

TO: LIESS Committee  
FROM: Jill Lodewegen, County Clerk  
RE: Chapter 2 changes

I am providing you the attached documentation to give you an update on the progress to Chapter 2 of the Waupaca County Code of Ordinance, The Governing Body. I feel I need to explain the documents because they may be confusing to look at.

After several reviews of the chapter to markup obvious changes, it became a challenge to put the chapter in what I hoped would be a better order and remove several areas of duplication. I started by color coding the original document and breaking it down into three sections. Red being general rules, green being items related to County Board and purple being related to committees.

I then sorted it out by those color and went thru and marked up changes and added "comments" to sections with questions or comments that I had. That is what the last three pages are. Each comment that was added to the document is noted by page number and comment number, which you will find in the body of the document.

The next step is to review all the items that I have noted with Diane and then try to present a draft to you for consideration. That may also be a challenge, because in order to show you, and then the Executive Committee (who must also approve changes prior to full board approval) so many changes, it may be more appropriate to repeal and replace the entire document and then make sure the new one has all the items that the board wants/needs in it. As well as make it so that it is a usable document for both board members and the public.

Each county does something different when it comes to this, so I'm also trying to research and find another county document that we may be able to use as a sample or pull some wording from.

**Red section general rules, Green County Board, Purple Committee Rules**  
**WAUPACA COUNTY CODE OF ORDINANCES**  
**Chapter 2**  
**The Governing Body**

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| <p>Quorum</p> <p><b>RULES: 2.01</b></p> <p>11.0 County Code of Ethics Compliance</p> <p>Ch. 2, Sec. 2.02 Self-Organization</p> <p>Ch. 2, Sec. 2.03 Ethics Code</p> <p>Ch. 2, Sec. 2.04 Access to Public Records</p> <p>1.0 Time &amp; Place of Meeting</p> <p>2.0 Special Meeting</p> <p>3.0 Order of Business</p> <p>9.0 County Board Proceedings</p> <p>Appendix A – County Board Chair/Vice Chair</p> <p>Appendix B - County Supervisors</p> | <p>4.0 General Procedures</p> <p>5.0 Introduction and Progress of Resolutions and Ordinances</p> <p>6.0 Budget Changes for Appropriations</p> <p>7.0 Referrals to Committees</p> <p>8.0 Majority not in Attendance</p> <p>10.0 Bills or Claims Against County</p> <p>12.0 County Board Member and Citizen Entitlements</p> <p>13.0 Committee or Boards</p> <p>14.0 Standing Committees [JL1]</p> |
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**(GENERAL RULES SECTION)**

(This and paragraph below from appendix B)

**Waupaca County Mission Statement:**

Waupaca county government exists  
 To provide services that empower and  
 Protect residents and guests

Waupaca County is a body corporate of the State of Wisconsin, charter 1851, self-organized on September 21, 1999. The County Board of Supervisors is the governing body of Waupaca County. Waupaca County has twenty-seven districts, and the voters in each district elect one Supervisor to serve on the County Board for a two year term. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of the Board, contained in Chapter 2 of the Waupaca County Code of Ordinances.

The County Board shall consist of duly elected supervisors representing the designated districts of the County as noted in Sec.1.01 (a) of the Chapter 1 General Government of the Waupaca Count Code of Ordinances. [JL2]

All statutory references in this Chapter encompass the State statute in effect at the time of adoption and as subsequently amended.

**RULES OF THE BOARD OF SUPERVISORS**

The following Rules shall govern the County Board of Supervisors, when there is no specific rule to address a situation, the latest version of Robert's Rules of Order shall apply.

**QUORUM.**

Quorum shall be defined as a majority of the members of the County Board or of any committee, commission or board. A majority is half plus one.<sup>[JL3]</sup>

**RULE NO. 11.0** -- County Committees and Boards shall further comply with the County Code of Ethics as previously adopted by the County Board of Supervisors.<sup>[JL4]</sup>

**2.02 SELF-ORGANIZED COUNTY (adopted September 21, 1999)**

Sec. 59.10(1), Wis. Stats. authorizes county government to self-organize for greater local control and flexibility in the organization and administration of county government. Self-organization would provide flexibility in determining concurrent or staggered terms for supervisors, method of compensation for supervisors and method of filling mid-term vacancies of the County Board. It would be advantageous for Waupaca County to become a self-organized County pursuant to Sec. 59.10(1), Wis. Stats. Waupaca County therefore elects to be self-organized pursuant to Sec. 59.10(1), Wis. Stats.<sup>[JL5]</sup>

**2.03 WAUPACA COUNTY ETHICS CODE (adopted April 20, 1993)**

**A. Declaration of Policy**

The proper operation of County government demands that:

1. County officials and employees are independent, impartial and responsible to the people;
2. Decisions are made in the proper channels of the County governmental structure;
3. County offices should not be used for personal gain;
4. County business should be conducted in such a way so as to re-enforce the public's confidence in its integrity.

In recognition of these fundamental principles, there is hereby created a code of ethics.

**B. Purpose**

The purpose of this code is to establish standards of conduct for all County officials and employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions

and policies of government. Citizens who serve as County officials and employees retain their rights as citizens to personal and economic interests.

County officials and employees have a right to:

1. Engage in employment and professional or business activities, other than official duties, in order to support themselves and their families;
2. Maintain continuity in their professional or business activities;
3. Maintain investments or activities which do not conflict with specific provisions of this code.

The provisions of this code, and such rules and regulations which may be established are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

#### **C. Responsibility of Public Office**

County officials and employees are agents of public purpose and hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out efficiently and impartially all laws of the United States, the State of Wisconsin and Waupaca County. Further, they are bound to observe in their official acts, the standards of ethics set forth in this code and to faithfully discharge the duties of their office. The public interest and County image must be their primary concern.

#### **D. Coverage**

This code governs all County officials, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions, department heads or other County employees that have management, purchasing and other discretionary duties.

#### **E. Exemptions**

Political contributions, which are reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

#### **F. Definitions**

1. Person. Any individual, corporation, partnership, joint venture, association or organization.

2. Financial Interest. Any interest which yields directly or indirectly, a monetary benefit to the County officer or employee or to any person employing or retaining services of the County officer or employees.
3. Anything of Value. Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment of any amount, but DOES NOT INCLUDE such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional materials such as pens, pencils, note pads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.
4. Privileged Information. Any written or oral material related to County government which has not become part of the body of public information and which is designated by Statute, court decisions, lawful orders, ordinances, resolution or custom as privileged or confidential.
5. Official. All County department heads or directors, County Supervisors and all other County elected officers, except Judges and District Attorneys.
6. Employee. All persons filling an allocated position of County government and all members of boards, committees and commissions except those individuals included in Section 6.5.
7. Immediate Family. Any official's or employee's spouse or family member who contributes more than one-half of the support of the official or receives that level of support from the official or employee.
8. Unexceptional Value. Any item which has no resale potential and is promotional in nature.
9. Unsolicited Item of Insignificant Value. Item not requested by the official employee having no resale potential and promotional or educational in nature.

**G. Fair and Equal Treatment**

1. Use of Public Property. An official or employee shall not use or knowingly permit the use of County services or County-owned vehicles, equipment or materials for unauthorized non-governmental purposes or for unauthorized personal convenience

or for profit, unless such services or use are available to the public generally.

2. **Obligations to Citizens.** An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County Supervisors to diligently represent their constituency.

#### **H. Conflict of Interest**

1. **Receipt of Gifts and Gratuities Prohibited.** An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties.
2. **Exception.** It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value.
3. **Business Interest.** An official or employee shall not engage in any business, transaction or act in regard to any financial interest, direct or indirect, which:
  - a. is incompatible with the proper discharge of his or her official duties for the benefit of the public;
  - b. is contrary to the provisions of this code; or
  - c. may impair his or her independence of judgment or action in the performance of his or her official duties.
4. **Employment.** An official or employee shall not engage in or accept any private employment or render any services for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.
5. **Contracting.** An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the county involving a payment or payments of more than \$2,000.00 within a twelve-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to

Sec. 946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract(s) with Waupaca County involving the receipts or disbursements of more than \$15,000.00 in any year.

6. **Financial Interest in Legislation.** A member of the County Board who has an estimated 10% or greater financial interest in any proposed action before the County Board shall disclose by submitting in writing the nature and extent of such interest to the County Clerk and the County Board prior to or during initial discussion of such action. Any other official or employee who has a financial interest in any proposed action before the County Board and who participates in discussion with or gives an official opinion or recommendation of such interest to the County Board.
7. **Disclosure of Privileged Information.** An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediately family.
8. **Gifts and Favors.** An official or employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or could reasonably be considered as a reward for any governmental action or inaction.

## **I. Compliance with State Statutes**

- A. **Statutes Incorporated by Reference.** The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:
  1. Sec. 19.01 - Oaths and Bonds
  2. Sec. 19.21 - Custody and Delivery of Official Property and Records
  3. Sec. 19.81-89 - Open Meetings of Governmental Bodies
  4. Sec. 19.59 - Code of Ethics for Local Government Officials, Employees and Candidates
  5. Sec. 111.36 - Sex, Sexual Orientation (Harassment)
  6. Sec. 946.13 – Private Interest in Public Contract Prohibited

- B. Violation of Incorporated Statutes. Officials shall comply with the Sections of the Wisconsin Statutes incorporated in this code and failure to do so shall constitute a breach of this Code of Ethics.

**J. Investigations and Enforcement**

- A. Advisory Opinions. Any person governed by this Code of Ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by an opinion rendered. The complainant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this Code before advisory opinion is rendered. All opinions shall be in writing. Records of the Corporation Counsel's opinion, opinion requests and investigations of violations shall be closed to public inspection, as required by Chapter 19, Wis. Stats. However, such records may be made public with the consent of the applicant.

- B. Complaints. The Corporation Counsel shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused officer or employee within ten (10) days. If no action on the verified complaint is taken by the Corporation Counsel within thirty (30) days, the complaint shall be dismissed.

- 1. Complaint of Alleged Criminal Activity. Should the Corporation Counsel receive a written or verbal complaint that a County employee is involved in unethical conduct that allegedly falls under criminal statutes and after review of the information presented, the Corporation Counsel believes that sufficient evidence exists that there is probable cause to believe that criminal activity has occurred, the Corporation Counsel shall present said information to the Legislative and Judicial Committee at their next scheduled meeting in closed session. The Legislative and Judicial committee shall review the information presented and direct:

- a. That an independent investigator be retained to investigate further into the matter.
- b. That the matter be referred to the District Attorney for review and possible prosecution.

- C. Preliminary Investigations. Following the receipt of a verified complaint, the Corporation Counsel may make preliminary investigations with respect to alleged violation of this Code. A



preliminary investigation shall not be initiated unless the accused officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights.

- D. Time Limitations. The Corporation Counsel shall investigate any complaint properly filed. However, no action may be taken on any complaint which is filed more than one year after a violation of the ethics code is alleged to have occurred.
- E. Enforcement. If the Corporation Counsel finds that probable cause exists for believing the allegations of the complaint, the Corporation Counsel may, after consultation with the Legislative and Judicial Committee:
  - 1. Request the officer or employee to conform his or her conduct to the Ethics Code;
  - 2. Recommend that the County Board order the officer or employee to conform his or her conduct to the ethics code or recommend that the official or employee be censured, suspended or removed from office;
  - 3. Refer the matter to the District Attorney to commence enforcement pursuant to the procedures and remedies of Sec. 19.59, Wis. Stats.

## **Sec. 2.04 ACCESS TO PUBLIC RECORDS**<sup>[JL6]</sup>

### **A. Definitions:**

- 1. "Authority" means any of the following having custody of a record: An office, elected official, agency, board, commission, committee, council, department or public body, corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted sub-unit of the foregoing.
- 2. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by any authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Records" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are

purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

**B. Legal Custodians:**

1. An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
2. Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, commissions, boards, or authorities created by ordinance or resolution of the County Board.
3. For every authority not specified in subsection (a) and (b), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
4. Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designate. This subsection does not apply to members of the County Board.
5. The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

**C. Procedural Information:**

Pursuant to Sec. 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at his offices, for the guidance of the public, a copy of Sec. 19.31 to s. 19.39, Wis. Stats. This section does not apply to members of the County Board.

**D. Access to Records; Fees:**

1. The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of Sec. 19.35(1), Wis. Stats.
2. Each authority shall provide any person if authorized to inspect or copy a record which appears in written form pursuant to Sec. 19.35(1)(b), Wis. Stats., or any person or is authorized to and requests permission to photograph a record, the form of which does not permit copying pursuant to Sec. 19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy, and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.
  - a. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by the law.
  - b. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
  - c. Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual necessary and direct cost of location, if the cost is \$50.00 or more.
  - d. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
  - e. An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
  - f. Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.00.

3. Each authority is acting upon a request for any record shall respond within the times and according to the procedures set out in Sec. 19.35(4), Wis. Stats.

**E. Separation of Information:**

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the Corporation Counsel before releasing any information under this section.

**(FULL BOARD RULES)**

**RULE NO. 1.0 – TIME & PLACE OF MEETING**

- 1.1 Meeting hours of the Board shall be 9:00 a.m. or at the discretion of the Chairperson of the County Board. The Public Hearing of the budget shall be held on the second Tuesday in November, unless it falls on November 11<sup>th</sup>, then it shall be the next day and shall be scheduled to begin at 9:00 a.m. The budget requires a simple majority to pass. Budget amendments after passage of budget requires a 2/3 vote of members elect.
- 1.2 Regular Meetings: The County Board shall hold regular monthly meetings on the third Tuesday of each month, to be held at the Waupaca County Courthouse except as otherwise provided and/or at the discretion of the Chair.
- 1.3 Organization:
  1. Orientation Session – Prior to the third Tuesday in April, an Orientation Session will be held for all new supervisors by the County Board Chair and County Clerk. WI Stats. 59.10(1)(b) and 59.11(1)(c).<sup>[JL7]</sup>
  2. Organization Session – third Tuesday in April.
    - a. At the statutory Organization Meeting to be held in April of even-numbered years, it shall be the duty of the County Clerk to call the County Board to order. The Clerk shall call the roll and establish presence of a quorum and proceed with the preliminary ceremonies.
    - b. No resolutions or ordinances shall be considered at the Organization Meeting, except those relating to new rules and rule changes passed during the last term.

- c. A quorum being present, the Board shall proceed to the election of a Chair and Vice Chair. (See Sec. N, Election of Officers) The Highway Committee shall be a five- member committee elected from the floor. [JL8]
- d. The Chair shall appoint a Committee on Committees to advise the Chair in the selection of committee members. The Committee on Committees shall consist of the Chair, Vice Chair and five other seven board members, which shall meet the first day of the Organization Session after all elected officials have been sworn in to office and Committee on Committees members approved.
- e. The proposed rules of the new Board shall be made available to the Board membership prior to the Organization Meeting.
- f. There shall be an explanation of the present and proposed rules of the County Board.
- g. The proposed rules of the Board shall be presented and rules adopted at the Organization Meeting of even-numbered years by a majority vote.
- h. The Rules of the Board shall be amended during the two-year period only by a two-thirds vote of those present at a meeting, ~~except at the Annual Organization Meeting, at which time a majority of those present shall rule~~ [JL9].
- i. ~~After the adoption of the Rules of the Board and other activities as noted in 3.0, the Board may recess the Organization Meeting to the following day or the same afternoon at the discretion of the County Board Chair.~~ [JL10]
- j. The Board, as the first order of business at the recessed meeting of the Organization Meeting, shall officially approve all committee members by a majority vote of those present.
- k. ~~The Board may then have all members of each committee meet for one half hour to select committee officers and then report the results of such elections to the Board as a whole.~~ [JL11]
- l. Any committee may, if the Committee membership so decides, postpone election of committee officers for not more than one month.

- m. Between Organization meetings, should a vacancy occur, or the need arises to adjust a standing committee, then the County Board Chair shall make appointments to fill the vacancy and such adjustment to a standing committee shall be approved by the full County Board at its next regular meeting.
- n. Election of Officers:
  - 1. County Board Chair and Vice Chair: The County Board Chair and Vice Chair are elected at the Organizational Meeting. This election can be made by secret ballot per Sec. 19.88, Wis. Stats. by request. Nominations are taken from the floor, no second is required. When a ballot is needed, a single ballot is prepared with the candidates' names listed in alphabetical order.
  - 2. The candidate with the majority number of votes shall be declared elected. In the case where no majority has been established and there are more than two candidates, ~~the two candidates receiving the highest number of votes shall continue and the candidate with the lower number of votes shall be removed from the ballot.~~ The voting continues until a winner is declared by majority of the votes cast. ~~When there are only two candidates on the ballot and there is a tie vote, the Board shall vote once more, if the result remains a tie, the presiding chair shall draw a name and declare this candidate elected.~~ The County Clerk's deputies shall serve as tellers to the Board for elections.
  - 3. Highway Committee is a five-member committee elected from the floor. The candidate with the majority number of votes shall be declared elected. ~~In the case where no majority has been established and there are more than two candidates, the two candidates receiving the highest number of votes shall continue and the candidates with the lower number of votes shall be removed from the ballot.~~ The voting continues until a winner is declared by majority of the votes cast. ~~When there are only two candidates on the ballot and there is a tie vote, the Board shall vote once more, if the result remains a tie, the presiding chair shall draw a name and declare this candidate elected.~~ The County Clerk's deputies shall serve as tellers to the Board for elections.

4. The ballots shall be destroyed by the Clerk thirty (30) days after the election.
- o. Except as otherwise provided by law, the chair of the county board and the vice-chair shall be ex-officio members of all standing committees. Their ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the chair or vice-chair to make a quorum as an active voting member of that committee for that day. The chair and vice-chair shall be paid mileage and per diem only when used to make a quorum by any properly noticed standing county committee.

**1.4** Annual Meeting: Waupaca County Board shall hold their Annual Meeting on the second Tuesday in November. This meeting shall be the Public Hearing on the Budget for the succeeding year and the 85.21 Transportation Fund. This date may be changed by a majority vote of the County Board of Supervisors. A simple majority is required to pass the budget. Amendments after passage of budget requires a 2/3 vote of the members elect. [JL12]

**RULE NO. 2.0 – SPECIAL MEETING:** The County Board may call special meeting in accordance with Sec. 59.04, Wis. Stats [JL13]

### **RULE NO. 3 .0 – ORDER OF BUSINESS:**

- 3.1** (This may change by consent of a majority of the members present).
1. Meeting called to order by the Chairperson
  2. Call of roll by the County Clerk, by use of the voting machine or in the event of a malfunction, by a voice roll call.
  3. Open meeting statement
  4. Silent meditation followed by the Pledge of Allegiance
  5. Approval of agenda
  6. Approval of minutes of the last meeting and corrections
  7. Presentation of ordinances-resolutions.
  8. Presentation of resolutions ordinances
  9. Presentation of verbal reports – committees or departments

10. Presentation of numbered written reports

11. Presentation of petitions

12. Consideration of miscellaneous business |

[JL14]

13. Communications

14. Adjournment

**RULE NO. 9.0 -** The County Clerk shall distribute copies of the County Board Proceedings to all department heads and all Board Members who election to receive one as soon as possible after each Board session.

### APPENDIX A RULES OF THE BOARD DUTIES OF COUNTY CHAIRPERSON/VICE CHAIRPERSON

1. The Chairperson and Vice Chairperson are regulated by Sec. 59 of the Wisconsin State Statutes. [JL15]
2. Meeting hours of the Board shall be 9:00 a.m. or at the discretion of the Chairperson of the County Board.
3. ~~Orientation Session~~ Prior to the third Tuesday in April an Orientation Session will be held for all new supervisors by the County Board Chair and County Clerk.
4. ~~The Chair shall appoint a Committee on Committees to advise the Chair in the selection of committee members. The Committee on Committees shall consist of seven Board members, which shall include the Chair and Vice Chair of the Board. The Committee on Committees shall meet the first day of the Organizational Session after all elected officials have been sworn in to office and Committee on Committees members approved.~~
5. ~~County Board Chair and Vice Chair. The County Board Chair and Vice Chair are elected at the Organizational meeting.~~
6. Order of Business: Chairperson shall call the meeting to order. The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal of the Board. [JL16]
7. The Chairperson shall be required to vote on all questions before the board, for representation in his/her district. [JL17]



8. ~~Supervisor/County Board Chairperson/Citizen member Entitlement: Per Diem will be \$60.00 per meeting; and any regular standing committee meeting over four (4) hours in length shall be paid an additional \$30.00.~~

9. ~~County Board Chairperson: County Board Chairperson shall receive an annual salary of \$13,000.00, plus all meetings to be paid as stated in Ch. 12.4 for all supervisors. The salary shall include all meetings with Department Heads, opening and answering correspondence, representing organizations, ceremonial functions, unless over two (2) hours, at that time the Chairperson is allowed to collect \$60.00 for that event/meeting.~~

~~[JL18]~~

~~Vice Chair: Shall receive \$1,000 annual salary plus paid meetings and mileage.~~

~~Appointed Administrative Coordinator: Shall receive \$5,000 annually.~~

10. ~~Purchases of greater than \$ \$25,000 shall require the signatures of the County Board Chairperson and the County Clerk. Waupaca County Highway Department equipment; Lakeview Manor pharmaceuticals and dietary; and Waupaca County Industries production equipment are exempt from this ordinance. (Waupaca County Resolution No. 64, 1990). All purchase of service contracts/agreements issued under State Statutes 46.036 for the Department of Health and Human Services are exempt from this ordinance. An agreement with Waupaca County is not valid and binding upon Waupaca County unless signed by the County Board Chairperson and/or Vice Chair or County Clerk/Administrative Coordinator.~~[JL19]

11. ~~Purchases under \$25,000 are left to the Department Head responsible for the project to determine whether the County Board Chairperson needs to sign the contract.~~

12. ~~In the absence of the County Board Chairperson, the Vice Chair shall sign the contracts and in the absence of both the Chairperson and the Vice Chair, the Chairperson of the Finance and Human Resources Committee or the County Clerk/Administrative Coordinator shall sign the contract.~~

13. ~~All committee appointments are either through election by the full County Board, appointment by the Board Chairperson and confirmation by the Board, or by recommendation of the Committee on Committees, if practicable this shall be done within thirty (30) days.~~[JL20]

14. ~~Except as hereinafter provided, the term of office of each member of the Solid Waste Management Board appointed by the Waupaca County Board Chair and approved by the County Board of Supervisors pursuant to this ordinance shall be for three (3) years. The terms of those initially appointed shall be as follows:~~

~~Two (2) shall be appointed for a term of three (3) years from date of appointment.~~

~~Four (4) shall be appointed for a term of two (2) years from date of appointment.~~

~~Four (4) shall be appointed for a term of one (1) year from the date of appointment.~~

~~15. The Solid Waste Management Board objectively monitors and reviews the nuclear waste issue within its boundaries, and Nuclear Waste Exploration: Any person, including individuals, partnerships, associations, corporations, municipalities, or other State and/or Federal agencies, departments, bureaus or units, shall give written notice to the County Board Chair and the Solid Waste Management Board, a minimum of sixty (60) days prior to said person conducting any drillings over 500 feet in depth or any drillings of any depth or onsite exploration related to the search for a nuclear waste disposal site on lands within Waupaca. [JL21]~~

**Chapter 2 – Rules of the Board**  
**APPENDIX B**  
**COUNTY SUPERVISORS DUTIES**

County Supervisors are expected to individually contribute to a collaborative effort to set strategic mission goals and make broad policy decisions that support the strategic mission and advance the priorities of the County. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in Ch. 1, Section 1.08 and 1.09<sup>[JL22]</sup>, as appointed by the County Board Chairperson;
- Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
- Providing oversight and advice to the management of the County regarding delivery of County services while refraining from the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual budget and tax levy.

Service as a County Supervisor is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States the Constitution of the State of Wisconsin and to carry out impartially the laws of the Nation, State and County. County Supervisors:

- Are dedicated to the democratic ideals of honest, openness and accountability in all matters involving County government;
- Are willing to accept responsibility for decision-making that can affect many;
- Understand the County's mission, priorities, challenges, needs and demographics;
- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media,

- exert a good faith effort to communicate the full truth about County matters and avoid structuring information to achieve a personal advantage;
- Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the County's fiscal and natural resources by supporting public policy for the best use of the land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all County operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

### **(COMMITTEE RULES)**

#### **RULE NO. 4.0 – GENERAL PROCEDURES**

The following procedures shall apply to all County Committees and Boards, hereinafter referred to as Committee. When Committee is used in this rule and those following, it shall mean and include all committees, commissions, boards or other agencies exercising delegated power of the Board or otherwise subject to the control selection or approval by the Board.

- 4.1** Except as modified by these rules, the rules of parliamentary practice in Roberts Rules of Order shall govern in all cases where they are applicable.<sup>[JL23]</sup>
- 4.2** The rules herein set forth shall not be suspended or amended except by a two-thirds vote of the members present.<sup>[JL24]</sup>
- 4.3** The chairperson and/or department head of each committee of the County Board shall file with the County Clerk at least five (5) days prior to each County Board session (except in emergency situations) notification of all

business, including ordinances, resolutions and reports, to be brought before the Board by the respective committees.

## **RULE NO. 5.0 – INTRODUCTION AND PROGRESS OF RESOLUTIONS AND ORDINANCES**

- 5.1** All resolutions of legislative, safety or security intent shall be presented to the Legislative, Judicial, Ethics, Safety & Security Committee for review with the exception of Salary/Compensation, and new positions unless directly related to this committee. Any committee may, by its own motion approved by a majority of the committee, report to the LJESS Committee for passage of a resolution or order. Such committee action shall be delivered to the County Clerk for processing under No. 4.3 above. [JL25]
- 5.2** Any individual supervisor may introduce a resolution or ordinance as follows:
1. The written proposal shall be delivered to the presiding officer at any regular Board meeting.
  2. That officer shall refer it to the proper committee for review and recommendation for passage or other action.
  3. The committee chairperson shall place it on the committee's agenda not later than two regular committee meeting dates.
  4. The committee shall make its recommendation to the Board not later than four regular committee meeting dates after receipt of the proposal.
  5. The proposal shall be placed on the Board agenda in accord with No. 5.4 below.
- 5.3** The Corporation Counsel shall assist any committee or individual supervisor in the formal drafting of a proposal, if so requested. All resolutions and ordinances must be submitted to the Corporation Counsel for approval only as to legality and form at least seven working days prior to the day of the Standing Committee County Board meeting at which they are to be presented, and the Corporation Counsel notation of approval shall be presented to the Full County Board either as a notation on the resolution itself or as a separate written approval prior to any vote on said proposal. [JL26]

If the Corporation Counsel objects, such objection shall be presented to the Board in writing by filing same with the County Clerk and the Chairperson of the Standing Committee designated to handle this proposal prior to the call to order of that Board meeting.

**5.4** The County Clerk shall compile the information filed by the various committee chairperson and/or department head, an agenda containing the business to be presented at the next session of the County Board. Said agenda, and a copy of each ordinance, resolution and report listed thereon, whenever possible, shall be mailed provided to each Board member five (5) days prior to a Board session. A copy of the agenda only shall be distributed to each department head at the same time.

New section? Not really part of 5.0. Move this to county board rules? Some apply to full board others to committee other to both

**5.5** All matters not appearing on the agenda for a particular Board session shall be out of order and shall not be considered at that session in accordance with the State of Wisconsin Open Meeting Law, unless the matter shall be declared an emergency measure.

**5.6** The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal of the Board.

**5.7** No member shall be interrupted while speaking, unless it is to call the member to order.

**5.8** Each member, when wishing to speak, shall raise his or her hand and address the Chair. If two or more members raise their hand at the same time, the Chairperson shall decide who is entitled to speak. At full board meetings where electronic voting is used, members will request to speak by selecting that item on their voting devices.

**5.9** Motions shall be made in writing when requested by the Chairperson.

**5.10** No communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A member of the Board must sign all resolutions presented<sup>[JL27]</sup>.

**5.11** No member shall be permitted to speak more than twice on the same question unless by permission of the Board/Chairperson.

**5.12** When all who wish to speak on any question before the Board have expressed their views, the Chairperson shall put the question. No member shall be permitted to speak while the question is being presented.

**5.13** When a question is before the Board, no motions shall be in order except to adjourn; to lay on the table; for the previous question; to postpone; to divide; to correct or amend; said motion shall have precedence in order arranged.

**5.14** In the event that the electronic voting board is not in proper operation, a roll call vote may be requested by any member of the Board.

- 5.15** Every member, on a roll call vote, shall vote aye or nay unless the Board for a special reason shall excuse a member. A motion to excuse a member from voting shall be made before the calling of the ayes and nays on the question pending and shall be voted upon without debate. However, with permission of the Chairperson, a member shall be excused from voting in any instance if the member announces a conflict of interest prior to the taking of the vote. After the Clerk has called "last chance to vote" and the vote is displayed, a Supervisor may only change his/her vote by requesting reconsideration, see Sec. 5.21, and a vote may never be changed after the meeting has adjourned.<sup>[JL28]</sup>
- 5.16** All questions presented to the County Board shall be determined by a majority of the supervisors present unless otherwise required by law, ordinance or these rules. The Chair shall state all questions. If the Chairperson be in doubt as to the voice of the majority, he shall call for a roll call vote. Every member shall vote unless excused.
- 5.17** The names of the County Board members voting shall be recorded in the Board minutes.
- 5.18** The Chairperson shall be required to vote on all questions before the Board, for representation in his/her district.
- 5.19** A motion to adjourn is always in order and shall be decided without debate.
- 5.20** A motion to table shall be decided without debate.
- 5.21** No motion for reconsideration shall be received unless made by a member who voted on the prevailing side in the first instance.
- 5.22** No specific subject matter shall be voted upon more than twice in the budget year, unless by permission of a two-thirds vote of the members elect of the Board.<sup>[JL29]</sup>

## **RULE NO. 6.0 – BUDGET CHANGES FOR APPROPRIATIONS**

- 6.1** All budget changes or appropriations of money over and above the adopted annual budget shall be made only by the adoption of a resolution or ordinance passed in accordance with the laws of the State of Wisconsin and submitted through the Finance and Human Resources Committee and requires a 2/3 vote of the members elect.
- Minor budgetary transfers and changes, defined as 10 percent or less of the department's line item annual approved budget are controlled by the County's Finance Director.<sup>[JL30]</sup>

- 6.2** The budget resolution or ordinance shall be introduced by the Finance and Human Resources Committee.
- 6.3** The vote on said resolution when amended or ordinance shall be sustained by a two-thirds vote of the members elect of the County Board.<sup>[JL31]</sup>
- 6.4** No purchase of materials and/or equipment \$25,000 or more over the budgeted amount can be made without approval of the Waupaca County Board of Supervisors. WI State Stats § 59.52(29)
- 6.5** Purchases of greater than \$25,000 shall require the signatures of the County Board Chairperson and/or the County Clerk. Waupaca County Highway Department, Lakeview Manor pharmaceuticals and dietary, and Waupaca County Industries production equipment are exempt from this ordinance. (Waupaca County Resolution No. 64, 1990-91). All purchases of service contracts/agreements listed under Sec. 46.036, Wis. Stats. for the Department of Health and Human Services are exempt from this ordinance. An agreement with Waupaca County is not valid and binding upon Waupaca County unless signed by the County Board Chairperson and/or Vice Chair or County Clerk/Administrative Coordinator.
- 6.6** Purchases under \$25,000 are left to the Department Head responsible for the project to determine whether the County Board Chairperson needs to sign the contract.
- 6.7** In the absence of the County Board Chairperson, the Vice Chair shall sign the contracts and in the absence of both the Chairperson and the Vice Chair, the Chairperson of the Finance and Human Resources Committee or the County Clerk/Administrative Coordinator shall sign the contract.
- 6.7(a)** The order of succession for the Chair position during the temporary absence of the Chair or until the vacancy is filled shall be the Vice Chair, Finance/HR Committee Chair and then the Legislative/Judicial/Ethics/Safety & Security Committee Chair.<sup>[JL32]</sup>
- 6.8** A roll call vote shall be called on the passage of any resolution appropriating money.<sup>[JL33]</sup>
- 6.9** Each Committee shall consider and make recommendations on budgets of all Waupaca County Departments and Offices under their supervision. Prior to the submission of said budgets to the Finance and Human Resources Committee, the Finance Director shall publish a schedule for budget reviews.
- 6.10** At least one full Board meeting shall be scheduled to consider such budgets with the public invited to attend for public comment session.



**6.11** The Finance and Human Resources Committee shall have an obligation to review current year budget operations and proposed budget, and make recommendations to the Board on any or all budgets.

**6.12** Department Heads and Supervising Committee Chairperson shall be advised of any modification or disapproval of any budget items submitted by their department to the Finance and Human Resources Committee. If the Department Head or the Supervising Committee of that Department requests to be heard in rebuttal, the Finance and Human Resources Committee shall grant that opportunity.

**RULE NO. 7.0 -** Matters that come before the Board may be referred to appropriate committees by the chairperson without motion. [JL34]

~~**RULE NO. 8.0 -** When a majority is not in attendance, all present shall be entitled to their per diem and standard mileage allowance, if applicable. [JL35]~~

**RULE NO. 10.0 -** All bills or claims against the County, except claims or bills of the County Board members, and all matters requiring action by the Finance and Human Resources Committee shall be filed with the County Clerk at least seven (7) days before the meeting of the County Board. All bills against the County or claims for services rendered shall be itemized fully and completely, except in cases where the County Board has previously fixed a definite sum as compensation for such services. It shall be the duty of each and every committee to examine and compare all bills and claims against the County referred to them, together with the law and authority under which payment of such bills or claims is demanded, and to recommend in accordance with the facts fully in writing as to all matters to such committee for examination and report. [JL36]

## **RULE NO. 12.0 – COUNTY BOARD MEMBER AND CITIZEN MEMBER ENTITLEMENTS**

### *Definitions:*

*County Board Member:* A duly elected representative elected at the Spring Election for a two-year term, unless otherwise appointed per the County Board Rules.

*Citizen Member:* A member serving on a statutory committee/board/commission per Wisconsin State Statutes and approved by the County Board of Supervisors.

**12.1** Mileage reimbursement for County Board Meetings, Committee Meetings and other authorized County functions.

Each Supervisor for each day they attend a meeting of the Board, receive mileage for each mile traveled in going to and return from the meetings by the most usual traveled route at the rate established by the Board

pursuant to Sec, 59.45, 59.13 Wis. Stats. as the standard mileage allowance for all County employees and officers.

**12.2** County Board Members: The Standard Mileage Allowance for attendance of in-county Committee Meetings, County Board Meetings and other authorized in-county functions shall be set at the same rate as the Internal Revenue Service rate for mileage reimbursement for the driver only.

**12.3** Mileage reimbursement for out-of-county meetings and other authorized out-of-county functions shall be set at the same rate as the Internal Revenue Service rate for mileage reimbursement for the driver only. This mileage rate shall be set for all county employees who travel in and outside the county for authorized county business for the driver only, to be effective January 1, 2001. [JL37]

**12.4** Supervisor/County Board Chairperson/Citizen Member Entitlement: \$60.00 per meeting and any meeting over 4 hours will receive an additional \$30.00.

County Board Chairperson shall receive an annual salary of \$13,000 plus paid meetings and mileage.

County Board Vice Chairperson shall receive an annual salary of \$1,000 plus paid meetings and mileage.

Administrative Coordinator shall receive an annual salary of \$5,000. [JL38]

**12.4(a)** Conferences, Seminars, Conventions and authorized County functions. Shall be paid mileage and \$60.00 per day or if over 4 hours, \$75.00 for the full day. [JL39]

As long as we are members of NACO beginning September 1, 2014 there shall be no compensation for NACO meetings. [JL40]

**12.4(b) Cancellation Policy.** On any prepaid convention, conference or seminar, a supervisor must notify the County Clerk's office at least 48 hours of a cancellation or any non-reimbursable fee shall be paid from the supervisor's mileage and expense voucher.

**12.5** Supervisors/Citizen Members per diem and expense entitlement while attending conventions and other out of the county functions shall be entitled to per diem payments on a daily basis when attending meetings, conventions or conferences which directly relate to their positions on the Board or one of its duly appointed committees or boards. This shall include each day of the convention or conference and meeting schedule before the day of the convention or conferences.

Registration fees and expenses for lodging made necessary by the board members attendance at such a conference or convention shall be paid by the County only for that board member. Whenever possible, room reservations are to be submitted to the County Clerk's office in advance so that advanced billing can be made through that office for the tax exemption rate and direct billing.[JL41]

Meal reimbursement to County Board Supervisors/Citizen Members shall allocate a daily meal allowance equal to \$34 per day for all out of county meal expenses, receipts must be submitted to the County Clerk's office with their voucher or the bill will not be paid. Meal reimbursements are for the Supervisor only, can not include any alcoholic beverages and no more than 15% tax. See Human Resources for full policy. When it is not an overnight stay, it is a taxable amount.

**12.6** All County Board Committee meetings (including Highway Committee meetings) and other authorized county functions as described in 12.5 shall be unlimited per calendar year.

**12.7** Leadership Waupaca County. Any sitting County Board Supervisor may apply to the County Board Chair for authorization to submit an application to Leadership Waupaca County. The County Board Chair may select two members per year to attend the Leadership Program and to authorize payment of the full fee for each of the supervisors selected. There will be no per diem or mileage payment for participation in this course.

### **RULE NO. 13.0 – COMMITTEES OR BOARDS:**

The following procedures shall apply to all County Committees and Boards.

**13.1** Board rules shall spell out how members are selected.

1. All committee appointments are either through election by the full County Board, appointed by the Board Chairperson and confirmation by the Board, or by recommendation of the Committee on Committees, if practicable this shall be done within thirty (30) days
2. All appointments to standing committees shall be for the full term of the Supervisor as set by state statute.
3. Committees shall set their Chairperson, Vice Chairperson and Secretary. The Vice Chairperson shall serve in the temporary absence of the Chairperson.[JL42]
4. The secretary of each committee shall keep written minutes of each meeting held which shall be placed on file in the County Clerk's office not more than ten (10 ) days after the meeting is held.

Minutes will be posted to the website after approval by the Committee of Jurisdiction.<sup>[JL43]</sup>

5. Minutes shall include:
  - a. The name of the committee, the date, the hour, location of meeting and time of adjournment.
  - b. Listing of all those present.
  - c. Each matter considered and the action taken by the Committee.
  - d. Persons appearing, the matter on which they appear, and the position taken.
6. Committee members shall sign the certificate of attendance sheet and indicate their mileage, start and end time of each meeting, and all meetings attended for the day. This report shall establish payment for meetings attended and mileage to be paid.
7. The Chairperson of every standing committee shall be authorized to direct the County Clerk to call a meeting of such Committee by giving not less than five days notice and designating the date of such meeting. In order to receive per diem, attendance by members other than their own assigned committee, the attendance must be directed by an assigned committee or committee chair and the attendance must be recognized and recorded in the minutes of the meeting and said members shall sign the Certificate of Attendance sheet.

### **13.2 Staff Assistance for Standing Committees or Boards:**

Assistance may be provided to the Committee by the department staff.

### **13.3 Scheduling, Notice and Conduct of Meetings.**

1. All meetings of committees shall be conducted in strict accord with the open meeting laws of the State of Wisconsin.
2. Copies of the Wisconsin Open Meeting Law shall be reproduced by the County Clerk and placed permanently in the minute books of all committees.<sup>[JL44]</sup>
3. When closed or executive sessions are permitted by statute, the Chairperson shall publicly announce the closed or executive session and explain briefly the reason as authorized by statute. The announcement and reason shall be duly recorded in the

minutes. Any case of doubt as to legality shall be resolved in favor of an open meeting.

4. Open meetings shall be held in public buildings or other places accessible to the public.
5. A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, with a time for public input/public comment, for items on the agenda or for placing an item on a future agenda, time limit set by Chair if necessary, shall be given to the County Clerk for posting on the public bulletin board and such other place(s) in the Courthouse which provide prompt and sufficient notice to the public as soon as possible after scheduling but not less than five (5) days prior to the meeting. [JLAS]
6. These procedures under Rule 13.3 shall apply to meetings called under emergency situations insofar as practical.

#### **13.4 STANDING COMMITTEES**

A permanent committee appointed to deal with a specified subject.

- A. Agriculture, Extension & Education Committee
- B. Emergency Management, Terrorism & Safety Committee
- C. Finance, Human Resources & Information Systems Committee  
Human Resources: A sub-committee of Finance  
Information Systems: A sub-committee of Finance
- D. Highway Committee
- ~~E. Lakeview Manor Committee~~
- F. Land & Water Conservation Committee
- G. Land Information Council
- H. Law Enforcement Committee
- I. Legislative, Judicial, Ethics, Safety & Security Committee
- J. Local Emergency Planning Committee
- K. Parks and Recreation Committee
- L. Public Property Committee
- M. Planning and Zoning Committee

N. Health & Human Services Board

O. Solid Waste Management Board

P. Veterans Service Commission [JL46]

**RULE 14 COMMITTEE DUTIES** [JL47]

**A. Human Services Board: Per Wis. State Statute Section 46**

**B. Legislative, Judicial, Ethics, Safety & Security Committee**

(Adopted at 2.03(8)(b)(11), February 17, 1977)

(Adopted as 2.03(8)(a), April 21, 1982)

(Amended September 16, 2008) [JL48]

1. The Legislative, Judicial and Ethics Committee and Safety and Security Committee is hereby combined into one committee to be appointed bi-annually by the Committee on Committees: Legislative, Judicial, Ethics, Safety & Security Committee.
2. The duties of the Committee shall be:
  - a. To advise the Chairperson and the Board of Supervisors of any pending state or federal legislation relating to or affecting the operation of County Government and to formulate recommendations on possible action relating to that legislation.
  - b. To prepare recommendations on behalf of the County Board regarding legislation currently pending in State Legislature and for serving as a liaison between the Waupaca County Board of Supervisors and those State Legislators representing Waupaca County in the State Legislature.
  - c. To review legislative information received from WCA or any other sources, resolutions received from other counties, and to work with and seek input from the various County Department Heads and Personnel on legislative matters.
  - d. To represent Waupaca County at WCA meetings relating to legislative matters.
  - e. To review County Board standing rules and makes recommendations on the same to the Executive Committee for approval of submitting the same for Board consideration.

- f. To review County Board members entitlements and make recommendations on the same to the Executive Committee for approval of submitting the same for board consideration.
- g. To serve as the liaison between the Waupaca County Board of Supervisors, the Circuit Courts and District Attorneys for Waupaca County.
- h. To review and make recommendations on the budgets and additional personnel requests from the District Attorney, the Circuit Court Judges and the Clerk of Court prior to their submittance to the Finance Committee.
- i. To establish a Code of Ethics governing the Waupaca County Board of Supervisors.
- j. The committee shall review and make recommendations to the Chairperson and the Board of Supervisors as relating to addressing and improving on all safety and security concerns relating to county owned facilities.

**C. Human Resources Committee** (Procedures in employment relations) (Adopted April 21, 1982, Adopted July 21, 1992) They have their own Policy and Procedures Booklet, not connected to an ordinance.

**D. Solid Waste Management Board**  
 (Amended Section II(4), adopted February 16, 1999)  
 (Amended Section II(4)(a), adopted June 18, 1996)  
 (Adopted as 1.30(15), adopted May 18, 1982)  
 (Amended June 18, 1996, published June 27, 1996)  
 (Amended February 16, 1999, published March 5, 1999)

1. Establishment:

Pursuant to Sec. 59.07(135), Wis. Stats., there is established a Solid Waste Management Board to operate the solid waste management system for Waupaca County.

The Solid Waste Management Board hereby created shall identify Waupaca County as a Solid Waste Management district which shall be composed of the Urban Service Areas as outlined in Waupaca County, Wisconsin, Solid Waste Management Plan, dated September 1980, and more specifically Figure 3 entitled, Urban Service Areas and Development Concentrations.

2. Purpose:

- a. It shall be the responsibility of the Management Board to supervise and manage the collection and disposal of solid waste in Waupaca County in accordance with the rules and regulations established by the Waupaca County Board of Supervisors, the Wisconsin Department of Natural Resources and the Solid Waste Recycling Authority of Wisconsin. The Management Board shall keep abreast of the latest techniques, procedures, and methods that may be developed in solid waste management and shall make recommendations to the Waupaca County Board of Supervisors concerning solid waste management.
- b. The Solid Waste Management Board shall be composed of nine (9) members, five (5) of whom shall be County Board of Supervisors and four (4) of whom shall be members at large and shall be residents of the County with recognized ability and/or demonstrated interest in the problems of solid waste management.
- c. Except as hereinafter provided, the term of office of each member of the Solid Waste Management Board appointed by the Waupaca County Board Chairman and approved by the County Board of Supervisors pursuant to this ordinance shall be for three (3) years. The terms of those initially appointed shall be as follows:
  1. Two (2) shall be appointed for at term of three (3) years from the date of appointment.
  2. Four (4) shall be appointed for a term of two (2) years from date of appointment.
  3. Four (4) shall be appointed for a term of one (1) year from the date of appointment.

If a County Board member of the Solid Waste Management Board ceases to be a County Board member for any reason whatsoever, membership on the Solid Waste Management Board shall terminate as of the effective date of termination as a County Board Supervisor. Vacancies for unexpired terms shall be filled in the same manner as original appointments. Any Solid Waste Management Board member appointed hereunder may be removed with or without cause by the appointing authority in accordance with the procedure and authority set forth in the Wisconsin Statutes.

3. Organization:



- a. Officers: Officers – The Management Board shall elect from its membership a Chairperson, Vice Chairperson and a Secretary. The Chairperson and Vice Chairperson shall be a member of the Waupaca County Board of Supervisors. The Secretary shall be either a County Board member or a member at large.
- b. Meetings: Meetings of the Management Board shall be held at such times and places as the Management Board determines.
- c. Rules and Regulations: The Management Board shall have the right and power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with the resolutions, ordinances or rules of the Waupaca County Board, the Wisconsin Department of Resources, the Solid Waste Recycling Authority of Wisconsin, and the Wisconsin Statutes.
- d. Compensation: Per diem and standard travel time/standard mileage allowance compensation shall be paid to members in the same manner as County Board Supervisors.
- e. Fiscal Agent: The Waupaca County Board is hereby designated as the fiscal agent for the Waste Management Board.
- f. Statute Reference: Subject to the rules and regulations established and amended from time to time by the Waupaca County Board of Supervisors, the Solid Waste Management Board shall have the power and duties set forth in Sec. 59.70(2) Wis. Stats., except it shall not have the power to levy taxes as per Sec. 59.70(2), Wis. Stats. (or applicable statute)

#### 4. Finances

- a. The Waupaca County Solid Waste Management System shall be financed by both funds as may be available through public and private sources; and the Solid Waste Management Board is authorized to accept private donations and to request and receive state and federal grants-in-aid in addition to county funds.
- b. The Solid Waste Management Board shall plan its financial operations on a calendar year basis; and each year it shall submit its proposed budget for the next calendar year to the

Finance Committee of the Waupaca County Board on a date as may be established by said Committee.

- c. The County, through the Solid Waste Management Board, shall establish and enforce a user charge system to handle site operation costs. If necessary, in order to maintain an economical and practical level of user charge, the County may use property taxes to supplement the user fees.

5. Reports:

The Solid Waste Management Board shall present an annual report to the Waupaca County Board of Supervisors, and it shall make or cause to be made such other reports as may be required from time to time by the County Board of Supervisors.

6. Insurance:

The County Board, as fiscal agent, shall extend to the Waste Management Board (which includes its personnel, property, equipment and activities) the same insurance protection as is consistent with coverage of normal county practices. The Waste Management Board shall be apprised of such coverages and may make recommendations to the County Board regarding such coverage and protection.

7. County/Municipal Recycling Agreement/Responsible Unit:

1989 Wisconsin Act 335, effective May 11, 1990, has a stated goal to reduce the amount of solid waste as presently being land filled by the development of programs that reduce, reuse and recycle waste; and, requires that each municipality be under an effective recycling program as outlined by the Act; and

Waupaca County Solid Waste Management Board is designated to act as the "Responsible Unit" as defined within 1989 Wisconsin Act 335 and the "County/Municipal Recycling Agreement" and be directed to continue the development of an effective recycling program working in cooperation with the municipalities of Waupaca County.

8. Nuclear Waste Repository:

The Department of Energy has requested data concerning the geology of Waupaca County, said data to be utilized in the site consideration process in the search for nuclear waste repository.

The Solid Waste Management Board objectively monitors and reviews the nuclear waste issue within its boundaries, and nuclear waste exploration: Any person, including individuals, partnerships, associations, corporations, municipalities, or other State and/or Federal agencies, departments, bureaus or units, shall give written notice to the County Board Chairman and the Solid Waste Management Board, a minimum of sixty (60) days prior to said person conducting any drillings over 500 feet or any drillings of any depth or onsite exploration related to the search for a nuclear waste disposal site on lands within Waupaca County.

- a. Notification Requirements: Written notification(s) as required by this section shall include at least the following:
  1. What specific action is to be undertaken;
  2. The specific purpose of such action;
  3. The specific locations of such activity;
  4. A summary of expected background baseline data to be completed prior to drilling; and
  5. The projected decision making dates involved with the sites.
- b. County Representation: Upon receipt of said notification, Waupaca County shall be represented by members of the Solid Waste Management Board, Emergency Government and Solid Waste Department. Said representatives shall be chosen by their respective department or committee and shall take care to ensure Waupaca County's responsibility involvement in the process. Its contents are to be communicated by the Solid Waste Management board to the following: President of the United States, Department of Energy, State Senators, Representatives of the 6<sup>th</sup> District, Governor, and State Radioactive Waste Review Board.

#### **D. Public Property Committee**

1. Duties:
  - a. To act on behalf of the County Board of Supervisors (subject to specific grants of authority by the board and within its annual budget) on all matters relating to building maintenance, space needs, leasing, rental, or purchase of real estate, and the construction, improvement, repair or maintenance of County buildings and grounds. To allocate all space for all units of county

government in all county controlled facilities after consultation with affected committees and department heads. To arrange for casualty insurance on all county property, and liability insurance.

- b. To engage the services of architects or engineers for making surveys and estimates of proposed work, as directed by the County Board.
- c. To prepare specifications and let bids in the name of the County Board for public works projects subject to the authorization or ratification and approval of the County Board.
- d. To exercise general supervision over all matters relating to the care, storage, and destruction of records, and the care and inventory of the county's movable property, except that under the control of the Highway Department, and Sheriff's Department, ~~and Lakeview Manor.~~
- e. Any appeal from the exercise of its authority under "a" and "d" above, by department heads, shall be to the Executive Committee of the Board.

## HISTORY PAGE

*Amend Chapter 2, Rule No. 12 – County Board Entitlements on October 26, 1999, published on November 12, 1999, New London Press Star*

*Repealed and adopted on March 17, 1998, published on March 26, 1998 in the Marion Advertiser*

*March 21, 2000 added Section 10.02(a) to the Ethics Code, Chapter 2.05. Published in the Waupaca County Post on March 30, 2000.*

*April 16, 2002 Amended Chapter 2, published in Clintonville Tribune.*

*Appendix A created March 16, 2004.*

*Amended July 20, 2004*

*Amended April 16, 2008*

*Amended April 20, 2010*

*Chapter 12.7 created December 21, 2010*

*Chapter 12.0 (per diem rate) Amended September 20, 2011*

*Rule No. 1.3(2)(i) & (j) Amended April 12, 2012*

*Rule No. 3.1(7), (8), (9), (10), (11), (12), (13), (14) & (15) Amended April 12, 2012*

*Rule No. 12.5 Amended April 12, 2012*

*Rule No. 13.3 (5) amended 2013*

*Rule No. 12.4 and 12.4(a) County Board Entitlements, approved October 29, 2013*

*Rule No. 1.3(n)(2) & (3), Rule 6.7(a), Rule 12.4(a), Rule 13.1(1), Rule 14, Chapter 2.06, and Appendix A amended August 19, 2014*

*Chapter 2, The Governing Body, April 19, 2015*

*Rule No. 1.3 o, February 16, 2016*

*Rules adopted 4-19-2016 Organizational Session*

Main document changes and comments

**Page 1: Commented [JL1]** Jill Lodewegen 12/6/2018 2:54:00 PM

Change numbering. Add sections and then number per section. And make all section the same type of layout.

**Page 1: Commented [JL2]** Jill Lodewegen 12/6/2018 3:49:00 PM

Move this to County Board (Green) section?

**Page 2: Commented [JL3]** Jill Lodewegen 12/6/2018 3:50:00 PM

Why list this? It's part of roberts rules right? Or leave to help for clarification

**Page 2: Commented [JL4]** Jill Lodewegen 12/6/2018 3:51:00 PM

Duplication of 2.03

**Page 2: Commented [JL5]** Jill Lodewegen 12/7/2018 1:17:00 PM

shorten. Other part is just repeating statute

**Page 8: Commented [JL6]** Jill Lodewegen 12/7/2018 1:20:00 PM

Simply note that we follow the public record by statutes?

**Page 11: Commented [JL7]** Jill Lodewegen 12/6/2018 3:58:00 PM

It reads like cb and cc by stats have to give an orientation session but the ref stats don't say that???

**Page 12: Commented [JL8]** Jill Lodewegen 12/7/2018 1:30:00 PM

If renumbered make sure this remains true. Or why not add that section here?

**Page 12: Commented [JL9]** Jill Lodewegen 12/7/2018 1:29:00 PM

Repeat of above rule

**Page 12: Commented [JL10]** Jill Lodewegen 12/7/2018 1:30:00 PM

if renumber make sure this remains true

**Page 12: Commented [JL11]** Jill Lodewegen 12/7/2018 1:31:00 PM

Combine this one and next with above and re-letter this section

**Page 14: Commented [JL12]** Jill Lodewegen 12/7/2018 1:57:00 PM

Combine with 1.1 unless separate for some reason.

**Page 14: Commented [JL13]** Jill Lodewegen 12/7/2018 1:59:00 PM

Combine with 1.2

**Page 15: Commented [JL14]** Jill Lodewegen 12/7/2018 2:01:00 PM

Consider rewording. Do we need to add "reports" of some type prior to business for when someone wants to talk before a resolsution etc? Do we need to add "appointments"

**Page 15: Commented [JL15]** Jill Lodewegen 12/7/2018 2:10:00 PM

Add after 1.2 and combine with add 6 and 7 below to this.

**Page 15: Commented [JL16]** Jill Lodewegen 12/7/2018 2:11:00 PM

combine with 1 above and move below 1.2

**Page 15: Commented [JL17]** Jill Lodewegen 12/7/2018 2:12:00 PM

combine with 1 above and move below 1.2

**Page 16: Commented [JL18]** Jill Lodewegen 12/7/2018 2:14:00 PM

Add to rule 12.4

|   |                       |                               |
|---|-----------------------|-------------------------------|
| <b>Page 16: Commented [JL19]</b>  | <b>Jill Lodewegen</b> | <b>12/7/2018 2:16:00 PM</b>   |
| All of this is part of rule 6   |                       |                               |
| <b>Page 16: Commented [JL20]</b>  | <b>Jill Lodewegen</b> | <b>12/7/2018 2:34:00 PM</b>   |
| repeat of 13.1 (1)  |                       |                               |
| <b>Page 17: Commented [JL21]</b>  | <b>Jill Lodewegen</b> | <b>12/7/2018 2:35:00 PM</b>   |
| why here? also repeat of rule 14(d)   |                       |                               |
| <b>Page 18: Commented [JL22]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 11:38:00 AM</b> |
| Make sure still this section  |                       |                               |
| <b>Page 19: Commented [JL23]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 11:40:00 AM</b> |
| Repeat of first section. keep????   |                       |                               |
| <b>Page 19: Commented [JL24]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 11:41:00 AM</b> |
| Again repeat of 2 H. Keep here???   |                       |                               |
| <b>Page 20: Commented [JL25]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 11:43:00 AM</b> |
| Define more? Why, for example, is zoning brought to ljess   |                       |                               |
| <b>Page 20: Commented [JL26]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 11:47:00 AM</b> |
| Hoping I'm not changing intent. Please confirm  |                       |                               |
| <b>Page 21: Commented [JL27]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 12:20:00 PM</b> |
| throughout this section, board and committee seem to be interchangeable. consider updating wording. |                       |                               |
| <b>Page 22: Commented [JL28]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 12:32:00 PM</b> |
| WCA seminar, if understood correctly, we can not make them vote. Also check on stat number          |                       |                               |
| <b>Page 22: Commented [JL29]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 12:34:00 PM</b> |
| defining this for a reason? bc it is part of roberts rule so not needed                             |                       |                               |
| <b>Page 22: Commented [JL30]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:16:00 PM</b>  |
| Update if Heidi updates policy  |                       |                               |
| <b>Page 22: Commented [JL31]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:20:00 PM</b>  |
| already stated in 6.1   |                       |                               |
| <b>Page 23: Commented [JL32]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:23:00 PM</b>  |
| Why under budget??? Consider adding 2nd vice chair per dicks request                                |                       |                               |
| <b>Page 23: Commented [JL33]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:24:00 PM</b>  |
| Why? At CB level everything is listed by person. Is this for committee level?                       |                       |                               |
| <b>Page 24: Commented [JL34]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:26:00 PM</b>  |
| why on own? Add to another area??   |                       |                               |
| <b>Page 24: Commented [JL35]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:27:00 PM</b>  |
| Already noted in section 12   |                       |                               |
| <b>Page 24: Commented [JL36]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:28:00 PM</b>  |
| Need to re-word. very   |                       |                               |
| <b>Page 25: Commented [JL37]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:35:00 PM</b>  |
| Employee information in the middle of county board stuff? Is it somewhere in a policey?             |                       |                               |
| <b>Page 25: Commented [JL38]</b>  | <b>Jill Lodewegen</b> | <b>12/10/2018 2:37:00 PM</b>  |

could "meeting" be defined and consecutive meeting be addressed here.

**Page 25: Commented [JL39]** Jill Lodewegen 12/10/2018 2:38:00 PM

Consider adding who approves attendance? reports back to cb?

**Page 25: Commented [JL40]** Jill Lodewegen 12/10/2018 2:36:00 PM

Sup. Poelhman request to remove this. what is process to review each time this chapter is reviewed?

**Page 25: Commented [JL41]** Jill Lodewegen 12/10/2018 2:42:00 PM

Consider adding something about overnight stay allowed if X miles or X time

**Page 26: Commented [JL42]** Jill Lodewegen 2/18/2019 11:18:00 AM

Add who if anyone else can run meetings if chair/vice chair is gone. Secretary is not defined as person who can run meetings AND at times is staff who can not run the meeting.

**Page 26: Commented [JL43]** Jill Lodewegen 2/18/2019 11:19:00 AM

Define better. 10 days for draft minutes? Why submit if not posting as draft? Can post as draft then again once approved.

**Page 27: Commented [JL44]** Jill Lodewegen 2/18/2019 11:20:00 AM

Why? Is this a stat I'm not aware of. Plus could change?

**Page 28: Commented [JL45]** Jill Lodewegen 2/18/2019 11:21:00 AM

Not emergency rule here? We post on a Thursday so do we really even meet this if the rule for Monday meeting?

**Page 29: Commented [JL46]** Jill Lodewegen 2/18/2019 11:24:00 AM

Re letter

**Page 29: Commented [JL47]** Jill Lodewegen 2/18/2019 11:25:00 AM

Have each committee/departement review for accuracy?

**Page 29: Commented [JL48]** Jill Lodewegen 2/18/2019 11:25:00 AM

Do we need these additional path on these?

Header and footer changes

Text Box changes

Header and footer text box changes

Footnote changes

Endnote changes