

RICHLAND COUNTY

Rules & Resolutions Committee and Ethics Board

January 3, 2022

NOTICE OF MEETING

Please be advised that the Richland County Rules and Resolutions Committee and Ethics Board will convene at 10:00 a.m., Thursday, January 6th, 2022 in the County Board Room at 181 W. Seminary Street and via videoconference and teleconference using the following information:

WebEx Videoconference:

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m4f45ff23c9810a7ada8768acebfb70e3>

Meeting number: 2557 428 9225, Password: richland

WebEx Teleconference: WebEx teleconference phone number: 408-418-9388, Access code: 2557 428 9225##

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email), or Rules & Resolutions Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or shaun.murphy@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes*
5. Committee/commission/board role in monitoring annual budgets*
6. Roles and responsibilities of the County Board Chair and Vice Chair*
7. Process for running for Board Chair/Vice Chair*
8. Committee restructuring*
9. Future agenda items
10. Adjournment

*Meeting materials for items marked with an asterisk may be found at <https://www.co.richland.wi.us/ethicsboardminutes.shtml>.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Rule and Resolutions Committee and Ethics Board.

**RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD
DECEMBER 2nd, 2021**

The Rules and Resolutions Committee and Ethics Board met on Thursday, December 2nd, 2021, in person and virtually at 10:00 a.m. in the County Board Room at the Richland County Courthouse.

Committee members present included: Kerry Severson, Chad Cosgrove, Shaun Murphy-Lopez, with Donald Seep, and Melissa Luck logged on remotely.

Also present was: Clint Langreck, County Administrator and Cheryl Dull, Assistant to the County Administrator in attendance, with Clerk Derek Kalish, Karen Knock, Marty Brewer and Steve Williamson logged on remotely.

1. Call to Order - Committee Chair Murphy-Lopez called the meeting to order at 10:01 am.

2. Proof of Notification - Chair Murphy-Lopez confirmed with Cheryl that the meeting had been properly noticed.

3. Agenda Approval - Moved by Cosgrove to approve the agenda, seconded by Luck. All voting aye, motion carried.

4. Previous Meeting Minutes - Moved by Luck to approve the minutes for the November 4th meeting of the Rules and Resolutions Committee and Ethics Board, second by Severson. All voting aye, motion carried.

5. Wisconsin Counties Association educational series - Chair Murphy-Lopez stated an email was sent out from the Wisconsin County Association for upcoming training sessions by Webinar means.

Those were posted as:

- 12/6/21 - Board Rules;
- 12/13/21 - Committee Structure & Rightsizing;
- 1/10/22 - Rules of Decorum/Procedural Rules;
- 1/18/22 - conducting the County Organizational Meeting.

Moved by Cosgrove to send out the link to everyone on the County Board and recommend members to participate in these trainings if available to do so, seconded by Seep. Moved to amend the motion by Severson to include people on the ballot that are contesting seats and to encourage them to also watch the recorded version that have already been presented, 2nd by Cosgrove. All voting aye, the motion carried for both the original motion and the amendment.

6. Report on public broadcasting of County proceedings – Melissa presented what she learned from the DOJ concerning meeting posting.

- Virtual options and public access
- Retention period of recorded meetings
- No use of chat functions during meetings
- Closed sessions
- Contact info on agendas in case there is connectivity issues.

Clint will reach out to Mr. Phillips to discuss the possibility of meeting with the Committee. Moved by Cosgrove to invite Mr. Phillips to come to a Resolutions Committee and Ethics Board meeting to present and answer questions, 2nd by Seep. All voting aye, motion carried.

7. Committee/commission/board role in paying departmental bills and monitoring annual expenditures - Chair Murphy-Lopez stated this was requested to be put on the agenda by Don Seep. Chair Murphy-Lopez compiled language from several committee rules and noted it is different and inconsistent for multiple committee. Chair Murphy-Lopez recommends changes be made to the committee documents to have it be consistent across all committees. Discussion followed concerning what finances/bills are being reviewed at committee levels and if the committees should have more financial oversight of the spending in the departments. Clerk Kalish stated that more clarity in the procedures would be helpful, although all departments are given reports on revenue and expenses monthly and those reports could be shared with the committee. Lopez & Severson will work on compiling the different language from the rules of the committees and will report back in January.

Moved by Cosgrove to research current practices at the committee, commission and board levels and provide that information back to the committee, 2nd by Severson. Motion carried.

8. Appointment and removal process for committee/commission/board members - Chair Murphy-Lopez spoke that in October Administrator Langreck was asked to present to County Board his recommended changes. In November, more research was requested to be completed before proceeding with those changes. Since the November meeting Chair Murphy-Lopez researched information from other County's on how they assign and remove people from committee, commissions and board. He received responses from all the counties he contacted. He presented his report to the committee of how theirs are assigned and how they were removed. Discussion followed on what members of the committee would like to see in the development of the process for the appointment & removal. State Statutes dictate that Boards and commission are appointed by the County Administrator.

Moved by Melissa that the County Board Chair would have appointment committee members with the County Boards approval, 2nd by Cosgrove. All voting aye, Motion carried.

Moved by Melissa to have an organizational meeting in April for committee recommendation to be brought back to the County Board Chair for confirmation or denial, 2nd Severson. All voting aye, Motion carried.

Move by Seep to reconsider the previous (first) vote of the County Board Chair making appointments to committees, 2nd by Cosgrove. No action taking.

Moved by Chair Murphy-Lopez that the County Board Chair, with County Board confirmation, can remove someone from a committee, 2nd by Severson. Moved by Seep to amend the motion to allow a committee member to resign prior to county board removal, 2nd by Severson. All voting aye on motion to amend, Motion carried.

Moved by Severson that Committee Chairs are chosen by the Committee, 2nd by Luck. All voting aye, Motion carried.

9. County Board Supervisor welcoming packet and orientation schedule –

Moved by Severson to postpone this discussion until next meeting, 2nd by Chair Murphy-Lopez. All voting aye on motion, motion carried.

10. Process for running for Board Chair/Vice Chair – Discussion followed on application packets being sent to board members the day after election so that it is returned and can be acted on at the next organizational meeting.

Moved by Chair Murphy-Lopez to bring this back at the next meeting.

11. Future agenda items – None.

12. Adjournment – Next meeting will be January 6th, 2022 at 10:00 am. Moved by Seep to adjourn at 12:27 p.m., seconded by Cosgrove. All voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Assistant to the County Administrator

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Committee/Commission/Board role in monitoring annual budgets

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	12/2/21 R&R Committee meeting
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Recommend a motion to draft a change to the Committee Structure document bringing consistency to the practice of monitoring the annual budget of departments, for consideration at a future Rules & Resolutions Committee meeting.

Background: *(preferred one page or less with focus on options and decision points)*

At the December Rules & Resolutions Committee meeting, the committee took action to authorize research about how committees/commissions/boards conduct financial oversight of departments. Currently the Committee Structure document contains no language about the committee/commission/board role in monitoring the annual budget of departments.

The first page of the attachment shows that 12 bodies approve monthly bills, and five do not. Six bodies regularly take part in some form of annual budget monitoring, and 11 do not. There is likely a high amount of inconsistency within the six bodies regarding how annual budget monitoring is undertaken.

It is recommended that the following language be added to the Committee Structure document under each of these 17 committees/boards/commissions:

“Monitor the actual vs. approved annual budget in funds managed by the _____ Department/s on a minimum quarterly basis.”

If the committee is amenable to this recommendation, the second page of the attachment has been prepared which shows which departments should submit budget monitoring reports to which committees/boards/commissions.

Financial-related language already included in the Committee Structure document is the following:

- The role of the **Finance & Personnel Committee** is to *“supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board.”*
- The role of the **Audit Committee** is to *“review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.”*
- The role of the **Commission on Aging and Disability Board** is to *“provide financial oversight for the Aging and Disability Resource Center Unit.”*
- The role of the **Highway & Transportation Committee** is to *“. . . direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims . . .”*

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

- The role of the **Law Enforcement and Judiciary Committee** is to “*audit all bills for expenditures within the department.*”

Attachments and References:

Attachment: Current financial monitoring in committees/commissions/boards

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Committee/ Board/ Commission	Approves Monthly Bills?	Notes	Monitors Annual Budget of Reporting Department/s?	Notes
Agriculture & Extension Education	Yes		No	
Child Support	Yes		No	
Emergency Management	No		No	
Fair & Recycling	Yes		No	
Finance & Personnel	No		No	
Health & Human Services	No	Board reviews vouchers between \$2k and \$10k	Yes	
Highway	Yes	Bills referred to as vouchers	No	
Joint Ambulance	Yes	Only quarterly	No	Review expenses only
Land Conservation	Yes		No	
Law Enforcement and Judiciary	Yes	Approves Sheriff's invoices	Yes	All departments except Coroner
Parks	Yes		No	
Pine Valley	Yes	Bills referred to as vouchers	Yes	Accts receivable, cash receipts, cash balance, revenues
Property	No		No	
Symons	Yes		Yes	
UW-Platteville Richland	Yes	Maintenance, not Food Service	Yes	Maintenance + Food Service
Veterans Service	No		Yes	
Zoning and Land Information	Yes		No	

Committee/Commission/Board	Should Receive Budget Monitoring Reports from . . .
Agriculture & Extension Education Committee	UW Agriculture & Extension
Child Support Committee	Child Support
Emergency Management Committee	Emergency Management
Fair & Recycling Committee	Fair & Recycling
Finance & Personnel Committee	Administrator
	Clerk
	Corporation Counsel
	MIS
	Property Lister
	Register of Deeds
	Treasurer
Health & Human Services Board	Health & Human Services
Highway Committee	Highway
Joint Ambulance Committee	Ambulance
Land Conservation Committee	Land Conservation
Law Enforcement and Judiciary Committee	Clerk of Court
	Coroner
	District Attorney
	Register in Probate
	Sheriff
Parks Commission	Parks
Pine Valley Community Village Board	Pine Valley
Property, Building and Grounds Committee	Courthouse Maintenance
Symons Natatorium Board	Symons Recreation Complex
UW-Platteville Richland Committee	Food Services
	UW Platteville-Richland Maintenance
Veterans Service Commission	Veterans
Zoning and Land Information Committee	Zoning

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Roles and Responsibilities of the County Board Chair and Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend drafting an amended policy on “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” to include required and optional roles and responsibilities of the County Board Chair and Vice Chair, for consideration at a future Rules & Resolutions Committee meeting.

Background:

Roles and responsibilities of the County Board Chair are currently defined in the following locations:

- **Policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*”**
 - May alter the seating arrangements of the county board meeting (Rule #2)
 - Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
 - Provide determination of need for teleconferencing meetings (Rule #3)
- **County Board rules**
 - #1: Approve consideration of resolutions and ordinances, or their subsequent drafts, if not sent out by Wednesday before the County Board meeting
 - #2: Sit at the head table at County Board meetings
 - #2: Alter seating arrangements at County Board meetings
 - #2: Vote on a call of ayes and noes
 - #2: Automatic member of the Committee on Committees and Finance & Personnel Committee
 - #3: Approve remote attendance of County Board members at County Board meetings
 - #4: Take the chair at the appointed time of County Board meetings, ask the Clerk to call the roll, and call the meeting to order
 - #4: At County Board meetings, ask if any member wants the minutes read or amended, and if not, declare them approved
 - #5: Approve the order of agenda items
 - #6: Preserve order and decorum, decide all questions of order
 - #6: Appoint members of all committees after receiving the advice of the committee on committees, subject to County Board confirmation
 - #6: Receive notifications of prolonged, unexcused absences of members of committees/boards/commissions
 - #6: Make temporary appointments, except to the Highway Committee and Pine Valley Board, subject to County Board approval
 - #7: Give permission to use cell phones during meetings

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- #9: Excuse members from voting on a roll call vote
- #11: Recognize members who wish to speak, including their order
- #11: Limit the time of any speaker
- #15: Direct Supervisors to attend meetings of a committee/board/commission where they are not a member
- #19: Assign proposed resolutions and ordinances to the appropriate committee when there is doubt
- **Committee/Board/Commission Structure document**
 - Americans with Disability Act Compliance Committee: Member
 - City Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
 - Committee on Committees: Automatic member
 - Economic Development: Member
 - Emergency Management Committee: Automatic member, and designate the chair of the committee per WI Statute 166.03 (4)(c) (*statute number has changed*)
 - Finance and Personnel Committee: Automatic member
 - Lone Rock Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
 - Park Board/City: Make appointment of one Supervisor member, subject to County Board confirmation
 - Symons Natatorium Board: Member, unless the Chair decides to appoint a designee
 - Veterans Service Commission: Make appointments per WI Statute 48.81 (1)
 - Viola Library Board: Make appointments of Supervisor member/s, subject to County Board confirmation
- **State statute**
 - 17.10 (3): May remove county officers appointed by the County Board chairperson
 - 27.019 (4): Shall serve as chairperson of the county rural planning committee
 - 45.81 (1): Appoint 3 members to the veterans service commission who are veterans and residents of the county.
 - 45.81 (1): Require that each member of the veterans service commission and the veterans service officer to execute an individual surety bond
 - 59.12 (1): May administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties.
 - 59.12 (1): Shall countersign all ordinances of the board
 - 59.12 (1): Shall preside at meetings when present
 - 59.12 (1): When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.
 - 66.1105: Appoint county representative to the joint review board of a city's tax incremental district
 - 323.14 (1): Shall designate the chairperson of the emergency management committee

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Roles and responsibilities of the County Board Vice Chair are currently defined in the following locations:

- **County Board rules**
 - #2: Sit at the head table at County Board meetings
 - #2: Automatic member of the Committee on Committees and Finance & Personnel Committee
 - #3: Preside over County Board meetings if the Chair is attending remotely
- **Committee/Board/Commission Structure document**
 - Committee on Committees: Automatic member
 - Emergency Management Committee: Automatic member
 - Finance and Personnel Committee: Automatic member
- **State statute**
 - 59.12 (2): Shall perform the chairperson’s duties in case of the absence or disability of the chairperson

Other counties have defined the roles and responsibilities of the Chair and Vice Chair, as shown in the attachment. These counties include Bayfield, Ozaukee, Price, Sawyer, St Croix, and Waushara. The Wisconsin Counties Association also has a brief description of the roles of Chair and Vice Chair in the County Official’s Handbook. This is included at the end of the attachment.

It is recommended that the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” be amended to include defined roles and responsibilities of the County Board Chair and Vice Chair. These may include a list of required and optional points, which the Rules & Resolutions Committee may vote to recommend to the County Board at a future committee meeting.

Attachments and References:

Attachment: Board Chair and Vice Chair Roles
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Chapter 1 Bayfield County Board of Supervisors

Sec. 2-1-1 Composition of Board.

The Bayfield County Board of Supervisors shall consist of thirteen (13) members, one elected from each of the thirteen (13) supervisory districts established by the Supervisory District Plan adopted by the County Board pursuant to Sec. 59.10, Wis. Stats., on September 24, 1991.

State law reference(s)—Sec. 59.10, Wis. Stats.

Sec. 2-1-2 County Board Chairperson.

- (a) **Election.** The County Board, at the first meeting after each regular election at which members are elected for full terms, shall elect a Chairperson.
- (b) **Duties.** The Chairperson shall have the duties and powers specified in Sec. 59.12, Wis. Stats., including:
- (1) Administering oaths to persons required to be sworn concerning any matter submitted to the County Board or a committee thereof or connected with the powers or duties, countersigning all ordinances of the Board;
 - (2) Presiding at meeting when present, countersigning all County orders;
 - (3) Transacting all necessary Board business with local and County officers;
 - (4) Expediting all measures resolved upon by the Board;
 - (5) Taking care that all federal, state, and local laws, rules and regulations pertaining to County government are enforced;
 - (6) Having the authority to appoint committees in accordance with Sec. 59.13, Wis. Stats., to the extent provided herein; and
 - (7) Such other powers and duties as are set forth in County ordinances or resolutions.

State law reference(s)—Secs. 59.12 and 59.13, Wis. Stats.

Sec. 2-1-3 Vice Chairperson.

The County Board, at the time of the election of the Chairperson, shall elect a Vice-Chairperson for the same term who, in case of the absence or disability of the Chairperson, shall perform the duties and have the powers of the Chairperson.

State law reference(s)—Sec. 59.12, Wis. Stats.

OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

CHAPTER 2

County Board Supervisors 2.05

(4) Duties of the County Board Chairperson

- (a) As provided in Sec. 59.12(1), Wis. Stats., the County Board Chairperson shall:
- (b) Administer oaths to persons required to be sworn concerning any matter submitted to the Board or a Committee thereof, or concerning any matter in connection with their powers and duties.
- (c) Countersign all ordinances of the County Board and countersign all county orders.
- (d) Preside at all County Board meetings when present.
- (e) Transact all necessary County Board business with local and county officials.
- (f) Sign or countersign contracts negotiated by various Committees
- (g) Expedite all such laws as may be resolved upon by the County Board
- (h) Take care that all federal, state, and local laws, rules and regulations pertaining to the County government are faithfully carried out and adhered to.
- (i) The Chairperson shall be a member of the Executive Committee and serve as its Chairperson.
- (j) Appointment Powers

1. Following the Organizational Meeting in April of each even-numbered year the Chairperson shall appoint County Board members as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Wis Stats Sec. 59.13(1).(10-74)(12-72)
2. In each odd numbered year, the Chairperson may appoint County Board members as members of the five (5) Standing Committees and make appointments to all other committees within the Chairperson's province, subject to the approval of the County Board prior to June 1 of that year, per Wis Stats Sec. 59.13(1). (10-74)(12-72)
3. The Chairperson shall also appoint or reappoint individuals to Committees within the Chairperson's province, throughout the year as vacancies occur or as terms on specific Committees expire, subject to the approval of the County Board, unless otherwise provided by Statute.(12-72)
4. The Chairperson shall designate the Standing Committees' Chairperson and Vice-Chairperson, unless otherwise provided by Statute or by the County Policy and Procedure Manual. (12-72)

(5) Compensation of the County Board: (18-64)

(a) Salaries:

1. In conformance with Sec. 59.10(3),(i), Wis. Stats., an annual salary for all Supervisors to be next elected shall be set at the annual meeting by a two-thirds vote of the members entitled to a seat, which shall be for all services for the county, including all committee services.
2. The County Board Chairperson's salary shall be established in the same manner as (4)(a)1. at a rate three times that of the annual salary of a Supervisor.
 - a. Any Supervisor, including the Chairperson, may reject any or all of his or her salary by giving proper written notice to the County Clerk.
 - b. The salary established above shall be all-inclusive for:
 - (1) All meetings of the County Board

PRICE COUNTY BOARD OF SUPERVISORS POLICY AND PROCEDURE MANUAL



Effective April 21, 2020
Amended April 20, 2021

EXHIBIT A
GOVERNING RULES OF PRICE COUNTY BOARD OF SUPERVISORS

RULE I: NUMBER OF SUPERVISORS

The County Board shall consist of thirteen (13) supervisors representing thirteen (13) supervisory districts.

RULE II: MEETINGS OF THE COUNTY BOARD

- A. The Annual Meeting of the County Board shall be held on the Tuesday after the second Monday in November, unless another date is established, pursuant to and in accordance with Wisconsin State Statute, §59.04.
- B. The Organizational Meeting of the County Board shall be held on the third Tuesday in April in election years.
- C. Meetings, other than the one on the Tuesday after the second Monday in November and the third Tuesday in April, shall be held on the third Tuesday of February, May, June, August and September and either the second or third Tuesday of October of each year at which the County Board will approve a budget for the next fiscal year to be forwarded to the public hearing at the annual meeting. The date of the October meeting will be determined based on the publication requirements for the public hearing.
- D. Special meetings may be called by the Board in accordance with Wisconsin State Statutes.
- E. All meetings shall be called to order at 9:00 a.m. Chairperson has option to change meeting day and time.
- F. At the first meeting after an election for County Board Supervisors the Board shall elect, by secret ballot, a Chairperson and Vice-Chairperson.

RULE III: CHAIRPERSON - POWER AND DUTIES

- A. The Chairperson of the County Board, or in his/her absence, the Vice-Chairperson, shall take the chair at the hour to which the Board convenes and shall call the Board to order and direct the calling of the roll by the Clerk.
- B. In the absence of both the Chairperson and Vice-Chairperson, the County Clerk shall proceed until a Chairperson pro tem is elected.
- C. The Chairperson shall be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and the County Clerk.
- D. The Chairperson shall act as ex officio member of all committees of the County Board.
- E. The Chairperson, as ex officio member, shall have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee.
- F. The Chairperson shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official.
- G. The Chairperson shall be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue.
- H. The Chairperson shall sign all ordinances and resolutions of the County Board and countersign County orders and contracts when directed.

- I. The Chairperson shall transact all necessary County Board business with local and other County offices.
- J. The Chairperson shall appoint all the members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.
- K. The Chairperson shall have the authority to delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business.

RULE IV: ORDER OF BUSINESS AT COUNTY BOARD MEETINGS

A. Organizational Meeting:

- 1. At the Organizational Meeting, the Chairperson, or in his/her absence, the Vice-Chairperson, of the previous board shall call the new meeting to order. If neither is present, the County Clerk shall call the meeting to order. The Order of Business shall be:
 - a. Roll call in a manner prescribed by Rule VI.
 - b. In even numbered years subsequent to a General Election for County Board Supervisors, the Board at its Organizational Meeting in said even numbered years, shall elect a permanent Chairperson, a permanent Vice-Chairperson, a Highway and Transportation Committee consisting of five (5) members of the County Board and three (3) members of the Executive Committee.
 - i. When a vacancy occurs on the Highway and Transportation Committee, an election will be held to fill the vacant position with all members in the region of the vacancy to be eligible.
 - c. Such other business as may be legally brought before the Organizational Meeting in the order prescribed under rules for General Meetings.

B. Electronic Meetings:

- 1. Definitions:
 - a. An *electronic meeting* is one in which some or all the participating members communicate with the others through electronic means such as the Internet or by telephone.
 - b. A deliberative assembly is defined in Robert's Rules of Order (RRoR) on pages 1-2. All meetings of the Price County Board of Supervisors or its committees, boards or commissions are required to be a deliberative assembly. For purposes of this policy, an electronic meeting is a deliberative assembly if, at a minimum, the meetings provide conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
- 2. Policy:
 - a. Electronic meetings are allowed for properly noticed meetings of the Price County Board of Supervisors or any of its committees, boards or commissions when conditions exist that prohibit compliance with Wisconsin open meetings laws (Wis. Stat. 19.81).
 - b. It is the responsibility of the County Clerk to assure that all electronic meetings are noticed in compliance with the Wisconsin open meetings law regarding public accessibility.
 - c. It is the responsibility of the meeting chairperson to determine if the meeting will be an electronic meeting and to assure that the equipment necessary to conduct such meeting is in place and functional prior to the commencement of the meeting.
 - d. It is the responsibility of the committee member to notify the chairperson and the County Clerk if it is their intention to attend a meeting electronically. This notice needs at least a 24 hour notice. (amended at County Board meeting September 15, 2020).
 - e. It is the option of the meeting chairperson to allow or disallow public comment as an agenda item per the County Board policy on meeting agendas and whether or not to invite a member of the public to physically attend a meeting that is being held electronically to participate in discussion on a particular agenda item.
 - f. All electronic meetings of Price County Standing Committees shall have a majority of its members physically present at the meeting location. All other committees, boards, councils

Sawyer County Board of Supervisors
Policy and Procedure Manual



Adopted June 16, 2016

Approved April 2018

Approved May 2018

Approved July 2018

Added Part I Section C. 3. March 21, 2019

Approved April 21, 2020

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. The County Board Chair may authorize a meeting to be held virtually if deemed necessary. Said meeting would be subject to Wisconsin Open meeting law.
9. If a quorum of the Board is physically present, a majority of the board may allow a board member to attend a meeting through telephone conference call or other electronic means.
10. Board members cannot attend more than three County Board meetings per year by this means

Rule 3: Organizational Meeting

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.

3. If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated shall be voted for. A person receiving a majority of votes cast on the primary ballot shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.
5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.
6. The Chair can be a member of standing committees and will be an ex officio member of all other committees of the County Board.
7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.
8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.
9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

Rule 5: Order of Business

1. Organizational Meeting
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson and Vice Chairperson
 - Adoption of Rules of Order



**RULES AND BYLAWS
OF THE
BOARD OF SUPERVISORS**

**ST. CROIX COUNTY
WISCONSIN**

Originally Adopted on March 10, 1992

Restated on April 6, 2021

Effective April 6, 2021

ARTICLE TWO

OFFICERS

Section A. Officers; Election. The officers of the County Board shall consist of a Chair and a Vice-Chair. Both officers shall be elected by the County Board by secret ballot at the County Board's first meeting following the spring election in April. A candidate for either office shall be nominated by another Supervisor. At the close of nominations each nominee for Chair shall address the County Board by responding to the following questions:

1. As County Board Chair, what will be your major objectives and priorities?
2. If you are elected, are there things you will try to change or do differently as County Board Chair?
3. How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

If no candidate receives a majority on the first vote, a second vote will be taken on the three nominees receiving the most votes. If no nominee receives a majority on the second vote, a third vote will be taken on the two nominees with the most votes.

Section B. Term. The term of office for the Chair and the Vice-Chair shall be two years from the April election.

Section C. Powers and Duties of the County Board Chair. The County Board Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by *Robert's Rules of Order Newly Revised*, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office.

1. Sets the agenda and conducts County Board Meetings in accordance with Article Three, Meetings of the County Board.
2. Customarily attends, or in certain specified cases, mandatorily by statute attends meetings of the following organizations and agencies to provide County Board representation. Except as provided below, the County Board Chair may not appoint a designee to attend a mandatory meeting, but may appoint a designee to attend any customary meeting. Mileage and per diems will be paid for attendance at both customary and mandatory meetings.

a. Mandatory Meetings

- 1) Tax Incremental District Joint Review Board (the Board Chair may appoint a designee)
- 2) District Board Appointment Committee of the Wisconsin Indianhead Technical College
- 3) District Board Appointment Committee of the Chippewa Valley Technical College
- 4) West Central Wisconsin Workforce Development Board/County Boards' Consortium
- 5) Local Emergency Planning Committee (LEPC) – (the Board Chair may appoint a designee)

b. Customary Meetings

- 1) Chair/Member – Committee of the Whole
- 2) Member of one, but not more than two, Standing Committees
- 3) County/City – Attends meetings with municipal and county officials
- 4) Towns Association
- 5) Wisconsin Counties Association
- 6) Community Justice Collaborating Council

3. Other duties of the County Board Chair include the following:

- a. Seeks candidates and make recommendations for candidates in vacant districts.
- b. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists.
- c. Authorizes County Board Supervisor attendance for compensation at a meeting for which a Supervisor is not a member.
- d. Calls meetings of the Committee of the Whole.

- e. Designates a newly elected member at the Organizational Meeting from each of the Standing Committees to be the Convener of the initial Standing Committee meeting.
- f. Informs the Convener that the Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.
- g. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
- h. Changes County Board meeting dates and times, if necessary.
- i. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency.
- j. Directs the County Clerk on what items are to appear on the County Board agendas.

4. The County Board Chair shall not act as a chair of a Standing Committee.

Section D. Powers and Duties of the Vice-Chair. The County Board Vice-Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert's Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office, which include:

- 1. Acts as Chair during the absence or incapacity of the Chair.
- 2. Acts as Chair when it is necessary for the Chair to temporarily vacate the seat.
- 3. Customarily serves as Chair of the Committee of the Whole.
- 4. Acts as a voting member if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.
- 5. Performs such other duties as may be reasonably assigned by the Chair.

Section E. Permanent Absence.

- 1. County Board Chair. In the event the position of County Board Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of County Board Chair within 60 days of it becoming vacant. The County Board Vice-Chair shall assume all duties of the County Board Chair when such position is vacant and shall be paid meeting fees and the monthly salary to which the County Board Chair would otherwise be entitled until such time as the County Board elects a successor.

2. County Board Vice-Chair. In the event the position of County Board Vice-Chair is vacant due to removal, resignation or death of the incumbent the Board shall hold an election to fill the position of County Board Vice-Chair within 60 days of it becoming vacant.

Section F. Chair *Pro tem*. If both the Chair and Vice-Chair are absent from a County Board meeting, the County Board shall appoint a Chair pro tem to conduct the meeting.

WAUSHARA COUNTY

RULES AND BY-LAWS

OF

THE COUNTY BOARD OF
SUPERVISORS

Revised June 19, 2018

At the organizational meeting, it shall be the duty of the County Clerk to call the County Board meeting to order. The Clerk shall then call the roll and establish the presence of a quorum of County Board Supervisors. The County Clerk shall then proceed with the preliminary ceremony including the oath of office for each newly elected County Board Supervisor. The County Board shall then proceed to the election of a Chair, Vice Chair and 2nd Vice Chair of the County Board by secret ballot pursuant to §19.88, Wis. Stats. Upon completion of such elections, the County Board shall proceed with the election of Committees under these Rules and conduct any other business that may properly come before it.

SECTION C - Time and Place of County Board Meetings: The regular meetings of the Waushara County Board of Supervisors shall normally be held in the Courthouse in the City of Wautoma. The normal starting time for the meeting of the County Board shall be 7:00 p.m., except as otherwise required by these Rules and By-Laws.

All meetings of the County Board shall be open to the public and will be held on the third Tuesday of every month unless changed by a majority vote of the entire membership of the County Board of Supervisors or as otherwise required by these Rules and By-Laws.

The County Board may meet twice in the month of December, with the second meeting taking place on the last Tuesday of the month at 7:00 p.m. if necessary to complete end-of-the-year contract matters. If this meeting is necessary, it shall be scheduled by the County Board Chair, Administrator and County Clerk with at least one week's notice to County Board Supervisors.

The County Board shall be in continuous session until adjourned by majority vote of the County Board.

The County Board shall meet in special session upon the written request of a majority of County Board Supervisors in accordance with the procedures of Section 59.11(2) of the Wisconsin Statutes.

The County Board Chair may call Board members to attend any other meeting pertaining to County affairs that may arise between regularly scheduled Board meetings. Members so attending shall be paid their actual and necessary expenses in addition to their per diem payment for attendance at such meeting.

Any board member attending a meeting which they would not normally attend as a Committee or Department Board member, must have prior approval of the County Board Chair to receive payment for attendance. In situations involving alternate representation, the alternate member will be reimbursed if attending a meeting.

County Board Supervisors will be allowed a per diem for attending interviews if they are asked to attend by a Department Head or the Administrator whether there is an agenda or not.

SECTION D - County Board Chair: The County Board Chair shall exercise all authority as outlined in Section 59.12 of the Wisconsin Statutes.

The Chair of the County Board may act as an ex-officio member of any Committee of the County Board except for the Board of Adjustments and shall have the power to vote on matters before such Committees only in the absences of one or more Committee members.

The Chair shall convene the meeting by calling the Board to order and direct the calling of roll of members by County Clerk.

The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The Chair or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

SECTION E - Vice Chair and 2nd Vice Chair: The Vice Chair and 2nd Vice Chair of the County Board of Supervisors shall perform those duties outlined in Section 59.12(2) of the Wisconsin Statutes.

In the absence of the Chair, the Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

In the absence of the Chair and Vice Chair, the 2nd Vice Chair shall preside over the County Board meeting and perform the duties of the Chair at that meeting.

In the absence of the Chair, Vice Chair and 2nd Vice Chair the meeting will be canceled.

SECTION F - Elected Committees of County Board: The following Committees shall be elected by the members of the County Board:

The County Public Works Board consisting of four regular members of the County Board who shall be elected for two-year terms and one alternate member who shall be appointed by the Administrator with confirmation of the County Board; the Land, Water and Education Committee consisting of four members of the County Board, who shall be elected for a term of two years and the Farm Services Agency delegate who shall be appointed by the Administrator with confirmation by the County Board; the Zoning Committee, consisting of four members of the County Board who shall be elected for a term of two years and one citizen member who shall be appointed by the Administrator with confirmation by the County Board; the Executive Committee, consisting of the Chair, Vice- Chair and 2nd Vice Chair of the County Board, who shall be elected for a term of two years.

All members of elected Committees shall be elected by the County Board on the first day of the organizational meeting of the County Board. All ballots shall be initialed by the voting member. A vacancy in an elected Committee may be filled at the next regular monthly meeting of County Board by appointment by the Administrator with confirmation by the County Board.

SECTION G - Elected Officers of the County Board:

All elective officers, if any, of the County Board are to be elected bi-annually on the first day of the organizational session of the County Board.

W I S C O N S I N

COUNTY OFFICIALS HANDBOOK

7th Edition

A Publication of Wisconsin Counties Association, 2020

With the support of the UW-Extension's Local Government Center

County Board Rules

COUNTY BOARD OFFICERS

The statutes require counties to elect a chair and vice chair. However, counties should consider whether additional officer positions, such as 2nd vice chair or sergeant-at-arms, are desirable. A 2nd vice chair is beneficial when the chair and vice chair are absent or they both wish to speak on an issue and need to step down as the presiding officer. Once the officer positions are established, any rules and duties relating to the particular office should be codified.

The statutory duties of the board chair and vice chair are contained in Wis. Stat. § 59.12; however, the statute only provides the minimum duties. Counties are free to add to those duties at the discretion of the board. For example, the rules could specify whether the board chair is an automatic member of a committee or committees, whether the board chair is able to fill in for absent committee members at committee meetings, how the vice chair assumes chair responsibilities in the absence of the chair, and what happens in the event the chair seat is vacated. In addition, the rules should specify that the board chair maintains the right to vote (not just on tie votes) and whether the board chair makes committee appointments, serves as chair of other committees, and sets the county board agenda.

Some of the duties of a board chair as described in Wis. Stat. § 59.12 are as follows:

- Perform all duties required of the chair.
- May administer oaths to persons required to be sworn.
- Countersign all ordinances of the board.
- Preside at meetings and when directed by ordinance.
- Countersign all county orders.
- Transact all necessary board business with local and county officers.
- Expedite all measures resolved upon by the board.
- Take care that all federal, state, and local laws pertaining to county government are enforced.

Some of the duties of the vice chair as described in Wis. Stat. § 59.12 are to perform the chair's duties when the chair is unable due to disability or absence, as well as attend official events representing the county in the absence of the chair. Other rules to consider are whether the vice chair should receive the chair's salary if the chair is disabled or incapacitated for any length of time. Additionally, in the event of death or resignation, if the vice chair becomes chair or whether a special election is held.

Similarly, if a county establishes the position of sergeant-at-arms, the board rules should provide guidance on the powers of the sergeant-at-arms. A sergeant-at-arms may be used to gather members for the start of a meeting, remove unruly members of the board or public as directed by the chair, notify board members or the public of special events or procedures, contact department heads, or distribute materials to board members relevant to agenda topics.

A process and rules for removal of board officers should also be stated. A motion filed with the clerk, introduction of a resolution, majority versus two-thirds vote of the members, and cause such as inefficiency, neglect of duty, official misconduct or malfeasance in office are all points to consider. However,

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Process for Running for Board Chair/Vice Chair

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend a process for running for Board Chair/Vice Chair, to be drafted into County Board rules for consideration at a future Rules & Resolutions Committee meeting.

Background:

At the December Rules & Resolutions Committee meeting, members discussed the process for running for Board Chair and Vice Chair. Below is a list of steps recommended for this process. #1, #3, #4 and #6 are optional steps highlighted in yellow below not discussed at the December meeting (questions in step #3 come from the [St Croix County board rules](#) – see page 8). Steps #2, #5, and #7 were discussed.

1. **(optional)** The roles of the Board Chair and Vice Chair, as defined in the policy titled “*Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions*” shall be distributed in the welcome letter for newly elected County Board members.
2. Candidates for Chair and Vice Chair should indicate their interest in the positions Committee/Board/Commission and Seat Preference form.
3. **(optional)** Candidates are encouraged to answer two additional questions (beyond the minimum questions on the Supervisor Biography form):
 - o If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
 - o How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?
4. **(optional)** All completed forms (i.e. Committee/Board/Commission and Seat Preference, Supervisor Biography, County Board Chair/Vice Chair candidate answers) will be distributed to all County Board members-elect in advance of the organizational meeting. This will facilitate the process of electing the Chair and Vice Chair, and provide information to the entire board about biographies and appointment preferences.
5. Candidates for County Board Chair and Vice Chair may directly contact County Board members-elect to campaign for the positions.
6. **(optional)** County Administrator, Clerk, or Corporation Counsel shall run the organizational meeting until a Chair has been elected.
7. At the organizational meeting, nominations shall be made and seconded, and the election of Chair and Vice Chair shall follow the verbiage already defined in County Board rules.

Currently County Board Rule #2 says, “*At the organization meeting in even numbered years, the Board shall elect a Chair and Vice- Chair by secret ballot. All ballots shall be formal ballots. A majority of votes of the members present shall be necessary to elect.*”

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Agenda Item Name: Committee Restructuring

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	January 6 th , 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure C
Date submitted:	January 5 th , 2022	Referred by:	n/a
Action needed by no later than (date)	n/a	Resolution	n/a

Recommendation and/or action language:

Motion to recommend drafting options for restructuring committees to improve efficiency and accountability, to be considered at a future Rules & Resolutions Committee meeting.

Background: *(preferred one page or less with focus on options and decision points)*

On December 13th, 2021 the Wisconsin Counties Association hosted an educational webinar on Committee Structure and Rightsizing. The webinar is available at <https://www.wicounties.org/wca-studio/>. Committee attendees are encouraged to watch the entire video, however the committee will view the following segments if time permits:

- 5:10 – 16:10
- 19:20 – 20:15
- 25:30 – 40:05

Attached are the documents referenced by the La Crosse and Ozaukee County Administrators. These are the equivalent of [Richland County’s committee structure document](#). Both administrators discussed the benefits of rightsizing each county’s committee structure. Should the Rules & Resolutions Committee desire to pursue committee restructuring, options would need to be drafted for consideration.

Attachments and References:

Attachment A: La Crosse County Committee Structure
Attachment B: Ozaukee County Committee Structure

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Review:

Clinton Langreck

Richland County Rules and Resolutions Committee and Ethics Board

Agenda Item Cover

Department Head

Administrator, or Elected Office (if applicable)

COMMITTEES, BOARDS AND COMMISSIONS

1.40 General Provisions

STANDING COMMITTEES, BOARDS AND COMMISSIONS

- 1.42 Executive Committee
- 1.43 Health & Human Services Board
- 1.44 Public Works and Infrastructure Committee
- 1.45 Judiciary & Law Committee
- 1.46 Veterans, Aging and Long Term Care Committee
- 1.47 Planning, Resources and Development Committee

SPECIAL COMMITTEES, BOARDS AND COMMISSIONS

- 1.54 Aging and Disability Resource Center Advisory Committee
- 1.55 Public-Safety Communications Committee
- 1.56 Family Policy Board Executive Committee
- 1.57 Integrated Support and Recovery Services Advisory Council
- 1.58 Criminal Justice Management Council
- 1.59 Library Board
- 1.60 Board of Adjustment
- 1.61 Board of Harbor Commissioners
- 1.62 Solid Waste Policy Board
- 1.64 Condemnation Commission
- 1.65 Farmland Preservation Committee
- 1.66 Ethics Board
- 1.67 Highway Safety Commission
- 1.68 Historic Sites Preservation Commission
- 1.69 La Crosse County Housing Authority
- 1.70 Local Emergency Planning Committee (LEPC)
- 1.71 La Crosse County Economic Development Fund, Inc.
- 1.72 Veterans' Service Commission
- 1.73 Wildlife Abatement/Damage Committee
- 1.74 Commission on Equal Opportunities in Housing
- 1.76 Joint City/County Emergency Medical Services Commission
- 1.77 Sustainable La Crosse Commission
- 1.78 Land Information Council

OTHER ORGANIZATIONAL APPOINTMENTS

- 1.80 Aviation Board
- 1.81 La Crosse Area Development Corp. (LADCO)
- 1.82 La Crosse County Agricultural Society
- 1.83 Lake Neshonoc Protection and Rehabilitation District
- 1.84 Lake Onalaska Protection and Rehabilitation District
- 1.85 Mississippi River Regional Planning Commission (MRRPC)
- 1.86 Southwest Badger Resource Conservation and Development (SWRCD)
- 1.87 Winding Rivers Library System
- 1.88 Couleecap, Inc
- 1.89 Wisconsin Counties Utility Tax Association

STANDING COMMITTEES

1.42 EXECUTIVE COMMITTEE

(1) Membership. The Executive Committee shall be composed of the County Board Chair, the 2 Vice Chairs, and the Chair of each Standing Committee. The County Board Chair shall be the chair of the Executive Committee. The County Board Chair may appoint additional Supervisors to the Executive Committee to maintain the membership at 9 Supervisors. In addition, the immediate past County Board Chair may serve as a member of the Executive Committee for 1 year from the last date that he or she held office as County Board Chair provided that he or she continues to be a Supervisor.

(2) The Executive Committee shall act as the policy oversight committee for the following departments:

- (a) County Administrator;
- (b) Corporation Counsel and Child Support Agency;
- (c) County Clerk;
- (d) Finance;
- (e) Information Technology;
- (f) Personnel; and
- (g) Treasurer.

(3) Duties and Powers of the Executive Committee:

(a) Assists the County Board as well as the County Board Chair in the operation of county government.

(b) Reviews and recommends action on the annual budget prepared by the County Administrator for submission to the County Board.

(c) Provides supervision and liaison with the County Administrator. The Committee shall recommend to the County Board all matters pertaining to the employment of the County Administrator.

(d) Meets periodically with comparable representatives from other municipalities of La Crosse County to act as a liaison between governmental units and to work out problems of mutual concern.

(e) Handles all other matters not specifically delegated to any other committee.

(f) Sets parameters and goals and gives directions to the County Administrator and Personnel Director on County personnel policies and procedures.

(g) Approves any proposed union contracts and contract changes where applicable for submission to the County Board for approval. The total percentage resulting from the proposed union contract shall be listed in the fiscal note.

(h) Provides oversight for all routine County financial matters, approves County audit reports, oversees County investments, monitors County insurance policies, monitors County bonding, manages the annual contingency funds, approves and recommends all budget amendments to the County Board.

(i) Examines claims against the County brought to the Committees by Corporation Counsel.

(j) Monitors, approves and recommends all expenditures in excess of the County Administrator's authority.

(k) Exercises jurisdiction over all County personnel matters, including the following: oversees all union and non-union employee personnel matters, recommends salaries and classifications structure for all personnel to the County Board and creation and/or elimination of all positions.

(4) Special Committees, Boards and Commissions. The Executive Committee shall be responsible for interaction and recommendations to the County Board with respect to following: Library Board, Board of Harbor Commissioners, Economic Development Committee, La Crosse County Housing Authority, Aviation Board, La Crosse Area Development Corp. (LADCO), La Crosse County Agricultural Society, Mississippi River Regional Planning Commission (MRRPC), Southwest Badger Resource Conservation and Development (SWRCD), Winding Rivers Library System, and Wisconsin Counties Utility Tax Association.

1.43 HEALTH & HUMAN SERVICES BOARD.

(1) Membership.

(a) The Health & Human Services Board shall be composed of 9 members appointed by the County Administrator and subject to the confirmation by the County Board including 6 Supervisors and 3 citizen members who are not Supervisors or employees of the County.

(b) The citizen members shall have a demonstrated interest or competence in human services, public health or community health and at least 1 of the 3 citizen members shall be an individual who receives or has received human services or shall be a family member of such an individual.

(c) A good faith effort shall be made to appoint a registered nurse and a physician and the Health & Human Services Board shall reflect the diversity of the community.

(d) No public or private provider of services may be appointed to the Health & Human Services Board.

(e) The above membership provisions are required by ss. 46.23(4)(a) and 251.03(1), Wis. Stats.

(2) Terms.

(a) Members of the Health & Human Services Board shall serve for 3 year staggered terms.

(b) Vacancies shall be filled in the same manner as the original appointments.

(c) A Health & Human Services Board member may be removed from office for the following reasons:

1. For cause, by a 2/3 vote of the County Board, on due notice in writing and hearing of the charges against the member.

2. If the member when appointed was a member of the County Board and was not reelected to that office, on due notice in writing.

(3) The Committee shall act as the policy oversight committee for the following departments:

(a) Human Services; and

(b) Health.

(4) Duties and Powers of the Health & Human Services Board:

(a) Functions as the county human services board and is responsible for providing program oversight of the Human Services Department pursuant to ss. 46.23(3)(b)2.c. and 46.23(5), Wis. Stats., and s. 11.01(4) of this Code.

(b) Responsible for developing policies and authorizing direction and planning for the delivery of all human services and 51.42/51/437 services that meet the physical and mental health, social and economic needs of individuals and families within the County; reviews the coordinated plan and budget; sets priorities on program operations within the funding mechanisms provided by federal, state, and county governments.

(c) Functions as the county board of health and is responsible for the program oversight of the Health Department pursuant to s. 11.19 of this Code. The Board also assesses the health status of the people of La Crosse County and recommends policies that will improve the health status and assure that needed health services are provided in the County.

(5) Special Committees, Boards and Commissions. The Health & Human Services Board acts as a liaison to the County Board for the following: Social Justice Coalition, Aging and Disability Resource Center Advisory Committee and Coulecap, Inc.

1.44 PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE.

(1) Membership. The Public Works and Infrastructure Committee shall be composed of 7 Supervisors appointed by the County Board Chair.

(2) The Committee shall act as the policy oversight committee for the following departments:

(a) Facilities;

- (b) Highway; and,
- (c) Solid Waste.

(3) Duties and Powers of the Public Works and Infrastructure Committee:

(a) Functions as the county highway committee and has general supervision over the Highway Department in representing the county in the expenditure of county funds in constructing or maintaining, or aiding in constructing or maintaining highways pursuant to s. 83.015, Wis. Stats.

(b) Submits to the County Board an annual report, which shall include a report on the receipts and expenditures of the Highway Department.

(c) Exercises policy making and legislative authority over the Facilities Department and all County facilities and properties management, including: capital improvement projects, facilities maintenance, preventive maintenance, construction, personal property and real estate, including parks and parking lots, whether owned or leased, and operations, repairs and upkeep of such real estate; and shall negotiate and execute concession arrangements on an annual basis.

(d) Exercises oversight over operational matters of the Solid Waste Department.

1.45 JUDICIARY AND LAW COMMITTEE.

(1) Membership. The Judiciary & Law Committee shall be composed of 5 Supervisors appointed by the County Board Chair.

(2) The Committee shall act as the policy oversight committee for the following departments:

- (a) Clerk of Courts;
- (b) Family Court Commissioner;
- (c) District Attorney;
- (d) Emergency Services;
- (e) Medical Examiner;
- (f) Sheriff; and
- (g) Mediation and Family Court Services.

(3) Special Committees, Boards & Commissions. The Judiciary & Law Committee acts as liaison to the County Board for the following: Public-Safety Communications Committee, Criminal Justice Management Council, and Local Emergency Planning Committee (LEPC).

1.46 VETERANS, AGING & LONG TERM CARE COMMITTEE

(1) Membership. The Veterans, Aging and Long Term Care Committee shall be composed of 5 Supervisors appointed by the County Board Chair.

(2) The Committee shall act as the policy oversight committee for the following departments:

- (a) Hillview Health Care Center;
- (b) Hillview Terrace;
- (c) Carroll Heights;
- (d) Lakeview Health Center; and
- (e) Veterans' Services.

(3) Duties and Powers of the Veterans, Aging and Long Term Care Committee.

(a) Functions of the board of trustees in managing the county institutions including Hillview Health Care Center, Hillview Terrace, Carroll Heights Apartments, and Lakeview Health Center pursuant to s. 46.18, Wis. Stats.

(b) Responsible for developing policies and procedures adequate to the mission of the institutions.

(c) Responsible for developing and implementing health programs and budgets within the funding sources available to the institutions.

(d) Audits all claims against the County incurred on behalf of the institutions at least once a month.

(e) Exercises policy making and legislative authority over the county institutions.

(4) Special Committees, Boards, and Commissions. The Veterans, Aging and Long Term Care Committee acts as a liaison for the Veterans' Services Commission.

1.47 PLANNING, RESOURCES AND DEVELOPMENT COMMITTEE.

(1) Membership. The Planning, Resources and Development Committee shall be composed of 7 Supervisors appointed by the County Board Chair and 1 citizen member. The citizen member shall be a person who is a Chairperson of the Farm Service Agency or other county agriculture stabilization and conservation committee member designated by the Chairperson of the county agriculture stabilization and conservation committee. This person shall be a voting member of the Committee only for land conservation matters.

(2) The Committee shall act as the policy oversight committee for the following departments:

- (a) Land Conservation;
- (b) Zoning, Planning and Land Information;
- (c) Register of Deeds;
- (d) County Surveyor; and,
- (e) University Extension.

(3) Powers and Duties of the Planning, Resources and Development Committee:

(a) Functions as a Planning, Resources and Development Committee pursuant s. 92.06, Wis. Stats., and has all powers and duties pursuant to Chapter 92, Wis. Stats.

(b) Promotes the development of comprehensive county wide resource conservation programs, more specifically, to halt and reverse the depletion of La Crosse County's soils, resources, and pollutions of its waters.

(c) Designated as the county zoning agency, authorized to act in all matters pertaining to County planning and zoning pursuant to s. 59.69(2), Wis. Stats.

(d) Responsible for updating and revising the zoning ordinance and responsible for long range development plans.

(e) Considers, examines, and reports to the County Board its findings in all matters of the legal assessments, tax titles, and delinquent taxes that may come before the County Board for action.

(f) Makes recommendations to the County Board concerning the Farmland Preservation Program to assure that each application meets all eligibility requirements to the law pursuant to s. 71.59 and Chapter 91, Wis. Stats., and County Land Use Policies.

(g) Functions as a committee on agriculture and extension education and supervises the educational program in cooperation with the University of Wisconsin, referred to as the "University Extension Program" pursuant to s. 59.56(3) Wis. Stats.

(h) Makes a determination of basic problems and periodic evaluation of extension services.

(i) Maintains a qualified and competent University Extension staff in cooperation with the University Extension and the U.S. Department of Agriculture, to meet the needs of the people of the County and, on behalf of the County, examines and approves expenses relative to the operation of the Extension office and staff.

(4) Special Committees, Boards & Commissions. The Planning, Resources & Development Committee acts as a liaison to the County Board for the following: Board of Adjustment, Condemnation Commission Wildlife Abatement/Damage Committee, Historic Sites Preservation Commission, Lake Neshonoc Protection and Rehabilitation District, and Lake Onalaska Protection and Rehabilitation District.

SPECIAL COMMITTEES, BOARDS, AND COMMISSIONS

1.54 AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE. The Aging and Disability Resource Center Advisory Committee constitutes the Commission on Aging as required under s. 46.82(4), Wis Stats., the Resource Center Governing Board as required by s. 46.283(6), Wis. Stats. and the Transportation Coordination Committee as required by s. 85.21, Wis. Stats. The committee shall be an advisory committee to the Health and Human Services Board.

(1) Membership. Pursuant to s. 46.82(4) and s. 46.283(6), Wis. Stats., the Aging and Disability Resource Center Advisory Committee shall be appointed by the County Administrator subject to the confirmation of the County Board. The Committee shall be composed of 8 members, 4 of whom must be over 60 years of age, 1-2 of whom will represent people with developmental disabilities, 1 of whom will represent people with physical disabilities and 1-2 of whom shall be County Board Supervisors, whom are also members of the Health and Human Services Board. County Board Supervisor shall not serve as one of the members of the Committee representing target groups. The committee members representing one of the target groups must either by an individual belonging to that ADRC client group or be the family member, guardian or other advocate for an individual belonging to that ADRC client group. Members shall serve for 3 year staggered terms. No member may serve more than 2 consecutive 3 year terms.

(2) Duties and Responsibilities:

- (a) Compiles and distributes information regarding older people, people having developmental disabilities and people having physical disabilities.
- (b) Serves as a point of contact for information, assistance, and referral.
- (c) Provides leadership in the development of a comprehensive, coordinated community system of care and support services.
- (d) Monitors the nutrition program and other programs provided by the department.
- (e) Pursuant to applicable statutes, provides operational, advocacy and outreach duties and identifies unmet needs.

1.55 PUBLIC-SAFETY COMMUNICATIONS COMMITTEE.

- (1) Membership.
 - (a) City of La Crosse Police Chief
 - (b) City of La Crosse Fire Chief
 - (c) County Sheriff
 - (d) Chair of the County Judiciary & Law Committee
 - (e) City of Onalaska Police Chief
 - (f) City of Onalaska Fire Chief or Assistant Chief
 - (g) Police Chief from County at-large (Appointed by City/County Law Enforcement Chiefs)
 - (h) Fire Chief from County at-large (Appointed by Fire Officers' Association)
 - (i) Medical Services Representative (Appointed by the County Board Chair)
- (2) Duties and Powers. The Public-Safety Communications Committee:
 - (a) Provides input to the Emergency Services Department and the Emergency Management Administration regarding operations of the Department. The Committee shall convene as needed upon request of a member or the Emergency Services Director.
 - (b) Serves to resolve impasses in functional operations and may assist in developing policies relative to functional operations.
 - (c) Coordinates to the extent feasible elements necessary in implementing the Emergency Medical Services Program in La Crosse County including but not limited to the La Crosse Emergency Dispatch System (911), law enforcement agencies, first responder agencies, fire departments, ambulance services, and other groups interested and involved in emergency medical services.

- (d) Serves in an advisory capacity to the Judiciary and Law Committee.

1.56 FAMILY POLICY BOARD EXECUTIVE COMMITTEE.

(1) Membership. The Family Policy Board Executive Committee shall be composed of not more than 13 members who are La Crosse County residents as follows:

- (a) La Crosse County Human Services Director or his/her designee;
- (b) The Chair of the Health & Human Services Board or his/her designee;
- (c) The Chair of the Judiciary & Law Committee or his/her designee;
- (d) The Executive Director of the La Crosse United Way or his/her designee;
- (e) The Executive Director of the La Crosse Community Foundation or his/her designee;
- (f) The Family Policy Board Chair;
- (g) One representative from a non-profit family & children oriented agency appointed by the Health & Human Services Board;
- (h) One School District representative (School Board Member or Superintendant) appointed by the Health & Human Services Board;
- (i) One CESA representative appointed by Health & Human Services Board;
- (j) Two citizen members with a demonstrated interest in family & children's issues and appointed by the Health & Human Services Board;
- (k) One representative of a law enforcement agency in La Crosse County appointed by the Health & Human Services Board; and,
- (l) One La Crosse County Circuit Court Judge appointed by the presiding Judge of La Crosse County Circuit Court.

(2) Term.

(a) The representatives from the non-profit family and children agency, the School District, CESA, the law enforcement agency and citizen members shall serve 2 year terms with no term limits.

(b) If a member of the Family Policy Board Executive Committee shall cease to a representative of the office or agency that he/she was designated or appointed to represent, then he/she shall also cease to be a member of the Family Policy Board Executive Committee and their position on the Committee shall become vacant.

(c) Vacancies on the Family Policy Board Executive Committee shall be filled by the successor to the office/position where applicable or by a new representative appointed by the Health & Human Services Board to fill the unexpired portion of the term to which the person was appointed.

(3) Officers. The chair of the Health & Human Services Board shall be the chair and the chair of the Family Policy Board shall be the vice-chair of the Family Policy Board Executive Committee.

(4) Duties and Powers. The Family Policy Board Executive Committee shall:

(a) Act in an advisory capacity to the Health & Human Services Board on matters of policy related to family & children's issues;

(b) Recommend program priorities and policies, identify unmet service needs, and propose short-term and long-term plans relating to family & children's issues;

(c) Evaluate and bring forth recommendations from the Family Policy Board;

(d) Serve on the Family Policy Board; and

(e) Perform other general functions that may from time to time be directed by the Health & Human Services Board and/or the County Board.

1.57 Integrated Support and Recovery Services (ISRS) Advisory Council.

(1) The Integrated Support and Recovery Services Advisory Council Coordinated Services Team Coordinating Committee shall be composed of 17 members appointed by the Human Services Director or his/her designee:

(a) Nine parents of children with disabilities.

(b) Representative of the La Crosse County Health Department.

(c) Representative of the La Crosse County Human Services Family & Children's section that is responsible for child welfare and protection services.

(d) Representative of the La Crosse County Human Services Integrated Support & Recovery Services section that is responsible for mental health and alcohol and drug abuse services for children and families.

(e) Representative of the La Crosse County Human Services Integrated Support & Recovery Services section that is responsible for providing services for children who are developmentally disabled and for Children's Community Options Program services.

(f) Representative of the La Crosse County Human Services Justice Support Services section that is responsible for providing Juvenile Justice Services.

(g) Representative of the La Crosse School District.

(h) Representative of the La Crosse County Juvenile Court Administrator.

(i) Representative in the service area who provides social or educational services to children who have disabilities other than the providers already represented in other categories.

(2) Term. The members shall serve 2 year terms with no term limits.

(3) Duties. The ISRS Advisory Council shall:

(a) Perform the role of the Children's Community Options Program (CCOP) Advisory Committee as established pursuant to section 46.272(4)(a)1. to 3., Wis. Stats. This function includes developing and approving the initial and annual CCOP Plans.

(b) Perform the role of the Coordinated Services Teams (CST) Coordinating Committee required by Wis. Adm. Code HFS 46 program standards. This function includes preparing required interagency agreements, assessing how CST collaborates with other services offered in the community, assisting with annual program applications, and reviewing determinations of eligibility, assessment, appropriate services, or funding of services as requested.

(c) Provide oversight and feedback to operation of La Crosse County Birth to 3 program.

(d) Provide input, as requested, to the Crisis program during annual update of the Crisis Community Plan.

(e) Perform other general functions that may from time to time be directed by the Health & Human Services Board and/or County Board.

(f) Report to the Health & Human Services Board.

1.58 CRIMINAL JUSTICE MANAGEMENT COUNCIL. The Criminal Justice Management Council (CJMC) shall be an advisory committee to the Judiciary & Law Committee and Health and Human Services Board.

(1) Membership. The Criminal Justice Management Council shall be composed of not more than 21 members who live or work in La Crosse County. Members are as follows:

(a) the County Board Chair or his/her designee,

(b) 3 other Supervisors appointed by the County Board Chair including at least 1 Supervisor from the Judiciary & Law Committee and 1 Supervisor from the Health & Human Services Board,

(c) the Presiding Judge of La Crosse County Circuit Court or his/her designee,

(d) the La Crosse County Sheriff,

(e) the La Crosse County District Attorney,

(f) the La Crosse County Human Services Director,

(g) a representative of the Wisconsin Department of Corrections,

(h) a representative of the State of Wisconsin Public Defender's office,

(i) A representative of the School District of La Crosse,

(j) the chief of the City of La Crosse Police Department or a designee,

(k) and a representative from the Coulee Region Chief's Association or a similar law enforcement organization as selected by the CJMC,

(l) and not more than 8 citizen members including 1 citizen member who is a victim advocate and 1 citizen member who is a representative of a mental health organization. The County Board Chair shall appoint the citizen members after public solicitation.

(2) Term of Citizen Members. The term of the 8 citizen members shall commence on the 3rd Tuesday of April. Citizen members shall serve a term of 3 years with a limit of 2 consecutive terms. If a citizen member is initially appointed to complete an unexpired term that shall not be

considered one of their two terms. The terms of the citizen members shall be staggered. The County Board Chair shall appoint the citizen members at the April organizational meeting of the County Board or as soon thereafter as practicable with the terms to expire on April 30th of the 3rd year following the appointment.

(3) Vacancies. If a vacancy occurs on the Council, the County Board Chair shall as soon as practicable appoint a person to fill the unexpired portion of the term to which the person is appointed. If the term is for a citizen member, such appointment may be made after public solicitation.

(4) Duties and Powers.

(a) The Criminal Justice Management Council is created to act in an advisory capacity to the Judiciary & Law Committee, Health & Human Services Board, and County Board on all aspects of the La Crosse County Criminal Justice System subject to the Constitution and to any enactment of the legislature which is of statewide concern and which uniformly affects every county. The Council shall recommend to the appropriate standing committees and County Board changes, including the creation, elimination or modification of programs, policies and procedures that reflect the La Crosse County correctional philosophy.

(b) To assure coordinated leadership, all proposed policy changes relating to criminal justice may be brought to the Council for review and for recommendations to the appropriate La Crosse County Committees.

(c) Under the direction of the County Board, the Council shall be responsible for the evaluation of the La Crosse County Criminal Justice System in accordance with the La Crosse County correctional philosophy, mission and vision.

(d) The Council may assist County departments in setting priorities for the La Crosse County Criminal Justice System.

(e) The Council may perform such other general functions necessary to implement its responsibilities as directed by the Judiciary & Law Committee, Health and Human Services Board and/or County Board.

1.59 LIBRARY BOARD.

(1) Membership. The Library Board shall be composed of 7 members appointed by the County Board Chair subject to the confirmation of the County Board. The Board shall include at least 1 School District Administrator of a school district located in whole or in part in that county, or that School District Administrator's designee, and 1 or 2 Supervisors.

(2) Terms. The terms shall be for 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

(3) Duties and Powers of the Library Board.

(a) Supervise the administration of the County Library System pursuant to s. 43.58, Wis. Stats.

(b) Appoint a Library Director to administer the day to day operations of the Library System.

1.60 BOARD OF ADJUSTMENT.

(1) Membership. The Board of Adjustment shall be composed of 3 members for a 3 year term beginning July 1. There shall be 1 or more alternate members on the Board of Adjustment at all times for a 2 year term. Alternate members may be appointed at any time upon recommendation of the County Board. They shall have the same powers and duties as regular members. Appointments are made by the County Administrator subject to the confirmation of the County Board.

(2) Pursuant to ss. 17.80 and 17.81 of this Code.

1.61 BOARD OF HARBOR COMMISSIONERS.

(1) Creation. The La Crosse County Board, pursuant to s. 30.37, Wis. Stats., does hereby create a Board of Harbor Commissioners. Said board to exercise the powers and perform the duties conferred upon such board by law. The board shall be composed of 7 members and shall serve 3 years staggered terms.

(2) Membership. The County Administrator shall appoint the members of the board and designate the length of the term of each member. The Mayor of the City of La Crosse may recommend 3 members. Thereafter, at the expiration of the term of any member, the County Board Chair shall appoint a successor for a 3 year term. All appointments shall be subject to the confirmation of the County Board. All persons appointed shall be qualified electors of the County and must have been a resident of the County for at least 3 years. Only 1 Supervisor may be appointed to the board. A person appointed to the board shall serve until a successor has been appointed and qualifies. Members of the board shall receive no compensation for their services, but shall be reimbursed for expenses actually and necessarily incurred in the performance of their duties.

(3) Organization; Officers. As soon as possible after the appointment and confirmation of the members of the board, they shall meet and organize by electing from among their members a president, vice-president, and such other officers as they deem necessary. The board shall hold meetings at such times and places as it determines and may adopt such bylaws consistent with law as seem practicable for its government.

(4) Duties and Powers. The intention of establishment of said board is to provide for the development and operation of harbors and preservation of navigable waterways within said County. Said powers granted pursuant to s. 30.30, Wis. Stats., including without limitation, harbor improvement; repairs and alterations of harbor; the construction, maintenance and repair of suitable dock walls of shore protection walls along the shore of any waterway other than privately owned slips and to make recommendations regarding economic development within La Crosse County.

(5) Relationship. The Board of Harbor Commissioners may exercise its power and perform its duties without first obtaining the approval of the County Board, but in no event is the board empowered to financially obligate in any manner the County or the State without the express consent of the County Board. Said powers and duties pursuant to s. 30.38, Wis. Stats., and are hereby incorporated by reference.

(6) Records. The office of record for Harbor Commission documents shall be the County Clerk.

1.62 SOLID WASTE POLICY BOARD.

(1) Membership. Membership of the Solid Waste Policy Board shall be appointed by

the County Board Chair, subject to confirmation of the County Board. It shall consist of 9 members and be composed as follows:

(a) There shall be at least 3 members who are La Crosse County Board Supervisors.

(b) There shall be 6 members of recognized ability and demonstrated interest in the problems of solid waste management who are representatives of the users of the La Crosse County Solid Waste System. At least 2 of the 6 members shall be from La Crosse County.

(c) If a member of the Solid Waste Policy Board shall cease to be a member of the La Crosse County Board or a representative of a user of the system, then he/she shall also cease to be a member of the Solid Waste Policy Board.

(2) Appointments shall be for 3 year staggered terms. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.

(3) Organization.

(a) The Solid Waste Policy Board shall annually elect a Chair, Vice-Chair, and Secretary. Meetings shall be held at such times and at such places as the Solid Waste Policy Board may determine.

(b) The Solid Waste Policy Board shall have the power to adopt, amend, and repeal rules and regulations governing its procedure and operations that are not inconsistent with this section.

(c) No compensation shall be paid to members of the Solid Waste Policy Board, but they shall be reimbursed for their actual and necessary expenses in accordance with La Crosse County travel policies.

(4) Responsibilities. It shall be the responsibility of the Solid Waste Policy Board to act as the policy making body relative to program policies affecting the activities of the Solid Waste Department and report directly to the County Board. The Solid Waste Policy Board shall keep abreast of the latest techniques, procedures, and methods that may be developed in solid waste management.

(5) Powers. The Solid Waste Policy Board shall have the following powers subject to the restrictions on powers set forth in subsection (6):

(a) Develop plans for the County solid waste management programs to collect, transport, reduce, reuse, recycle, compost, process, incinerate, destroy, convert or landfill solid waste including, without restriction because of enumeration, garbage, ashes, incinerator residue, municipal, commercial, industrial, pathological, infectious, and hazardous waste in accordance with the rules and regulations established by law.

(b) Establish operations and methods of waste management that are considered appropriate.

(c) Engage in, sponsor or co-sponsor research and demonstration projects that are intended to improve the techniques of solid waste management or to increase the extent of reuse or recycling of materials and resources including within the waste.

(d) Through the budget process, recommend the establishment of reasonable

fees, approximately commensurate with the costs of services rendered to users of the services of the County solid waste management system. Fees may include a reasonable charge to create interest-earning reserves for future capital outlays for waste disposal facilities or equipment, research activities, post-closure care costs, and potential remedial action.

(e) Create service districts which provide different types of solid waste collection or disposal services.

(f) Provide education to users of the services of the County solid waste management system and the public that it serves.

(g) Exercise such other powers and perform such other duties as may be necessary to properly advise the La Crosse County Board on policy issues relating to the operation of the solid waste management system, and which are not inconsistent with subsection (6), the laws of the State of Wisconsin, the regulations of the Department of Natural Resources, or the ordinances and resolutions adopted by the La Crosse County Board of Supervisors.

(6) Limitations on Solid Waste Policy Board Powers. The Solid Waste Policy Board shall not exercise the following powers:

(a) Acquire lands within the County by purchase, lease, donation or eminent domain.

(b) Authorize employees or agents to enter into lands to conduct reasonable and necessary investigations and tests to determine the suitability of sites for solid waste management activities.

(c) Acquire by purchase, lease, donation or eminent domain easements or other limited interest in land.

(d) Acquire equipment to be used in the solid waste management system.

(e) Enact and enforce ordinances necessary for the conduct of the solid waste management system.

(f) Contract with private collectors, transporters or municipalities to receive and dispose of waste.

(g) Accept funds that are derived from state or federal grants or assistance programs.

(7) The Solid Waste Policy Board shall have no authority, on any basis, to levy taxes or borrow money for the solid waste management system from sources other than the La Crosse County Board.

(8) The restrictions on the Solid Waste Policy Board powers set forth above in paragraph (6)(a) through (g) shall not prohibit the La Crosse County Board from either paying directly or reimbursing the Solid Waste Department for any costs for the establishment, development, and operation of the solid waste management system, or any part thereof, without requiring the repayment of said costs or expenses by a fee from the users of the solid waste management system and without the necessity of amending this section.

1.64 CONDEMNATION COMMISSION

(1) Pursuant to s. 32.08, Wis. Stats., a county shall have a condemnation commission. Each commissioner shall be a resident of La Crosse County and be appointed pursuant to s. 32.08, Wis. Stats.

(2) Such commissioners shall be appointed by the circuit judges and may be removed by said judges at their pleasure, and they shall be appointed for 3 year staggered terms.

(3) The commissioners shall annually elect 1 of their members as chair.

(4) The commissioners shall receive an hourly rate for actual service. Said rate to be established by resolution of the La Crosse County Board. Said commissioners are entitled to receive mileage at the going County Board rate and such compensation and expenses shall be paid by the condemner on order approved by the circuit judges.

1.65 FARMLAND PRESERVATION COMMITTEE.

(1) Membership. Members of the Farmland Preservation Committee shall be appointed by the County Board Chair, subject to confirmation by the County Board. A Committee member shall be an elector of La Crosse County. The Committee shall consist of 9 members to be composed as follows: 3 County Board Supervisors; 1 representative from town government; 1 representative from the city/village government; 1 representative from real estate or development interests; 1 representative with agricultural interests; 1 representative with forestry interests; and 1 representative with local conservation interests, at least 3 to be farmers in La Crosse County if possible.

(2) Term. The members shall serve 3 year staggered terms.

(3) Vacancy. If any member ceases to be an elected official of the governmental entity that he/she represents, then that person's position on the Committee shall become vacant. Vacancies may also result from the removal or resignation of a member. Vacancies shall be filled for the remainder of the unexpired term in the same manner that original appointments are made.

(4) Responsibilities. The Committee shall be responsible for general oversight of the Purchase of Agricultural Conservation Easements (PACE) Program, including the following:

(a) Review and recommend any needed changes to the ordinance establishing the PACE Program.

(b) Develop an application form and procedure for the PACE Program.

(c) Review and provide oversight in assessing all applications according to the general purposes, objectives and provisions of the PACE Program set forth in Chapter 32, including but not limited to the minimum eligibility criteria.

(d) Make recommendations regarding individual conservation easement instruments, including but not limited to the defined restrictions and reserved rights under the conservation easement.

(e) Make recommendations regarding acceptance of easements.

(f) Establish monitoring procedures and oversee subsequent monitoring to insure easement compliance in coordination with the La Crosse County Zoning, Planning and Land Information Department and La Crosse County Corporation Counsel.

(5) Reporting. The Farmland Preservation Committee shall report to the Planning, Resources, and Development (PR&D) Committee, which shall approve, deny or amend the recommendations prior to consideration by the County Board. The final decision making authority is with the County Board.

1.66 ETHICS BOARD.

(1) Membership.

(a) The Ethics Board shall be composed of 3 members and 2 alternates. The alternates shall substitute for members of the Ethics Board that are absent or unable to attend a meeting or are not eligible for any reason to sit on a case because of conflict of interest. The members and alternates shall be citizens chosen from the private sector who shall not have an affiliation with county government in any capacity. The members and alternates shall be appointed by the Executive Committee with the approval of the County Board.

(b) The membership of the Ethics Board shall be composed of 3 members serving 3 year staggered terms. The first alternate shall be appointed for a 3 year term and the second alternate shall initially be appointed for a 2 year term. Thereafter, both alternates shall be appointed for 3 year terms.

(2) Duties and Powers. Pursuant to s. 2.04(10)(b) of this Code.

1.67 HIGHWAY SAFETY COMMISSION.

(1) Membership. The Highway Safety Commission shall be appointed by the County Board Chair and shall be composed of:

- (a) County Highway Safety Coordinator, Chair
- (b) District 5 Engineer Wis. DOT Representative
- (c) County Highway Department Representative
- (d) District 5 State Highway Patrol Representative
- (e) Sheriff's Patrol Deputy Representative
- (f) Educational Profession Representative
- (g) Medical Profession Representative
- (h) Legal Profession Representative
- (i) Woman Highway Safety Leader Representative
- (j) Population Center Representative
- (k) Citizen Representative

- (l) City of La Crosse Board of Public Works Representative
- (m) Wisconsin DOT Office of Highway Safety Representative
- (n) City of La Crosse Police Representative

(2) Meetings.

(a) The commission shall develop a meeting schedule that includes a minimum of 4 full meetings per year.

(b) The County Highway Safety Coordinator shall appoint a secretary to keep a record of attendance, minutes and all official proceedings.

(3) Duties and Powers. The Highway Safety Commission shall act as an advisory board to the County Highway Safety Coordinator to enable him/her to:

(a) Secure voluntary coordination and reinforcement of highway safety activities conducted by the political subdivisions of the County in the functional areas of:

1. Driver education.
2. Codes and laws.
3. Traffic courts.
4. Alcohol in relation to highway safety.
5. Identification and surveillance of accident locations.
6. Traffic records.
7. Emergency medical services.
8. Highway design, construction and maintenance.
9. Traffic control devices.
10. Pedestrian safety.
11. Police traffic services.
12. Debris hazard control and clean up.
13. School bus safety.

(b) Advise the Judiciary and Law Committee on highway safety manners.

(c) Maintain liaison with highway safety programs carried on by the Cities of La Crosse and Onalaska; Villages of Holmen, West Salem and Bangor, and the Town of Shelby and related State functions conducted in the County.

(d) Develop local actions necessary to implement projects under the Federal Highway Safety Act of 1966.

(e) Cooperate with unofficial organizations and groups in developing and conducting public information programs directed to highway safety improvements.

(4) Subcommittees and Study Groups. The County Highway Safety Coordinator may establish special study groups or subcommittees necessary to meet the commission's responsibilities as outlined in this section. Meetings of such groups or subcommittees may be scheduled as often as necessary and when convenient.

1.68 HISTORIC SITES PRESERVATION COMMISSION.

(1) Membership. The Historic Sites Preservation Commission shall be composed of 7 members. The membership shall be composed of: 1 registered architect or architectural historian; 1 historian qualified in the field of historic preservation; 1 licensed real estate broker; 1 Supervisor; 1 qualified archaeologist; or make a reasonable effort to find members with these qualifications, and 2 citizen members. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The County Board Chair shall appoint the commissioners subject to the confirmation of the County Board.

(2) Pursuant to Chapter 22 of this Code.

1.69 LA CROSSE COUNTY HOUSING AUTHORITY.

(1) Membership. The La Crosse County Housing Authority shall be composed of 5 members appointed by the County Board Chair for 5 year terms and at least 1 of the 5 shall be a Supervisor.

(2) Duties and Powers. The Authority shall investigate the need for low-cost housing and plan for its development on a county-wide basis pursuant to ss. 59.53(22) and 66.1201 through 66.1211, Wis. Stats.

1.70 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC).

(1) Membership. The Local Emergency Planning Committee shall be composed of representatives of elected state and local officials, police, fire, civil defense, public health professionals, environmental, hospital, and transportation officials, as well as representatives of facilities subject to the emergency planning requirements, community groups, and the media appointed by the County Board Chair.

(2) Duties and Powers. The LEPC's primary responsibility is to develop and review annually an emergency response plan for hazardous and toxic chemical accidents. The LEPC plan must evaluate available resources for preparing for and responding to a potential chemical accident in accordance to the Emergency Planning and Community Right-to-Know Act of 1986 (S.A.R.A., Title III). The Committee shall serve in an advisory capacity to the Judiciary and Law Committee.

1.71 LA CROSSE COUNTY ECONOMIC DEVELOPMENT FUND, INC.

(1) Membership. The Board of Directors of the La Crosse County Economic Development Fund, Inc. shall be composed of 15 members, which shall include the Chair, First Vice Chair, and Second Vice Chair of the County Board, County Administrator, County Auditor/Finance

Director, and Corporation Counsel, or their designees, and 6 citizen representatives with financial, accounting and/or relevant business backgrounds and 3 Supervisors of the County Board appointed by the County Board Chair subject to confirmation by the County Board.

(2) Duties and Powers.

(a) The La Crosse County Economic Development Fund, Inc. is a non-stock corporation created by the County Board to serve as the county industrial development agency and is responsible for the management of a revolving loan fund and the continued improvement of the industrial climate of the county pursuant to s. 59.57, Wis. Stats. The Board of Directors of the Economic Development Fund shall develop criteria for evaluating business loan applications and make loans that will promote economic development, jobs creation, and retention.

(b) The Economic Development Fund shall analyze economic development trends, develop and recommend economic development policies and programs, and facilitate activities to improve the economic climate of La Crosse County.

(c) The Economic Development Fund shall maintain regular contact with economic development agencies and provide educational opportunities related to economic development.

(d) The Economic Development Fund may provide "start up" funds for one time support of economic development initiatives such as festivals and other not for profit events.

1.72 VETERANS' SERVICE COMMISSION

(1) Membership. The Veterans' Service Commission shall be composed of 3 residents of the County who are veterans appointed for staggered 3 year terms by the County Board Chair subject to the confirmation of the County Board. An additional 1 member shall be appointed to the commission as an alternate for each term year.

(2) Duties and Powers. To provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of such veterans, and the needy parents of such veterans pursuant to s. 45.81, Wis. Stats. The Commission shall serve in an advisory capacity to the Veterans, Aging and Long Term Care Committee.

1.73 WILDLIFE ABATEMENT/DAMAGE COMMITTEE.

(1) Membership. The Wildlife Abatement/Damage Committee shall be composed of 4 members appointed by the County Board Chair including 1 member who is a Supervisor.

(2) Duties. The committee shall be responsible for overall supervision of the Wildlife Damage Program, including: establishment of County damage policy and procedures; approval of annual budget requests, expenditures, abatement contracts and damage claims. All actions of the committee will be informally reviewed by the Planning, Resources and Development Committee.

1.74 COMMISSION ON EQUAL OPPORTUNITIES IN HOUSING.

(1) MEMBERSHIP. The County Commission on Equal Opportunities in Housing shall be composed of 5 members appointed by the County Board Chair with approval of the County Board to serve 5-year staggered terms.

(2) DUTIES AND POWERS. The Commission shall have those powers and duties as outlined in s. 9.06(3)(c) of this Code.

1.75 TRANSPORTATION COORDINATING COMMITTEE.

(1) Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 13 members representing at least the following:

- (a) County Board; one of whom shall be a member of the Aging and Long Term Care Committee;
- (b) County Aging Unit;
- (c) County Human Services Department;
- (d) County boards created under ss. 51.42 or 51.437, Wis. Stats.
- (e) Transportation providers – public, proprietary, and nonprofit;
- (f) Elderly and disabled citizen advocates;
- (g) Consumer and agency advocates.

(2) Appointments shall be for 3 year staggered terms. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.

(3) Organization.

(a) The Transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.

(b) The Transportation Coordinating Committee shall have the power to adopt, amend, and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.

(4) Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in La Crosse County. The Committee shall have at least the duties prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Veterans, Aging and Long Term Care Committee.

1.76 JOINT CITY/COUNTY EMERGENCY MEDICAL SERVICES COMMISSION.

(1) MEMBERSHIP. The Joint City/County Emergency Medical Services Commission (hereinafter the "EMS Commission") shall be composed of the following members:

- (a) La Crosse County Board Chair or his/her designee, who shall be a County Board Supervisor;
- (b) La Crosse County Board First Vice Chair or his/her designee, who shall be a County Board Supervisor;

- (c) Mayor of the City of La Crosse or his/her designee, who shall be a City of La Crosse Common Council Member;
- (d) City of La Crosse Common Council Member, who is appointed by the Mayor subject to Common Council approval;
- (e) Citizen member from the City of La Crosse, who is appointed by the Mayor subject to Common Council approval;
- (f) Mayor of the City of Onalaska or his/her designee, who shall be a City of Onalaska Common Council Member;
- (g) The La Crosse County Unit Chair of the Wisconsin Towns Association;
- (h) Member who shall be a village president or his/her designee as determined by the villages located in La Crosse County and shall be an elected official;
- (i) Representative from and appointed by Gundersen Lutheran Medical Center;
- (j) Representative from and appointed by Franciscan Skemp Medical Center;
- (k) Physician from and appointed by Gundersen Lutheran Medical Center; and,
- (l) Physician from and appointed by Franciscan Skemp Medical Center.

Citizen members of the Commission shall not be employees or previous employees of La Crosse County, the City of La Crosse, the City of Onalaska, Franciscan Skemp, Gundersen Lutheran, or Tri-State Ambulance.

(2) VACANCIES. A vacancy on the EMS Commission is created by the death, removal, retirement, or resignation of a member or when a member ceases to be an elected official or representative of the entity that he/she was elected or designated to represent. The vacancy shall be filled in the same manner as the original election, designation or appointment.

(3) OFFICERS. At the first meeting of the EMS Commission and every other year thereafter, members shall elect from their number a chairperson, a vice chairperson and other officers as necessary. Vacancies in these offices shall be filled for the unexpired terms in the same manner. The chairperson shall preside at all meetings when present. In case of the absence of the chairperson for any meeting, the vice chairperson shall act as the temporary chairperson.

(4) DUTIES AND POWERS

(a) The EMS Commission shall be responsible for establishing standards and contracting for emergency medical services in La Crosse County, reviewing provider performance, and reporting on performance to the county and other municipal governmental entities. Decisions which may impact budgets of county or municipal governmental entities, or current EMS system providers, must have advance approval by the appropriate agency governing board(s). At a minimum, the standards established by the EMS Commission shall be in compliance with the current performance standards achieved by the EMS system and enjoyed by the County of La Crosse, for example:

1. Physician EMS Medical Director(s) that are Board Certified by the American Board of Emergency Medicine;

2. A single set of Pre-Hospital Medical Care Protocols for 911 Response;
3. Wisconsin Administrative Code HFS 112 for Emergency Medical Service operations;
4. Closest ambulance response regardless of jurisdictional boundaries. Jurisdictional boundaries shall not limit the response of the transport providers;
5. Electronic patient care reporting for all individual patient care reports; and,
6. A medical quality assurance program which shall be external to EMS system providers.

(b) The duties and powers of the EMS Commission shall include the exercise of powers in the following areas:

1. Personnel Standards. Develop personnel standards in the following areas:
 - a. State licensed EMT paramedic or National Registry in compliance with Wisconsin Administrative Code HFS 112;
 - b. Turnover Rate Standards.
2. Scope of Services. Develop scope of services in the following areas:
 - a. Response time standards for defined response zones for advanced life support services everywhere in La Crosse County consistent with industry and national standards. Response time standards for services provided in the City of La Crosse shall not exceed eight (8) minutes and zero (0) seconds for 90 percent (90%) of emergency medical responses which require a red lights and siren response as determined by the use of an Emergency Medical Dispatch program approved by the EMS Commission.
 - b. Plan for 24 hour, 365 day per year coverage as per Wisconsin Administrative Code HFS 112 for La Crosse County;
 - c. Mutual Aid Agreements, including the number of mutual aid agreements, response time requirements and activations requiring La Crosse County resources; and,
 - d. Response times for individuals requiring transfer to a more appropriate inpatient behavioral health unit due to inability to meet specific patient care requirements such as age, forensic care, and medpsych diagnoses.
3. Ambulance Operators. Any ambulance service provider wishing to operate an ambulance within the La Crosse County EMS System shall first be authorized by the EMS Commission before entering an ambulance into service.
4. Vehicle and Equipment Requirements. Develop vehicle and equipment requirements which include, at a minimum, standards regarding the age and status of ambulance vehicles, equipment and supplies inventory, and repair and maintenance requirements and reporting in compliance with Wisconsin Administrative Code HFS 112 and DOT Trans 309.

5. EMS System Communications and Standards in compliance with Wisconsin Administrative Code HFS 112.

6. Medical Director/Medical Control to be in accordance with Wisconsin Administrative HFS 112. The EMS Commission shall have the authority to approve, remove and replace the Medical Director to be utilized by the credentialed paramedics in accordance with standards promulgated by the EMS Commission.

7. Quality Assurance Program. Develop standards for quality assurance in such areas as: quality indicators, run report review process, protocol review and approval process, patient satisfaction monitoring process, patient rights and safety program.

8. Insurance Requirements. Requirements for commercial/ general liability/professional liability coverage for ambulance providers.

9. Data Collection, Reporting, and Records Requirements.

a. Develop standards regarding content and frequency of routine reports in such areas as: calls, response times, clinical quality, skills proficiency, patient satisfaction, and vehicles and equipment.

b. To ensure complete transparency, ambulance providers will make all financial and operational information available to the Commission and the public. Financial and operational information includes but is not limited to personnel, vehicle, capital, equipment, operational expenses, charges for services, revenues, reimbursement rates, technology information such as GPS and computer-aided dispatch data, and response times to various communities, districts, or zones.

1.77 SUSTAINABLE LA CROSSE COMMISSION.

(1) MEMBERSHIP. The Sustainable La Crosse Commission shall be composed of the following members:

(a) La Crosse County Board Chair or his/her designee, who shall be a County Board Supervisor;

(b) La Crosse County Board Supervisor, appointed by the County Board Chair, subject to County Board approval;

(c) Mayor of the City of La Crosse or his/her designee, who shall be a City of La Crosse Common Council Member;

(d) City of La Crosse Common Council Member who is appointed by the Mayor, subject to Common Council approval;

(e) Mayor of the City of Onalaska or his/her designee, who shall be a City of Onalaska Common Council Member;

(f) Four citizen members consisting of 1 citizen member from each of the following categories: community groups, business, higher education, and health care. Two citizen members shall be appointed by the Mayor of the City of La Crosse and 2 citizen members shall be appointed by the County Board Chair.

(g) As many as two auxiliary citizen members. An auxiliary member serves as an honorary, non-voting commission member; shall receive all information that regular members receive; may attend all commission functions; may participate in all discussion related to commission matters; shall not fill in as a voting member when other members are absent; and shall abide by the provisions of the ethics ordinance as applicable to regular commission members. Attendance by auxiliary members is optional and shall not be counted toward completing a quorum. One auxiliary citizen member shall be appointed by the Mayor of the City of La Crosse and one auxiliary citizen member shall be appointed by the County Board Chair. The County Board Chair's appointment shall be subject to approval by the County Board.

(2) NOMINATION OF CITIZEN MEMBERS. Commission members in subsections (1)(a) through (e) shall submit their recommendation of candidate(s) for appointment as citizen member or auxiliary citizen member, if any, to the County Board Chair. The Commission members' recommendation(s) for appointment shall be selected by an application process.

(3) TERMS. Each member's term shall be 2 years.

(4) DUTIES AND POWERS.

(a) Regularly review progress of implementing City and County of La Crosse Strategic Plan for Sustainability.

(b) Coordinate Sustainability Plan review and revision on a 2 to 5 year cycle (setting new goals and developing new action plans).

(c) Make recommendations on funding related to sustainability initiatives during the annual budget process.

(d) Make policy recommendations and provide general support for sustainability efforts.

(e) Network with community members - businesses, private citizens, governmental entities, non-profits, etc.

(f) Coordinate educational opportunities for the community at large.

(g) Contribute to expansion, enhancement and public awareness and utilization of the sustainability website.

(h) The Commission shall report to the Planning, Resources and Development Committee.

1.78 LAND INFORMATION COUNCIL.

(1) Membership. The Land Information Council shall be composed of not less than 8 members, which shall include the County Register of Deeds, the County Treasurer, and the Real Property Lister or their designees and the following members appointed by the County Board Chair and confirmed by the County Board:

(a) A member of the County Board;

(b) A representative of the land information office;

- County;
- (c) A realtor or a member of the Realtors Association employed within the County;
- (d) A public safety or emergency communications representative employed within the County;
- (e) The County Surveyor or a registered professional land surveyor employed within the County;
- (f) A representative of the La Crosse County Information Technology Department; and,
- (g) Any other members of the Board or public that the Board designates.

(2) Notwithstanding par. (1), if no person is willing to serve under par. (1) (c), (d), or (e), the Board may create or maintain the Council without the member designated under par. (1) (c), (d), or (e).

(3) Terms. Council members who hold elective office or are employed by La Crosse County shall serve on the Council as long as they hold the office or County position designated for membership. Other Council members appointed by the County Board shall serve 3 year terms.

(4) Duties and Powers.

(a) The Council shall review the priorities, needs, policies, and expenditures of the land information office and advise the County on matters affecting the land information office.

(b) The Council shall meet on an as-needed basis.

(c) The Council shall report to the Planning, Resources and Development Committee.

OTHER ORGANIZATIONAL APPOINTMENTS

1.80 AVIATION BOARD. (City of La Crosse Board) Membership includes 1 Supervisor appointed by the County Board Chair.

1.81 LA CROSSE AREA DEVELOPMENT CORP. (LADCO). Membership includes 1 Supervisor appointed by the County Board Chair.

1.82 LA CROSSE COUNTY AGRICULTURAL SOCIETY. Membership includes 1 Supervisor appointed by the County Board Chair for a 1 year term.

1.83 LAKE NESHONOC PROTECTION AND REHABILITATION DISTRICT. Pursuant to s. 33.28, Wis. Stats., membership shall include 1 person appointed by the County Board Chair with the approval of the County Board who is a member of the Planning, Resources and Development Committee or is nominated by that committee.

1.84 LAKE ONALASKA PROTECTION AND REHABILITATION DISTRICT. (Same as 1.83 above)

1.85 MISSISSIPPI RIVER REGIONAL PLANNING COMMISSION. Pursuant to s. 66.0309(3)(a) Wis. Stats., the membership composition of the Commission from La Crosse County shall be as follows: The County Board Chair shall appoint 1 member subject to the confirmation of the County Board and the Governor shall appoint 2 members from each participating county. Terms are for 6 years.

1.86 SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT (SWRCS). Membership includes 1 Supervisor appointed by the County Board Chair.

1.87 WINDING RIVERS LIBRARY SYSTEM. Membership shall be composed of 7 representatives, including 1 and not more than 2 County Board representatives of the County's Library Board, appointed by the County Board Chair with the approval of the County Board for a 3 year term.

1.88 COULEECAP, INC. Membership includes 2 County Board representatives appointed by the County Board Chair with the approval of the County Board.

1.89 WISCONSIN COUNTIES UTILITY TAX ASSOCIATION. Membership includes 1 County Board representative appointed by the County Board Chair with the approval of the County Board.

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2.02 EXECUTIVE COMMITTEE

- (1) The County Board Chairperson, County Board Vice Chairperson, County Board Second Vice Chairperson and three (3) additional members appointed by the County Board Chairperson as Standing Committee Chairpersons shall serve as the Executive Committee of the County Board and shall provide the leadership, vision, and purpose in concert with the Ozaukee County Mission Statement. (10-74)
 - (a) In the event that a member of the Executive Committee is unable to attend a meeting, he or she may appoint an alternate from the Standing Committee of which they Chair.
 - (b) The Chairperson of the Board may choose an alternate from the body at large.
- (2) The County Board Chairperson and Vice Chairperson shall serve as the chairperson and vice-chairperson, and act as voting members, of the Executive Committee
- (3) Serve as the oversight Committee of the County Administrator's Office
- (4) The Executive Committee shall exercise the following powers and duties: (10-74), (20-62)
 - (a) Review the sections of the Code of Ordinances, in addition to, the Policy and Procedure Manual not under the jurisdiction of another County Committee
 - (b) Introduce the various administrative type resolutions that are not the responsibility of another committee
 - (c) Communication linkage between Standing Committees
 - (d) Arbitrate between competing Standing Committee issues
 - (e) Set the agenda for the regular meeting held on the third Wednesday
 - (f) Review proposed state and local legislation concerning County government, and make recommendations thereon
 - (g) Following each federal decennial census of population, prepare a preliminary and a final County supervisory district plan for presentation to the County Board
 - (h) Interpret County mission and formulate broad objective
 - (i) Budgetary Responsibilities
 1. Review, amend, and approve the annual County budget as submitted by the County Administrator
 2. Submit the amended budget to the County Board for adoption
 3. Authorize the publication of County budget summary, and notice of public hearing per Sec. 65.90(3), Wis. Stats.
 - (j) Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, authorizing debt repayment
 - (k) Direct and guide collective bargaining process and approve all collective bargaining agreements
 1. Collective bargaining agreements shall not be considered for final approval by the Committee until a complete contract edited and signed by the union has been provided to the Human Resources Office.

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2. Implementation of the terms defining the wages, hours and conditions of employment defined by collective bargaining agreements requires approval of the County Board.
- (1) Revolving Loan Funds: Provide recommendations concerning the Revolving Loan Funds to the County Board and oversee the Community Development Block Grant Program for Economic Development.

2.03 STANDING COMMITTEES OF THE COUNTY BOARD

- (1) General Powers and Duties:
 - (a) Oversight of County Departments: Oversight shall include but is not limited to the following:
 - 1. Interview up to three candidates suggested by the County Administrator for appointment to the position of Director, Department Head, Administrator, and/or Commissioner of the County Departments within their oversight. The Standing Committee shall recommend an appointee to the full County Board for confirmation within the salary guidelines set by the Finance Committee
 - 2. Monthly review of a department-wide budget summary for each of the County Departments within the Committee's oversight highlighting variances from the adopted budget
 - 3. Direct and guide policy and enforce accountability of the Departments within their oversight
 - 4. Approve all action items including but not limited to:
 - a. Departmental budgets
 - b. Departmental policies and procedures
 - c. Staffing levels and hours
 - d. New positions
 - e. Capital purchases greater than \$5,000
 - f. Fund transfers of \$10,000 or more and any transfer involving funds budgeted for conferences and meetings
 - g. Grant applications and acceptances
 - h. Review departmental fee schedules
 - i. Departmental name changes
 - 5. Authorize, review, and approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law:
 - (b) Establish Ad Hoc and/or Study Groups: in keeping with the purposes and objectives of the Committee, to analyze committee policies or issues, and to encourage community involvement
 - (c) Setting Agendas:
 - 1. The Committee Chairperson and County Administrator shall set the agendas of the Standing Committees in consultation with Constitutional Officers of the County and Department Heads within their oversight
 - 2. The Office of the County Clerk shall administer the agendas and minutes for all standing Committees
 - (d) Standing Committees shall oversee all public work within their departmental oversight, including any contract for the construction, repair, remodeling or improvement of any public work or building ⁽¹⁰⁻⁷⁴⁾
 - 1. Public notices or bids for all public work shall be released and published per Sec. 59.52(29)(a), Wis. Stats.

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2. Approve all contracts and change orders:
 - a. Change orders up to \$5,000 require the approval of the Public Works Director.
 - b. Emergency change orders up to \$25,000 may be approved by the Public Works Director after consultation with Committee Chairperson and County Administrator and the appropriate Department Head.
 - c. Change orders over \$25,000 require approval of the Standing Committee.
 - d. All change orders must be reported to the Standing Committee at the meeting following their approval.
- (2) Finance Committee: (12-56)
 - (a) Serve as the oversight Committee for:
 1. Office of the County Clerk
 2. Office of the Treasurer
 3. Corporation Counsel
 4. Finance Department
 5. Human Resources Department
 6. Information Technology Department
 - (b) Accounting and Finance: (10-74)
 1. Approve wire transfers and wire transfer dispersals
 2. Approve transfers of funds between budgeted items of any individual County office or department of \$10,000 or more
 3. Review and recommend approval to the County Board all transfers from the general fund, per Sec. 65.90(5),(a), Wis. Stats.
 4. Review on a monthly basis the Treasurer's report on County investment activities per Sec. 59.62, Wis. Stats., and the County investment policy
 5. Act as the appeals body for persons challenging their certification by the County to the Wisconsin Tax Intercept Program
 6. Appraise and advertise lands acquired by tax deed or by in rem proceedings, per Sec. 75.14, Wis. Stats. The sale or holding of any lands acquired by tax deed or in rem proceedings requires approval of the full County Board
 - (c) Human Resources: (10-74), (17-58)
 1. Recommend to the County board salary and wage schedules for County employees
 2. Oversee and adjudicate:
 - a. Job evaluations, and appeals
 - b. Employee grievances, and appeals
 - c. Periodically review personnel regulations and employee manual

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3. The approval of Commendation Resolutions be at the sole discretion of the Finance Committee with the approval of the County Board of Supervisors by a majority vote.
- (d) Insurance: Approve staff recommendations regarding insuring adequately all Human Resources:
 1. County buildings, vehicles and other property against loss and/or damage by fire or other disaster
 2. Public liability insurance
 3. Bonds for elected and appointed officials
 4. Workers compensation coverage to County employees
 5. Group health, life and long-term disability or other employee related benefits
- (e) Audit and Claims Review:
 1. Review claims referred to Committee by County Board and make recommendations concerning payment of same.
 2. Review all claims for per diem, mileage, and expenses of County board members and Boards, Commissions, and Ad Hoc Groups
 3. Review the dog license fund
 4. Review County funds as necessary
 5. Review findings and results of annual external audit, recommend remedies, and submit to the County Board for approval
- (f) Information Technology: (12-56)
 1. Provide policy direction for County electronic information transfer systems including, but not limited to, radio, telephone, computer, facsimile and microwave
 2. Approve purchases of electronic transfer systems
 3. Develop, approve, and oversee the implementation of the 5-year technology plan for Ozaukee County
- (3) Public Works Committee: (10-74)
 - (a) Serve as the oversight Committee for:
 1. Facilities Department
 2. Highways Department
 3. Transit Department
 - (b) Facilities Maintenance:
 1. Authorize purchase of materials used for, and be responsible for all the County Administration Center, Justice Center, fairgrounds and Highway facilities construction, purchases, acquisitions, development, improvements, extensions, remodeling, renovation, repairs, and equipping same. Responsible for all building and property repairs, maintenance and construction
 2. Assign office and storage space in County facilities
 3. Lease office space per Sec. 59.52(6),(d), Wis. Stats.

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- (c) Highways:
 - 1. Designated as Highway Committee per Sec. 83.015, Wis. Stats.
 - 2. Make orders providing for the laying out, relocation and improvement of public highways, streets, alleys, storm and sanitary sewers, water courses or airports per Sec. 32.05(1), Wis. Stats.
 - 3. Enter into agreements with the State Department of Transportation providing for the construction, reconstruction, or improvement, with state or federal aid, of highways, streets, or bridges, which the County is authorized to construct, reconstruct, or improve, per Sec. 86.25(2), Wis. Stats.
 - 4. Make necessary arrangements for the maintenance and regulation of parking lots that are used as an integral part of the highway system of the County
- (d) Transit: Administer the county transit (bus), and shared ride taxi service program per Sec. 59.58(3), Wis. Stats.
- (e) Serve as joint liaison to the County Board, in conjunction with the Public Safety Committee, for Traffic Safety Commission per Sec. 83.013, Wis. Stats.
- (f) Serve as liaison between the County Board and the Eastern Wisconsin Railroad Consortium (08-7)
- (4) Health and Human Services Committee: (10-74)
 - (a) Serve as the oversight Committee for:
 - 1. Human Services, Aging Services, and Aging Disability Resource Center
 - 2. Lasata Senior Living Campus
 - 3. Public Health Department
 - 4. Veterans Services Department
 - (b) Public Health Functions:
 - 1. Provide the services of at least a Level 1 health department per Sec. 251.05(1),(a), Wis. Stats.
 - 2. Oversee the operations of the Public Health Department per Sec. 251.05(3), Wis. Stats.
 - 3. Coordinate or arrange for environmental health needs for the County per Sec. 254.015, Wis. Stats.
 - 4. Provide Maternal Child Health services per Sec. 253.02, Wis. Stats.
 - 5. Negotiate and execute such contracts for the provision or securing of resources as may be necessary to the development or maintenance of services
 - (c) Human Services Functions:
 - 1. Operate under Sec. 46.23, Wis. Stats.
 - 2. Adopt as its own the approved plans and budgets of department activities, which have been approved or accepted by the Wisconsin Department of Health and Family Services

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3. Review and approve a plan for the provision of Human Services per Sec. 46.23(3am), State Statutes
 4. Approve the recommendations of the Human Services Director and Health and Human Services Board for the provision of services per Sec. 46.23(6m), State Statutes regarding the following programs and services: (10-74)
 - a. Energy Assistance per Sec. 16.27, Wis. Stats.
 - b. The Long-term Support and Community Options Program per Sec. 46.27, Wis. Stats.
 - c. The Community Integration Program per Sec. 46.275, Wis. Stats.
 - d. The Family Support Program per Sec. 46.985, Wis. Stats.
 - e. Child Abuse and Neglect per Sec. 46.51, 48.02, and 48.981, Wis. Stats.
 - f. Juvenile Justice per Sec. 48.08 and 938.08, Wis. Stats.
 - g. Child Welfare per Sec. 48.57, Wis. Stats.
 - h. Foster Care and Foster Care Aids per Sec. 48.67 and 46.261, Wis. Stats.
 - i. Community Youth and Family Aids per Sec. 48.985(3), Wis. Stats.
 - j. Public Assistance Programming per Chapter 49, Wis. Stats.
 - k. Wisconsin Works per Sec. 49.141, Wis. Stats.
 - l. Alcohol and Other Drugs and Community Support Program per Chapter 51, Wis. Stats.
 - m. Mental Health Block Grant per Sec. 51.02(1),(b), Wis. Stats.
 - n. Developmental Disability services and programming per Sec. 51.437, Wis. Stats.
 - o. Birth to Three Program
 - p. Collaborative and cooperative services with public health and other groups for programs of prevention, evaluation and diagnostic services
 - q. Intoxicated Driver Program
 - r. Safe and Stable Families Program
 - s. Inpatient and outpatient care and treatment, residential facilities, partial hospitalization, pre-care, aftercare, emergency care, rehabilitation services and supportive transitional services
 - t. Other programs, services, and grants administered by the Human Services Department
 - u. Review and approve the Commission on Aging/Aging Disability Resource Center Board recommended County aging plan for programs for older people
 - v. Oversee the operation of the Lasata Senior Living Campus
 5. Serve as liaison to the County Board, for Health and Human Services Board per Sec. 46.23(5m), Wis. Stats. (10-74)
 6. Serve as liaison to the County Board for, Commission/Aging and Aging Disability Resource Center Board per Sec. 46.82, Wis. Stats. (10-74)
 7. Serve as liaison to the County Board for, Veteran's Commission per Sec. 45.12, Wis. Stats. (10-74)
- (5) Natural Resources Committee:

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- (a) Serve as the oversight Committee for: (10-74)
1. Office of the Register of Deeds
 2. Land Information Office
 3. Land and Water Management Department
 4. Planning and Parks Department
 5. University Extension Departments
- (b) Agricultural and Extension:
1. Designated as the Agricultural and Extension Committee per Sec. 59.56(3), Wis. Stats.
 2. Keep informed as to requirements for recycling and possible County involvement
 3. Serve as liaison between the County Board and the County Agricultural Society (08-7)
- (c) Land Conservation and Zoning: (10-74)
1. The Committee shall carry out the duties per Chapter 92 , Wis. Stats.:
 - a. Establish Soil & Water Conservation Standards and guidelines for the administration of the guidelines
 - b. Oversee conservation standards for the Farmland Preservation Program
 - c. Oversee implementation and compliance with Targeted Runoff (DNR Rule NR 151), and Solid and Water Resource Management Program (ATCP 50.)
 - d. Develop comprehensive long-range and annual plans for the development, use, conservation and management of soil, water and related resources, to be submitted to the County Board and the State Department of Agriculture, Trade and Consumer Protection
 - e. Administer Manure Storage Facility Ordinance
 2. The Committee shall carry out the duties assigned under Sec. 59.69, of Wis. Stats., including but not limited to: (08-44)
 3. Maintain a Shoreland Protection and Floodplain Zoning Ordinance
 4. The Committee shall carry out the duties assigned under Sec. 295.13, of Wis. Stats. to administer the Non-Metallic Mining Reclamation Ordinance for Ozaukee County
 5. The Committee shall carry out the duties assigned under Sec. 59.70, of Wis. Stats. to administer the Sanitation Ordinance for Ozaukee County
 6. The Committee shall examine and review for approval land divisions and plats of subdivision on behalf of the County per Wis. Stats. 236.10 and NR115
- (d) Parks, Planning, Layout, Construction, Improvements, Maintenance, Governance, Management, Operations: Oversight of parks layout, improvement, maintenance, governance, management operations, acquisition and disposition, and construction of all County Parks, open spaces, preserves, natural areas, trails, County golf courses, and other County parkland per Sec. 27.04(1), 27.04(2), 27.05(1), 59.69(9), Wis. Stats.
1. Parks and Natural Areas Acquisition and Disposition:

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- a. Review, evaluate and recommend to the County Board the acquisition and/or disposition of lands for the County parks, natural areas, open space or other recreational public use per Sec. 27.05(2), 27.05(3), 27.05(4), 27.06 and 27.065, Wis. Stats.
 - b. This section shall not apply to any property or lands acquired or disposed of by the Public Works Committee through actions taken as the County Highway Committee per Sec. 83.015, Wis Stats.
 2. Serve as liaison to County Board for the Board of Adjustment, required per Sec. 59.694, Wis. Stats.
- (6) Public Safety Committee
- (a) Serve as the oversight Committee for: (10-74)
1. Office of the Clerk of Courts
 2. Office of the District Attorney
 3. Office of the Sheriff and Emergency Management Division
 4. Office of the Coroner
- (b) Emergency Management (18-64)
1. Review and approve as necessary emergency management plans for the County consistent with the state plan of emergency management and assist in the review and approval of municipal emergency management plans and integration of such plans with the County plan
 2. Oversee activities of County Emergency Management Director per Chapter 323, of Wis. Stats.
- (c) Law Enforcement: Oversee Sheriff's Department personnel matters as required by County ordinance or Wis. Stats.
- (d) Serve as the liaison to the County Board for the Local Emergency Planning Committee per Sec. 59.54(8), and 166.20, Wis. Stats.
- (e) Serve as joint liaison to the County Board, with Public Works Committee to Traffic Safety Committee
- (7) Term Limits (16-62)
- (a) Supervisor Term Limits on Standing Committees
1. No County Board Supervisor shall serve more than four (4) consecutive terms on a Standing Committee.
 2. Only full two-year terms shall be counted for the purposes of calculating term limits.
 3. The calculation of Standing Committee term limits shall be calculated retroactively to the creation of the current committees per the County Board Reorganization implemented on April 6, 2005.
- (b) Term Limits on Standing Committee Chairpersons
1. No County Board Supervisor shall serve more than three (3) consecutive terms as the Chairperson of a Standing Committee.
 2. Only full two-year terms shall be counted for the purposes of calculating term limits.

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- (8) Virtual Attendance at Standing Committee Meetings. (20-35), (20-37)
- (a) The Committee Chairperson may allow County Board Supervisors to attend standing committee meetings by teleconference when necessary to obtain quorum.
- (b) Access to Standing Committee Meetings.
 1. When permission to attend a standing committee meeting by teleconference is granted, a phone number and unique access code will be provided to the County Board Supervisors attending telephonically.
 2. The information will be provided via email to County Board Supervisors through their County Board email address.
 3. County Board Supervisors shall connect to teleconferences five minutes prior to the start time of the standing committee meetings to ensure access.
 4. County Board Supervisors shall enter standing committee meetings on mute and unmute when addressing the committee to lessen disruptions.

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2.04 BOARDS AND COMMISSIONS

- (1) Board of Adjustment:
- (a) Composition: The Board of Adjustment shall consist of no less than three and no more than five members, any number of which may be members of the County Board. All shall reside in the unincorporated area of the County and no two members shall reside in the same town.
- (b) Powers and Duties:
1. Its powers and duties shall be in accordance with 59.694(7), and County Ordinance.
 2. It shall hear and decide applications for special exception permits pursuant to Section 7.105 of the Ozaukee County Code of Ordinances
 3. It may grant a variance from the dimensional standards of this ordinance pursuant to Section 7.106 of the Ozaukee County Code of Ordinances
 4. It shall hear and decide appeals where it is alleged there is error in any order, requirements, decision or determination made by an administrative official in the enforcement or administration of this ordinance per Sec. 59.694(7),(a), and 59.694(8), Wis. Stats.
- (c) Oversight: The Board of Adjustment's oversight shall be the Natural Resources Committee of the County Board
- (2) County Aging and Disability Resource Center Board: (10-74)
- (a) Composition: The Aging and Disability Resource Center Board shall be comprised of up to ten members to be appointed by the County Administrator, subject to confirmation by the County Board per 46.283(6) Wis.Stats.:
1. A member of the County Health and Human Services Committee (County Board Member)
 2. Five citizen representatives age 60+ of recognized ability and demonstrated interest in services for older individuals
 3. One citizen representative of recognized ability and demonstrated interest in services for Physically Disabled adults
 4. Two citizen representatives of recognized ability and demonstrated interest in services for Developmentally Disabled adults
 5. Older individuals shall constitute at least 50% of the membership of the advisory committee
 6. The non-elected citizen members of the Aging & Disability Resource Center Board may serve staggered terms of three years to take effect on September 30. Members may serve no more than two consecutive three-year terms.
- (b) Powers and Duties:
1. The purpose of the Aging and Disability Resource Center Board shall be to act to improve the quality of life for the older adults and adults with disabilities of Ozaukee County
 2. The Aging and Disability Resource Center Board shall plan and develop administrative and program policies, in accordance with state law and within limits established by the Department of Health and Family Services, if any, for programs in the County per Sec. 46.82(4),(d), Wis.Stats.

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- (c) Reporting: The County Aging and Disability Resource Center Board shall report to the Human Services Committee of the County Board
- (3) County Traffic Safety Commission: (19-9)
 - (a) Composition: The County Traffic Safety Commission Shall be comprised of the following members:
 1. A member of the County Public Works Committee
 2. A member of the County Public Safety Committee
 3. The County Highway Commissioner or a designated representative
 4. The Chief County Traffic Law Enforcement Officer or a designated representative
 5. A representative of the legal profession
 6. A municipal police chief or a designated representative
 7. A medical representative
 8. An education representative
 9. Three representatives involved in law enforcement, highways and highway safety designated by the State Secretary of Transportation
 - (b) Powers and Duties: The Commission shall operate per Sec. 83.013, Wis. Stats., and has the following responsibilities and duties:
 1. Review traffic crash data from the County crash reports, spot maps, computer printouts, or other means
 2. Review other traffic safety-related matters
 3. Designation of a person to prepare and maintain a spot map showing the locations of traffic crashes on County and town roads and on city and village streets if the population of the city or village is less than 5,000. Traffic crash data received from cities and villages with a population of 5,000 or more shall also be maintained
 4. Direct recommendations for any corrective actions and other Commission matters to appropriate governmental officials
 5. Address the Highway Safety guidelines which involve local government
 6. Develop procedures for periodic review of highway safety programs
 7. Conduct an objective annual review and evaluation of remedial actions taken
 8. Recommend speed limit changes on the County Trunk Highway System to the County Board based on an engineering and traffic investigation per Sec. 349.11(1),(a), Wis. Stats., and to also make recommendations regarding the designation of through highways at the intersection of any 2 County trunk highways
 9. The Commission may establish special study groups/subcommittees necessary to meeting its responsibilities as outlined in this ordinance
- (c) Reporting: The County Traffic Safety Commission shall report to the Public Safety and Public Works Committees of the County Board

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- (4) Human Services Board: (16-10)
- (a) Composition: The Human Services Board shall be composed of eight persons of recognized ability and demonstrated interest in human services.
1. Five members shall be the County Board members comprising the Health and Human Services Committee.
 2. One member shall be an individual who receives, or has received, human services or shall be a family member of such an individual per s. 46.23(4)(a)1., Wis. Stats.
 3. Two members shall be either consumers of services or citizens-at-large per s. 46.23(4)(a)1., Wis. Stats.
 4. Members of the Human Services Board shall serve for terms of three years, so arranged that as nearly as practicable, the terms of one-third of the members shall expire each year per s. 46.23(4)(c), Wis. Stats.
- (b) Powers and Duties:
1. Appoint committees consisting of county residents to advise the Human Services Board as it deems necessary per s. 46.23(5m)(a), Wis. Stats.
 2. 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 per s. 46.23(5m)(b), Wis. Stats.
 3. Prepare, with the assistance of the Human Services Director, a proposed budget for submission to the County Administrator, a final budget for submission to the Department of Health Services in accordance with s. 46.031(1) for authorized services, except services under ch. 48 and subch. III of ch. 49, Wis. Stats., and juvenile delinquency-related services, a final budget for submission to the Department of Children and Families in accordance with s. 49.325 for authorized services under ch. 48 and subch. III of ch. 49, and a final budget for submission to the Department of Corrections in accordance with s. 301.031 for authorized juvenile delinquency-related services per s. 46.23(5m)(c), Wis. Stats.
 4. Advise the 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 per s. 46.23(5m)(d), Wis. Stats.
 5. Develop Human Services Board operating procedures per s. 46.23(5m)(e), Wis. Stats.
 6. Comply with state requirements per s. 46.23(5m)(f), Wis. Stats.
 7. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section per s. 46.23(5m)(g), Wis. Stats.
- (c) Reporting: The Human Services Board shall report to the Health and Human Services Committee of the County Board
- (5) Local Emergency Planning Committee:
- (a) Composition: The Local Emergency Planning Committee shall be comprised of up to 15 members including:

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1. A Member of the Public Safety Committee
2. Representatives of the following:
 - a. State and Local Elected Officials
 - b. Emergency Response Organizations
 - c. Media
 - d. Community Groups
 - e. Representatives of facilities concerned with hazardous chemicals confirmed by the County Board in each even numbered year.
- (b) Powers and Duties: The Commission shall operate per Sec. 59.54(8), and 166.20, Wis. Stats. and shall carry out the requirements of 42 USC 11000 to 11050 and the duties listed in Sec. 166.20 and 166.21, Wis. Stats.
- (c) Reporting: The Local Emergency Planning Commission shall report to the Public Safety Committee of the County Board
- (6) Veterans Service Commission:
 - (a) Composition: The Veterans Service Commission shall be comprised of three veterans who are residents of the County, appointed by the County Board Chairperson, for three-year staggered terms per Sec. 45.81(1), Wis. Stats.
 - (b) Powers and Duties:
 1. Estimate the probable amount of County tax required to be levied for providing aid to needy veterans
 2. Meet periodically to furnish aid to needy veterans whose right to such aid has been established
 - (c) Reporting: The Veterans Service Commission shall report to the Human Services Committee of the County Board.
- (7) Comprehensive Planning Board: (10-74)
 - (a) Designated as the Planning Committee per Sec. 59.69(2), Wisconsin State Statutes. (Comprehensive Plan, Farmland Preservation Plan, and Park and Open Space Plan): Operate under Section 66.1001, Chapter 71 and 91, Chapter 27 and Section 59.56(9) of the Wisconsin State Statutes).
 - (b) Composition: Shall be comprised of five (5) members and one (1) alternate selected from the County Board of Supervisors and appointed by the Chairperson of the County Board. The Comprehensive Planning Board shall be confirmed by the County Board in each even numbered year. Members shall serve 2-year terms starting and ending in April of the even numbered years.
 - (c) Powers and Duties:
 1. Shall have the following authorities:
 - a. Authorized under Section 66.1001 (4)(b) of the Wisconsin State Statutes to prepare, amend and implement a comprehensive plan for Ozaukee County
 - b. Authorized under Chapter 71 and 91 of the Wisconsin State Statutes to prepare, amend and implement a farmland preservation plan for Ozaukee County

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- c. Authorized under Chapter 27 and Section 27.04(1) and (2) and Section 59.56 (9) of the Wisconsin State Statutes to prepare, amend and implement a park and open space plan for Ozaukee County.
 2. Shall recommend the adoption, amendment, and/or implementation of a comprehensive, farmland preservation and/or park and open space plan for Ozaukee County to the County Board of Supervisors by adopting a resolution by a majority vote of the entire Board. Resolutions shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive, farmland preservation and/or park and open space plan.
 3. Shall receive from, consider and provide written comments to the Comprehensive Planning Citizen Advisory Committee, Land Preservation Board, Farmland Preservation Planning Citizen Advisory Committee and/or other Citizen Advisory Committees/Boards/Commissions on components, elements or the entire comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
 4. Shall approve all nominated appointments to the Comprehensive Planning and/or Farmland Preservation Planning and/or Park and Open Space Planning Citizen Advisory Committees comprised of the following: one representative (elected official or staff) from each local unit of government within Ozaukee County, 10-16 citizen/business representatives, a Southeastern Wisconsin Regional Planning Commission (SEWRPC) representative(s) and as deemed necessary a representative from the adjoining local units of government to Ozaukee County.
 5. Serve as the oversight committee/board for the Planning and Parks Department as it relates to the comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
 6. Shall consider all adoption, amendment or implementation matters regarding the comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
 7. Shall review and make written recommendations to the County Board of Supervisors on any changes to the Code of Ordinances as required by the creation, development or implementation of the Comprehensive Plan for Ozaukee County.
 8. Shall approve all contractual agreements undertaken as part of developing or implementing a comprehensive, farmland preservation and/or park and open space plan for Ozaukee County.
- (d) Reporting/Oversight: The Comprehensive Planning Board shall report directly to the County Board of Supervisors
- (8) Land Preservation Board: (10-74), (15-14)
- (a) Composition and Terms of Appointment:
1. Land Preservation Board shall consist of a minimum of seven members (as identified in a-f below) and a maximum of eleven members appointed by the County Administrator and confirmed by the County Board:
 - a. One (1) member from the Natural Resources Committee
 - b. One (1) member from the Comprehensive Planning Board
 - c. One (1) at-large member from the Ozaukee County Board of Supervisors
 - d. One (1) member from the Ozaukee Washington Land Trust
 - e. One (1) resident citizen member with business/development/real estate expertise

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- f. Two (2) resident citizen members of Ozaukee County actively engaged in agriculture
 - g. Two (2) members from Ozaukee County residents
 - h. Two (2) at-large citizen representatives
 2. Terms shall be three (3) years for elected officials and four (4) years for citizen members.
- (b) Powers and Duties:
1. The Land Preservation Board shall draft and present a Land Preservation Plan to the Ozaukee County Board of Supervisors for endorsement.
 2. Land Preservation Board shall implement the recommendations included in the Land Preservation Plan.
- (c) Oversight: Land Preservation Board shall report to the Natural Resources Committee and Comprehensive Planning Board.
- (9) Joint Board of Health: (16-10)
- (a) Composition: In accordance with the Multiple County Health Department Agreement for Ozaukee and Washington Counties creating the Washington Ozaukee Public Health Department, the Joint Board of Health shall be composed of nine persons that reflect the diversity of Ozaukee and Washington counties and who demonstrate an interest or competence in the field of public or community health.
1. Five board members shall be appointed by Washington County and four board members by Ozaukee County.
 2. Two of the members appointed by Washington County and two of the members appointed by Ozaukee County shall not be elected officials or employees of Ozaukee or Washington counties.
 3. A good faith effort shall be made to appoint a registered nurse, a physician, and a medical advisor when appointing members who are not elected officials and not employees of Ozaukee or Washington counties.
 4. Members of the Joint Board of Health shall serve for terms of three years, so arranged so that terms of one-third of the members shall expire each year.
- (b) Powers and Duties:
1. Assure the enforcement of state public health statutes and public health rules of the Department for a Level I local health department. The Board may contract or subcontract with a public or private entity to provide public health services. Any contractor's staff shall meet the appropriate qualifications for positions in a Level I health department per s. 251.04(1), Wis. Stats.
 2. Assure that the Washington Ozaukee Public Health Department shall at all times meet the standards of a Level I, II or III health department per s. 251.04(2), Wis. Stats.
 3. Adopt regulations for its own guidance and for the governance of the Washington Ozaukee Public Health Department, that are no less stringent and not in conflict with state statutes and rules for the state Department of Health Services, that it considers necessary to protect and improve public health per s. 251.04(3), Wis. Stats.
 4. Report to the state Department of Health as required per s. 251.04(4), Wis. Stats.

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5. Meet at least quarterly per s. 251.04(5), Wis. Stats.
 6. Assess public health needs and advocate for the provision of reasonable and necessary public health services. Develop policy and provide leadership that fosters local involvement and commitment, emphasizes public health needs and advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs per 251.04(6), Wis. Stats.
 7. Assure measures are taken to provide an environment in which individuals can be healthy per s. 251.04(7), Wis. Stats.
 8. Employ qualified public health professionals, including a public health nurse to conduct general public health nursing programs under the direction of the Joint Board of Health and in cooperation with the state Department of Health Services per s. 251.04(8), Wis. Stats.
 9. Employ, at its option, one or more sanitarians to conduct environmental programs and other public health programs not specifically designated by statute as functions of the public health nurse and coordinate the activities of any sanitarian employed by the governing bodies of Washington and Ozaukee counties per s. 251.04(8), Wis. Stats.
 10. Prepare a budget of the proposed expenditures of the Washington Ozaukee Public Health Department for the ensuing fiscal year and determine the proportionate cost to each participating county on a per capita basis and submit a certified copy of the budget, which includes a statement of the amount required from each county, to the County Board of each participating county for determination of an appropriation per s. 251.11(1), Wis. Stats.
 11. Determine the compensation for the employees of the Washington Ozaukee Public Health Department per s. 251.11(2), Wis. Stats.
 12. Serve as the quasi-judicial body for appeals of enforcement action taken under the Food Safety Recreational Licensing program.
- (c) Reporting: The Joint Board of Health shall report to the Health and Human Services Committee of the County Board
- (10) County Energy Action Commission: (19-15)
- (a) Composition: The Energy Action Commission shall be comprised of:
1. Natural Resources Committee member
 2. Public Works Committee member
 3. Administration Center Building Superintendent
 4. Justice Center Building Superintendent
 5. Finance Director or designee
 6. Public Works Director or designee
 7. Land & Water Management Director or designee
 8. Lasata Senior Living Campus Maintenance Supervisor
 9. Planning & Parks Director or designee
 10. Transit Superintendent
 11. UW Extension Director or designee

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12. Up to (3) Community members with expertise in energy issues appointed by the County Administrator
- (b) Powers and Duties
 1. Assess historical and current energy use associated with county government operations
 2. Evaluate and recommend energy goals, practices, and policies
 3. Develop a plan of action with prioritized projects and funding recommendations to implement energy-related projects and initiatives
- (c) Reporting: The County Energy Action Commission shall report to the Public Works Committee of the County Board.