

AGENDA
(MONDAY), MARCH 20, 2023 – 12:00 P.M.
EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us

This is an open meeting of a Standing Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.co.oconto.wi.us

1. Call to Order
2. Approval of Agenda
 - 2.1. Change of Sequence
 - 2.2. Removal of Items
3. Approval of Minutes of Previous Meeting (Enc.)
4. Communications
5. Review Chapter 2 Code of Ordinance County Board Rules and Recommend Changes to the County Board (Enc.)
6. Announcements/General Information (No action to be taken)
7. Next Meeting Date
8. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Building "A" is located at the corner of Washington Street and Arbutus Avenue

c: Committee(FTP); County Administrator, Finance Director, Corporation Counsel, Media (via email);
County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 03/13/2023

MINUTES
(THURSDAY) MAY 19, 2022
EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
301 WASHINGTON STREET, COURTHOUSE BUILDING "A" ROOM #3041
OCONTO WI 54153

www.co.oconto.wi.us

(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Dennis Kroll*, David Christianson, Tim Cole, Tom Bitters, Doug McMahon

COMMITTEE ABSENT: None.

OTHERS PRESENT: Erik Pritzl, County Administrator; Kim Pytleski, County Clerk

1. Call to Order

Chair Sleeter called the meeting to order at 1:06 p.m.

2. Approval of Agenda

2.1. Change of Sequence

2.2. Removal of Items

Motion by Bitters/Christianson to approve the agenda as presented. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Kroll/McMahon to approve the 03/14/2022 minutes as presented. The motion was voted on and carried.

4. Communications – None.

5. Closed Session: The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(c), for the purpose of considering performance evaluation data of a county employee.

Motion by Cole/Bitters to enter into closed session at 1:09 p.m. The motion was voted on and carried; 6 ayes. Pritzl and Pytleski entered into closed session with the committee.

6. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2).

Motion by Cole/Bitters to return to open session at 1:38 p.m. The motion was voted on and carried.

Motion by Kroll/Christianson to approve the employee evaluation for Erik Pritzl, County Administrator. The motion was voted on and carried.

7. Review Chapter 2 Code of Ordinance County Board Rules and Recommend Changes to the County Board

Kim Pytleski, County Clerk, reviewed the recommended changes to Chapter 2 Code of Ordinance County Board Rules. Discussion followed.

8. Review the Financial Management Policy and Recommend Changes to the County Board

Erik Pritzl, County Administrator, explained the recommended changes to the Financial Management Policy. Discussion followed.

9. Announcements/General Information (No action to be taken)

- There is concern about the state of disrepair for the property on Washington Street.

10. Next Meeting Date

No meeting was set. Committee will meet on an as needed basis.

11. Adjournment

Chair Sleeter declared the meeting adjourned at 2:13 p.m.

kp/Date Posted: 06/24/2022

**RULES OF THE OCONTO COUNTY
BOARD OF SUPERVISORS**
Adopted **03/24/2022** **SUGGESTED CHANGES**

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, 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, and a voting record of, all members of the Board through the use of the electronic voting and roll call system.
- (d) The Clerk of the County Board may electronically record the audio of the County Board meetings.
- (e) The County Board may allow the members to attend meetings virtually, by designating a meeting as a "virtual meeting" on the meeting's agenda.
- (f) Supervisors unable to attend a meeting shall contact the County Clerk's office to notify of the absence.

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 members present shall choose another member to be the temporary chair, and 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) The chair is relinquished to the County Administrator to run the election and the Clerk will serve as ballot clerk, 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 the County Administrator.
 - (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 appointments:
- (A) Appointment for alternating three-year terms to the Health & Human Services Board of two County Supervisors, appointed by the County Board Chair, and one Oconto County community member, appointed by the County Administrator, with confirmation by the Oconto County Board of Supervisors.
 - (B) Appointment of all other committees by the County Board Chair or County Administrator, as prescribed by state statute.
- (4) Confirmation of committee appointments by the County Board.
- (5) 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:

- Administration
- Health & Human Services Board
- Highway
- Land & Water Resources
- Property & Technology
- Public Safety

- (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~~ Consent Agenda.
 - ~~(1)~~ Removal of Items from Consent Agenda
 - ~~(1)(2)~~ Approval of Consent Agenda
- (g) Approval of Regular Agenda
 - (1) Change in Sequence
 - (2) Removal of Items
 - (3) Approval of Regular Agenda
- (h) Approval of Previous Meeting Proceedings
- (i) Consideration of committee and departmental reports including those not previously submitted to the Board by mail.
- (j) Resolutions or ordinances postponed to a date certain.
- (k) Consideration of resolutions or ordinances previously submitted to the Board members by mail.
- (l) Consideration of resolutions or ordinances not previously submitted to the Board members by mail in accordance with open meeting laws.
- (m) Announcements/General Information (No Action to Be Taken).
- (n) 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 and Vice Chair.
- (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, and pertain to an agenda item. 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 prior to the next meeting of the board. The clerk shall provide copies to the members for their information and consideration 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 distribute same together with other materials as directed in the forepart of this paragraph. Late arriving resolutions may be placed on the agenda at the discretion of the Chair.
- (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.
- (c) County employees shall be responsible to the County Administrator, in consultation with employees' respective home committee, who subject to the provisions of paragraph sub. (a) and sub. (b) above 1 have the authority to determine required work and working conditions for employees overseen by the committee. The County Administrator shall be responsible for selection, hire and discharge of employees, after consultation with employees' home committee and Oconto County Human Resources Director.
 - (1) The Administration Committee for all employees in the offices of Corporation Counsel, County Clerk, County Treasurer, Finance Department, Human Resources Department and Veteran Service.
 - (2) The Executive Committee for all employees in the office of County Administrator.
 - (3) Health & Human Services Board for all employees under their supervision and New View Industries.
 - (4) The Highway Committee for all office and other employees under their supervision.

- (3) Land & Water Resource Committee for all employees in the offices of Forest, Parks & Recreation, Land & Water Conservation, Land Information Systems, Planning & Zoning/Solid Waste, Register of Deeds and UW Extension.
 - (4) The Property & Technology Committee for all employees in the offices of Technology Services and Maintenance and care of county buildings and property under their jurisdiction.
 - (5) The Public Safety Committee for all employees in the offices of Child Support, Circuit Court, Clerk of Courts, District Attorney, Emergency Management, Family Court Commissioner, Medical Examiner, Register in Probate and Sheriff.
- (d) Paragraphs (a) through (e) 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 Human Resources Director, 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) Administration Committee shall provide guidance and recommendations to County Board in June or July.
- (b) County Administrator and Finance Director will provide budget worksheets to departments in July or August.
- (c) Departments and Committees will develop budget proposal for County Administrator review in August and September.

- (d) County Administrator budget review with Committees in August and September. County Administrator shall provide a report at the September County Board regarding the status of the budget requests for the following year.
- (e) County Administrator shall meet with the Administration Committee in September and October to review. County Administrator 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 Administration and Executive Committees.
- (b) The Vice Chair shall have the duties and responsibilities as set forth in Sec. 59.12(2), Wis. Stats.
- (c) In the absence of the Chair, the County Board Vice Chair shall perform the duties of the office of the chair as set forth in 59.12, Wisconsin Statutes.
- (d) The County Board Vice Chair shall serve on the Administration Committee (the annual salary is considered the compensation for this appointment). The Vice Chair may be appointed to serve on an additional standing committee.
- (e) The County Board Chair shall serve as an ex-officio member of all committees, commissions, and boards. The Chair's role as an ex-officio member shall be recognized when necessary to form a quorum while in attendance at meetings.
- (f) The County Board Supervisors shall receive an annual salary. The amount is to be set by the County Board at an annual meeting. The County Board Chair and Vice Chair salary shall be considered as compensation for attending various events, seminars, banquets, ceremonies, conventions, and meetings not covered under sections below. With exception of the Chair, Supervisors, including the Vice-Chair, as stated in 2.119(d), shall receive per diems for attending standing and non-standing committee meetings to which they are appointed.
- (g) In addition to the annual salary, the Supervisors 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.
- (h) All County Board Supervisors will be allowed to attend the WCA conferences and district meetings with expenses paid.
- (i) With the exception of the Chair and Vice-Chair, a Non-Standing Committee meeting per diem shall be paid for conferences and district meetings.

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 meeting of the 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 draft copies shall be provided to the County Board Chair~~ and posted to the county website, co.oconto.wi.us, 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 Department Head or the County Administrator 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 Administration Committee and the County Administrator.
- (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) Non-standing 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 Administration 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 Administration Committee for review under Sec. 2.25(2).
- (l) To consult with the Property & Technology 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 Property & Technology Committee.
- (m) 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.
- (n) All departments shall submit to the County Administrator, 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.
- (o) To consult with the Administration 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.
- (p) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (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 ADMINISTRATION

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

- (a) To supervise the finances of the County in general, 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, Corporation Counsel, Veterans Service, Human Resources, and Finance Director in matters pertaining to such offices.
- (g) To consult with the County Administrator 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 administer resolutions and ordinances relating to the classifications and compensation of employees and as the need arises recommend to the County Board changes and revisions of same.
- (k) 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.
- (l) 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.
- (m) 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.
- (n) 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.
- (o) 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.
- (p) To negotiate the renewal of all union contracts and submit their recommendation to the County Board for approval.
- (q) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.
- (r) To recommend approval or denial to the County Board, by resolution, the establishment of all new personnel positions with salary/wages/fringes,
- (s) Act as the only county agency to formally negotiate labor contracts and other labor related matters directly with union representatives.
- (t) To coordinate and oversee the agreement between Oconto County and the Oconto County Economic Development Corporation.
- (u) To be responsible for all matters pertaining to Illegal Tax matters.

2.122 HEALTH & HUMAN SERVICES BOARD

The Health & Human Services Board shall consist of nine (9) persons of recognized ability and demonstrated interest in health & human services. Six (6) of the County Health & Human Services Board members shall be members of the County Board of Supervisors and appointed by the County Board Chair. The remaining three (3) members shall be consumers of services or citizens-at-large to be appointed by the County Administrator. No public or private provider of services may be appointed to the County Health & Human Services Board.

The duties of the County Health & Human Services Board shall be:

- (a) Appoint committees consisting of residents of the county to advise the County Health & Human Services Board as it deems necessary.
- (b) Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
- (c) Prepare, with the assistance of the County Health & Human Services Director, a proposed budget for submission to the county administrator, a final budget for submission in accordance with Wis. Stats. Sec. 46.031 (1) for authorized services, a final budget for submission to the department of workforce development in accordance with Wis. Stats. Sec. 49.325 for authorized services, and a final budget for submission to the department of corrections in accordance with Wis. Stats. Sec. 301.031 for authorized juvenile delinquency-related services.
- (d) Advise the County Health & Human Services Director regarding purchasing and providing services and the selection of purchase of service vendors, and make recommendations to the county administrator regarding modifications in such purchasing, providing and selection.
- (e) Develop County Health & Human Services Board operating procedures.
- (f) Comply with state requirements.
- (g) Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section.
- (h) Consult and advise with the County Administrator on matters pertaining to Commission on Aging.

2.123 HIGHWAY COMMITTEE

This committee shall consist of five (5) members of the County Board Sec. 83.015(1)(c). Its duties and powers shall be:

- (a) To consult with the Highway Department in matters pertaining to said department.
- (b) To be responsible for the management, maintenance and repair of all Highway Department buildings.
- (c) 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.
- (d) 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.

- (e) To submit, as part of the annual report, their plans and estimated costs for construction and blacktopping of county trunk highways for the ensuing year at the April meeting of said Board.

2.124 LAND & WATER CONSERVATION COMMITTEE

This committee shall consist of five (5) members of the county board and two (2) alternate County Board members to serve, with full power, only when a member is unable to vote because of a conflict of interest or when a member is absent and one (1) member of the Farm Service Agency with powers limited to matters pertaining to Land & Water Conservation. The alternate shall serve if the chair authorizes that the alternate serve. The chair of the 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. The Committee shall oversee the Forest, Parks & Recreation, Land & Water Conservation, Land Information Systems, Planning and Zoning/Solid Waste, Register of Deeds, and UW Extension in accordance with Sec. 92.06, Wis. Stats. 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. 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) Approving all division budgets and the Administrative Support Division budget.
- (d) Recommending County Board Resolutions/Ordinances pertaining to general policy and annual reports.
- (e) Developing policies and procedures in regard to the Administrative Support Division.
- (f) To consult with the Zoning/Solid Waste and land use control departments in matters pertaining to said departments.
- (g) Planning and Zoning. As set forth in Sec. 59.69, Wis. Stats. The Zoning Administrator shall also make an annual report on all their activities.
- (h) Solid Waste. As set forth in Chapter 15, Solid Waste Management of this ordinance. It shall also have the responsibility for the conduct of the Oconto County Recycling Programs.
- (i) To consult with the Forest, Parks & Recreation Department, the Land Information Systems Division and the Land Records office in matters pertaining to said departments.
- (j) 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.
- (k) 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.
- (l) To have the Land and Forest Agent make an annual report on all their activities.
- (m) To appoint professionally qualified persons to the cooperative extension service staff in cooperation with College of Agriculture Sec. 59.56 (3).

- (n) To have general supervision of all County Extension Services, consult and advise with the Extension Agents, and approve a yearly program of work.
- (o) Consult and advise with the County Board Chair on matters pertaining to County Youth Fair.
- (p) 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.

2.125 PROPERTY & TECHNOLOGY

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.
- (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 consult with the Technology Services Department in matters pertaining to said department.
- (e) Work with Technology Services Director to recognize and prioritize the Technology needs to Oconto County departments.
- (f) Review and approve technology related resolutions, ordinances, and policies submitted on behalf of the Technology services Department.
- (g) Review and make recommendation to County Board of major budgeted purchases per County Board rules.

2.126 PUBLIC SAFETY COMMITTEE

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

- (a) Its powers and duties shall be as set forth in Sec. 323.14 of the Wisconsin Statutes. Per 323.14(1)(a)(3) the Chair~~person~~ of the county board shall designate the chair~~person~~ of the committee.
- (b) To consult with the Sheriff on all matters pertaining to the Sheriff's Office.
- (c) To consult and advise in all matters pertaining to the Courts, Clerk of Courts, District Attorney, Family Court Commissioner, Court Commissioner, Family Mediation Director, Sheriff's Office, Child Support Agency and Emergency Management.
- (d) 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.
- (e) The Public Safety Committee shall be responsible for controlling and directing all expenditures from the Jail Assessment Fund, pursuant to §302.46(2).

2.127 BOARD OF ADJUSTMENTS

In accordance with §59.694, Wis. Stats., a local board of adjustments shall be created and composed of members as specified in Oconto County Code of Ordinances Chapter 14.

2.128 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.

2.129 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.

2.130 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 Administrator for staggered 3-year terms and thereafter the expiration of the terms of those first appointed shall annually on or before the 2nd 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.

2.131 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.

2.132 EMERGENCIES

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

2.133 EXECUTIVE COMMITTEE

This committee shall consist of the six (6) chairs of the County Board Standing Committees, or designee(s), and the County Board Chair, and oversee the County Administration department. Its duties shall be:

- (a) To act in place of the Oconto County Board when a County emergency declaration is declared and it is not feasible to convene a County Board meeting.
- (b) To evaluate the performance of the County Administrator, **following consultation with the full County Board.**
- (c) To conduct redistricting every ten (10) years or as allowed by law.
- (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) To recommend the appointment of a County Administrator; if and when a vacancy occurs.
- (f) To meet the 2nd Tuesday in March following the 1st Monday and at such intervals as deemed necessary to properly carry out its function and responsibilities.