forfeitures and penalties for violations.
- (d) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Establish an accounting system; enter into an agreement with either or both counties to utilize existing accounting and computer operations; designate accounting personnel; and establish auditing procedures. Appropriate funds for construction, operations and maintenance by bonding, loans or levy taxes via both County Boards. Establish a tipping fee to be charged (per ton) for disposal within the landfill. Establish and set aside funds for long-term landfill care and future operations. Accept funds derived from any State and Federal grant or assistance program.
- (e) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Honor all existing contracts for their terms. May enter into renewal or new contracts pertaining to waste disposal within the landfill. This agreement shall be approved by each County Board of Supervisors. Amendments shall be in writing and subject to the same approval.
- (f) By acceptance of this agreement, Marinette and Oconto Counties jointly accept full responsibility for the MAR-OCO Landfill inclusive of all financial and legal liabilities.

#### **2.139 LOCAL EMERGENCY PLANNING COMMITTEE**

- (a) In accordance with §59.54(8), Wis. Stats., a local emergency planning committee shall be created and composed of members as specific in 42 USC 11001(c) and appointed annually in December by the County Board.
- (b) The Committee shall have all of the powers and duties established for such committees under 42 USC 11000 to 11050 and under §§ 323.60 and 323.61, Wis. Statutes.

#### **2.140 VETERANS SERVICE COMMISSION**

- (a) The Veterans Service Commission shall consist of at least 3 residents of the County who are veterans initially appointed by the County Board Chair for staggered 3-year terms and thereafter the expiration of the terms of those first appointed shall annually on or before the 2<sup>nd</sup> Monday in December of each year appoint a member of the Commission for the term of 3 years.
- (b) The Veterans Service Commission shall have the powers and duties established for such commissions under §45.81, Wis. Statutes.

#### **2.141 CORPORATION COUNSEL**

- (a) To be responsible for supervision of overall administration of the Oconto County Code of General Ordinances.

- (b) Shall provide legal advice and opinion on County issues to the County Board, Committees, or Department Heads. Shall review all contracts for Oconto County.
- (c) Represents the Department of Health & Human Services in Chapter 48, 51 and 55 matters; and in Chapter 254, Environmental Health Matters.
- (d) Represents the Child Support Agency in all Paternity, Support and Maintenance matters.
- (e) Represents the Zoning Department in all Zoning Code violation matters.
- (f) Represents the Treasurer's office in all Delinquent Tax/Land Sale matters.

**2.142 EMERGENCIES**

In emergency situations where immediate action is required in the interests of Oconto County, the County Board Chair and/or committees may take such emergency actions. A complete report will be provided to the County Board at their next meeting following the emergency action.