

**OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL**

**CHAPTER 2**

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1 2.01 COUNTY BOARD PROCEDURES

2 (1) The County Board shall direct and guide all County policy

3 (2) The following items require approval beyond the Standing Committee level:

4 (a) Budgetary Oversight: Review, amend and approve the annual County budget per  
5 Sec. 65.90, Wis. Stats.

6 (b) Personnel Oversight: All modifications of County positions require approval of the Coun-  
7 ty Board through the annual budget process, including but not limited to:

8 1. Creation of new positions

9 2. Increases in hours

10 3. Changes in pay rates

11 4. Personnel changes, not anticipated in the annual budget process, require the approval  
12 of:

13 a. The appropriate Standing Committee

14 b. Finance Committee

15 c. County Board

16 5. The Policy and Procedures Manual listing positions, pay ranges, and pay rates shall be  
17 updated to reflect any changes in positions

18 6. A separate schedule detailing personnel changes in the annual budget process will be  
19 approved in addition to the annual budget

20 7. Confirm the appointment of non-elected department heads by a majority vote

21 (c) Collective Bargaining Agreements: Approval of collective bargaining agreements re-  
22 quires a majority vote of the Ozaukee County Board of Supervisors

23 (d) Transfers of Funds: Transfer of funds from any County funds exceeding \$25,000 re-  
24 quires County Board approval (08-34)

25 1. A two-thirds majority vote of the Board members elect is required for approval of  
26 transfers from any of the County's unreserved, undesignated fund balances or retained  
27 earnings.

28 (e) Grant Acceptances involving:

29 1. Hiring of new personnel

30 2. County funds

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OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

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County Board Procedures 2.01

- 1                   3. Public works expenditures requiring formal specifications, public notices or bids per
- 2                    Sec. 59.52(29)(a), Wis. Stats., require the approval of the appropriate Standing Com-
- 3                    mittee and full County Board unless Wis. Stats. delegate acceptance authority to a
- 4                    Standing Committee
- 5                   4. Grant Funded Positions:
- 6                    a. The Policy and Procedure Manual shall list, and mark with an asterisk, those posi-
- 7                    tions, or any portions of positions supported with grant funds; upon termination of
- 8                    grant funds the position, or any portion thereof shall be eliminated
- 9                    b. The County Board may approve continuation of grant funded position, or any por-
- 10                  tion of the position thereof upon the termination of grant funds
- 11                 (f) Contracts and Agreements: Approval of all contracts, intergovernmental, or other agree-
- 12                  ments unless approval authority has been previously delegated to a Standing Committee
- 13                  or Department or otherwise authorized by law.
- 14                 (g) Establish Boards and Commissions: in keeping with the purposes and objectives of the
- 15                  Committee, to satisfy statutory requirements, and to encourage community involvement
- 16                 1. Appointments to Boards, Commissions, and Ad Hoc Groups shall be: (10-74)
- 17                    a. Recommended by the County Administrator per Sec. 59.18(2),(c), Wis. Stats
- 18                    b. Approved by the full County Board
- 19                    c. The County Board Chairperson, shall appoint a chairperson and vice-chairperson at
- 20                    the first meeting after being established by a Standing Committee unless State stat-
- 21                    utes prescribe another process
- 22                 (h) Acquisition and disposition of County property per Sec. 59.52(6) Wis. Stats. (09-14)
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**OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL**

**CHAPTER 2**

**Executive Committee 2.02**

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2.02 EXECUTIVE COMMITTEE

- (1) The County Board Chairperson, County Board Vice Chairperson, County Board Second Vice Chairperson and three (3) additional members appointed by the County Board Chairperson as Standing Committee Chairpersons shall serve as the Executive Committee of the County Board and shall provide the leadership, vision, and purpose in concert with the Ozaukee County Mission Statement. (10-74)
  - (a) In the event that a member of the Executive Committee is unable to attend a meeting, he or she may appoint an alternate from the Standing Committee of which they Chair.
  - (b) The Chairperson of the Board may choose an alternate from the body at large.
- (2) The County Board Chairperson and Vice Chairperson shall serve as the chairperson and vice-chairperson, and act as voting members, of the Executive Committee
- (3) Serve as the oversight Committee of the County Administrator’s Office
- (4) The Executive Committee shall exercise the following powers and duties: (10-74)
  - (a) Review the sections of the Code of Ordinances, in addition to, the Policy and Procedure Manual not under the jurisdiction of another County Committee
  - (b) Introduce the various administrative type resolutions that are not the responsibility of another committee
  - (c) Communication linkage between Standing Committees
  - (d) Arbitrate between competing Standing Committee issues
  - (e) Set the agenda for the monthly County Board policy meeting
  - (f) Review proposed state and local legislation concerning County government, and make recommendations thereon
  - (g) Following each federal decennial census of population, prepare a preliminary and a final County supervisory district plan for presentation to the County Board
  - (h) Interpret County mission and formulate broad objective
  - (i) Budgetary Responsibilities
    - 1. Review, amend, and approve the annual County budget as submitted by the County Administrator
    - 2. Submit the amended budget to the County Board for adoption

**OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL**

**CHAPTER 2**

**Executive Committee 2.02**

- 1                   3. Authorize the publication of County budget summary, and notice of public hearing per
- 2                    Sec. 65.90(3), Wis. Stats.
  
- 3                   (j) Evaluate and make recommendations to the County Board on the issuance of new debt,
- 4                    refinancing existing debt, authorizing debt repayment
  
- 5                   (k) Direct and guide collective bargaining process and approve all collective bargaining
- 6                    agreements
  
- 7                    1. Collective bargaining agreements shall not be considered for final approval by the
- 8                    Committee until a complete contract edited and signed by the union has been provided
- 9                    to the Human Resources Office.
  
- 10                  2. Implementation of the terms defining the wages, hours and conditions of employment
- 11                  defined by collective bargaining agreements requires approval of the County Board.
  
- 12                  (l) Revolving Loan Funds: Provide recommendations concerning the Revolving Loan Funds
- 13                  to the County Board and oversee the Community Development Block Grant Program for
- 14                  Economic Development.
  
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2.03 STANDING COMMITTEES OF THE COUNTY BOARD

(1) General Powers and Duties:

(a) Oversight of County Departments: Oversight shall include but is not limited to the following:

1. Interview up to three candidates suggested by the County Administrator for appointment to the position of Director, Department Head, Administrator, and/or Commissioner of the County Departments within their oversight. The Standing Committee shall recommend an appointee to the full County Board for confirmation within the salary guidelines set by the Finance Committee
2. Monthly review of a department-wide budget summary for each of the County Departments within the Committee's oversight highlighting variances from the adopted budget
3. Direct and guide policy and enforce accountability of the Departments within their oversight
4. Approve all action items including but not limited to:
  - a. Departmental budgets
  - b. Departmental policies and procedures
  - c. Staffing levels and hours
  - d. New positions
  - e. Capital purchases greater than \$5,000
  - f. Fund transfers of \$10,000 or more and any transfer involving funds budgeted for conferences and meetings
  - g. Grant applications and acceptances
  - h. Review departmental fee schedules
  - i. Departmental name changes
5. Authorize, review, and approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law:

(b) Establish Ad Hoc and/or Study Groups: in keeping with the purposes and objectives of the Committee, to analyze committee policies or issues, and to encourage community involvement

(c) Setting Agendas:

1. The Committee Chairperson and County Administrator shall set the agendas of the Standing Committees in consultation with Constitutional Officers of the County and Department Heads within their oversight

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## CHAPTER 2

## Standing Committees 2.03

1           2. The Office of the County Clerk shall administer the agendas and minutes for all stand-  
2           ing Committees

3           (d) Standing Committees shall oversee all public work within their departmental oversight,  
4           including any contract for the construction, repair, remodeling or improvement of any  
5           public work or building (10-74)

6           1. Public notices or bids for all public work shall be released and published per Sec.  
7           59.52(29)(a), Wis. Stats.

8           2. Approve all contracts and change orders:

9           a. Change orders up to \$5,000 require the approval of the Public Works Director.

10          b. Emergency change orders up to \$25,000 may be approved by the Public Works Di-  
11          rector after consultation with Committee Chairperson and County Administrator and  
12          the appropriate Department Head.

13          c. Change orders over \$25,000 require approval of the Standing Committee.

14          d. All change orders must be reported to the Standing Committee at the meeting fol-  
15          lowing their approval.

16          (2) Finance Committee: (12-56)

17          (a) Serve as the oversight Committee for:

18           1. Office of the County Clerk

19           2. Office of the Treasurer

20           3. Corporation Counsel

21           4. Finance Department

22           5. Human Resources Department

23           6. Information Technology Department

24          (b) Accounting and Finance: (10-74)

25           1. Approve wire transfers and wire transfer dispersals

26           2. Approve transfers of funds between budgeted items of any individual County office or  
27           department of \$10,000 or more

28           3. Review and recommend approval to the County Board all transfers from the general  
29           fund, per Sec. 65.90(5),(a), Wis. Stats.

30           4. Review on a monthly basis the Treasurer's report on County investment activities per  
31           Sec. 59.62, Wis. Stats., and the County investment policy

32           5. Act as the appeals body for persons challenging their certification by the County to the  
33           Wisconsin Tax Intercept Program

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## CHAPTER 2

## Standing Committees 2.03

6. Appraise and advertise lands acquired by tax deed or by in rem proceedings, per Sec. 75.14, Wis. Stats. The sale or holding of any lands acquired by tax deed or in rem proceedings requires approval of the full County Board

### (c) Human Resources: (10-74)

1. Recommend to the County board salary and wage schedules for County employees
2. Oversee and adjudicate:
  - a. Job evaluations, and appeals
  - b. Employee grievances, and appeals
  - c. Periodically review personnel regulations and employee manual
  - d. Review and approve the County Administrator's and Human Resource Director's recommendations on the filling of vacancies
3. The approval of Commendation Resolutions be at the sole discretion of the Finance Committee with the approval of the County Board of Supervisors by a majority vote.

### (d) Insurance: Approve staff recommendations regarding insuring adequately all Human Resources:

1. County buildings, vehicles and other property against loss and/or damage by fire or other disaster
2. Public liability insurance
3. Bonds for elected and appointed officials
4. Workers compensation coverage to County employees
5. Group health, life and long-term disability or other employee related benefits

### (e) Audit and Claims Review:

1. Review claims referred to Committee by County Board and make recommendations concerning payment of same.
2. Review all claims for per diem, mileage, and expenses of County board members and Boards, Commissions, and Ad Hoc Groups
3. Review the dog license fund
4. Review County funds as necessary
5. Review findings and results of annual external audit, recommend remedies, and submit to the County Board for approval

### (f) Information Technology: (12-56)

1. Provide policy direction for County electronic information transfer systems including, but not limited to, radio, telephone, computer, facsimile and microwave
2. Approve purchases of electronic transfer systems

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**Standing Committees 2.03**

- 1                    3. Develop, approve, and oversee the implementation of the 5-year technology plan for  
2                    Ozaukee County
  
- 3                    (3) Public Works Committee: (10-74)
- 4                    (a) Serve as the oversight Committee for:
- 5                    1. Facilities Department
- 6                    2. Highways Department
- 7                    3. Transit Department
- 8                    (b) Facilities Maintenance:
- 9                    1. Authorize purchase of materials used for, and be responsible for all the County Admin-  
10                    istration Center, Justice Center, fairgrounds and Highway facilities construction, pur-  
11                    chases, acquisitions, development, improvements, extensions, remodeling, renovation,  
12                    repairs, and equipping same. Responsible for all building and property repairs,  
13                    maintenance and construction
- 14                    2. Assign office and storage space in County facilities
- 15                    3. Lease office space per Sec. 59.52(6),(d), Wis. Stats.
- 16                    (c) Highways:
- 17                    1. Designated as Highway Committee per Sec. 83.015, Wis. Stats.
- 18                    2. Make orders providing for the laying out, relocation and improvement of public high-  
19                    ways, streets, alleys, storm and sanitary sewers, water courses or airports per Sec.  
20                    32.05(1), Wis. Stats.
- 21                    3. Enter into agreements with the State Department of Transportation providing for the  
22                    construction, reconstruction, or improvement, with state or federal aid, of highways,  
23                    streets, or bridges, which the County is authorized to construct, reconstruct, or im-  
24                    prove, per Sec. 86.25(2), Wis. Stats.
- 25                    4. Make necessary arrangements for the maintenance and regulation of parking lots that  
26                    are used as an integral part of the highway system of the County
- 27                    (d) Transit: Administer the county transit (bus), and shared ride taxi service program per Sec.  
28                    59.58(3), Wis. Stats.
- 29                    (e) Serve as joint liaison to the County Board, in conjunction with the Public Safety Commit-  
30                    tee, for Traffic Safety Commission per Sec. 83.013, Wis. Stats.
- 31                    (f) Serve as liaison between the County Board and the Eastern Wisconsin Railroad Consorti-  
32                    um (08-7)
  
- 33                    (4) Health and Human Services Committee: (10-74)
- 34                    (a) Serve as the oversight Committee for:
- 35                    1. Human Services, Aging Services, and Aging Disability Resource Center
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## Standing Committees 2.03

- 1                   2. Lasata Senior Living Campus
- 2                   3. Public Health Department
- 3                   4. Veterans Services Department
- 4                   (b) Public Health Functions:
  - 5                   1. Provide the services of at least a Level 1 health department per Sec. 251.05(1),(a), Wis.
  - 6                   Stats.
  - 7                   2. Oversee the operations of the Public Health Department per Sec. 251.05(3), Wis. Stats.
  - 8                   3. Coordinate or arrange for environmental health needs for the County per Sec. 254.015,
  - 9                   Wis. Stats.
  - 10                  4. Provide Maternal Child Health services per Sec. 253.02, Wis. Stats.
  - 11                  5. Negotiate and execute such contracts for the provision or securing of resources as may
  - 12                  be necessary to the development or maintenance of services
- 13                  (c) Human Services Functions:
  - 14                  1. Operate under Sec. 46.23, Wis. Stats.
  - 15                  2. Adopt as its own the approved plans and budgets of department activities, which have
  - 16                  been approved or accepted by the Wisconsin Department of Health and Family Ser-
  - 17                  vices
  - 18                  3. Review and approve a plan for the provision of Human Services per Sec. 46.23(3am),
  - 19                  State Statutes
  - 20                  4. Approve the recommendations of the Human Services Director and Health and Human
  - 21                  Services Board for the provision of services per Sec. 46.23(6m), State Statutes regard-
  - 22                  ing the following programs and services: <sup>(10-74)</sup>
    - 23                  a. Energy Assistance per Sec. 16.27, Wis. Stats.
    - 24                  b. The Long-term Support and Community Options Program per Sec. 46.27, Wis.
    - 25                  Stats.
    - 26                  c. The Community Integration Program per Sec. 46.275, Wis. Stats.
    - 27                  d. The Family Support Program per Sec. 46.985, Wis. Stats.
    - 28                  e. Child Abuse and Neglect per Sec. 46.51, 48.02, and 48.981, Wis. Stats.
    - 29                  f. Juvenile Justice per Sec. 48.08 and 938.08, Wis. Stats.
    - 30                  g. Child Welfare per Sec. 48.57, Wis. Stats.
    - 31                  h. Foster Care and Foster Care Aids per Sec. 48.67 and 46.261, Wis. Stats.
    - 32                  i. Community Youth and Family Aids per Sec. 48.985(3), Wis. Stats.
    - 33                  j. Public Assistance Programming per Chapter 49, Wis. Stats.
    - 34                  k. Wisconsin Works per Sec. 49.141, Wis. Stats.
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# OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

## CHAPTER 2

## Standing Committees 2.03

- 1 l. Alcohol and Other Drugs and Community Support Program per Chapter 51, Wis.  
2 Stats.
- 3 m. Mental Health Block Grant per Sec. 51.02(1),(b), Wis. Stats.
- 4 n. Developmental Disability services and programming per Sec. 51.437, Wis. Stats.
- 5 o. Birth to Three Program
- 6 p. Collaborative and cooperative services with public health and other groups for pro-  
7 grams of prevention, evaluation and diagnostic services
- 8 q. Intoxicated Driver Program
- 9 r. Safe and Stable Families Program
- 10 s. Inpatient and outpatient care and treatment, residential facilities, partial hospitaliza-  
11 tion, pre-care, aftercare, emergency care, rehabilitation services and supportive tran-  
12 sitional services
- 13 t. Other programs, services, and grants administered by the Human Services Depart-  
14 ment
- 15 u. Review and approve the Commission on Aging/Aging Disability Resource Center  
16 Board recommended County aging plan for programs for older people
- 17 v. Oversee the operation of the Lasata Senior Living Campus
- 18 5. Serve as liaison to the County Board, for Health and Human Services Board per Sec.  
19 46.23(5m), Wis. Stats. (10-74)
- 20 6. Serve as liaison to the County Board for, Commission/Aging and Aging Disability Re-  
21 source Center Board per Sec. 46.82, Wis. Stats. (10-74)
- 22 7. Serve as liaison to the County Board for, Veteran's Commission per Sec. 45.12, Wis.  
23 Stats. (10-74)

### 24 (5) Natural Resources Committee:

#### 25 (a) Serve as the oversight Committee for: (10-74)

- 26 1. Office of the Register of Deeds
- 27 2. Land Information Office
- 28 3. Land and Water Management Department
- 29 4. Planning and Parks Department
- 30 5. University Extension Departments

#### 31 (b) Agricultural and Extension:

- 32 1. Designated as the Agricultural and Extension Committee per Sec. 59.56(3), Wis. Stats.
- 33 2. Keep informed as to requirements for recycling and possible County involvement
- 34 3. Serve as liaison between the County Board and the County Agricultural Society (08-7)

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OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

CHAPTER 2

Standing Committees 2.03

(c) Land Conservation and Zoning: (10-74)

- 1. The Committee shall carry out the duties per Chapter 92 , Wis. Stats.:
  - a. Establish Soil & Water Conservation Standards and guidelines for the administration of the guidelines
  - b. Oversee conservation standards for the Farmland Preservation Program
  - c. Oversee implementation and compliance with Targeted Runoff (DNR Rule NR 151), and Solid and Water Resource Management Program (ATCP 50.)
  - d. Develop comprehensive long-range and annual plans for the development, use, conservation and management of soil, water and related resources, to be submitted to the County Board and the State Department of Agriculture, Trade and Consumer Protection
  - e. Administer Manure Storage Facility Ordinance
- 2. The Committee shall carry out the duties assigned under Sec. 59.69, of Wis. Stats., including but not limited to: (08-44)
- 3. Maintain a Shoreland Protection and Floodplain Zoning Ordinance
- 4. The Committee shall carry out the duties assigned under Sec. 295.13, of Wis. Stats. to administer the Non-Metallic Mining Reclamation Ordinance for Ozaukee County
- 5. The Committee shall carry out the duties assigned under Sec. 59.70, of Wis. Stats. to administer the Sanitation Ordinance for Ozaukee County
- 6. The Committee shall examine and review for approval land divisions and plats of subdivision on behalf of the County per Wis. Stats. 236.10 and NR115

(d) Parks, Planning, Layout, Construction, Improvements, Maintenance, Governance, Management, Operations: Oversight of parks layout, improvement, maintenance, governance, management operations, acquisition and disposition, and construction of all County Parks, open spaces, preserves, natural areas, trails, County golf courses, and other County parkland per Sec. 27.04(1), 27.04(2), 27.05(1), 59.69(9), Wis. Stats.

- 1. Parks and Natural Areas Acquisition and Disposition:
  - a. Review and recommend to the County Board the acquisition of lands for the creation of County parks, natural areas, open space or other recreational public use per Sec. 27.05(2), 27.05(3), 27.05(4), 27.06 and 27.065, Wis. Stats.
  - b. All acquisitions and dispositions require the approval of the Natural Resources Committee and the County Board
  - c. This section shall not apply to any property or lands acquired or disposed of by the Public Works Committee through actions taken as the County Highway Committee per Sec. 83.015, Wis Stats.
- 2. Serve as liaison to County Board for the Board of Adjustment, required per Sec. 59.694, Wis. Stats.

1 (6) Public Safety Committee

2 (a) Serve as the oversight Committee for: (10-74)

- 3 1. Office of the Clerk of Courts
- 4 2. Office of the District Attorney
- 5 3. Office of the Sheriff and Emergency Management Division
- 6 4. Office of the Coroner

7 (b) Emergency Management

- 8 1. Review and approve as necessary emergency management plans for the County con-  
9 sistent with the state plan of emergency management and assist in the review and ap-  
10 proval of municipal emergency management plans and integration of such plans with  
11 the County plan
- 12 2. Oversee activities of County Emergency Management Director per Chapter 166, of  
13 Wis. Stats.

14 (c) Law Enforcement: Oversee Sheriff’s Department personnel matters as required by Coun-  
15 ty ordinance or Wis. Stats.

16 (d) Serve as the liaison to the County Board for the Local Emergency Planning Committee  
17 per Sec. 59.54(8), and 166.20, Wis. Stats.

18 (e) Serve as joint liaison to the County Board, with Public Works Committee to Traffic Safe-  
19 ty Committee

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2.04 BOARDS AND COMMISSIONS

(1) Board of Adjustment:

(a) Composition: The Board of Adjustment shall consist of no less than three and no more than five members, any number of which may be members of the County Board. All shall reside in the unincorporated area of the County and no two members shall reside in the same town.

(b) Powers and Duties:

- 1. Its powers and duties shall be in accordance with 59.694(7), and County Ordinance.
- 2. It shall hear and decide applications for special exception permits pursuant to Section 7.105 of the Ozaukee County Code of Ordinances
- 3. It may grant a variance from the dimensional standards of this ordinance pursuant to Section 7.106 of the Ozaukee County Code of Ordinances
- 4. It shall hear and decide appeals where it is alleged there is error in any order, requirements, decision or determination made by an administrative official in the enforcement or administration of this ordinance per Sec. 59.694(7),(a), and 59.694(8), Wis. Stats.

(c) Oversight: The Board of Adjustment’s oversight shall be the Natural Resources Committee of the County Board

(2) County Aging and Disability Resource Center Board: (10-74)

(a) Composition: The Aging and Disability Resource Center Board shall be comprised of up to ten members to be appointed by the County Administrator, subject to confirmation by the County Board per 46.283(6) Wis.Stats.:

- 1. A member of the County Health and Human Services Committee (County Board Member)
- 2. Five citizen representatives age 60+ of recognized ability and demonstrated interest in services for older individuals
- 3. One citizen representative of recognized ability and demonstrated interest in services for Physically Disabled adults
- 4. Two citizen representatives of recognized ability and demonstrated interest in services for Developmentally Disabled adults
- 5. Older individuals shall constitute at least 50% of the membership of the advisory committee
- 6. The non-elected citizen members of the Aging & Disability Resource Center Board may serve staggered terms of three years to take effect on September 30. Members may serve no more than two consecutive three-year terms.

# OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

## CHAPTER 2

## Boards and Commissions 2.04

### (b) Powers and Duties:

1. The purpose of the Aging and Disability Resource Center Board shall be to act to improve the quality of life for the older adults and adults with disabilities of Ozaukee County
2. The Aging and Disability Resource Center Board shall plan and develop administrative and program policies, in accordance with state law and within limits established by the Department of Health and Family Services, if any, for programs in the County per Sec. 46.82(4),(d), Wis. Stats.

(c) Reporting: The County Aging and Disability Resource Center Board shall report to the Human Services Committee of the County Board

### (3) County Traffic Safety Commission:

(a) Composition: The County Traffic Safety Commission Shall be comprised of members:

1. A member of the County Public Works Committee
2. A member of the County Public Safety Committee
3. The County Highway Commissioner
4. The County Highway Safety Coordinator
5. A representative of the legal profession
6. A municipal police chief
7. A medical representative
8. An education representative
9. Three citizen representatives
10. The membership shall also include three representatives involved in law enforcement, highways and highway safety designated by the State Secretary of Transportation

(b) Powers and Duties: The Commission shall operate per Sec. 83.013, Wis. Stats., and has the following responsibilities and duties:

1. Review traffic crash data from the County crash reports, spot maps, computer printouts, or other means
2. Review other traffic safety-related matters
3. Designation of a person to prepare and maintain a spot map showing the locations of traffic crashes on County and town roads and on city and village streets if the population of the city or village is less than 5,000. Traffic crash data received from cities and villages with a population of 5,000 or more shall also be maintained
4. Direct recommendations for any corrective actions and other Commission matters to appropriate governmental officials
5. Address the Highway Safety guidelines which involve local government
6. Develop procedures for periodic review of highway safety programs

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- 1 7. Conduct an objective annual review and evaluation of remedial actions taken
- 2 8. Recommend speed limit changes on the County Trunk Highway System to the County
- 3 Board based on an engineering and traffic investigation per Sec. 349.11(1),(a), Wis.
- 4 Stats., and to also make recommendations regarding the designation of through high-
- 5 ways at the intersection of any 2 County trunk highways
- 6 9. The Commission may establish special study groups/subcommittees necessary to meet-
- 7 ing its responsibilities as outlined in this ordinance
- 8 (c) Reporting: The County Traffic Safety Commission shall report to the Public Safety and
- 9 Public Works Committees of the County Board

### (4) Health and Human Services Board:

- 11 (a) Composition: The Health and Human Services Board shall not exceed nine members and
- 12 be composed of the County Board members comprising the Health and Human Services
- 13 Committee, in addition to citizen members of recognized ability and demonstrated inter-
- 14 est in public health and/or human services
- 15 1. A good faith effort shall be made to appoint a registered nurse and physician per Sec.
- 16 251.03(1), Wis. Stats.
- 17 2. At least one member shall be an individual who receives, or has received, human ser-
- 18 vices or shall be a family member of such an individual per Sec. 46.23(4),(a),1, Wis.
- 19 Stats.
- 20 3. An additional citizen member, who is a consumer of services or simply at-large, may
- 21 be appointed per Sec. 46.23(4),(a),1, Wis. Stats.
- 22 4. Citizen members of the Health and Human Services Board shall serve for terms of 3
- 23 years, so arranged that as nearly as practicable, the terms of one-third of the members
- 24 shall expire each year per Sec. 46.23(4),(c), Wis. Stats.

### (b) Powers and Duties:

- 26 1. Human Services Powers and Duties:
  - 27 a. The Health and Human Services Board shall meet at least quarterly per Sec.
  - 28 251.04(5), Wis. Stats.
    - 29 (1) The Health and Human Services Board shall comply with State requirements
    - 30 and has the following powers and duties:
      - 31 (2) To appoint committees consisting of residents of the County to advise the
      - 32 County Human Services Board as it deems necessary per Sec. 46.23(5m),(a),
      - 33 Wis. Stats.
      - 34 (3) To recommend program priorities and policies, identify unmet service needs
      - 35 and prepare short-term and long-term plans and budgets for meeting such prior-
      - 36 ities and needs per Sec. 46.23(5m),(b), Wis. Stats.

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- 1 (4) To prepare, with the assistance of the County Human Services Director, a pro-  
2 posed annual budget for submission to the County Administrator for the Hu-  
3 man Services Department per Sec. 46.23(5m),(c), Wis. Stats. Upon approval of  
4 the annual County budget by the County Board, the final budget for the provi-  
5 sion of Human Services shall be provided to the State of Wisconsin Department  
6 of Health and Family Services, the Department of Workforce Development,  
7 and Department of Corrections
  
- 8 (5) To advise the County Human Services Director regarding the purchase and  
9 provision of services and the selection of service vendors, and make recom-  
10 mendations to the County Administrator regarding modifications in such pur-  
11 chasing, providing, and selection per Sec. 46.23(5m),(d), Wis. Stats.
  
- 12 (6) To develop the operating procedures of the Health and Human Services Board
  
- 13 (7) To assist in arranging cooperative working agreements with persons providing  
14 health, education, vocational or welfare services related to services provided  
15 under this section per Sec. 46.23(5m),(g), Wis. Stats.
  
- 16 b. Public Health Powers and Duties
  
- 17 (1) The Health and Human Services Board shall assume the duties of a Local  
18 Board of Health under Sec. 251.03 and 251.04, Wis. Stats.
  
- 19 (2) Govern and assure the enforcement of state public health statutes and public  
20 health rules of the department as prescribed for a Level I local health depart-  
21 ment per Sec. 251.04(1), Wis. Stats.
  
- 22 (3) Adopt those regulations, for its own guidance and for the governance of the lo-  
23 cal health department that the Health and Human Services Board considers  
24 necessary to protect and improve public health. The regulations may be no less  
25 stringent than, and may not conflict with, state statutes and rules of the depart-  
26 ment per Sec. 251.04(3), Wis. Stats.
  
- 27 (4) Assure that its local health department is a Level I, Level II, or Level III local  
28 health department, as specified in Sec. 251.05(1), Wis. Stats.
  
- 29 (5) Assess public health needs and advocate for the provision of reasonable and  
30 necessary public health services per Sec. 251.04(6),(a), Wis. Stats.
  
- 31 (6) Develop policy and provide leadership that fosters local involvement and  
32 commitment that emphasizes public health needs and that advocates for equita-  
33 ble distribution of public health resources and complementary private activities  
34 commensurate with public health needs per Sec. 251.04(6),(b), Wis. Stats.
  
- 35 (7) Assure that measures are taken to provide an environment in which individuals  
36 can be healthy per Sec. 251.04(7), Wis. Stats.
  
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1 (c) Reporting: The Health and Human Services Board shall report to the Health and Human  
2 Services Committee of the County Board

3 (5) Local Emergency Planning Committee:

4 (a) Composition: The Local Emergency Planning Committee shall be comprised of up to 15  
5 members including:

6 1. A Member of the Public Safety Committee

7 2. Representatives of the following:

8 a. State and Local Elected Officials

9 b. Emergency Response Organizations

10 c. Media

11 d. Community Groups

12 e. Representatives of facilities concerned with hazardous chemicals confirmed by the  
13 County Board in each even numbered year.

14 (b) Powers and Duties: The Commission shall operate per Sec. 59.54(8), and 166.20, Wis.  
15 Stats. and shall carry out the requirements of 42 USC 11000 to 11050 and the duties  
16 listed in Sec. 166.20 and 166.21, Wis. Stats.

17 (c) Reporting: The Local Emergency Planning Commission shall report to the Public Safety  
18 Committee of the County Board

19 (6) Veterans Service Commission:

20 (a) Composition: The Veterans Service Commission shall be comprised of three veterans  
21 who are residents of the County, appointed by the County Board Chairperson, for three-  
22 year staggered terms per Sec. 45.81(1), Wis. Stats.

23 (b) Powers and Duties:

24 1. Estimate the probable amount of County tax required to be levied for providing aid to  
25 needy veterans

26 2. Meet periodically to furnish aid to needy veterans whose right to such aid has been es-  
27 tablished

28 (c) Reporting: The Veterans Service Commission shall report to the Human Services Com-  
29 mittee of the County Board.

30 (7) Comprehensive Planning Board: (10-74)

31 (a) Designated as the Planning Committee per Sec. 59.69(2), Wisconsin State Statutes.  
32 (Comprehensive Plan, Farmland Preservation Plan, and Park and Open Space Plan): Op-  
33 erate under Section 66.1001, Chapter 71 and 91, Chapter 27 and Section 59.56(9) of the  
34 Wisconsin State Statutes).

35 (b) Composition: Shall be comprised of five (5) members and one (1) alternate selected from  
36 the County Board of Supervisors and appointed by the Chairperson of the County Board.  
37 The Comprehensive Planning Board shall be confirmed by the County Board in each  
38

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1 even numbered year. Members shall serve 2-year terms starting and ending in April of  
2 the even numbered years.

3 (c) Powers and Duties:

4 1. Shall have the following authorities:

- 5 a. Authorized under Section 66.1001 (4)(b) of the Wisconsin State Statutes to prepare,  
6 amend and implement a comprehensive plan for Ozaukee County
- 7 b. Authorized under Chapter 71 and 91 of the Wisconsin State Statutes to prepare,  
8 amend and implement a farmland preservation plan for Ozaukee County
- 9 c. Authorized under Chapter 27 and Section 27.04(1) and (2) and Section 59.56 (9) of  
10 the Wisconsin State Statutes to prepare, amend and implement a park and open  
11 space plan for Ozaukee County.

12 2. Shall recommend the adoption, amendment, and/or implementation of a comprehen-  
13 sive, farmland preservation and/or park and open space plan for Ozaukee County to the  
14 County Board of Supervisors by adopting a resolution by a majority vote of the entire  
15 Board. Resolutions shall refer to maps and other descriptive materials that relate to one  
16 or more elements of a comprehensive, farmland preservation and/or park and open  
17 space plan.

18 3. Shall receive from, consider and provide written comments to the Comprehensive  
19 Planning Citizen Advisory Committee, Land Preservation Board, Farmland Preserva-  
20 tion Planning Citizen Advisory Committee and/or other Citizen Advisory Commit-  
21 tees/Boards/Commissions on components, elements or the entire comprehensive, farm-  
22 land preservation and/or park and open space plan for Ozaukee County.

23 4. Shall approve all nominated appointments to the Comprehensive Planning and/or  
24 Farmland Preservation Planning and/or Park and Open Space Planning Citizen Adviso-  
25 ry Committees comprised of the following: one representative (elected official or staff)  
26 from each local unit of government within Ozaukee County, 10-16 citizen/business  
27 representatives, a Southeastern Wisconsin Regional Planning Commission (SEWRPC)  
28 representative(s) and as deemed necessary a representative from the adjoining local  
29 units of government to Ozaukee County.

30 5. Serve as the oversight committee/board for the Planning and Parks Department as it  
31 relates to the comprehensive, farmland preservation and/or park and open space plan for  
32 Ozaukee County.

33 6. Shall consider all adoption, amendment or implementation matters regarding the com-  
34 prehensive, farmland preservation and/or park and open space plan for Ozaukee Coun-  
35 ty.

36 7. Shall review and make written recommendations to the County Board of Supervisors  
37 on any changes to the Code of Ordinances as required by the creation, development or  
38 implementation of the Comprehensive Plan for Ozaukee County.

39 8. Shall approve all contractual agreements undertaken as part of developing or imple-  
40 menting a comprehensive, farmland preservation and/or park and open space plan for  
41 Ozaukee County.

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(d) Reporting/Oversight: The Comprehensive Planning Board shall report directly to the County Board of Supervisors

(8) Land Preservation Board: (10-74)

(a) Composition and Terms of Appointment:

1. Land Preservation Board shall consist of seven members appointed by the County Administrator:

- a. One (1) member from the Natural Resources Committee
- b. One (1) member from the Comprehensive Planning Board
- c. One (1) at-large member from the Ozaukee County Board of Supervisors
- d. One (1) member from the Ozaukee Washington Land Trust
- e. One (1) resident citizen member with business/development/real estate expertise
- f. Two (2) resident citizen members of Ozaukee County actively engaged in agriculture
- g. Two (2) alternate members from Ozaukee County residents

2. Terms shall be three (3) years for elected officials and alternates and four (4) years for citizen members.

(b) Powers and Duties:

- 1. The Land Preservation Board shall draft and present a Land Preservation Plan to the Ozaukee County Board of Supervisors for endorsement.
- 2. Land Preservation Board shall implement the recommendations included in the Land Preservation Plan.
- 3. Any County acquisition or disposition of lands identified in the Land Preservation Plan requires the approval of the Natural Resources Committee and the County Board.

(c) Oversight: Land Preservation Board shall report directly to the County Board of Supervisors and provide informational updates to the Natural Resources Committee and Comprehensive Planning Board.

2.05 COUNTY BOARD OF SUPERVISORS

(1) Meetings

(a) Organizational Meetings: (10-75)

1. The County Board shall convene on the 3rd Tuesday of April, in each year, for the purposes of organization per Sec. 59.11(1)(c), Wis. Stats.

a. At the organizational meeting in April of each even numbered year, the County Board shall elect one of its members Chairperson of the County Board and Executive Committee for a term of two years, or until a successor is elected and qualified.

b. The County Board, immediately following the election of the Chairperson, shall then elect one of its members Vice-Chairperson of the County Board and Executive Committee for the same term, who, in the absence or disability of the Chairperson, shall perform the duties of the Chairperson. In the event of a permanent vacancy of the Chairperson the Vice-Chairperson shall perform the duties of the Chairperson until a successor is elected and qualified.

c. The County Board, immediately following the election of the Vice-Chairperson, shall then elect one of its members 2nd Vice-Chairperson of the County Board and Executive Committee for the same term, who in the absence or disability of the Vice-Chairperson, shall perform the duties of the Vice-Chairperson. In the event of a permanent vacancy of the Vice-Chairperson the 2nd Vice-Chairperson shall succeed the Vice-Chairperson and an election shall be held for the 2nd Vice-Chairperson.

d. All vacancies of Board Chairperson, Vice-Chairperson, and 2nd Vice-Chairperson shall be elected within two business meetings of the vacancy.

2. Budget Meetings:

a. The County Board shall convene on the first Wednesday in November, in each year, for the purpose of transacting general business of the Board, and approving the annual County Budget per Sec. 59.11(1),(a), Wis. Stats.

3. Regular Meetings:

a. The County Board shall convene on the first and third Wednesday of each month at 9:00 A.M. for the purpose of transacting general business.

(1) The meeting scheduled for the third Wednesday shall focus on the discussion of policy issues.

(2) The policy meeting may be cancelled at the discretion of the Chairperson.

b. Order of Business: (10-74)

(1) The order of business shall be as follows (this may be changed by consent of a majority of the Supervisors present):

(a) Call to order

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- 1 (b) Pledge of Allegiance to the flag
- 2 (c) Taking of the roll by the County Clerk
- 3 (d) Approval of the minutes of the last meeting
- 4 (e) Presentation of commendation resolutions
- 5 (f) Presentation of communications
- 6 (g) Presentation of claims
- 7 (h) Public comment (limit 3 minutes per person and 12 minutes per issue),
- 8 (i) Report of County Administrator
- 9 (j) Presentation of non-commendation resolutions
- 10 (k) Presentation of ordinances
- 11 (l) Presentation of numbered reports
- 12 (m) Committee reports
- 13 (n) Adjournment
- 14 4. Special Meetings:
  - 15 a. In accordance with Sec. 59.11(2),(a), Wis. Stats, a written request of a majority of
  - 16 the Supervisors elect, addressed and delivered to the County Clerk of Ozaukee
  - 17 County is required to call special meetings of the County Board of Supervisors:
  - 18 b. The request shall:
    - 19 (1) Specify the time and place of the meeting.
    - 20 (2) Specify the purpose of the meeting.
    - 21 (3) Be delivered more than 48 hours before the meeting is to be held.
- 22 (b) Adjournment:
  - 23 1. A meeting of the County Board may be adjourned, subject to the call of the Chairper-
  - 24 son of the Board, or to a day certain, by a majority vote of the Supervisors present.
- 25 (c) Quorum:
  - 26 1. A majority of the Supervisors entitled to a seat on the County Board shall constitute a
  - 27 quorum.
- 28 (d) Meeting Rules:
  - 29 1. Except as modified by the rules herein, the rules of the parliamentary practice in Robert's
  - 30 Rules of Order Newly Revised shall govern in all cases where they are applicable.
  - 31 2. The rules herein set forth shall not be suspended or amended except by a two-thirds vote
  - 32 of the Supervisors present.
  - 33 3. The Chairperson shall preserve order and decorum, and shall decide all questions of or-
  - 34 der, subject to an appeal of the Board.

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- 1           4. No Supervisor shall be interrupted while speaking, unless it is to call the Supervisor to  
2           order.
- 3           5. Each Supervisor shall activate his or her call switch to address the Chairperson when they  
4           wish to speak.
- 5           6. Motions shall be made in writing when requested by the Chairperson.
- 6           7. The source of all reports, resolutions, or any communications to be considered or re-  
7           viewed by the County Board must identify the sponsoring Supervisor or Committee.  
8           (07-37)
- 9           8. No Supervisor shall be permitted to speak more than twice on the same question unless  
10          by permission of the Board.
- 11          9. When all who wish to speak on any question before the Board have expressed their  
12          views, the Chairperson shall put the question. No Supervisor shall be permitted to speak  
13          while the question is being put.
- 14          10. When a question is before the Board, no motions shall be in order except the following  
15          said motions shall have preference in the order arranged
  - 16           a. To adjourn
  - 17           b. To lay on the table
  - 18           c. For the previous question
  - 19           d. To postpone
  - 20           e. To divide
  - 21           f. To correct or amend
- 22          11. County Board Supervisors must be physically present to attend, participate and vote. (09-  
23          37)
- 24
- 25          (e) Voting Procedures:
  - 26           1. All questions presented to the County Board shall be determined by a majority of the Su-  
27           pervisors present unless otherwise required by law, ordinance, or these rules.
  - 28           2. When the Board is equally divided on a question, the question is lost.
  - 29           3. The electronic voting board shall be utilized to record the vote regarding every action  
30           pertaining to each ordinance and resolution and shall also be utilized for any other vote  
31           when requested by any Supervisor.
  - 32           4. No Supervisor may vote on a question for another Supervisor(s) at a Board or Committee  
33           meeting
  - 34           5. In the event the electronic voting system would fail to operate, a voice roll call vote will  
35           be taken by the County Clerk. (10-83)
    - 36           a. For the first vote conducted in this manner, the Supervisor from District 1 (one), will  
37           be the first person to vote.
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- 1                    b. For the second vote conducted in this manner, the Supervisor from District 2 (two),  
2                    will be the first person to vote, etc.
  
- 3                    6. Every Supervisor indicated present, on the electronic voting system, shall vote aye, nay,  
4                    or abstain unless the Board for a special reason shall excuse a Supervisor. (10-83)
  - 5                    a. Supervisors may cast the following votes:
    - 6                    (1) Aye
    - 7                    (2) Nay
    - 8                    (3) Abstain: votes to abstain shall be counted for purposes of determining quorum  
9                    and majority
    - 10                    (4) A motion to excuse a Supervisor from voting, due to a direct or personal conflict  
11                    of interest, or for any other reasons for which the Board finds just cause, may be  
12                    made by that Supervisor and must be made prior to any debate on the question  
13                    pending and shall be voted upon.
  
  - 14                    7. No subject matter shall be voted upon more than twice in the Board year, unless by per-  
15                    mission of a two-thirds vote of the Supervisors elect of the Board.
  
  - 16                    8. The vote or abstention of each member on resolutions and ordinances shall be noted in  
17                    the Board meeting minutes to reflect the position taken by each member present. The  
18                    published minutes shall reflect only the minority vote and abstentions. (07-11)
  
  - 19                    9. A motion to adjourn is always in order and shall be decided without debate.
  
  - 20                    10. A motion to table shall be decided without debate.
  
  - 21                    11. No motion for reconsideration shall be received unless made by a Supervisor who voted  
22                    on the prevailing side in the first instance. Such motion shall be made at the same meet-  
23                    ing or at either of the next two regularly scheduled monthly meetings
  
  - 24                    12. All budget changes or appropriations of money shall be made only by the adoption of a  
25                    resolution or ordinance passed in accordance with Sec. 59.60(9),(a), Wis. Stats. The  
26                    vote on said resolution or ordinance shall be sustained by a two-thirds vote of the Super-  
27                    visors elect.
  
  - 28                    13. Matters that come before the Board may be referred to appropriate Committees by the  
29                    Chairperson without motion.
  
- 30                    (f) County Board Agendas:
  - 31                    1. All agenda items shall be filed with the County Clerk at least 10 (ten) days prior to each  
32                    County Board session including:
    - 33                    a. Informational presentations for consideration under public comment
    - 34                    b. Ordinances, resolutions, and reports for consideration
  
  - 35                    2. The County Board Chairperson or any Supervisor may file an item.
  
  - 36                    3. The County Clerk shall compile from the information filed an agenda containing the  
37                    business to be presented at the next session of the County Board.
  
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- 1 a. The agenda, and a copy of each ordinance, resolution, and report listed thereon,  
2 whenever possible, shall be mailed to each Supervisor approximately one week prior  
3 to a Board session.
- 4 b. A similar packet shall be distributed to each department head by electronic mail at  
5 the same time.
- 6 c. All matters not appearing on the agenda for a particular Board session shall be out of  
7 order and shall not be considered at that session in accordance with Sec. 19.83(1),  
8 Wis. Stats.
- 9 4. In emergency situations, the County Board agenda may be revised, to allow consideration  
10 of additional items, within twenty-four (24), hours of the posted date and time of the  
11 meeting. In no case, can the notice be less than two (2), hours before the meeting per  
12 Sec. 19.84(3), Wis. Stats.

13 (2) Committee General Procedures.

14 (a) Parliamentary Procedure:

- 15 1. Except as modified by the following rules, the rules of the parliamentary practice in Rob-  
16 ert’s Rules of Order Newly Revised shall govern in all cases where they are applicable.
- 17 2. The Statutory Boards and Commissions shall select their own Chairperson and Vice-  
18 Chair-person by election.
- 19 3. No county employee, either full-time or part-time, may serve as a Committee, Board, or  
20 Commission, Chairperson or Vice-Chairperson that has any type of oversight responsi-  
21 bility involving that employee.
- 22 4. Section 2.05(1)(d)11 of this manual shall apply to attendance of County Board and citi-  
23 zen members at meetings of Standing Committees. (08-54)

24 (b) Quorum:

- 25 1. A quorum is defined as a majority of the authorized number of Committee members. All  
26 standing Committees shall consist of five Board members. The Natural Resources  
27 Committee shall also contain a Farm Service Agency representative for agricultural soil  
28 and water conservation related issues only. (07-37)
- 29 2. If any of the members of the Committee are not in attendance then the County Board  
30 Chairperson and/or either or both of the Vice Chairpersons may act as members of the  
31 Committee.
- 32 3. When a majority is not in attendance, all present shall be entitled to their per diem, if ap-  
33 plicable, and mileage.

34 (c) Closed Sessions:

- 35 1. A meeting of a Committee, upon a motion duly made and carried, may be convened in  
36 closed session under one or more of the exemptions provided in Sec. 19.85, Wis. Stats.
  - 37 a. The motion shall be carried by majority vote in such manner that the vote of each  
38 member is ascertained and recorded in the minutes.

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b. No motion to convene in closed session may be adopted unless the Committee Chairperson announces to those present at the meeting at which such motion is made:

(1) The nature of the business to be considered in such closed session

(2) The specific exemption or exemptions by which such closed session is claimed to be authorized

(3) No business may be considered at any closed session except that which relates to matters contained in the Committee Chairperson's announcement of the closed session.

c. A Committee may not commence a meeting, subsequently convene in closed session, and thereafter reconvene again in open session within 12 (twelve) hours after completion of the closed session unless the agenda for the meeting indicates that the Committee will return to open session at an approximate time to be indicated on the agenda.

(1) If the agenda indicates that the Committee will return to open session, the motion to reconvene into open session shall be carried by majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes

(09-37)

(d) Motions and Voting:

1. Any member of a Committee may make a motion.

2. A motion that does not receive a second will be considered lost.

3. All members of the Committee present shall vote on each motion unless excused for a valid reason.

4. The Chairperson must always vote last in order to break a tie vote or to create a tie vote.

5. A tie vote will cause the motion to be lost.

6. A roll call vote will be taken if a Committee member requests such a vote. Such a vote must be taken on a motion to go into closed session.

(e) Committee Agendas:

1. Committee agendas are normally prepared by staff personnel in cooperation with the Committee Chairperson and County Administrator.

2. Any member of a Committee shall have the right to have any particular item placed on the agenda for a specific meeting.

3. Agendas are normally prepared and forwarded to the County Clerk's office one week before a meeting.

4. That office will then post copies and forward copies to the news media to comply with Sec.19.84, Wis. Stats.

5. If it becomes necessary to amend an agenda that has previously been distributed, a copy of such revised agenda must be received in the County Clerk's office at least 24 hours before the anticipated start of the meeting.

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6. A prescribed Committee attendance form must be completed for each meeting and is to be filed in the County Clerk’s Office as soon as possible after each meeting

(3) Duties of the County Board Chairperson

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

(j) Appointment Powers

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

(4) Compensation of the County Board:

(a) Salaries:

- 1. In conformance with Sec. 59.10(3),(i), Wis. Stats., the salary of each Supervisor, except the County Board Chairperson, shall be set at \$4,500.00 per year in monthly installments of \$375.00, effective April 20, 2004.

# OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

## CHAPTER 2

## County Board Supervisors 2.05

1 2. The County Board Chairperson's salary shall be established at a rate of three times that  
2 (300 percent), of the annual salary of a Supervisor and be paid in monthly installments.

3 a. Any Supervisor, including the Chairperson, may reject any or all of his or her salary  
4 by giving proper written notice to the County Clerk.

5 b. The salary established above shall be all-inclusive for:

6 (1) All meetings of the County Board

7 (2) Standing and Statutory Committees and Commissions

8 (3) Labor negotiations

9 (4) Ad-hoc meetings

10 (5) Fact finding

11 (6) Any other meeting, County or otherwise, to which a Supervisor has been ap-  
12 pointed, elected or attends for any purpose.

13 c. Additional meetings, conferences, conventions, etc. may be authorized with the prior  
14 approval of the County Board Chairperson or the Executive Committee.

15 d. Mileage:

16 (1) In addition to the salary established above, County Board Supervisors shall be  
17 paid the same automobile travel allowance established for other officials and  
18 employees, (07-58)

19 (a) In going to and returning from by the most usual and traveled route to meet-  
20 ings of the County Board and of the several Committees of the County Board.

21 (b) Mileage shall be paid for attendance at not to exceed two Committee meetings  
22 in any one day.

23 (c) Payment of mileage claims shall be made following approval of said claims  
24 by the County Board at the February and August meetings each year.

25 e. Supervisors of the County Board of Supervisors shall be compensated for such other  
26 expenses necessarily incurred in the performance of their duties as approved by the  
27 Chairperson of the County Board.

28 f. If a quorum is not present for a Committee meeting, those present may not conduct  
29 any business, but those who are present are entitled to compensation as provided for  
30 in this code.

31 (5) Citizen Appointees: (10-74)

32 (a) Non-County Board members, who are non-government employees, appointed by the  
33 County Board Chairman and/or approved by vote of the County Board, to serve as mem-  
34 bers on various Boards, Commissions, Committees, et al, if not otherwise compensated,  
35 shall be paid the same sum per day as every grand and petit Juror as stated in (6)(d). All  
36 members, including government employees, shall be paid the prevailing Internal Revenue  
37 Service mileage reimbursement rate for attending meetings of said Board, Commission or  
38 Committee.

# OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL

## CHAPTER 2

## County Board Supervisors 2.05

- 1 1. Attend at least seventy (70) percent of the meetings of the Committees, Boards, and  
2 Commissions to which they are appointed annually.
- 3 2. Report to the Ozaukee County Clerk's Office when unable to attend meetings of their ap-  
4 pointed Committees, Boards, and Commissions.
- 5 (b) Attendance Policy: Members of the public appointed to represent Ozaukee County on  
6 Committees, Boards, and Commissions may be removed from their appointment for:
  - 7 1. Failure to comply with sections 1 and 2 as stated above.
  - 8 2. Consecutive absences of more than two (2) meetings.
- 9 (c) The Executive Committee will consider removal of citizen appointees on a case-by-case  
10 basis.
- 11 (6) Compensation for Services & Expenses: (10-74)
  - 12 (a) Officials and employees (including volunteer drivers for the home-delivered meals pro-  
13 gram) shall be paid the prevailing Internal Revenue Service mileage reimbursement rate  
14 as a travel allowance for the use of privately owned automobiles in the transaction of of-  
15 ficial county business.
  - 16 (b) Members of the Ozaukee County Board of Canvassers are to be paid the sum of \$18.00  
17 for each half day actually spent in official service and shall be paid the prevailing Internal  
18 Revenue Service mileage reimbursement rate for mileage actually traveled in attending  
19 any and all meetings of the Board of Canvassers in the discharge of their duties, pursuant  
20 to the provisions of Section 7.60 of the Wisconsin Statutes.
  - 21 (c) Assessors attending meetings called by the State Department of Revenue pursuant to Sec-  
22 tion 73.06 (1) of the Wisconsin Statutes are to be paid the sum of \$18.00 per day for each  
23 day's attendance at such meetings and shall be paid the prevailing Internal Revenue Ser-  
24 vice mileage reimbursement rate in coming and returning from the place of meetings.
  - 25 (d) Every grand and petit Juror summoned upon any venire is to be paid the sum of \$25.00  
26 for each half day of actual attendance upon any Circuit Court and mileage pursuant to the  
27 provisions of Section 756.25 (1) of the Wisconsin Statutes.
  - 28 (e) Compensation for services and expenses, other than the travel allowance in section (a),  
29 shall not apply to employees covered by a collective bargaining agreement unless other-  
30 wise stated.
  - 31 (f) Compensation for Commissioners of Condemnation:
    - 32 1. Commissioners of Condemnation appointed pursuant to the provisions of Section 32.08  
33 of Wis. Stats. shall be compensated for actual service at the rate of \$12.50 per hour.
    - 34 2. Commissioners shall also receive the same automobile travel allowance established for  
35 other officials and employees in a resolution annually adopted by the County Board.

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