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## **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 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 a majority vote 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
    - Communications Director
    - Corporation Counsel
    - Facilities and Parks Director
    - Finance Director
    - Forestry Administrator
    - Health & Human Services Director
    - Highway Commissioner
    - Human Resources Director
    - Information Services Director
    - Land Information Director
    - Medical Examiner
    - Veterans Service Officer
  - (c) Pursuant to SCR75.02, a Court Commissioner shall be appointed by the chief judge of the administrative district and shall be supervised by the judges of the circuit.
  - (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, Ord #399 3/27/18, Ord #402 3/27/18, Ord# 415 12/18/18 )

**(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.**
- (a) 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.
  - (b) 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 elected or appointed a copy of this Ethics Code before that person assumes his/her duties. (Ord #402 3/27/18)
- (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 BOARD RULES OF PROCEDURE.**

#### **(1) County Board 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.  
When the day of the meeting falls on November 11, the meeting shall be held on November 12;
  - (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:
  - (1) Written request of a majority of the Supervisors in accordance with §59.11(2), Wis. Stats.
  - (2) A motion and majority vote of County Board of Supervisors present at the scheduled County Board meeting.
- (d) A majority of the members elected shall constitute a quorum.  
(Ord #372-14, 4/15/14, Ord #402 3/27/18)

#### **(2) Standing Committee Meetings.**

- (a) The standing committees shall meet as follows:
  - (1) Administrative Committee shall meet the 2<sup>nd</sup> Thursday at 9 am following the first full weekend of the month.

- (2) Development Committee shall meet the 1<sup>st</sup> Tuesday at 9 am following the first full weekend of the month.
- (3) Executive Committee shall meet on the call of the County Board Chairperson or a by a request of a majority of Executive Committee members.
- (4) Health and Human Services Board shall meet the 1<sup>st</sup> Wednesday at 1:30 pm following the first full weekend of the month. (Ord #409 6/26/18)
- (5) Infrastructure Committee shall meet the 1<sup>st</sup> Wednesday at 9 am following the first full weekend of the month. (Ord 411 7/31/18)
- (6) Public Services Committee shall meet the 1<sup>st</sup> Tuesday at 1:30 pm following the first full weekend of the month.
- (7) The Chairperson and Vice Chairperson of the Standing Committees shall be determined by paper ballot at the first meeting held following the County Board re-organization.
- (8) All meetings shall be held with open doors at the Courthouse in the City of Marinette, Wisconsin, unless a different place is specified by majority vote of the Committee, with the exception of the Health and Human Services Board which will meet at the Health and Human Services Building. (Ord #410 6/26/18)
- (9) A Committee Chairperson in the event of an identifiable valid reason may call, cancel, or reschedule a meeting and on a limited basis for an identifiable valid reason may modify the location of a monthly meeting.
- (10) A majority of the members on the Committee shall constitute a quorum.  
(Ord #402 3/27/18, Ord #407-18 5/29/18, Ord #423-19 5/28/219)

**(3) Resolutions, Ordinances, Study Recommendations and Proclamations**

- (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 provide 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 provided 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 roll call vote shall be taken on each resolution or ordinance which will be recorded and attached to the resolution or ordinance. (Ord # 430 3/31/2020)
- (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 agenda.
- (e) Proclamations 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. (Ord #402 3/27/18)

**(4) Form of Legislation.**

- (a) All proposed legislation shall be submitted to Corporation Counsel for approval as to form and content prior to submission to a committee. 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.
  - (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. (Ord #402 3/27/18)

**(5) 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. All fiscal estimates shall be distributed to the County Board members prior to formal action.

- (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 require 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.  
(Ord # 402 3/27/18)

**(6) Agenda.**

- (a) All relevant agenda information 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) Pledge of Allegiance and moment of silence
  - (3) Administration of the oath of office
  - (4) Adoption of the Rules of Procedure
  - (5) Election of Chairperson, 2-year term
  - (6) Election of Vice-Chairperson, 2-year term
  - (7) Appointment of Committee on Committees, Committee exists until such time as the County Board confirms appointments to standing committees
  - (8) Recess for the purpose of Committee on Committees meeting
  - (9) Recommendation of Committee on Committees appointments, action by County Board
  - (10) Move to Item 5 of 2.04(6)(d)(4), approval of agenda and amendments
  - (11) Continue agenda as set forth in 2.04(6)(d)
- (d) The order of business of all other County Board meetings shall be as follows:

- (1) Call to order by Chairperson
  - (2) Roll call by Clerk
  - (3) Pledge of Allegiance and moment of silence
  - (4) Approval of agenda and amendments
  - (5) Approval/correction of minutes
  - (6) Public Comment
  - (7) Announcements
  - (8) Proclamation
  - (9) Reports of outside agencies and others
  - (10) Administrator Report
  - (11) Reports of Department Heads and Elected Officials
  - (12) Resignations
  - (13) Appointments by Board Chairperson
  - (14) Appointments by County Administrator
  - (15) Petitions
  - (16) Study recommendations
  - (17) Ordinances
  - (18) Resolutions
  - (19) Motions
  - (20) Reports of committees
  - (21) Correspondence
  - (22) Adjournment
- (Ord #343 7/27/10, Ord #402 3/27/18, Ord #423-19 5/28/19)

(e) The order of business of all Committee meetings shall be as follows:

- (1) Call meeting to order
- (2) Approval of agenda and amendments
- (3) Approval/correction of minutes
- (4) Public comment
- (5) Correspondence
- (6) Reports of outside agencies and others
- (7) Reports of internal staff
- (8) Items for Committee consideration
- (9) Presentation of paid invoices
- (10) Future agenda items
- (11) Identify next meeting date
- (12) Adjournment

(f) Committee agendas shall be prepared by the department head(s) or designee in cooperation with the committee chairperson. The County Board Chairperson and/or County Administrator may place items on the committee agendas for discussion and consideration.

(Ord #402 3/27/18)

**(7) Rules of Order.**

(a) The Chairperson of the Board/Committee shall preside at all meetings. In the absence of the Chairperson, Vice-Chairperson shall preside. In the absence of both, the County Clerk, County Administrator or Department Head shall call the meeting to order and the Board or Committee

members 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 members present.

- (b) The Chairperson may, without motion, refer every matter that shall come before the County Board to an 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) Any County Board vote resulting in a tie vote fails. Any committee vote resulting in a tie vote, except election of committee chair and vice chair, is referred to the County Board without recommendation.
- (e) A motion may be withdrawn at any time before amendment or decision and such motion need not be entered in the minutes. All motions, resolutions, ordinances and/or amendments, unless withdrawn shall be entered in the minutes.
- (f) Whenever any member speaks in debate or delivers any remarks, 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.
- (g) 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.
- (h) Any member called out of order shall immediately stop speaking unless permitted to explain, and the decision of the Chairperson shall prevail. In the event of an appeal by the member called out of order, a vote of the members shall decide if out of order.
- (i) County Administrator may comment and/or provide information on any topic under consideration of the Board/Committee.
- (j) The Chairperson may without suspension of the rules call upon any County employee for relevant remarks.
- (k) Any person not a member of the Board/Committee, desirous of addressing the Board/Committee under public comment on any subject, shall first obtain permission from the Board/Committee Chairperson. A Board/Committee member may request permission from the Chairperson to address the Board/Committee on subjects that are not County business/issues. All such addresses shall be limited to five (5) minutes unless otherwise extended by the Board/Committee Chairperson.
- (l) 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.

- (m) 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 Board/Committee meeting.

(Ord #402 3/27/18, Ord 423-19 5/28/19)

**(8) 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 acknowledgment by the Chairperson shall again be considered present.
  - (c) In the event membership requests a roll call vote, all members shall vote electronically if available. All members are expected to vote either yes or no on the question before the Board or Committee. 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, Ord #402 3/27/18)

- (9) 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.

**(10) 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)

**2.05 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. Supervisors are eligible for monthly compensation beginning the day of reorganization.(Ord #402 3/27/18)
- (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 current IRS rate for mileage 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. (Ord #402 3/27/18)
- (4) **Meals.** County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's Personnel Policies 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. (Ord #402 3/27/18)
- (5) **Per Diem.** 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. A meeting held within one hour prior to a County Board meeting or held during a County Board recess is not considered a separate meeting and additional per diem shall not be claimed or paid. Claims for per diem for attendance at sub-committee meetings associated with appointments approved by the County Board to non-standing committees, boards, or commissions shall not be claimed or paid as meetings attended. The annual number of per diem committee meetings claimed in any calendar year shall not be limited. (Ord #381-15, 11/10/15, Ord #402 3/27/18, Ord 424-19 5/28/19)
- (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. A meeting held within one hour prior to a County Board meeting or held during a County Board recess is not considered a separate meeting and additional per diem shall not be claimed or paid. A sub-committee of a non-standing committee, board, or commission is not considered a claimable meeting. 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. A Supervisor shall be credited with a committee meeting when said Supervisor is a member of a Wisconsin Counties Association steering committee, attends a Wisconsin Counties Association District Meeting, Wisconsin Counties Association Legislative Meeting 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.(Ord #394-17, 3/28/17, Ord #424-19 5/28/19)

- (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.**
- (a) 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)
  - (b) The appointing authority, subject to County Board approval, may remove a citizen member of a Board, Committee or Commission for cause. Cause shall be determined on a case by case basis.(Ord # 393-17, 3/28/17)
- (9) Compensation or Reimbursement Dispute.** The County Board Chairperson shall make the final determination on any dispute related to compensation or reimbursement of any claim by any Board Supervisor or citizen member. (Ord #402 3/27/18)

## **2.06 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 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. (Ord #402 3/27/18)

**(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) 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. (Ord #402 3/27/18)

**(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. 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 by the county administrator shall be subject to the confirmation of the county board;

- (d) Evaluate Department Heads on an annual basis;
- (e) serve under the direction of the Executive Committee and County Board;
- (f) 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;
- (g) authorize line item transfers within departmental operation budgets. (Ord #402 3/27/18)

## **2.07 COMMITTEES OF THE COUNTY BOARD**

### **(1) Standing Committees.**

- (a) The following committees shall be standing committees and shall be named at the biennial organizational meeting:
  - (1) Administrative
  - (2) Development
  - (3) Executive
  - (4) Health and Human Services
  - (5) Infrastructure
  - (6) Public Services
- (b) 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.  
(Ord #364 3/26/13, Ord 398 2/27/18, Ord #407-18 5/29/18)

- (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. (Ord #398-18 2/27/18, Ord # 407-18 5/29/18)

### **(3) Committee Appointments.**

- (a) The Committee on Committees shall, subject to County Board confirmation, make the initial appointment of members of each individual committee.
- (b) Elections or appointments on all standing committees shall be for a period of two (2) years.
- (c) 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.

- (d) Prior to the April reorganization, the County Clerk shall call an orientation meeting for all first term County Board Supervisors.
- (e) 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.
- (f) 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. (Ord 398 2/27/18)

**(4) Committee Organization/Procedure.**

- (a) Each committee shall be composed of six (6) members unless otherwise indicated.
- (b) 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) Each committee shall, as its first order of business, elect its own Chairperson and Vice-Chairperson. If required, each committee shall make recommendations for miscellaneous appointments and immediately report recommendations to Administration for confirmation by the County Board.
- (e) All committee meetings shall be open to the public in compliance with Wisconsin Open Meetings Law. Any changes in the meeting date or locations shall be reported by the committee Chairperson and/or Department Head immediately to the County Clerk. (Ord 398 2/27/18, Ord #402 3/27/18)

**(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 be provided the opportunity to review and comment on the annual budget, for all departments under the committee's jurisdiction prior to the budget being presented to the County Board for adoption.
- (d) All agreements that bind the County shall be subject to Corporation Counsel review. Agreements totaling \$25,000 or greater to which the

County is a party shall be submitted to the appropriate Committee of jurisdiction for review and approval 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 \$25,000.00 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 approved by the County Administrator. (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, Ord #398 2/27/18, Ord #432 3/31/2020)

- (e) Review all legislative matters under the Committee's jurisdiction, advise the County Board and otherwise promote the passage of legislation which is in the best interest of Marinette County. (Ord #431 3/31/2020)
- (6) Administrative Committee.** The duties of the committee shall be:
  - (a) establish policies and procedures, in cooperation with the County Administrator and with Elected Officials as appropriate, for the following offices, departments and activities:
    - (1) County Clerk
    - (2) Finance
    - (3) Human Resources
    - (4) Information Services
    - (5) Treasurer
    - (6) Employee Wellness
  - (b) 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;
  - (c) consider all unbudgeted requests, reports or resolutions involving the expenditures of County funds prior to consideration by the County Board, except as otherwise delegated;
  - (d) examine the financial condition of the County ;
  - (e) recommend to the County Board the depositories for all County funds;
  - (f) approve transfer of funds as follows:
    - (1) 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.
    - (2) 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;
  - (g) review proposed amendments to annual Capital Improvement Program budgets and to transfer funds between listed projects as necessary.

- (h) direct the auditing of the books of all departments not otherwise delegated;
  - (i) oversee all insurance programs, including but not limited to workers compensation, health, dental, life and loss control;
  - (j) approve insurance agreement amendments;
  - (k) recommend a Committee member to serve on the Wisconsin Counties Utilities Tax Association Board.
  - (l) review all legislative matters not under the jurisdiction of another committee in which Marinette County has an interest, advise the County Board and otherwise promote the passage of legislation which is in the best interest of Marinette County.
  - (m) 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.;
  - (n) establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;
  - (o) provide direction and guidance on personnel policies and procedures to all county offices and departments;
  - (p) approve negotiations with all employee bargaining units and recommend contracts to the County Board. The Corporation Counsel 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;
  - (q) 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;  
Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04, Ord #278 6/29/04, Ord #343 7/27/10, Ord 366 3/26/13, Ord 383 1/26/16, Ord 398 2/27/18, Ord #402 3/27/18, Ord 420 3/26/19, Ord #431 3/31/2020)
- (7) Development Committee.** The Committee shall be composed of seven (7) members with six (6) County Board members, and the Chairperson of the Farm Services Agency (FSA) or the FSA Chairperson's designee. The duties and powers of the committee shall be:
- (a) establish policies and procedures, in cooperation with the County Administrator and Elected Official as appropriate, for the following offices, departments and activities:
    - (1) Economic Development and Tourism
    - (2) Land Information
    - (3) Register of Deeds
    - (4) University of Wisconsin Extension

- (b) 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;
- (c) 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;
- (d) participate with Bay Lake Regional Planning Commission in the preparation and development of the county Comprehensive Economic Development Strategy (CEDS) and submit the same to the County Board for approval;
- (e) develop and promote tourism on behalf of the County in cooperation with other tourism related organizations;
- (f) 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;
- (g) administer all county sponsored economic development assigned by the County Board;
- (h) carry out the powers and duties delegated to the committee by Ch. 92 Wis. Stats., Soil and Water Conservation and Animal Waste Management;
- (i) manage Lake Noquebay Dam and Harmony Arboretum;
- (j) carry out the activities of Land Information identified in §59.72(3) of the Wis. Stats. (2001-2002);
- (k) 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.
- (l) recommend appointment of one (1) member of the Marinette County Board of Supervisors as ex-officio member for each Lake District Board of Commissioners.
- (m) serve as the Committee of Agriculture and Extension Education as required by §59.56(3), Wis. Stats.;
- (n) consult with the Area Extension Director regarding Extension personnel and programs;
- (o) 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;
- (p) 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;
- (q) Following each decennial U.S. Census formulate, evaluate and recommend a plan that will facilitate and achieve the re-districting of the supervisory districts and allow for the submission of the municipal ward information; (Ord #340 2/23/10, Ord #365 3/26/13) (Ord #329 7/28/09, Ord #364 3/26/13, Ord #365 3/26/13, Ord 398 2/27/18)

- (8) Executive Committee.** The composition, duties and powers of the committee shall be:
- (a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices:
    - (1) Administrator
    - (2) Corporation Counsel
  - (b) 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 committees;
  - (c) 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;
  - (d) 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;
  - (e) manage, supervise and address matters pertaining to the County Administrator;
  - (f) annually conduct County Administrator performance evaluation, said evaluation to be initiated by Committee Chairperson;
  - (g) recommend solutions to County Board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee;
  - (h) act on behalf of the County Board on matters requiring immediate attention or official authorization;
  - (i) 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;
  - (j) recommend necessary changes to the County Code of Ordinances not under the jurisdiction of another committee;
  - (k) Act as an appeal committee in the event the County Administrator, any committee or supervisor is aggrieved by the action of another 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; (Ord #425-19 5/28/19)
  - (l) the County Administrator, and County Corporation Counsel shall attend all Executive Committee meetings unless excused by the County Board Chairperson.  
(Ord #327 5/26/09, Ord #333 12/15/09, Ord #364 3/26/13, Ord #366 3/26/13, Ord 398 2/27/18, Ord #425-19 5/28/19)
- (9) Health and Human Services Board.** The composition and duties of the committee shall be:
- (a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices and departments;

- (1) Health and Human Services
- (2) Veterans Service
- (b) 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.
- (c) 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.;
- (d) 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  
(Ord #278 6/29/04, Ord #343 7/27/10, Ord 366 3/26/13, Ord 383 1/26/16, Ord 398 2/27/18, Ord #407-18 5/29/18)
- (10) Infrastructure Committee.** The duties of the committee shall be:
  - (a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices and departments;
    - (1) Facilities and Parks
    - (2) Forestry
    - (3) Highway
  - (b) serve as the County Highway Committee as required by §83.015, Wis. Stats., 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."
  - (c) 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;

- (d) as authorized by Chapter 16 of the Marinette County Code of Ordinances;
  - (e) recommend appointment of members of the committee to serve on the Wisconsin County Forests Association.
  - (f) 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 buildings on property
    - (7) Niagara Health and Human Services Offices
    - (8) State Street Storage Garage
    - (9) Stephenson Public Library
    - (10) UW Marinette
    - (11) Niagara Senior Citizens Center (Inspection Only)
    - (12) Niagara Medical Center (Inspection Only)
  - (g) act as the parent committee of the Facilities and Parks Department and in that capacity consult on an as needed basis with the departments;
  - (h) lease or rent unused county space subject to County Board approval;
  - (i) assume responsibility for new construction not specifically delegated to another committee;
  - (j) assume responsibility for vehicle and equipment purchases not designated to another committee, and establish policies and procedures for the Motor Pool;
  - (k) address disposal of surplus property in accordance with Chapter 3 of the Code of Ordinances;
  - (l) 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, Ord #334 1/26/10, Ord #348 3/16/11, Ord #364 3/26/13, Ord #385 3/29/16, Ord 398 2/27/18)
- (11) Public Services 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
    - (5) Coroner/Medical Examiner
    - (6) Court Commissioner
    - (7) District Attorney
    - (8) Emergency Management

(9) Register in Probate

(10) Sheriff

- (b) conduct an annual inspection of the Marinette County Jail pursuant to §59.54(15), Wis. Stats.;
- (c) recommend fees and charges to the County Board for prisoner board, meals and transportation of prisoners to other institutions;
- (d) act as the Emergency Management Committee as required by Chapter 166, Wis. Stats.;
- (e) establish and adopt an effective program of Emergency Management within the county consistent with State and Federal Plans of Emergency Management.( Ord 398 2/27/18)

(12) **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 or designated by Statute. (Ord #364 3/26/13, Ord 398 2/27/18)

(13) **Reports to the County Board.** Each department head shall appear and report to 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, Ord 398 2/27/18)