

CHAPTER 2
COUNTY GOVERNMENT

2.01 GENERAL PROVISIONS AS TO OFFICIALS

- (1) Elected Officials
- (2) Appointed Officials/Department Heads
- (3) Vacancies
- (4) Salary

2.02 CODE OF ETHICS

- (1) Declaration of Policy
- (2) Standards of Conduct
- (3) Responsibility of Public Office
- (4) Use of Public Property
- (5) Receipt of Gifts and Gratuities
- (6) Fair and Equal Treatment
- (7) Conflict of Interest
- (8) Investigation and Enforcement
- (9) Sanctions
- (10) Distribution of Code of Ethics
- (11) Electronic Devices

2.03 SELF ORGANIZATION STATUS

2.04 COUNTY SUPERVISORY DISTRICTS

2.05 COUNTY BOARD RULES OF PROCEDURE

- (1) Meetings
- (2) Resolutions and Ordinances
- (3) Forms of Legislation
- (4) Fiscal Notes
- (5) Agenda
- (6) Rules of Order
- (7) Voting
- (8) Reconsideration and Rescission
- (9) Suspending, Changing and Interpreting the Rules

2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

- (1) Compensation
- (2) County Board Chairperson Compensation
- (3) Mileage and Travel Expense
- (4) Meals
- (5) Per Diem
- (6) Meeting Defined
- (7) County Board Chairperson Authorization to Attend Meetings
- (8) Citizen Members

2.07 DUTIES OF OFFICERS AND CERTAIN APPOINTEES

- (1) County Board Chairperson
- (2) Vice-Chairperson
- (3) Corporation Counsel
- (4) County Administrator

2.08 COMMITTEES OF THE COUNTY BOARD

- (1) Standing Committees
- (2) Committee on Committees
- (3) Committee Appointments
- (4) Committee Organization
- (5) Duties of All Committees
- (6) Agriculture and Extension Education Committee
- (7) Building and Property Committee
- (8) Economic Development/Tourism Committee
- (9) Executive Committee
- (10) Finance and Insurance Committee
- (11) Forestry, Parks, Outdoor Recreation and Land Committee
- (12) Health and Human Services Board
- (13) Highway and Transportation Committee
- (14) Land Information Committee
- (15) Law Enforcement, Emergency Management, Coroner, Court Commissioner and Judiciary Committee
- (16) Personnel and Veterans Service Committee
- (17) Special Committees
- (18) Reports to the County Board

2.01 GENERAL PROVISIONS AS TO OFFICIALS

(1) Elected Officials.

- (a) Elected officials of the County shall be the County Clerk, County Treasurer, Register of Deeds, Clerk of Court, Sheriff, Coroner, and thirty (30) County Board Supervisors.
- (b) The terms of all County Board Supervisors shall be concurrent.
- (c) Except as otherwise provided in this code, all elected officials shall have such powers and perform such duties as authorized in Wis. Stats.

(2) Appointed Officials/Department Heads.

- (a) The position of County Administrator is created pursuant to §59.18, Wis. Stats., and shall be filled by appointment of the County Board. The Executive Committee shall evaluate applications for the position and recommend a selection to the County Board on the basis of merit. The County Board may accept or reject the recommendation or request additional recommendations from the Executive Committee. The County Administrator shall receive such compensation and benefits as determined by the County Board in the manner determined by law. In the event the conduct of the county administrator becomes unsatisfactory, the County Board may remove the county administrator and engage a successor. The action of the County Board in removing the County Administrator shall be final.
- (b) The following department heads shall be appointed by the County Administrator for an indefinite term, subject to confirmation by the County Board:

Child Support Director	Health & Human Services Director
Communications Director	Highway Commissioner
Corporation Counsel	Human Resources Director
Emergency Management Director	Information Services Director
Facilities Director	Land Information Director
Finance Director	Veterans Service Officer
Forestry & Parks Administrator	
- (c) Pursuant to §75.02, Wis. Stats., a Court Commissioner shall be supervised by the presiding judge and shall be appointed and may be terminated for cause by the chief judge.
- (d) Pursuant to §851.71, Wis. Stats., a Register in Probate shall be appointed and may be removed by the judges of Marinette County, subject to the approval of the chief judge.

(Ord #364 3/26/13)

(3) Vacancies.

- (a) CAUSE. Vacancies in elective and appointed positions are caused as provided in §17.03, Wis. Stats.
- (b) COUNTY BOARD SUPERVISOR VACANCY. Upon the creation of a vacancy on the Marinette County Board of Supervisors, at the next regular or special meeting of the Marinette County Board of Supervisors,

the Chairperson may announce the vacancy to be filled and shall set a date for submitting applications or nominations for appointment of a supervisor. The Chairperson shall interview the prospective supervisor candidates and at a later regular or special meeting of the Marinette County Board of Supervisors shall appoint a suitable candidate to the vacant supervisor position, pursuant to §59.10(1)(d) Wis. Stats., with confirmation of the County Board. The confirmed supervisor shall serve until the end of the term. In the event that a supervisor position becomes vacant shortly before the end of the term, the Chairperson may, with the approval of the Marinette County Board of Supervisors, determine not to fill the vacancy for the remainder of the term. (Ord #386-16 3/29/16)

- (c) **VACANCY IN ELECTIVE COUNTY OFFICE OTHER THAN COUNTY SUPERVISOR.** A vacancy in an elective County office other than a supervisor shall be filled in accordance with the appropriate procedures prescribed in §17.21(1), (3), (4m), and (6) Wis. Stats., which are hereby adopted and incorporated by reference.
 - (d) **VACANCY IN APPOINTIVE COUNTY OFFICE.** A vacancy in an appointive County office shall be filled in accordance with the appropriate procedures prescribed in §17.22 and §59.18(2)(b) Wis. Stats., which are hereby adopted and incorporated by reference.
- (4) Salary.** The County Board shall determine, from time to time, the annual compensation to be paid officials. Compensation of elected officials and County Board Supervisors shall be fixed by ordinance or resolution. (Ord #263 2/25/03, Ord #278 6/29/04, Ord #318 1/29/08, Ord #347 1/25/11)

2.02 CODE OF ETHICS

- (1) Declaration of Policy.** The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public has confidence in the integrity of its government. In recognition of these goals, there is established a code of ethics for all officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the county as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the county. The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interest of the county and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the county. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the county and are promulgated under the authority granted to the county pursuant to §19.59(1m), Wis. Stats.
- (2) Standards of Conduct.** There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral

part of any code of ethics. Accordingly, the provisions of the following sections of the statutes are made a part of this code of ethics and shall apply to public officials and employees whenever applicable:

§946.10 Bribery of Public Officers and Employees

§946.11 Special Privileges From Public Utilities

§946.12 Misconduct in Public Office

§946.13 Private Interest In Public Contract Prohibited

- (3) **Responsibility of Public Office.** Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state and carry out impartially the laws of the nation, state and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.
- (4) **Use of Public Property.** No official or employee shall request or permit the unauthorized use of county-owned vehicles, equipment, materials or property for personal convenience or profit.
- (5) **Receipt of Gifts and Gratuities.**
 - (a) **RESTRICTED.** No County employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or other thing of value which he/she is not authorized to receive from any person who:
 - (1) has or is seeking to obtain contractual or other business or financial relationships with the County or County Board;
 - (2) conducts operations or activities which are regulated by the County or County Board;
 - (3) has interests which may be substantially affected by the County or County Board.
 - (b) **PENALTY.** The receipt of any gift, gratuity or other thing of value as denoted above is contrary to the public policy of the County and is punishable as provided in §19.59(7) and/or §946.12, Wis. Stats.
- (6) **Fair and Equal Treatment.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
- (7) **Conflict of Interest.**
 - (a) **DEFINITIONS.**
 - (1) **Anything of Value** includes money or property, favor, service, payment, advance, forbearance, loan or promise of future employment for him/herself or for his/her immediate family.
 - (2) **Financial Interest** means any interest that shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (3) **Immediate Family** includes spouse and children living at home.
 - (4) **Person** means any person, corporation, partnership or joint venture.

- (5) **Personal Interest** means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
 - (6) **Relative** means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepchild or stepparent.
- (b) **FINANCIAL AND PERSONAL INTEREST PROHIBITED.**
No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest, contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (c) **SPECIFIC CONFLICTS ENUMERATED.**
- (1) **Incompatible Employment.** No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
 - (2) **Confidential Information.** No official or employee may intentionally use or disclose information gained in the course of or by reason of his/her official position or activities in any way that could result in the receipt of anything of value for him/herself or for his/her immediate family.
 - (3) **Solicitation or Acceptance Prohibited.**
 - (a) No official or employee shall solicit nor accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official's or employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the official or employee. No official or employee shall grant, in the discharge of his/her duties, any improper favor, service or thing of value. Campaign contributions may be accepted if properly noted in Wisconsin campaign finance statements.
 - (b) No official or employee, or member of the official's or employee's immediate family, shall accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be expected to influence the official's or employee's vote, official action or judgment. An official or employee should discourage any member of his/her immediate family from accepting hospitality under such circumstances. Participation in groundbreaking, celebrations, grand openings, open houses, informational meetings, voter forums and similar events are excluded from this prohibition.

(4) **Nepotism.**

- (a) No appointing authority shall hire a relative nor participate in selection and appointment procedures of a relative, nor shall an official or employee seek to influence the employment decisions of an appointing authority on behalf of a relative.
- (b) Relatives shall not be employed in an immediate supervisor/subordinate relationship, except as authorized by the Human Resource Director or Personnel Committee.

(5) **Contracts with the County.** A county official or employee or business in which an official or employee holds a 10% or greater interest, may not participate in the making of a contract with the county involving a payment or payments of more than three thousand dollars (\$3,000) within a twelve (12) month period unless disclosure of the nature and extent of such relationship or interest has been made in writing to the County Clerk and reported to the County Board. Furthermore, no county official or employee shall enter into any contract with the county unless it is specifically permitted under §946.13 Wis. Stats.

(6) **Disclosure of Interest in Legislation.** Any official or employee who has a financial interest or personal interest in any proposed legislative action of the board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the board, commission or committee the nature and extent of such interest.

(8) **Investigation and Enforcement.**

(a) **Advisory Opinions.** Any person governed by this Code of Ethics may apply in writing to the Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present his or her interpretation of the facts at issue and of the applicability of provisions of Ethics Code in writing to the Corporation Counsel.

(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 Ethics 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) working days. If no action on the verified complaint is taken by the Corporation Counsel within thirty (30) days, the complaint shall be dismissed.

(c) **Preliminary Investigations.** Following the receipt of a verified complaint, the Corporation Counsel may make preliminary investigations with respect to an alleged violation of Ethics 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 with him/her. However, no action may be taken on any complaint, which is filed more than one (1) 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:

(1) request the officer or employee to conform his or her conduct to the Ethics Code;

(2) recommend that the County Board or Administrator as applicable order the officer or employee to conform his/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 §19.59 Wis. Stats.

(f) **Records.** Records of the Corporation Counsel's opinions, opinion requests and investigations of the 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.

(9) Sanctions.

(1) A determination that an official's or employee's actions constitute improper conduct under the provisions of this chapter may constitute a cause for suspension, removal from office or employment, or other disciplinary action by the County Board, as permitted by law.

(2) Sanctions, including any disciplinary actions, that may affect employees covered under a collective bargaining agreement or civil service regulations, shall be consistent with the terms and conditions set forth in the applicable collective bargaining agreement or civil service regulations.

(10) Distribution of Code of Ethics. The County Clerk shall provide each public official and employee elected, appointed or engaged a copy of this Ethics Code and Wisconsin Statutes before that person assumes his/her duties. In addition, all existing staff and elected officials shall annually receive a copy of this Ethics Code during the open enrollment period for fringe benefits.

(11) Electronic Devices

(a) **Definition.** An electronic device issued by Marinette County includes but is not limited to a cell phone, a smart phone, an iPad, a tablet, a computer or any other device that is capable of transmitting, receiving, or recording messages, images, sounds, data, or other information by electronic means or that, in appearance, purports to be such a device.

- (b) **Expectations of privacy.** Marinette County owns County provided devices and all records and data, therefore, there shall be no expectation of privacy by the user. Marinette County has the right to access and view data and communications created, stored, and/or received at any time, with or without notice, whether business related or personal. Marinette County has the right to disclose such data and communications to law enforcement, government officials or other third parties
- (c) **Use during county board and committee meetings.**
 - (1) Electronic devices may be used during Board and Committee meetings to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
 - (2) All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally.
- (d) **Violation.** Violation of these rules could result in censure by the County Board.

(ord #371-14 2/25/14)

2.03 SELF ORGANIZATION STATUS

In accordance with §59.10 Wis. Stats., Marinette County shall be a self-organized county and the Marinette County Board of Supervisors shall act in accordance with §59.03(1) Wis. Stats., effective October 23, 1990.

2.04 COUNTY SUPERVISORY DISTRICTS

- (1) Thirty supervisory districts are hereby created, numbered and described as set forth in 2.04(4) and one supervisor shall be elected from each district:
- (2) These boundary descriptions were compiled from U.S. Census Data, the Marinette County Plat Book, Wisconsin DNR and various other public land records. Coordinating maps are available to supplement the descriptions. These boundary descriptions are based upon the municipal boundaries in effect as of date of adoption.
- (3) County board supervisory district boundaries shall be automatically amended to reflect assignment of annexed land to an existing ward and that ward's supervisory district for all annexations since the 2010 census as needed. The Land Information Department is directed to adjust the supervisory district maps accordingly. The Land Information Department shall, when an annexation is recorded, give notice to the County Clerk and provide the County Clerk with adjusted supervisory district maps resulting from the annexation.
- (4) Annexations occurring after this date may subsequently affect the following descriptions.

District #1 (*Population 1398*)

That part of the City of Niagara described as:

Commencing at the Northwest corner of the City; south along west boundary line to Main Street (a.k.a. County Road N); east along Main Street to USH 141; east along USH 141 to 4th street; south along 4th street to Vine Street; east on Vine Street to Main Street (a.k.a. USH 141); east along Main Street (a.k.a. USH 141) to Hill Street; south along Hill Street to Forest Street; east on Forest Street to Brook Street; south along Brook Street to Ridge Street; east along Ridge Street to Meridian Street; south along Meridian Street to Park Street; east and south on Park Street and an extension of Park Street to the south boundary line of the City limits; east along the southern boundary of the City; North along the eastern boundary of the City and west along the northern boundary of City to the place of beginning.

District #2 (Population 1343)

All of the Town of Niagara along with that part of the Town of Pembine and City of Niagara each described as follows:

Town of Pembine

Commencing in the southeast corner of the Town of Pembine where the south town line meets the Menominee River; west to Reed Rd, thence north along Reed Road and an extension of Reed Road to USH 141 & 8, continue northerly along USH 141 & 8 to the north boundary line of the Town of Pembine; thence following the north boundary line to the shoreline of the Menominee River and south along Menominee River to the place of beginning.

City of Niagara

That part of the City of Niagara as described as: Commencing at the intersection of the City limits and Main Street (a.k.a. County Road N); east along Main Street to USH 141; east along USH 141 to 4th street; south along 4th street to Vine Street; east on Vine Street to Main Street (a.k.a. USH 141); east along Main Street (a.k.a. USH 141) to Hill Street; southwesterly along Hill Street to Forest Street; east on Forest Street to Brook Street; south along Brook Street to Ridge Street; east along Ridge Street to Meridian Street; south along Meridian Street to Park Street; east and then south on Park Street extending the end of Park Street to the south boundary line of the City limits; west along the southern boundary of the City; north along the western boundary of the City to the place of beginning.

District #3 (Population 1353)

All of the Town of Dunbar and part of the Town of Athelstane described as follows:

Commencing at the northeast corner of the Town of Athelstane; south on the east town line of the town to County Road C; west on County road C to North Way Drive; northwest on Northway Drive to Eagle River Rd; west on Eagle Road to

town line; following the town line north and west to the northwest corner of Athelstane and east on the north town line to the place of beginning.

District #4 (Population 1349)

All of the Town of Beecher and that part of the Town of Pembine described as follows:

Commencing at the southwest corner of Town of Pembine; following the south town line of the Town of Pembine to Reed Rd, thence north along Reed Road and an extension of Reed Road to USH 141 & 8, continue northerly along USH 141 & 8 to the north town line of the Town of Pembine; thence following the north town line west to the northwest corner of the Town of Pembine and south along west town line to the place of beginning.

District #5 (Population 1355)

All of the Towns of Goodman and Silver Cliff and that part of the Town of Athelstane described as follows:

Commencing at the southeast corner of the Town of Athelstane; west on the south boundary line of town to the west boundary line; north on the west boundary line to Eagle River Rd; east along Eagle Road to Northway Drive; southeasterly along Northway Drive to County Road C; east on County Road C to the east boundary line of the town thence south along east boundary line to the place of beginning..

District #6 (Population 1440)

All of the Town of Amberg and that part of the Town of Wausaukee described as follows:

Commencing at the northwest corner of the Town of Wausaukee; thence east along town boundary to the Menominee River; southerly along Menominee River to McCall Creek; southwesterly along McCall Creek to Mud Lake Road; Northwesterly along mud Lake Road to State HWY 180; west along State HWY 180 to Lovers Lane; north along Lovers Lane to Jamros Road; west along Jamros Road to the Village of Wausaukee limits; thence north, west and south around the Village of Wausaukee to Perch Lake Rd; northwesterly along Perch Lake Road to the western boundary of the Town of Wausaukee and north to the place of beginning.

District #7 (Population 1331)

That part of the Town of Stephenson described as follows:

Commencing at the northwest corner of the Town of Stephenson; continuing east along the north boundary line of the town to Newton Lake Rd, south along Newton lake Road to High Falls Road, west along High Falls Road to the Medicine Brook Creek, southwesterly along the Medicine Brook Creek to Peshtigo River, south westerly along Peshtigo River to Parkway Road, south along Parkway Road to County Road W, east along County Road W to County Road P, south on County P to the southern boundary line of the town, west along the southern boundary line to the southwest corner of the town and north along the western boundary line to the place of beginning.

District #8 (Population 1328)

That part of the Town of Stephenson described as follows:

Commencing at the intersection of Newton Lake Road and the northern boundary line of the town; south along Newton lake Road to High Falls Road, west along High Falls Road to the Medicine Brook Creek, southwesterly along the Medicine Brook Creek to Peshtigo River, south westerly along Peshtigo River to Parkway Road, south along Parkway Road to County Road W, east along County Road W to County Road P, south on County P to the southern boundary line of the town, east along the southern town line to USH 141, north along USH 141 to the southern limits of the Village of Crivitz; west, north, and east along the limits of the Village of Crivitz to USH 141, north along USH 141 to Noquebay Road, east along Noquebay Road to St. Paul Road, north along St. Paul Road to Smith Creek Road, west along Smith Creek Road to USH 141, north on USH 141 to the north town line, northwesterly along the north town line to the place of beginning.

District #9 (Population 1454)

All of the Village of Wausaukee and that part of the Town of Middle Inlet and Town of Wausaukee, described as follows:

Town of Middle Inlet

Commencing intersection north town line and McMahan Rd; thence south easterly along McMahan Rd to Creek Rd, east and south along Creek Rd to Middle Inlet Creek, thence southerly along Middle Inlet Creek to CTH X, west along CTH X to Pleasant Rd, southerly along Pleasant Rd to Wayside Rd, thence south along Wayside Rd to south town line, west along south town line to southwest corner of town, thence north along west town line to northwest corner of town, east along north town line to McMahan Rd and place of beginning.

Town of Wausaukee

Commencing intersection Mc Call Creek and Menominee River; thence easterly along Menominee River to east town line, south along east town line to southeast corner of town, thence west along south town line to southwest corner of town, north along west town line to Perch Lake Rd, thence easterly along Perch Lake

Rd to west line Village of Wausaukee, south, east and north along village line to Jamros Rd, thence east along Jamros Rd to Lovers Ln, south along Lovers Ln to STH 180, southeasterly along STH 180 to Mud Lake Rd, east and south along Mud Lake Rd to Mc Call Creek, northeasterly along creek to Menominee River and place of beginning.

District #10 (Population 1448)

All of the Town of Lake and that part of the Town of Middle Inlet described as follows:

Commencing at the northeast corner Town of Middle Inlet; thence south 3521y along said town line to Pleasant Rd, northeasterly along Pleasant Rd to CTH X, east along CTH X to Upper Middle Inlet Creek, thence northwest and northeasterly along creek to Creek Rd, north and west on Creek Rd to McMahan Rd, northwesterly along McMahan Rd to north town line, east on town line to northeast corner and place of beginning.

District #11 (Population 1333)

All of the Town of Wagner and that part of the Town of Porterfield, described as follows:

Commencing at the northeast corner of the Town of Porterfield and west bank of the Menominee River; thence southerly along Menominee River to intersection of an extension of Wickman Rd to the Menominee River, west along extension of Wickman Road and Wickman Road to STH 180, northeast along highway to Twin Creek Rd, west along Twin Creek Rd to Hudak Rd, thence south along Twin Creek Rd to CTH G, thence west along CTH G to CTH E, south and west along CTH E to Porterfield Lake Rd, thence west along Porterfield Lake Road to west town line, north on west town line to north town line, east on north town line to Menominee River and place of beginning.

District #12 (Population 1331)

All of the Village of Crivitz and that part of the Town of Stephenson described as follows:

Commencing at the intersection of Wayside Rd and the most northeast corner of the town; thence south on the most east town line to the south town line, thence west to USH 141, thence north along USH 141 to intersection southwest corner Village of Crivitz, thence continue along the south, east and north Village lines to intersection USH 141, thence northerly along USH 141 to Noquebay Rd, east along Noquebay Rd to St Paul Rd, thence north along St Paul Rd to Smith Creek Rd, west along Smith Creek Rd to USH 141, north along USH 141 to north town

line, east on north town line to most northeast corner of town and place of beginning

District #13 (Population 1356)

All of the Town of Beaver and that part of the Town of Pound described as follows:

Commencing at the northeast corner of the Town of Pound along STH 64; thence south along the east town line to Little Peshtigo River, westerly along the Little Peshtigo River to CTH B, west along CTH B to the Little Peshtigo River, thence northwesterly along Little Peshtigo River to the east line Village of Coleman, thence north and west along east line Village of Coleman to CTH CP, north along CTH CP to south line Village of Pound, thence east and northerly along east line of Village of Pound to north town line and STH 64, east along town line and STH 64 to northeast corner of town and place of beginning.

District #14 (Population 1319)

That part of the Town of Porterfield described as follows:

Commencing at the southwest corner of the town at intersection STH 64 & W Townline Rd; thence north along west town line to Porterfield Lake Rd, thence east along Porterfield lake Road to intersection CTH E, east and north on CTH E to CTH G, thence east along CTH G to Twin Creek Road, north along Twin Creek Rd to Hudak Rd, thence east along Twin Creek Rd to STH 180, southeast along STH 180 to Wickman Rd, southeast along Wickman Rd and as extended to Menominee River, southerly along Menominee River to southeast corner of town, west along south town line to southwest corner of town and place of beginning.

District #15 (Population 1453)

All of the Village of Coleman and the Village of Pound and that part of the Town of Pound described as follows:

Commencing at the northwest corner of the Town of Pound; thence east along the north town line to the northwest corner Village of Pound, southerly along the westerly line of Village of Pound to southwest corner of Village of Pound, east along south Village of Pound line to CTH CP, thence South along CTH CP to north line Village of Coleman, thence west along north line to northwest corner of Village of Coleman, southerly along west line of Village of Coleman to the intersection of CTH B extended to the western Village of Coleman boundary, thence west along the extension of CTH B from the Village boundary to CTH B, thence west along CTH B to the western boundary of the town, north along west town line to northwest corner and place of beginning.

District #16 (Population 1438)

That part of the Towns of Pound and Grover described as follows:

Town of Pound

Commencing intersection east town line, Little Peshtigo River; thence south along east town to southeast corner of town, west along south town line to southwest corner of town, thence north along west town line to CTH B, east along CTH B and an extension of CTH B to west Village of Coleman line, thence southerly and easterly along Village of Coleman line to southeast corner of Village of Coleman and Belgium Rd, northeasterly, along east Village of Coleman line to Little Peshtigo River, thence southeasterly along Little Peshtigo River to CTH B, east along CTH B to Little Peshtigo River, northeasterly along Little Peshtigo River to east town line and place of beginning.

Town of Grover

Commencing at intersection USH 41 and Drees Rd; thence southwest along USH 41 to CTH W and south town line, westerly along CTH W and CTH WW to southwest corner of town, north along west town line to Peshtigo River, easterly along Peshtigo River to CTH W, thence southerly along CTH W to CTH M, east along CTH M to Drees Rd, south and east along Drees Rd to USH 41 and place of beginning.

District #17 (Population 1442)

That part of the Towns of Grover and Peshtigo described as follows:

Commencing at the southeast corner Town Grover; thence west along the south town line to USH 41, northeast along USH 41 to Drees Rd, west and north along Drees Rd to CTH M, thence west along CTH M to CTH W, thence northerly along CTH W to the Peshtigo River, thence easterly along the Peshtigo River to intersection most northeast town of Grover and west line Town of Porterfield, thence south along the town line to STH 64, east along STH 64 and north line Towns of Grover and Peshtigo to the Peshtigo River, thence southerly along the river to north line City of Peshtigo, westerly along north City line to Seward Heights Rd, thence westerly along Seward Heights Rd to CTH D, thence northwest along CTH D to a high voltage transmission line located approximately 1,150' south of the intersection of CTH D and Rehms Rd, thence southwesterly along transmission line to west line Town Peshtigo and east line Grover, thence southerly along town line to southeast corner Town of Grover and place of beginning.

District #18 (Population 1441)

Part of the City of Peshtigo and that part Town of Peshtigo described as follows:

Town of Peshtigo

Commencing northeast corner of town; thence southerly along west city line to USH 41, southwesterly along USH41 to Old Peshtigo Road, thence north along Old Peshtigo Road to City of Peshtigo line, thence north and west along City of Peshtigo line to Peshtigo River, northerly along river to north town line, east along north town line to northeast corner of town and place of beginning.

City of Peshtigo

Described as commencing northeast corner of City at the intersection Schacht Rd and Jopek Rd; thence south along east city line to Maple St, southwest along Maple St to intersection Old Peshtigo Rd, thence north along Old Peshtigo Rd to Pine St, west along Pine St to N Beebe St, thence north along N Beebe St and Right of Way Road to Jopek Road, east on Jopek Road to Schacht Rd and place of beginning.

District #19 (Population 1453)

That part of the City of Peshtigo described as follows:

Commencing intersection south line City of Peshtigo and W Front St; thence southwesterly to intersection southwest corner of city and Old Cedar Way extended, north along the west City of Peshtigo boundary line to the intersection of the northwest corner of city and Aubin St, thence northeasterly along city boundary line to west shore Peshtigo River, southerly along river to French St, thence west along French St to S Wood Ave, south along S Wood Ave to McGraw St, east along McGraw St to S Peck Ave, south along S Peck Ave to intersection W Railroad St extended to S. Peck Ave, thence easterly along W Railroad St to W Front St, south along W Front St to south city line and place of beginning.

District #20 (Population 1444)

That part of the City of Peshtigo described as follows:

Commencing southeast corner City of Peshtigo; thence westerly along south city line to W Front St, north along W Front St to W Railroad St, westerly along W Railroad St extended to S Peck Ave, north along S Peck Ave to McGraw St, west along McGraw St to S Wood Ave, north along S Wood Ave to French St, thence east along French St to east shore Peshtigo River, northerly along river to north city line, east and southerly along east city line to intersection of Jopek Rd and Right of Way Rd, southwesterly along Right of Way Rd to intersection Oak St and N Beebe Ave, thence south along N Beebe Ave to Pine St, east along Pine St to Old Peshtigo Rd, southerly along Old Peshtigo Rd to intersection Railroad and south city boundary line, thence southwesterly along city boundary line to southeast corner of city and place of beginning.

District #21 (Population 1435)

That part of the Town of Peshtigo described as follows:

Commencing southwest corner of the town and shore of Green Bay; thence northwesterly along west town line to CTH Y, northerly along west town line to intersection high voltage transmission line located approximately 500' north of the intersection of Bergeson Ln and Poplar Ridge Ln, thence northeast along transmission line to CTH D, southeast along CTH D to Seward Heights Rd, easterly along Seward Heights Rd to northwest corner City of Peshtigo, thence southerly along west city line to southwest corner of city, easterly and northerly along city line to intersection Old Peshtigo Rd and northwest line USH 41, northeasterly along USH 41 to Roosevelt Rd/CTH T, thence northerly along town line to W Cleveland Ave, east along W Cleveland Ave to intersection west city line, southerly and easterly along city line to Old Peshtigo Ct, thence southwesterly and easterly along city and town line to intersection Roosevelt Rd, south along Roosevelt Rd to CTH B, thence southwest along CTH B to Dahl Rd, south along Dahl Rd to CTH BB, thence southeasterly along CTH BB to Johnson Rd, south along Johnson Rd to the intersection with the northern most bank of the Peshtigo River, southwesterly along bay to southwest corner of town and place of beginning.

District #22 (Population 1437)

Green Island and that part of the Town of Peshtigo described as follows:

Commencing intersection of the northern most bank of the Peshtigo River and Johnson Rd; thence north along Johnson Rd to CTH BB, northwesterly along CTH BB to Dahl Rd, north along Dahl Rd to CTH B, thence northeast along CTH B to Roosevelt Rd, north along Roosevelt Rd to north town line and south line City Marinette, thence easterly and southerly along town line to shore of Green Bay, southwesterly along bay to Johnson Rd and place of beginning.

District #23 (Population 1341)

That part of the City of Marinette described as follows:

Commencing intersection Water St and 6th St; thence south along 6th St to Carney Blvd, west along Carney Blvd to 7th St, south along 7th St to Mott St, southeast along Mott St to 6th St, thence south along 6th St to Prairie St, west along Prairie St to Woodview Ln, thence south along Woodview Ln to Edwin St, east along Edwin St to W Bay Shore St, thence southerly along W Bay Shore St to University Dr, west along University Dr to Woodland Rd, south on Woodland Road to the city line, south and east along city line to shore of Green Bay, thence northeasterly and northwesterly along bay to Menominee River and north city

line, westerly along Menominee River to Ogden St, south along Ogden St to Water St, thence west along Water St to 6th St and place of beginning.

District #24 (Population 1348)

That part of the City of Marinette described as follows:

Commencing intersection Menominee River and Ely St extended; thence southwest along Ely St to Main St, northwest on Main St to Church St., southwesterly on Church St. to Newberry Ave, west along Newberry Ave to Colfax St, south along Colfax St to Logan Ave, thence east along Logan Ave to Stanton St, northeast along Stanton St to Elizabeth Ave, east along Elizabeth Ave to 7th St, thence north along 7th St to Carney Blvd, east along Carney Blvd to 6th St, thence north along 6th St to Water St, east along Water St to Ogden St, north along Ogden St to Menominee River and north city line, westerly along Menominee River and city line to Ely St and place of beginning.

District #25 (Population 1377)

That part of the City of Marinette described as follows:

Commencing intersection Edwin St & W Bay Shore St; thence southerly along W Bay Shore St to University Dr, west along University Dr to Woodland Rd, south city line, thence westerly along city south city line to the west city line, northeasterly along the west city line to Roosevelt Rd/CTH T, south along Roosevelt Rd/CTH T to an extension of Woleske Rd to Roosevelt road/CTH T, easterly along Woleske road extension and Woleske Rd to Industrial Pkwy S, thence south along Industrial Pkwy S to a private road, northeasterly along private road to Pierce Ave, thence south along Pierce Ave to Edwin St, east along Edwin St to Shore Dr, south along Shore Dr to Pine Beach Rd, thence east along Pine Beach Rd to Lincoln St, north along Lincoln St to Edwin St, east along Edwin St to W Bay Shore St and place of beginning.

District #26 (Population 1370)

That part of the City of Marinette described as follows:

Commencing intersection of Woodview Ln and Edwin St; thence west along Edwin St to Lincoln St, south along Lincoln St to Pine Beach Rd, west along Pine Beach Rd to Shore Dr, thence north along Shore Dr to Prairie St, thence east along Prairie St to 10th St, north along 10th St to Cleveland Ave, west along Cleveland Ave to Shore Dr, thence north along Shore Dr to Daggett St, west along Daggett St to Pierce Ave, north along Pierce Ave to Mary St, thence east along Mary St to Colfax St, north along Colfax St to Logan Ave, thence east along Logan Ave to Stanton St, northeast along Stanton St to Elizabeth Ave, easterly along Elizabeth to 7th St, thence south along 7th St to Mott St, southeast

along Mott St to 6th St, south along 6th St to Prairie St, west along Prairie to Woodview Ln, south along Woodview Ln to Edwin St and place of beginning.

District #27 (Population 1369)

That part of the City of Marinette described as follows:

Commencing intersection Shore Dr and Edwin St; thence west along Edwin St to Pierce Ave, north along Pierce Ave to a private road, westerly along private road to Industrial Pkwy S, thence north along extended Industrial Pkwy S to Woleske Rd, westerly along Woleske Rd and an extension of Woleske Road to Roosevelt Rd/CTH T, north along Roosevelt Rd/CTH T to city line thence following the city line southwesterly and north westerly (including all annexed islands located near the southwest city line) to CTH T and Carney east along Carney Ave to State St, thence north along State St to Thomas St, east along Thomas St to Pierce Ave, south along Pierce Ave to Daggett St, thence east along Daggett St to Shore Dr, south along Shore Dr to Cleveland Ave, east along Cleveland Ave to 10th St, thence south along 10th St to Prairie St, west along Prairie to Shore Dr, south along Shore Dr to Edwin St and place of beginning.

District #28 (Population 1372)

That part of the City of Marinette described as follows:

Commencing intersection of Colfax St and Mary St; thence west along Mary St to Pierce Ave, north along Pierce Ave to Thomas St, west along Thomas St to S Madison Ave, thence northerly along Madison Ave to Hall Ave, easterly along Hall Ave to Main St, thence southeasterly along Main St to Church St., southwesterly on Church to Newberry Ave, westerly along Newberry Ave to Colfax St, south along Colfax St to Mary St and place of beginning.

District #29 (Population 1363)

That part of the City of Marinette described as follows:

Commencing intersection of CTH T/Roosevelt Rd and Hall Ave; thence east along Hall Ave to Madison Ave, south along Madison and S Madison Ave to Thomas St, west along Thomas St to State St, thence south along State St to Carney Ave, west along Carney Ave to CTH T/Roosevelt Rd, northerly along CTH T/Roosevelt Rd to Hall Ave and place of beginning.

District #30 (Population 1428)

That part of the City of Marinette (including Blueberry Island, Boom Island, & Stephenson Island) described as follows:

Commencing intersection of Hall Ave/STH 64 and Roosevelt Rd/STH 180; thence west along STH 64 to west city line, northerly and easterly along city line to the Menominee River, thence easterly along the Menominee River and north city line to intersection Ely St extended to the Menominee River, southerly along an extension of Ely Street and Ely St to Main St, thence northwesterly along Main St to Hall Ave, westerly along Hall Ave to Hall Ave/STH 64/Roosevelt Rd/STH 180 and place of beginning.

(Ord#244 11/13/01, Districts #18 & #28 amended by Ord#259 8/27/02, Districts #13 & #14 amended by Ord #284 8/31/04, Districts #13, #14, #18 & #28 amended by Ord #295 1/31/06, ~~Ord #299 3/28/06~~ Rescinded 8/29/06, Ord #316 1/29/08, Ord#352 8/30/11)

2.05 COUNTY BOARD RULES OF PROCEDURE.

(1) Meetings.

- (a) The County Board of Supervisors shall meet in regular session the last Tuesday of each month except:
 - (1) the organization meeting shall be held the third Tuesday in April;
 - (2) the annual meeting shall be held the second Tuesday in November;
 - (3) the meeting shall be held the third Tuesday in December.
- (b) All meetings shall begin at 9:00 a.m. and shall be held with open doors in the County Board chambers at the Courthouse in the City of Marinette, Wisconsin, unless a different hour is set by the County Board Chairperson or a different place is specified by majority vote of the County Board.
- (c) The County Board may meet in special session upon written request of a majority of the Supervisors in accordance with §59.11(2), Wis. Stats.
- (d) A majority of the members elected shall constitute a quorum.
(Ord #372-14, 4/15/14)

(2) Resolutions and Ordinances.

- (a) Resolutions and ordinances shall be in writing and filed with the County Clerk no later than Tuesday noon one week prior to the next meeting of the County Board. The Clerk shall reproduce and mail the same to all County Board members for their information and consideration not less than three (3) days prior to the meeting. The Chairperson shall refer resolutions and ordinances not previously submitted to the Clerk to the appropriate committee.
- (b) All resolutions and ordinances, except as set forth in (e) shall be presented to one or more committees of the Marinette County Board of Supervisors for consideration, possible amendment and approval. If approved by the committee or committees, the ordinance or resolution shall be recommended to the Marinette County Board of Supervisors in final form. The recommendation of the committee or committees shall be indicated in the minutes of each committee and it shall not be necessary for individual committee members to sign the resolution or ordinance. Upon approval of the resolution or ordinance by the appropriate majority of the Marinette County Board of Supervisors, which shall be duly noted and recorded in the minutes of the meeting, the final form of the resolution or ordinance

shall require only the signature of the Chairperson of the Marinette County Board of Supervisors and the Marinette County Clerk.

- (c) Resolutions and ordinances submitted to the County Clerk that have been placed on the agenda and mailed to County Board members need not be read aloud at the meeting absent request. In the absence of such a request, members may move and second the adoption of the resolution or ordinance. Upon receipt of a second, the subject will be open for discussion after which a voice vote shall be taken on each resolution or ordinance unless a Supervisor requests a roll call vote.
- (d) Any County Board member who desires to offer study recommendations to the County Board shall submit the same to the County Clerk no later than Tuesday noon one week prior to the next meeting to allow inclusion of the information in the Board packet mailing.
- (e) Resolutions reflecting the County's interest in special recognition or commendation shall be referred to County Board Chairperson for review and submission to the County Board for consideration.

(3) Form of Legislation.

- (a) All legislation introduced to the County Board for consideration shall substantially comply with the following forms.
 - (1) **ORDINANCES.** All ordinances shall be entitled as such and shall contain a proposed numerical codification and identify the applicable section of the Code affected including minimally the title of the ordinance. The body of each ordinance shall be prepared in such a manner, editorially, so as to facilitate insertion in the Code without further revision. All proposed ordinances shall be submitted to Corporation Counsel for approval as to form prior to submission to a committee or the Chairperson.
 - (2) **RESOLUTIONS.** All resolutions shall be entitled as such and shall contain a preamble consisting of a brief summary of the intent of the legislation. The body of each resolution shall be composed of the rationale or factual basis for the same and shall be divided into such paragraphs as are necessary to segregate and set forth explicitly the basis. The final provisions of a resolution shall contain clauses detailing the action of the County Board.
- (b) All formal written enactments not constituting ordinances as herein specified shall be designated as resolution.
- (c) The Executive Committee shall by rule prepare a standard format for the preparation of legislation

(4) Fiscal Notes.

- (a) Every resolution or ordinance shall incorporate a reliable estimate of the fiscal effect or absence thereof. The fiscal note shall include an estimate of the anticipated changes in current County fiscal year liability and projected fiscal liability in future years. The fiscal note shall state "no fiscal impact" or "unknown" if applicable. The Finance Director shall prepare estimates. When a fiscal estimate is prepared after legislation has been introduced, it shall be distributed to the County Board members.

- (b) Fiscal estimate under this rule includes:
 - (1) making an appropriation or increasing or decreasing existing appropriations or revenue estimates;
 - (2) authorizing or obligating the expenditures of funds or creating or incurring present or future County fiscal liability if funds are not budgeted for such authorization or liability;
 - (3) any action involving an expenditure of any sum other than stated in the budget shall not be acted upon until the following Board meeting, unless deemed to be of an emergency nature, and then only by a two-thirds vote of the entire membership of the Board, pursuant to §65.90(5), Wis. Stats. This rule shall apply to original resolutions, ordinances and substitute amendments thereto, but not to amendments or minority reports, except when ordered by majority vote of the County Board or committee of reference.

(5) Agenda.

- (a) All resolutions, ordinances and minutes of all committee meetings for inclusion in the County Board packet shall be delivered to the County Clerk as soon as possible but not later than noon of the Tuesday prior to the County Board meeting. The County Clerk shall at least three (3) working days before each meeting of the County Board, except when the County Board is in continuous session, present to each County Board member an itemized agenda of the matters to be considered by the County Board. The County Clerk and the County Administrator subject to the approval of the County Board Chairperson shall prepare the agenda.
- (b) The Chairperson and Clerk may list reports of committees on the agenda as required by immediate needs of the County Board. All resolutions and ordinances promulgated by committee shall be placed on the agenda of the next County Board meeting.
- (c) The order of business of the organizational meeting shall be:
 - (1) Call of the roll
 - (2) Invocation
 - (3) Pledge of Allegiance
 - (4) Administration of the oath of office
 - (5) Adoption of the Rules of Procedure
 - (6) Election of Chairperson, 2-year term
 - (7) Election of Vice-Chairperson, 2-year term
 - (8) Appointment of Committee on Committees, Committee exists until such time as the County Board confirms appointments to standing committees
 - (9) Recess for the purpose of Committee on Committees meeting
 - (10) Recommendation of Committee on Committees appointments, action by County Board
 - (11) Recess for the purpose of Standing Committee meetings
 - (12) Standing Committees announcement of Committee Officers
 - (13) Move to Item 5 of 2.21(f)(d), approval of agenda and amendments
 - (14) Continue agenda as set forth in 2.21(5)(d)

- (d) The order of business of all other meetings shall be as follows:
- (1) Call to order by Chairperson
 - (2) Roll call by Clerk
 - (3) Pledge of Allegiance
 - (4) Moment of silent prayer
 - (5) Approval of agenda and amendments
 - (6) Public Comment
 - (7) Approval/correction of minutes
 - (8) Reports of outside agencies and others
 - (9) Reports of Administrator, Department Heads and Elected Officials
 - (10) Announcements/Resignations/Appointments by Board Chair
or County Administrator
 - (11) Petitions and accompanying documents
 - (12) Resolutions, ordinances and study recommendations
 - (13) Motions
 - (14) Reports of committees
 - (15) Letters and communications
 - (16) Adjournment
- (Ord #343 7/27/10)

(6) Rules of Order.

- (a) The Chairperson shall preside at all meetings of the County Board. In his/her absence the Vice-Chairperson shall preside. In the absence of both, the County Clerk shall call the County Board to order and the County Board shall elect one of its members as temporary chairperson. The Chairperson shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board.
- (b) The Chairperson may, without motion, refer every matter that shall come before the County Board to its appropriate committee.
- (c) Any motion duly made and seconded, shall be stated by the Chairperson prior to debate. If a majority of the members present require, any motion except adjourn, postpone, table or commit, shall be reduced to writing. Any motion containing several points may be divided if any member so requires.
- (d) A motion or resolution may be withdrawn at any time before amendment or decision and such motion or resolution need not be entered in the minutes. All motions, resolutions and/or amendments, unless withdrawn shall be entered in the minutes.
- (e) Whenever any member speaks in debate or delivers any remarks to the County Board, he/she shall address the Chairperson, confine his/her remarks to the question under debate and avoid personality. No member shall speak more than twice on the same subject not longer than five (5) minutes each time without permission from the Chairperson.
- (f) The member who first addresses the Chairperson shall speak first. In the event two members address the Chairperson at the same time, the Chairperson shall name the member who is to speak first.

- (g) Any member called to order shall immediately stop speaking unless permitted to explain, and the decision of the Chairperson shall prevail. In the event an appeal is taken from the decision of the Chairperson, the County Board shall decide the case.
- (h) Questions directing the drawing of an order on the County Treasurer for the payment of money shall be acted upon the vote of ayes and nays.
- (i) The Chairperson may without suspension of the rules call upon any County Officer or Department Head for relevant remarks.
- (j) Any person not a member of the County Board, desirous of addressing the County Board on any subject, shall first obtain permission from the County Board Chairperson. All such addresses shall be limited to five (5) minutes unless otherwise extended by the County Board Chairperson.
- (k) Except as modified by these Rules, the Rules of Parliamentary Practice contained in Roberts Rules of Order, current edition, shall govern the County Board in all cases if applicable. Copies of Roberts Rules of Order, current edition, shall be available in the office of the County Clerk.
- (l) All members of the County Board, visitors and others shall at all times conduct themselves in a special manner and shall eliminate conversation or loud noises on the floor during County Board sessions.

(7) Voting.

- (a) For the purposes of voting, the first roll call of the membership shall determine those present. Members not present shall be considered absent until she or he reports to the Chairperson. The Clerk shall keep a record of those in attendance.
- (b) The Chairperson may allow a member early leave for cause and the member shall then be considered absent. The absent member may return to the Board and upon report to and acknowledgment by the Chairperson shall again be considered present.
- (c) All members present at any meeting of the County Board shall be required to vote electronically. All members of the County Board are expected to vote either yes or no on the question before the County Board. In the event of votes of abstention, a majority of the members voting shall decide the questions.
- (d) Pursuant to §19.88, Wis. Stats., unless otherwise specifically provided for by statute, no secret ballot shall be utilized in any election or other decision except the election of the officers of the Board of Supervisors.
- (e) Except when made by ballot, a member has the right to change his/her vote before the decision of the question has been finally and conclusively pronounced by the Chairperson or County Clerk.
- (f) No member of the Board shall leave the room during roll call.
(Ord #372-14, 4/15/14)

(8) Reconsideration and Rescission. Any member voting with the majority may move for reconsideration or rescission of the vote on any question at the same or succeeding meeting.

(9) Suspending, Changing and Interpreting the Rules.

- (a) These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.
- (b) These rules may be amended by Ordinance at any regular session of the County Board by a majority vote of the members present.
(Ord #261 12/17/02, Ord #271 1/27/04, Ord #327 5/26/09)

2.06 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

- (1) Compensation.** County Board Supervisors shall receive an annual salary of twenty-four hundred dollars (\$2,400.00) payable in twelve (12) monthly installments.
- (2) County Board Chairperson Compensation.** The County Board Chairperson shall receive additional compensation over and above the compensation paid to him/her as a Supervisor in the amount of forty-eight hundred dollars (\$4,800.00) per year payable in twelve (12) monthly installments.
- (3) Mileage and Travel Expense.** Reimbursement for mileage shall be paid at the present rate per mile authorized by the Internal Revenue Service of the United States Department of the Treasury for the business mileage personal income tax deduction traveled to and from meetings by the most direct route. Only the operator of a personal vehicle used for transportation to and from a meeting may claim reimbursable mileage. Supervisors shall be reimbursed other travel expenses in accordance with Marinette County's Policies and Procedures Manual. In the event of unusual circumstances, the County Board Chairperson may authorize expenses outside of the Personnel Policies and Procedures Manual parameters.
- (4) Meals.** County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period.
- (5) Per Diem** Effective April 19, 2016, Supervisors shall receive fifty dollars (\$50.00) per diem for each regularly scheduled monthly County Board meeting attended. Supervisors shall be paid thirty dollars (\$30.00) for all other meetings attended not to exceed three (3) claimed meetings per day. Claims for additional meeting payment in any given day shall be made only if such meeting, because of its nature, time or location, caused the meeting to be held separately. The annual number of per diem committee meetings claimed in any calendar year shall not be limited. (Ord #381-15, 11/10/15)
- (6) Meeting Defined.** For compensation purposes, a meeting is defined as a meeting called to order by the Chairperson or a majority of its members for the purpose of exercising the responsibility, authority, power or duties delegated to or vested in a quorum of that body meeting the requirements of Ch. 19, Sub V, Wis. Stats. Open meetings of Governmental Bodies. In the event a quorum is lacking, members attending officially called meetings are entitled to meeting and travel expenses. Additionally, a Supervisor shall be

credited with a committee meeting when said Supervisor has received authorization by his/her committee or the County Board Chairperson to perform an administrative task for said committee or the County Board, is a member of a Wisconsin Counties Association steering committee or has received prior approval to attend a specific event. Any day a Supervisor travels a distance of one hundred fifty (150) miles or greater one-way, said Supervisor shall be entitled to one (1) meeting per diem in addition to any other claimed meeting per diem.

(7) County Board Chairperson Authorization to Attend Meetings. The County Board Chairperson is authorized to attend meetings and conferences on matters directly related to County government. The Chairperson may direct the Vice-Chairperson or another member of the County Board to attend such meetings and conferences, either in place of the Chairperson or with the Chairperson. The Chairperson, the Vice-Chairperson and such other Board members as may be designated by the Chairperson, shall be entitled to per diem and mileage for attending such meetings and conferences, all subject to the regular rules of the County Board pertaining to per diem, mileage, and expenses.

(8) Citizen Members. The per diem payment shall be thirty-five dollars (\$35.00), plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day.

(Ord #288 6/28/05, Ord #300 3/28/06, Ord 337, 1/26/10, Ord 382 12/15/15)

2.07 DUTIES OF OFFICERS AND CERTAIN APPOINTEES

(1) County Board Chairperson. The County Board Chairperson shall:

- (a) preside at meetings of the County Board and shall countersign all final and approved resolutions and ordinances of the County Board;
- (b) expedite those matters resolved upon by the County Board;
- (c) in cooperation with the Corporation Counsel and County Administrator, take action to ensure that all federal, state and local laws, rules and regulations pertaining to County government are enforced;
- (d) subject to County Board confirmation, shall appoint replacement members in the event a vacancy occurs on any standing or special committee, agency or commission of the County Board who are not subject to appointment by the County Administrator. Any vacancies requiring citizen appointments shall be identified at a County Board meeting and no appointment shall be made prior to the next County Board

meeting, thus allowing County Board members the opportunity to provide names of qualified candidates or nominees for consideration;

- (e) serve as ex officio member to all standing, special, or ad hoc committees of the County Board to which the Chairperson is not duly appointed;
- (f) may call meetings of standing committee chairpersons for the purpose of reviewing program evaluations being conducted by said standing committees. Following the April reorganization meeting, the County Board Chairperson may also call a meeting of the standing committee chairpersons for the purpose of orientation and training in conducting committee meetings, program evaluations, resolution procedure and County Board rules.

(2) Vice-Chairperson. The County Board Vice-Chairperson shall:

- (a) in the event of death or resignation of the County Board Chairperson, assume and perform all duties of the Chairperson.
- (b) in the event of absence or disability of the County Board Chairperson, assume and perform all duties of the Chairperson.
- (c) in the event absence or disability of the Chairperson extends to a period of sixty days, the Vice-Chairperson shall be compensated at the Chairperson's salary. The Executive Committee shall determine the date the Vice-Chairperson shall become entitled to the salary of the Chairperson.

(3) Corporation Counsel. The Corporation Counsel shall:

- (a) prosecute and defend civil actions in which the County Board has an interest;
- (b) attend County Board meetings and serve as parliamentarian and legal advisor to the County Board;
- (c) upon request, advise the County Board, its commissions, committees, agencies and officers in civil matters;
- (d) review and make recommendation to the County Board on all contracts, agreements, ordinances and resolutions as to the legal content and application of the same;
- (e) serve as legal advisor to all County departments as requested in civil matters; and, serve as chief legal representative for the Marinette County Child Support Agency;
- (f) upon request of the County Administrator or Personnel Committee, assist in labor relations, arbitrations and negotiations with employee bargaining units;
- (g) perform all other necessary duties as prescribed by §59.42(1)(c), Wis. Stats.

(4) County Administrator. The County Administrator shall have all the powers and duties as set forth in §59.18, Wis. Stats., and shall:

- (a) serve as chief administrative officer of the County and take care that every county ordinance and state or federal law is observed, enforced and administered within his/her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator;

- (b) coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards, commissions or other elected officers;
- (c) appoint and supervise department heads except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers and appoint members of boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board;
- (d) interview candidates for department head vacancies with the appropriate governing committee chairperson or designee if he/she so elects. The candidate selected by the County Administrator shall be approved by a majority vote of the governing committee prior to submission to the full County Board for confirmation;
- (e) annually perform department head evaluations with participation of the department governing committee chairperson or his/her designee;
- (f) serve under the direction of the Executive Committee and County Board;
- (g) annually, or as necessary, communicate to the County Board of Supervisors the condition of the County and make such recommendations to the Board for consideration as the Administrator deems necessary and relevant. Notwithstanding any other provision of the law, be responsible for preparing the annual budget policy and submission of the annual budget to the County Board;
- (h) authorize line item transfers within departmental operation budgets.

2.08 COMMITTEES OF THE COUNTY BOARD

- (1) **Standing Committees.** The following committees shall be standing committees and shall be named at the biennial organizational meeting:
 - (a) Agriculture and Extension Education
 - (b) Building and Property
 - (c) Economic Development/Tourism
 - (d) Executive
 - (e) Finance and Insurance
 - (f) Forestry, Parks, Outdoor Recreation and Land
 - (g) Health and Human Services
 - (h) Highway and Transportation
 - (i) Land Information
 - (j) Law Enforcement, Emergency Management, Coroner, Court Commissioner and Judiciary
 - (k) Personnel and Veterans Service
 (Ord #364 3/26/13)
- (2) **Committee on Committees.** It shall be the duty of the Committee on Committees to nominate for confirmation by the County Board, the membership of all standing committees of the County except the Health and Human Services Board, which shall be by appointment of the County

Administrator upon recommendation of the Committee on Committees and approval of the County Board. The Committee on Committees, during the reorganization process shall consider supervisor requests, qualifications, and seniority to guide Committee on Committees in filling committee assignments.

(3) Committee Appointments.

- (a) Elections or appointments on all standing committees shall be for a period of two (2) years.
- (b) The committee on Committees shall be appointed by the County Board Chairperson and confirmed by the County Board. It shall consist of the following seven (7) members: County Board Chairperson, Vice-Chairperson, two (2) County Board members elected from City Supervisory Districts, and three (3) County Board members elected from districts other than a City Supervisory District.
- (c) Vacancies on any committee shall be filled by appointment of the County Board Chairperson subject to confirmation of the County Board. Vacancy is defined as permanent or temporary. Temporary is defined as a sixty-day (60) inability to serve as determined by the Executive Committee.
- (d) Prior to the April reorganization, the County Clerk shall call an orientation meeting for all first term County Board Supervisors. All County Board Supervisors shall receive a form on which preference of committee service for the consideration of the Committee on Committees is to be stated. Completed forms must be returned to the County Clerk at least one (1) week prior to the April reorganization meeting of the County Board. All County Board members shall indicate their preference of committee assignment with no guarantee of appointment to the preferred committee.

(4) Committee Organization.

- (a) Each committee shall be composed of five (5) members unless otherwise indicated.
- (b) The Committee on Committees shall, subject to County Board confirmation, make the initial appointment of members of each individual committee. Each committee shall, as its first order of business, elect its own Chairperson and Vice-Chairperson. Minutes of all committee sessions shall be promptly recorded by department staff or any other person designated by the committee Chairperson.
- (c) A majority of the members of any committee shall constitute a quorum for the transaction of business.
- (d) The organizational meeting shall take place immediately after all committee appointments and during a recess called by the County Board Chairperson. After said recess, the committee shall report back to the County Board Chairperson the duly elected Chairperson and Vice-Chairperson. All regular meetings shall be scheduled by committee action. Special meetings may be called with notice to all members by the

committee Chairperson or on the written request of a majority of committee members.

- (e) All committee meetings shall be open to the public in compliance with Wisconsin Open Meetings Law and a schedule of regular monthly meetings shall be filed with the County Clerk. The schedule of regular meetings, special meetings and agendas shall be filed with the County Clerk by the committee Chairperson and/or Department Head. Any changes in the meeting date or locations shall be reported immediately to the County Clerk.
- (f) Meetings of the County Board, its standing committees or special committees shall be held in a place accessible to members of the public, preferably in the County Courthouse, a County building or other municipal building.

(5) Duties of All Committees.

- (a) All committees shall be required to act on all matters prescribed by law or directed by the County Board of Supervisors.
- (b) Each standing committee of the County Board shall have the authority to examine all bills, claims, and accounts after payment has been processed.
- (c) Each committee shall participate, with the County Administrator and Finance Department in the preparation of the annual budget, for all departments under the committee's jurisdiction.
- (d) All agreements to which the County is a party shall be submitted to the appropriate Committee of jurisdiction prior to signing, except those which the Highway Commissioner is by statute authorized to sign. Absent specific Committee authority, as set forth in duties of committees, agreements that bind the County for amounts totaling \$15,000.00 or greater shall be forwarded to the full County Board for approval. Prior to entering into agreements that bind the County in a manner not requiring compensation on behalf of the County and potentially create County liability, such agreements shall be submitted to the appropriate Committee of Jurisdiction and forwarded to the County Board for approval. (Ord #297 1/31/06, Ord #329 7/28/09, Ord #343 7/27/10, Ord #385-16 3/29/16, Ord #387-16 6/28/2016)

(6) Agriculture and Extension Education Committee. The duties of the committee shall be:

- (a) serve as the Committee of Agriculture and Extension Education as required by §59.56(3), Wis. Stats.;
- (b) consult with the District Extension Director regarding Extension personnel and programs;
- (c) in cooperation with the University of Wisconsin Extension, select professionally qualified persons as University of Wisconsin Extension agents;
- (d) with County Board approval, enter into memoranda of understanding with State and Federal Agencies interested in agriculture, education or zoning programs and in the interest of Marinette County, assign County

Extension staff to work with these and other organizations in and out of the county;

- (e) cooperate with other County Board committees and departments, local organizations and groups interested in the improvement of agriculture, family living, zoning and resource conservation and development;
 - (f) provide staff assistance to the Economic Development and Tourism Committee of Marinette County regarding development of the economic, cultural, natural, and tourist resources of the area;
- (7) Building and Property Committee.** The composition and duties of the committee shall be:
- (a) the committee shall be composed of one (1) member of each of the following committees: Finance and Insurance, Highway and Transportation, Forestry, Parks Outdoor Recreation and Land, Law Enforcement and Emergency Management and the Health and Human Services Board;
 - (b) establish policies and procedures for the improvements, repairs and maintenance of buildings and grounds over which the committee has jurisdiction, including the following:
 - (1) Courthouse and Annex
 - (2) Fairgrounds and Buildings
 - (3) Forestry and Park Buildings
 - (4) Health and Human Services Buildings
 - (5) Highway Buildings
 - (6) Law Enforcement Center and Other Sheriff Buildings on Property
 - (7) Niagara Health and Human Services Officers
 - (8) State Street Storage Garage
 - (9) Stephenson Public Library
 - (10) UW Center-Marinette
 - (11) Niagara Senior Citizens Center (Inspection Only)
 - (12) Niagara Medical Center (Inspection Only)
 - (c) act as the parent committee of the Maintenance Department and in that capacity consult on an as needed basis with the departments;
 - (d) lease or rent unused county space subject to County Board approval;
 - (e) assume responsibility for new construction not specifically delegated to another committee;
 - (f) assume responsibility for vehicle and equipment purchases not designated to another committee, and establish policies and procedures for the Motor Pool;
 - (g) address disposal of surplus property with the County Clerk in accordance with Chapter 3 of the Code of Ordinances;
 - (h) have discretion to approve construction contract changes that will not result in the total project exceeding the original dollar amount approved by the County Board of Supervisors.
(Ord #329 7/28/09, Ord #364 3/26/13, Ord #365 3/26/13)
- (8) Economic Development/Tourism Committee.** The duties of the committee shall be:

- (a) develop data and budgets relating to the economic needs of the county and carry out a program of action designed to enhance the economic climate of the County in conjunction with the Marinette County Association for Business and Industry (MCABI) and other economic entities;
 - (b) remain abreast of all State and Federal aid/grant programs affecting the county and recommend to the County Board participation in those programs beneficial to the county;
 - (c) participate with Bay Lake Regional Planning Commission in the preparation and development of the county Economic Development Plan (OEDP) and submit the same to the County Board for approval;
 - (d) develop and promote tourism on behalf of the County in cooperation with the Marinette County Association for Business and Industry (MCABI) and other tourism related organizations;
 - (e) consult, cooperate and communicate as necessary with Federal, State and local units of government and their agencies, industry, business, Chambers of Commerce and the like on matters relating to economic development;
 - (f) administer all county sponsored economic development assigned by the County Board which have not otherwise been expressly assigned to other committees and cooperate with other County Board committees to establish policies and procedures for the UW Extension Resource Agent on economic development matters of mutual concern;
(Ord #340 2/23/10, Ord #365 3/26/13)
- (9) Executive Committee.** The composition, duties and powers of the committee shall be:
- (a) the committee shall be comprised of the County Board Chairperson who shall act as the Executive Committee Chairperson, the County Board Vice-Chairperson and the Chairperson of each standing committee;
 - (b) in the event the County Board Chairperson or Vice-Chairperson is also the Chairperson of a standing committee, The Vice-Chairperson of that Committee shall be a member of the Executive Committee;
 - (c) evaluate county programs, consider matters of long-range development of Marinette County and interdepartmental impact and recommend policy concern to governing committees and the County Board;
 - (d) manage, supervise and address matters pertaining to the County Administrator and Corporation Counsel;
 - (e) annually conduct County Administrator performance evaluation, said evaluation to be initiated by Committee Chairperson;
 - (f) recommend solutions to County Board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee;
 - (g) act on behalf of the County Board on matters requiring immediate attention or official authorization;
 - (h) in the event matters of an emergency nature arise precluding a committee meeting or out of County hearing, the Chairperson of the Executive

Committee may react to the emergency as appropriate after consultation with the County Administrator;

- (i) recommend necessary changes to existing Rules of Order and the County Code of General Ordinances;
- (j) any committee or supervisor aggrieved by the action of another committee may appeal that action to the Executive Committee. The Executive Committee may hear any such appeal and address such appeal in whatever manner is deemed appropriate by the Committee. In the event the Executive Committee determines appropriate action will significantly alter or change the action of any other committee, the Executive Committee action shall be subject to the approval of a majority of the County Board of Supervisors;
- (k) the County Administrator, County Clerk and County Corporation Counsel shall attend all Executive Committee meetings unless excused by the County Board Chairperson.
- (l) the Executive Committee shall meet annually in May to determine if non-represented position re-evaluations shall be allowed for the succeeding budget year. The Executive Committee's decision shall include measurable criteria regarding economic conditions and employee benefits.

(Ord #327 5/26/09, Ord #333 12/15/09, Ord #364 3/26/13, Ord #366 3/26/13)

(10) Finance and Insurance Committee. The duties of the committee shall be:

- (a) audit and prepare the annual budget for the County in cooperation with the County Administrator and Finance Director and arrange for publication and notice of hearing thereon;
- (b) consider all unbudgeted requests, reports or resolutions involving the expenditures of County funds prior to consideration by the County Board, except as otherwise delegated;
- (c) examine the financial condition of the County each month and when necessary advise Department Heads thereof;
- (d) recommend to the County Board the depositories for all County funds;
- (e) approve transfer of funds as follows:
transfer funds between budgeted items within an individual County office or department, if such budgeted items have been separately appropriated, and supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount established in the contingency fund as adopted in the annual budget. In the case of an individual activity aggregate annual transfers shall not exceed ten percent (10%) of the funds originally provided for such activity. The publication provisions of §65.90(5)(a), Wis. Stats., shall apply to all committee transfers from the contingency fund;
- (f) to review proposed amendments to annual Capital Improvement Program budgets and to transfer funds between listed projects as necessary.
- (g) examine, investigate and report on all claims of a general nature for which the County may have any liability and all claims, demands on

causes of action against the County, except highway matters, and issue County orders thereon;

- (h) direct the auditing of the books of all departments not otherwise delegated;
- (i) Committee Chairperson makes final determination on County Board Supervisors mileage and expense claim disputes;
- (j) establish policies and procedures, in cooperation with the County Administrator and with Elected Officials as appropriate, for the following offices and departments:
 - (1) County Clerk's Office
 - (2) Finance Department
 - (3) Information Services Department
 - (4) Treasurer's Office
- (k) oversee all insurance programs, including but not limited to workers compensation, hospital, dental, life and loss control;
- (l) approve insurance agreement amendments;
- (m) recommend a Finance Committee member to serve on the Wisconsin Counties Utilities Tax Association Board.
- (n) review all legislative matters in which Marinette County has an interest, advise the County Board and Committee thereof, and otherwise promote the passage of legislation which is in the best interest of Marinette County.

(Ord #278 6/29/04, Ord #343 7/27/10, Ord 366 3/26/13, Ord 383 1/26/16)

(11) Forestry, Parks, Outdoor Recreation and Land Committee. The duties of the committee shall be:

- (a) to manage county forests with sound forestry practices and annually present a county forest work plan and budget to the County Board pursuant to §28.11, Wis. Stats;
- (b) as authorized by Chapter 16 of the Marinette County Code of Ordinances;
- (c) recommend appointment of members of the committee to serve on the Wisconsin County Forests Association, and to serve on the Wisconsin Counties Mineral and Resources Association.

(12) Health and Human Services Board. The composition and duties of the committee shall be:

- (a) the board shall be composed of nine (9) members; six (6) shall be Marinette County Board of Supervisors and three (3) shall be laypersons with a demonstrated interest in public health and human services. A good faith effort shall be made to appoint a registered nurse and a physician as members. The term of membership of each County Board member appointed to this Board shall be concurrent with the member's County Board term. Each layperson's term of membership shall be three (3) years. Vacancies for unexpired terms shall be filled in the same manner as original appointments. Any Board member appointed hereunder may be removed by the appointing authority in accordance with the procedure and authority set forth in the statutes.

- (b) HEALTH MATTERS. The Board shall establish policies and procedures for the Health Department and shall have all the duties specified by §251.04, Wis. Stats.;
 - (c) HUMAN SERVICES MATTERS. The Board shall establish policies and procedures for the Department in all matters and shall have all the duties specified by §46.23, Wis. Stats.
- (13) Highway and Transportation Committee.** The duties of the committee shall be:
- (a) serve as the County Highway Committee as required by §83.015, Wis. Stats.,
(Ord #334 1/26/10, Ord #348 3/16/11, Ord #364 3/26/13, Ord #385 3/29/16)
 - (b) with powers and duties as set forth in §83.015(2)(b), Wis. Stats., and amendments, and "...shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under par. (a), sub. (3) (a) and ss. 27.065 (4) (b) and (13), 32.05 (1) (a), 82.08, 83.01 (6), 83.013, 83.018, 83.025 (1) and (3), 83.026, 83.035, 83.04, 83.05 (1), 83.07 to 83.09, 83.12, 83.14 (6), 83.17, 83.18, 83.42 (3) and (4), 84.01 (5), 84.06 (3), 84.07 (1) and (2), 84.09 (1), (3) (a) to (c) and (4), 84.10 (1), 86.04 (1) and (2), 86.07 (2), 86.19 (3), 86.34 (1m), 114.33 (5), 349.07 (2), 349.11 (4) and (10) and 349.15 (2). No statutory power, duty or function specified elsewhere for the county highway commissioner may be deemed impliedly repealed for the sole reason that reference to it has been omitted in this paragraph." (Ord #385-16 3/29/16)
- (14) Land Information Committee.** The committee shall be composed of seven (7) members:
- (a) six (6) County Board members, two (2) who are members of the Agriculture and Extension Education Committee; one who is a member of the Forestry, Parks, Outdoor Recreation and Land Committee; three (3) additional County Board members; and the Chairperson of the Farm Services Agency (FSA) or the Chairperson's designee;
 - (b) each member of committee shall serve for a term of two (2) years, or until a successor is appointed, whichever is longer;
 - (c) the County Board shall designate a representative of each county committee with responsibilities related to natural resource management to serve as an adviser to the Land Information Committee. The Land Information Committee shall nominate one (1) member of the Marinette County Board of Supervisors as ex-officio member for each Lake District Board of Commissioners and submit the same to the County Board for approval.
 - (d) The duties of the committee shall be:

- (1) establish policies and procedures, in cooperation with the Land Information Director and with Register of Deeds as appropriate, for the following divisions and departments:
 - (a) GIS Division
 - (b) Land and Water Conservation Division
 - (c) Property Listing Division
 - (d) Register of Deeds Department
 - (e) Surveying Division
 - (f) Zoning, Planning and Solid Waste Division
 - (2) carry out the powers and duties delegated to the committee by Ch. 92 Wis. Stats., Soil and Water Conservation and Animal Waste Management;
 - (3) manage Lake Noquebay dam and Harmony Arboretum;
 - (4) carry out the activities of Land Information identified in §59.72(3) of the Wis. Stats. (2001-2002);
 - (5) act as the County's Zoning and Planning Agency as referenced in the Wis. Stats, Wis. Administrative code or the Marinette County Code of Ordinances.
- (15) Law Enforcement, Emergency Management, Coroner, Court Commissioner and Judiciary Committee.** The duties of the committee shall be:
- (a) establish policies and procedures, in cooperation with the County Administrator and Elected Officials as appropriate, for the following offices and departments:
 - (1) Central Dispatch
 - (2) Child Support Agency
 - (3) Circuit Court
 - (4) Clerk of Courts Office
 - (5) Coroner
 - (6) Court Commissioner
 - (7) District Attorney's Office
 - (8) Emergency Management Department
 - (9) Register in Probate
 - (10) Sheriff's Department
 - (b) list surplus property with the County Clerk for disposal in accordance with Chapter 3 of the Code of Ordinances;
 - (c) conduct an annual inspection of the Marinette County Jail pursuant to §59.54(15), Wis. Stats.;
 - (d) recommend fees and charges to the County Board for prisoner board and meals and transportation of prisoners to other institutions;
 - (e) act as the Emergency Management Committee as required by Chapter 166, Wis. Stats.;
 - (f) establish and adopt an effective program of Emergency Management within the county consistent with State and Federal Plans of Emergency Management.

- (16) **Personnel and Veterans Service Committee.** The duties of the committee shall be:
- (a) consider and review all adjustments of wages and salaries of the County officers, County Board members, and County employees under its jurisdiction and recommend the same to the County Board for approval. In even numbered years, recommend to the County Board at the regularly scheduled February County Board meeting, the salaries of elected county constitutional officers pursuant to §59.22, Wis. Stats.;
 - (b) establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;
 - (c) provide direction and guidance on personnel policies and procedures to all county offices and departments;
 - (d) approve negotiations with all employee bargaining units and recommend contracts to the County Board. The County Administrator and Human Resource Director shall represent the county in negotiations with bargaining units. The Corporation Counsel may be consulted for personnel matters, including but not limited to, litigation and arbitration upon request of the County Administrator or the Human Resource Director;
 - (e) present to the County Board recommended changes in County office hours, employee fringe benefits including administration of the Wisconsin Retirement Fund and policies relating thereto, subject to provisions of bargaining unit agreements;
 - (f) establish policies and procedures, in cooperation with the County Administrator and elected officials as appropriate, for the following offices and departments:
 - (1) Human Resources Department
 - (2) Veterans Service Office
- (Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04)
- (17) **Special Committees.** All special Committees shall be created by resolution. Such resolution shall state the purpose of the committee and designate the number of members and duties of the committee. Members shall be appointed by the County Board Chairperson unless otherwise ordered by the Board.
(Ord #364 3/26/13)
- (18) **Reports to the County Board.** Each department head shall appear and report the County Board on a biennial basis per the schedule established by the County Clerk and County Board Chairperson.
(Ord #250 Enacted 3/26/02 Effective 4/4/02, Ord #266 8/26/03, Ord #317 1/29/08)