

2024-2026 SHAWANO



COUNTY BOARD OF SUPERVISORS RULES

Revised – March 2024

**SHAWANO COUNTY BOARD MEMBERS
APRIL 2024 - 2026**

DISTRICT 1 - City of Shawano, Wards 1 & 2

MIKE WIZNER

293 River Pine Dr., Shawano, WI 54166

Phone: 715-853-5513

E-mail: district01@shawanocountywi.gov

DISTRICT 2 - City of Shawano, Wards 3 & 4

ANNELIES HARTWIG

412 S. Franklin St., Shawano, WI 54166

Phone: 715-851-3302

E-mail: district02@shawanocountywi.gov

DISTRICT 3 - City of Shawano, Wards 5 & 6

JACOB HARTWIG

430 S. Sawyer St., Shawano, WI 54166

Phone: 715-853-8723

E-mail: district03@shawanocountywi.gov

DISTRICT 4 - City of Shawano, Wards 7 & 8

KIMBERLY LEFFEL

121 S. Lincoln St., Shawano, WI 54166

Phone: 715-853-1739

E-mail: district04@shawanocountywi.gov

DISTRICT 5 - City of Shawano, Wards 9 & 10

CURTIS NAJA

468 Fairview Way, Shawano, WI 54166

Phone: 715-584-2304

E-mail: district05@shawanocountywi.gov

DISTRICT 6 - City of Shawano, Wards 11 & 12

RANDY YOUNG

124 Maple Ct., Shawano, WI 54166

Phone: 715-851-3537

E-mail: district06@shawanocountywi.gov

DISTRICT 7 - Town of Wescott, Wards 1 & 2, Town of Washington, Ward 4

JEREMY GRETZINGER

W4939 County Rd. E., Bonduel, WI 54107

Phone: 715-853-7027

E-mail: district07@shawanocountywi.gov

DISTRICT 8 - Town of Wescott, Wards 3 & 4

MARTIN ELMER

W5221 White Birch Rd., Shawano, WI 54166

Phone: 920-917-9609

E-mail: district08@shawanocountywi.gov

DISTRICT 9 - Town of Washington, Wards 1 & 2; Village of Cecil

KEN CAPELLE

W4469 W. Nabor Rd., Cecil, WI 54111

Phone: 715-745-6133

E-mail: district09@shawanocountywi.gov

DISTRICT 10 - Town of Green Valley, Wards 1 & 2; Town of Washington, Ward 3

TERRY TIPTON

W2485 Old Highway 22, Cecil, WI 54111

Phone: 715-853-1555

E-mail: district10@shawanocountywi.gov

DISTRICT 11 - Town of Angelica, Wards 2 & 3

JAMES PRZYBYLSKI

W1583 County Rd. C, Pulaski, WI 54162

Phone: 920-660-5037

E-mail: district11@shawanocountywi.gov

DISTRICT 12 - Town of Angelica Ward 1; Town of Maple Grove; Village of Pulaski, Wards 4 & 7

KATHY LUEBKE

W1236 Main Laney Dr., Pulaski, WI 54162

Phone: 920-822-5414

E-mail: district12@shawanocountywi.gov

DISTRICT 13 - Town of Lessor, Wards 1 & 2; Town of Navarino, Ward 1

KEVIN CONRADT W5007 State Highway 156 #C,
Bonduel, WI 54107

Phone: 715-758-8728

E-mail: district13@shawanocountywi.gov

DISTRICT 14 - Town of Hartland, Ward 1; Village of Bonduel, Ward 2

MATT PLESHEK

105 E. Park St., Bonduel, WI 54107

Phone: 715-509-0297

E-mail: district14@shawanocountywi.gov

DISTRICT 15 - Town of Hartland, Ward 2; Village of Bonduel, Ward 1; Town of Navarino, Ward 2; Town of Waukechon, Ward 2

RUSSELL GEHM

115 2nd St., Bonduel, WI 54107

Phone: 715-853-8425

E-mail: district15@shawanocountywi.gov

DISTRICT 16 - Town of Belle Plaine, Wards 3 & 4; Town of Waukechon, Ward 1

LOWEL HAMMETT

W8903 Cloverleaf Lake Rd., Clintonville, WI 54929

Phone: 715-853-9405

E-mail: district16@shawanocountywi.gov

DISTRICT 17 - Town of Belle Plaine, Ward 1; Town of Richmond, Wards 1 & 2

ALLAN KUHN

N5412 Rangeline Rd., Shawano, WI 54166

Phone: 715-853-6154

E-mail: district17@shawanocountywi.gov

DISTRICT 18 - Town of Richmond, Ward 3; Town of Wescott Ward 5

RANDY MALLMANN

N6171 Wolf River Rd., Shawano, WI 54166

Phone: 715-851-8288

E-mail: district18@shawanocountywi.gov

DISTRICT 19 - Town of Belle Plaine 2; Town of Herman, Ward 2; Town of Pella

LYNN TOBER-STEINKE

W10633 County Rd. M, Shawano, WI 54166

Phone: 715-853-8859

E-mail: district19@shawanocountywi.gov

DISTRICT 20 - Town of Herman, Ward 1; Town of Red Springs, Ward 2; Village of Gresham

RICK GIESE

1523 N. Main St., Gresham, WI 54128

Phone: 715-787-3480

E-mail: district20@shawanocountywi.gov

DISTRICT 21 - Town of Bartelme; Town of Red Springs, Ward 1; Village of Bowler, Ward 1

JOE MILLER

N9109 Moh He Con Nuck Rd., Bowler, WI 54416

Phone: 715-881-0545

E-mail: district21@shawanocountywi.gov

DISTRICT 22 - Town of Grant; Town of Morris, Ward 2; Town of Seneca; City of Marion

RAYMOND RIGSBY

N5866 Rock Rd., Leopolis, WI 54948

Phone: 715-851-2251

E-mail: district22@shawanocountywi.gov

***DISTRICT 23 - Town of Fairbanks; Town of Morris,
Ward 1; Village of Tigerton***

STEVEN NATZKE

W16251 Hirt Rd., Tigerton, WI 54486

Phone: 715-853-2008

E-mail: district23@shawanocountywi.gov

***DISTRICT 24 - Town of Germania; Town of
Wittenberg, Ward 2; Village of Wittenberg, Ward 2***

WILLIAM J. SWITALLA

300 Grand Ave., Wittenberg, WI 54499

Phone: 715-881-2052

E-mail: district24@shawanocountywi.gov

***DISTRICT 25 - Town of Birnamwood; Town of
Wittenberg, Ward 1; Village of Eland; Village of
Wittenberg, Ward 1***

DENNIS L. KNAAK

W17874 County Rd. N, Birnamwood, WI 54414

Phone: 715-449-3212

E-mail: district25@shawanocountywi.gov

***DISTRICT 26 - Town of Aniwa; Village of Aniwa;
Village of Birnamwood***

THOMAS KAUTZA

N11437 Summer St., Aniwa, WI 54408

Phone: 715-216-4369

E-mail: district26@shawanocountywi.gov

***DISTRICT 27 - Town of Almon; Town of Hutchins;
Village of Bowler, Ward 2; Village of Mattoon***

THERESA SERRANO

N10294 County Rd. D, Birnamwood, WI 54414

Phone: 715-370-4345

E-mail: district27@shawanocountywi.gov

COUNTY BOARD MEETING DATES

2024

| | |
|-------------------------------------|-----------|
| April 16 per WI Stat. 59.11 (1) (c) | 3:00 p.m. |
| May 22, 2024 | 3:00 p.m. |
| June 26, 2024 | 3:00 p.m. |
| July 24, 2024 | 3:00 p.m. |
| August 28, 2024 | 3:00 p.m. |
| September 25, 2024 | 3:00 p.m. |
| October 23, 2024 - Annual Meeting | 3:00 p.m. |
| November 20, 2024 | 3:00 p.m. |
| December 18, 2024 | 3:00 p.m. |

2025

| | |
|-------------------------------------|-----------|
| January 22, 2025 | 3:00 p.m. |
| February 26, 2025 | 3:00 p.m. |
| March 26, 2025 | 3:00 p.m. |
| April 15 per WI Stat. 59.11 (1) (c) | 3:00 p.m. |
| May 28, 2025 | 3:00 p.m. |
| June 25, 2025 | 3:00 p.m. |
| July 23, 2025 | 3:00 p.m. |
| August 27, 2025 | 3:00 p.m. |
| September 24, 2025 | 3:00 p.m. |
| October 22, 2025 - Annual Meeting | 3:00 p.m. |
| November 19, 2025 | 3:00 p.m. |
| December 17, 2025 | 3:00 p.m. |

2026

| | |
|-------------------------------------|-----------|
| January 28, 2026 | 3:00 p.m. |
| February 25, 2026 | 3:00 p.m. |
| March 25, 2026 | 3:00 p.m. |
| April 21 per WI Stat. 59.11 (1) (c) | 3:00 p.m. |

**COUNTY BOARD OF SUPERVISORS
YEARS OF SERVICE
EFFECTIVE APRIL 2024**

| | |
|-------------------------|-----------|
| Ken Capelle..... | 20 |
| Kevin Conradt..... | 14 and 12 |
| Martin Elmer..... | 0 |
| Russell Gehm..... | 0 |
| Rick Giese..... | 14 and 6 |
| Jeremy Gretzinger..... | 2 |
| Lowel Hammett..... | 0 |
| Annelies Hartwig..... | 0 |
| Jacob Hartwig..... | 0 |
| Thomas Kautza..... | 12 |
| Dennis Knaak..... | 18 |
| Allan Kuhn..... | 0 |
| Kimberly Leffel..... | 4 |
| Kathy Luebke..... | 20 |
| Randy Mallmann..... | 0 |
| Joe Miller..... | 6 |
| Curtis Naja..... | 0 |
| Steven Natzke..... | 1 |
| Matt Pleshek..... | 0 |
| James Przybylowski..... | 2 |
| Raymond Rigsby..... | 0 |
| Theresa Serrano..... | 2 ½ |
| William Switalla..... | 12 |
| Terry Tipton..... | 4 |
| Lynn Tober-Steinke..... | 0 |
| Mike Wizner..... | 4 |
| Randy Young..... | 18 |

**RULES OF THE
SHAWANO COUNTY BOARD
OF SUPERVISORS**

RULE 1

The County Board shall be made up of 27 supervisors elected for 2-year terms. The County Board will hold regular monthly meetings on every fourth Wednesday, except for the April meeting, which shall be on the third Tuesday of April, the November meeting which shall be on the third Wednesday of November and the December meeting which shall be on the third Wednesday in December. The annual meeting will be held in October.

Unless a different time has been specified, all County Board meetings shall begin at 3:00 p.m. Specific day and times of the meeting can be changed by a majority vote of the County Board, or by the Board Chairperson for emergency circumstances such as weather or other unanticipated considerations.

If during any month a lack of business does not warrant preparation of an agenda, the County Board Chairperson shall direct notification of the cancellation of the monthly meeting to each Board member at least five (5) days prior to that meeting. This does not apply to the Annual Meeting in October or the organizational meeting in April following election.

Special meetings to deal with important matters that may arise between regular meetings and that urgently require action by the County Board before the next regular meeting shall be called by the Chairperson. Such meetings shall be held with at least 48 hours' notice to all members unless there is an emergency situation that would require immediate action.

RULE 2

At the organizational meeting after the election, the County Board shall elect a Chairperson and Vice-Chairperson after supervisors have taken the oath of office. Election of Chairperson and Vice-Chairperson shall take place by secret ballot, pursuant to Wis. Stat. § 19.88, using the procedure set forth below for a term of two years, or until a successor is elected and qualified.

The Highway Committee shall be a five-member committee, with three (3) of its members elected from the floor using the procedure as set forth below.

The newly elected Chairperson and Vice-Chairperson shall take office immediately upon being elected. These shall be the only allowable secret ballot votes. On and after the third Tuesday of April 2024, the elected Chairperson shall be paid a salary of \$7,200 per year plus mileage and per diem. The \$7,200 salary will include preparing the County Board agenda.

Election of Chair and Vice Chair:

1. The County Board Chair and Vice Chair are elected at the Organizational Meeting. This election shall be made by secret ballot pursuant to Wis. Stat. § 19.88.
2. Three members of the County Board shall be appointed by the County Clerk to act as tellers.
3. The County Clerk shall provide the County Board with ballots of a uniform size and color, which will include a typed list of all County Board supervisors, in alphabetical order, to be used for the ballot of Chairperson and Vice-Chairperson.

4. A candidate for either office shall be nominated by another Supervisor. Nominations are taken by nominating ballot. Each Board member receiving a nominating vote shall be on the ballot, unless the nominated Board member voluntarily refuses. The amount of nominating votes each such Board member receives is not to be disclosed. At the close of nominations, each nominee for Chair shall be entitled to address the County Board for not more than five (5) minutes and Supervisors may ask the nominee for Chair questions related to the candidacy.
5. The candidate with the majority number of votes shall be declared elected. If no candidate receives a majority on the first vote, the candidate with the fewest votes shall be dropped from the ballot. A second vote will be taken on the remaining candidates. If no candidate receives a majority on the second vote, again the candidate with the fewest votes shall be dropped from the ballot. Balloting will continue in this manner until a candidate receives a majority vote. If after five successive votes with only two candidates remaining, no majority is established, a coin toss shall be used to determine the elected official.
6. The above process shall be conducted if there is a contested election for Vice Chair of the County Board.
7. When the results have been tabulated, announced and recorded in the minutes of the County Board Meeting, the tellers shall place these ballots in a sealed envelope to be filed with the County Clerk for a period of 30 days.

Election of Three (3) Highway Committee Members:

1. The County Clerk shall prepare a typed list of only the candidates eligible when voting for Highway Committee for east, west and central areas. Only the supervisors listed are eligible for candidacy in these three (3) areas (East, West and Central).
2. Prior to the election, those Supervisors desiring to serve on the Highway Committee, shall so advise the County Board and may speak for not more than five (5) minutes prior to the election of the Highway Committee. The Highway Committee will be chosen by written and initialed ballot of the entire County Board.
3. The candidate in each of the three areas (East, West, and Central) with the majority number of votes shall be declared elected. If no candidate receives a majority on the first vote, the candidate with the fewest votes shall be dropped from the ballot. A second vote will be taken on the remaining candidates. If no candidate receives a majority on the second vote, again the candidate with the fewest votes shall be dropped from the ballot. Balloting will continue in this manner until a candidate receives a majority vote. If after five successive votes with only two candidates remaining, no majority is established, a coin toss shall be used to determine the elected official.
4. When the results have been tabulated, announced and recorded in the minutes of the County Board Meeting, the tellers shall place these ballots in a sealed envelope to be filed with the County Clerk for a period of 30 days.

At the organizational meeting, the Chairperson shall appoint 6 Board Members to serve on an Advisory Committee for appointments to committees, boards and commissions. The Advisory Committee shall assist the Board Chairperson in selection of Board Members for appointment to various committees, boards and commissions.

The Advisory Committee recommendation is not binding as the Board Chairperson has the final authority to appoint members to committees. The Board Chairperson shall appoint members to serve on the various county committees, boards and commissions, as the Board Chairperson is authorized.

Unless otherwise set forth in these Rules, no one Board member, except the County Board Chairperson or Vice-Chairperson, may serve on more than one key Committee. Key Committees include, Executive, Highway and Public Safety. No Board member may serve as the chairperson of more than two committees or boards. No Board member may serve as a member of any committee or sub-board who has a "familial relationship" (as defined in the Shawano County Code of Ethics book under the nepotism code) with an employee that works for a department that reports to such committee or sub-board, unless approved by the Ethics Committee (as further noted in the nepotism section of the Code of Ethics book, on p. 10 in Section 4).

The Chairperson shall file the list of appointments in the Office of the County Clerk as soon as possible but before June 1st as required by sec. 59.13(1), Stats. The County Clerk shall immediately provide a copy of the list of appointments to each Board Member.

RULE 3

The Chairperson, or in his or her absence the Vice-Chairperson, shall call the meeting to order at the hour fixed for the meeting. He or she shall maintain decorum, rule upon points of order, vote upon matters, have the right to speak, and be recorded as other members.

Minutes of County Board meetings shall be kept in accordance with Wisconsin Statute § 59.23(2)(a). Draft minutes shall be transcribed by the County Clerk. The County Clerk shall provide emailed copies of all draft meeting minutes to all Supervisors in their meeting packets. Upon approval of the minutes, or approval of the minutes with changes, at the subsequent County Board meeting, the minutes shall become official.

In the event a vacancy is created due to the inability of the Chairperson to serve because of ineligibility, resignation or death, the Vice-Chairperson shall assume the position of Chairperson. The County Board shall then elect by secret ballot a new Vice-Chairperson.

In the event a vacancy of any Board member is created for any reason, prior to the end of a term, the County Board Chairperson shall appoint a successor for the remainder of the term with confirmation by a majority of the County Board.

RULE 4

The regular order of business on a County Board meeting agenda shall be as follows:

- A. Call to Order and Roll Call
- B. Moment of Silence and Pledge of Allegiance
- C. Public Comment
- D. Presentations or Recognitions

- E. Motion to Deviate
- F. Chairman's Report
- G. Consent Agenda (Unless separation of an item is requested, all will be adopted in one motion.)
 - 1. Minutes of Previous Meeting
 - 2. Rezoning
 - 3. Appointments
 - 4. Approval of Amendments to Town Zoning Ordinances
 - 5. Any other item deemed non-controversial and routine by the County Board Chair
- H. Items Removed from Consent Agenda
- I. Business Items
- J. Report by Executive Committee on General Accounts and Claims
- K. Board Member Comments/New Business
- L. County Clerk's Report of Correspondence
- M. Claim Report of County Board Supervisors mileage/per diem for County Board Meeting
- N. Date of Next Meeting
- O. Adjournment

The Board Chair shall preserve County Board meeting order and decorum. The Board Chair shall speak to points of order and decide questions of order. Such decisions are subject to an appeal to the County Board. No Supervisor shall speak more than once on such appeal except by leave of the Board. A majority vote of the Supervisors present shall overrule the Board Chair.

No Supervisor may take any official action at a County Board or Standing Committee meeting substantially affecting a matter in which the Supervisor, a member of his or her immediate family,

or organization with which the Supervisor is associated, has a substantial financial interest.

Public Comment Guidelines:

1. The comment period is open to those who wish to speak on any subject matter. Speakers shall remain civil and not engage in personal attacks of individuals. If the item commented about is not on the agenda, Supervisors shall not discuss the item. If the item is on the agenda, Supervisors may discuss the item when it comes up for consideration.
2. Each speaker is limited to a maximum of three minutes in length or as announced or modified by the Board Chair.
3. No further public comments will be allowed during the rest of the meeting unless approved by the Board Chair whose decision may be appealed to the County Board and which may be overturned by a majority vote.
4. The Board Chair will ask that speakers come up one at a time, or as otherwise determined by the Board Chair.
5. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the Board Chair will ask that the speaker to hold his or her comments until the Public Hearing is called.
6. If comments are specific to an item listed on the agenda, the Board Chair may ask the speaker to hold their comments until that item on the agenda is called.
7. The Board Chair shall have the discretion to limit the overall time of public comment if necessary.

Consent Agenda Guidelines:

1. At the discretion of the County Board Chair, items that are non-controversial and routine may be placed on the County Board meeting Consent Agenda, including items that will not be debated by the County Board. Any items pertaining to contracts, ordinances, or expenditures of funds will not be placed on the Consent Agenda.
2. Prior to taking up approval of the County Board meeting's Consent Agenda, the Chair will ask if any Supervisors wish to discuss any item on the Consent Agenda. Upon any Supervisor indicating they wish to discuss a particular Consent Agenda item, the Chair will remove the item, without debate, from the Consent Agenda and place the item immediately after the Consent Agenda for further discussion. If more than one item is removed to be further discussed, each item will be discussed and voted on as a stand-alone item by the Board members present.
3. The Chair will then take up the Consent Agenda immediately following any removal of items initially placed on the Consent Agenda. No further discussion of any remaining items on the Consent Agenda shall take place after the opportunity to remove items from the Consent Agenda has passed.
4. When the Chairman takes up the Consent Agenda, the only order of business is a motion to approve or a motion to disapprove ALL items on the Consent Agenda. Members will not vote on individual Consent Agenda items. The vote on Consent Agenda items will be by roll call

vote and will be adopted by a single vote of the Board members present.

RULE 5

Resolutions/Ordinances shall be numbered starting with No. 1 beginning each calendar year in January. The County Board Chairperson shall announce which Resolution the Board shall entertain and the County Clerk shall read only the "Now, Therefore" portion of the Resolution, or appropriate summary of the "Now, Therefore" portion of the Resolution, unless otherwise determined by the Board. This reading shall exclude those Resolutions included within the Consent Agenda. Following the reading of the appropriate portion of a Resolution or Ordinance, a Board member shall move for adoption of the Resolution or Ordinance. Following a second to the motion, the Chairperson of the Committee, Board or Commission will briefly explain, or introduce a designee to briefly explain, the purpose of the Resolution or Ordinance and why the Resolution or Ordinance is being presented. The floor shall then be opened for discussion with questions or comments primarily directed to Committee, Board or Commission members.

RULE 6

After a motion has been stated by the Chairperson, it shall be deemed in possession of the Board, but may be withdrawn at any time before amendment or decision. All motions, Resolutions, Ordinances and amendments shall be entered in the minutes unless withdrawn. Any item on the agenda for consideration may be withdrawn at any time by the sponsor or a majority of the sponsors before

action is taken on it. The Chairperson shall announce the withdrawal and name those withdrawing it.

RULE 7

When a topic is in possession of the Board, a person, not a Board Member, may also address the Board if permission has been given by the Board Chairperson or other Board member. The Chairperson may limit the time a non-member may speak.

RULE 8

When a question is under debate, no motion shall be received except:

- A. To adjourn
- B. To lay on the table
- C. To call the previous question
- D. To postpone to a day certain
- E. To return to a standing or selected committee
- F. To amend
- G. To postpone indefinitely

These several motions shall have precedence in the order stated above and will require a motion and a second before action.

A motion to table a question shall not be allowed unless exigent circumstances exist requiring the immediate ending of discussion on the question. A motion to postpone to a day certain or a motion to postpone indefinitely as noted above are the appropriate methods of postponing action on an issue in non-exigent circumstances.

During the "new business to be considered at a future meeting" portion of a County Board meeting noted in Rule 4, any Board member may move for an

“order of the day” to have an issue placed on the next County Board agenda which shall require a second and a majority vote of the County Board members present. If such second and majority vote is procured, the issue shall mandatorily be placed as an agenda item on the next County Board agenda.

RULE 9

All votes shall be taken by Aye and Nay. All votes shall be done by electronic voting except for minor motions such as approval of minutes or other matters as determined by the Chairperson. Every Board Member then present shall vote, unless a request to abstain has been granted by the Chairperson.

Any Board member can request an electronic roll call vote.

No vote shall be taken by ballot except for those matters where vote by ballot is required by Statute. These matters are as follows:

- (1) Election of County Board Chairperson and Vice-Chairperson - sec. 19.88, Stats. (secret ballot)
- (2) Highway Committee - sec. 83.015(1)(a), Stats. (no secret ballot)

RULE 10

Whenever a resolution, ordinance or motion is defeated, any member who voted on the prevailing side may move for reconsideration at any time during the same session. If majority of the County Board members present vote in favor of reconsideration, the subject shall be before the Board for further action. Reconsideration on an issue may be done only once per meeting. No resolution, ordinance or motion that is defeated may be brought back at a future County

Board meeting unless there has been some substantial modification, or unless the passage of time or other circumstances make it appropriate to have the question returned at a future Board meeting.

RULE 11

In all parliamentary questions raised during a meeting of the County Board not covered specifically by these Board Rules, *Robert's Rules of Order Newly Revised*, and all subsequent editions thereof, shall govern in all matters in which they are applicable, and shall be referred to throughout these Rules as "*Robert's Rules.*" The Corporation Counsel shall act as Parliamentarian for the County Board.

RULE 12

All written Resolutions or Ordinances shall be examined by the Administrative Coordinator, Finance Director and Corporation Counsel prior to their introduction and shall have the appropriate administrative, fiscal and legal notes attached.

All Resolutions, Ordinances or other matters to be considered by the County Board for action must be brought before the appropriate committee(s) and approved before admission on the County Board agenda, subject to provisions of Rule 13.

Requests for written Resolutions and Ordinances need to be to the Corporation Counsel office no later than noon the Monday the week the County Board agenda is emailed out. Once Resolutions, Ordinances or other matters have the administrative, fiscal and legal notes attached, and have been discussed by the appropriate committee(s) and signatures of those committee members obtained, if possible, they may be forwarded to the

County Clerk for admission on the County Board agenda. Under normal circumstances, no Resolution, Ordinance or matter will be considered by the Board without first being approved by the appropriate committee(s). An Agenda of such approved Resolutions, Ordinances or matters which are on file shall be prepared by the Chairperson and the County Clerk and emailed to all Board Members at least five (5) days prior to the commencement of the County Board Meeting. If Resolutions, Ordinances or other matters have not gone through the proper procedure prior to preparation of the agenda, they shall be held over to the next County Board meeting. Resolutions of an emergency nature are excepted from this last requirement but only if such matters are deemed necessary by the County Board Chairperson, the Administrative Coordinator, and the Corporation Counsel in addition to approval at an emergency committee meeting held before the County Board meeting. Advisory resolutions may be placed on the agenda at the discretion of the County Board Chairperson. All requirements of Wis. Stats. 19.84 et. seq. shall be complied with.

RULE 13

Every written Resolution or Ordinance shall be signed and presented by at least one (1) Board Member but not more than 12 Members. Resolutions or Ordinances signed and presented by an individual Board Member shall first be presented to the home committee, Board or Commission having jurisdiction over the issue, and if such Committee, Board or Commission does not forward the Resolution or Ordinance to the Board, then the single Board Member may do so. Resolutions or Ordinances presented by a Standing Committee, Commission or

Board shall be approved by a majority of that Committee, Commission or Board present at the time of vote. Any Resolution or Ordinance that shall by County Board Rule originate in, or be co-sponsored by, a specific Standing Committee shall not be submitted to the County Board until so done, unless for good cause this Rule is suspended by the Board. However, any Committee by majority vote may decide to forward the resolution to the County Board even if the Resolution was not approved by that Committee. All Resolutions and Ordinances that have gone before a committee, commission or board on their face shall indicate the vote of each member of the committee, commission or board. Such vote shall also be recorded in the committee, commission or board minutes.

RULE 14

All written Resolutions or Ordinances submitted to the County Board containing transfers of money from the General Fund Surplus Account or the special reserve accounts shall be first approved by the Executive Committee, except in situations with amendments made on County Board floor.

The County Board authorizes its standing Executive Committee to transfer funds from the Contingency Fund with two-thirds (2/3) vote by the Executive Committee. Executive Committee transfers from the Contingency Fund shall not exceed the amount set up in the Contingency Fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of ten percent (10%) of the funds originally provided for such office, department or activity in such annual budget. Transfers in excess of ten (10%) must follow

the budget amendment process and be approved by the County Board.

The publication provisions of Sec. 65.90 (5)(a) and (b), Wis. Stats., shall apply to all committee transfers from the Contingency Fund.

RULE 15

All Resolutions or Ordinances providing for an appropriation or the withdrawal of any funds from the County Treasury shall be voted on by an electronic vote of the Board.

RULE 16

All transfers of funds from one department to another, and removals from the General Fund or other Fund Balances for items not budgeted, shall require two-thirds (2/3) roll call vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Stats. Line-item changes, and transfers from one account/cost center to another within a department, shall be pursuant to Resolution No. 12-19, revised by Resolution No. 53-19, and subject to any amendments to the policy by the Executive Committee.

Any outside organization who requests money in excess of \$5,000 from the County, must complete the County application for Financial Assistance Form adopted by Resolution No. 85-03 before such funds can be considered and/or disbursed. All contracted entities that receive in excess of \$5,000 per year will be required to follow the requirements of Resolution No. 85-03.

RULE 17

The head of each County Board appointed department, agency or office shall make an annual summary report in writing of expenditures, revenues and work projects within the department, agency or office, and shall submit this report to the Board, and be available to answer questions in person if requested by the Board.

RULE 18

At times as necessary, the Chairperson shall make appointments to County Board Committees and County Committees, Boards or Commissions, which shall then be ratified by vote of the County Board.

Required County ethics forms shall be filed and reviewed by the Ethics Committee as needed.

RULE 19

The following shall constitute standing County Board Committees:

AGRICULTURE AND EXTENSION EDUCATION, AND COUNTY FAIR COMMITTEE

MEMBERS: Chairperson or Vice-Chairperson and 4 Board Members.

DUTIES: In accord with sec. 59.56(3), Stats. responsible for County Extension Service programs, the employment of Extension Service personnel, promotion of public education and policy, development of programs to promote the agricultural, community, economic, family, 4-H and Youth Development Programs of Shawano County and for

periodic evaluation of the Extension services. Cooperate with the Area Extension Director in matters of program planning, public policy, contracting of Extension Educators and budgeting. Fulfill further responsibilities imposed by law with respect to Extension services.

Meet with the Shawano County Fair Board in regard to the operation of the Fair as well as in making suggestions and taking part in planning, purchasing or constructing buildings or additions to buildings at the Fairgrounds. Look after and supervise management of the former County Farm acreage. A liaison person from the Agriculture and Extension Education Committee will be appointed by the Agriculture and Extension Education Committee to meet with the Shawano Area Agriculture Society.

Such other duties as assigned by the County Board.

HOME COMMITTEE: University Extension Office.

BOARD OF HEALTH/VETERAN SERVICE COMMITTEE

MEMBERS: 7 Members made up of two Shawano County Board Supervisors, one Menominee County Board Supervisor, one citizen member residing in Shawano County appointed by Shawano County, one citizen member residing in Menominee County appointed by Menominee County, and one physician and one nurse from either Shawano County or Menominee County to be selected by the five other Board of Health members upon the recommendation of the Shawano County Public Health Officer pursuant to Shawano County Resolution No. 16-12.

DUTIES: Pursuant to Shawano County Resolution No. 16-12, a Multi-County Health Department was formed between Shawano County and Menominee County. The Board of Health shall supervise the Multi-County Health Department in the provision of public health services over the two counties including all services that are required under Wisconsin law including but not limited to Chapter 251 of the Wisconsin Statutes and DHS Chapter 140 of the Administrative Code. Such services include prevention and control of communicable disease, prevention of other diseases, monitoring and promotion of health, abatement or removal of health hazards, and operation of a public health nursing program, among other things.

Assist the Veterans Service Officer in providing services to veterans under Chapter 45, Stats.

HOME COMMITTEE: The Board of Health shall serve as the home committee for the Multi-County Health Department and the Veterans Service Office.

CAPITAL IMPROVEMENT PROJECTS COMMITTEE

MEMBERS: 7 Board members, one each from the Public Safety Committee; Public Property Committee; Highway & Parks Committee; Planning, Development & Zoning Committee; Human Services Department Board, and two at large members.

DUTIES: Annually establish and recommend a priority list of capital improvement projects on a county-wide basis, along with a balanced financing proposal, for County Board approval. Any project utilizing CIP Funds must be approved by the CIP Committee in accordance with the policies and guidelines herein.

The policies and guidelines shall include the CIP Committee annually setting the specific deadlines for submission of projects and dates for action on reviewing such project submissions. The specific schedule, with any revisions, shall be posted to the Shawano County website.

Plan proposals pertaining to projects that are not to be completed by Shawano County, or projects not meeting the deadlines or requirements above, may be submitted to the County Board for its approval with or without recommendation as determined by the CIP Committee.

EXECUTIVE COMMITTEE

MEMBERSHIP: 7 total members including the County Board Chairperson, County Board Vice-Chairperson, a designee chosen by each of the following committees: Public Safety Committee, Highway/Parks Committee, Human Services Department Board; and also two at-large supervisors who are not members of the Public Safety Committee, Highway/Parks Committee, Human Services Department Board, to be recommended by the County Board Chairperson and ratified by the County Board).

DUTIES: Oversee the efficient operation of the Department of Administration, including the Finance Division, as well as the TS Department, Corporation Counsel Office, County Clerk's Office and County Treasurer's Office, as well as other departments not assigned to other home committees. Receive all personnel requests for action or recommendation to the County Board as appropriate. Update county-wide management and personnel policies with recommendations to the County Board as necessary. Handle labor negotiations, grievances and related

activity with recommendations to the County Board as necessary. Recommend updates to the wage scale and salaries for elected officials to County Board as necessary. Review and make recommendations to the County Board as needed for all insurance coverage (including Workers Compensation, Liability, Errors and Omissions, Property, Health and other insurance as appropriate). Review and propose updates to the County Board rules, and handle all other county-wide administrative requirements not otherwise assigned to other committees.

Oversee the proper financial operation of the county including the preparation of the annual budget. Review all resolutions requiring a transfer of funds from the General Fund, or from one fund to another, or between departments or accounts. Examine and settle all accounts that do not exceed \$5,000 pursuant to Wis. Stat. s. 59.52(12), and address all other financial obligations of the county not handled by other committees. Examine and review all necessary bills with recommendations concerning payment to the County Board as appropriate, and ensure timely and proper payment of per diems. Oversee the proper administration of the Treasurer's Office, audit departments as needed, and retain auditors as required to ensure proper county-wide accounting. Supervise the proper procurement of bonds for elected and appointed officials as necessary, and oversee the proper performance of all other financial requirements and aspects for sound county financial operation as required by county policy and applicable law.

HOME COMMITTEE: Department of Administration including the Finance Division, Corporation Counsel Office, TS Department, County Clerk's Office and County Treasurer's Office, and any other department,

agency or office not otherwise assigned to a home committee.

HIGHWAY & PARKS COMMITTEE

MEMBERS: 5 County Board Members – 3 elected by the County Board (1 from West, Central and Eastern areas of Shawano County per designated map) and 2 Board Members appointed.

DUTIES: Perform those duties set out in Chapter 83, Stats. and such other duties as may be imposed by the County Board.

Some of these duties include: Prior review of purchase and sale of County road machinery by the Highway Commissioner, enter into Highway contracts in the name of Shawano County, direct the expenditure of highway maintenance and construction funds, material claims and vouchers resulting from the construction of highways. Enter into agreement with the State Division of Highways for maintenance of State Trunk Highways and Federal Highways in Shawano County. Management of Highway buildings, grounds and equipment subject to County Board policies.

Park maintenance functions include: Setting policy for maintenance of County park facilities; handling park maintenance budget items; approval of all park maintenance expenditures; negotiating and monitoring compliance of all park facility leases; purchasing park maintenance equipment and minor park facility outlays; responsible for maintenance of County cemeteries; maintenance and improvements to Mielke Park grounds and park shelter; maintenance of County trails and boat landings including fee collection; and working with County Planner for grant

applications regarding parks and trail capital improvements.

Recommend policy in the development and acquisition of County parks. Acquisitions not included in the Board approved Shawano County Outdoor Recreation Plan to be coordinated with the Public Property Committee. Provide administration for long-term site improvements needed for the parks. Coordinate development of park and recreational facilities with other units of government and civic/service organizations within Shawano County, in order to provide increased outdoor recreation facilities. Promote the County's recreation facilities and resources for better utilization. Study the recreational needs of the County and update the County Recreation Plan to reflect present and future needs. Oversee the effective application for and administration of grant funding for the maintenance and grooming of snowmobile and ATV trails throughout Shawano County, and work with the local snowmobile and recreational vehicle organizations to promote the most beneficial use of such trails. Review and determine requests to designate county roads for ATV/UTV use consistent with Shawano County Ordinance No. 1-21.

Such other duties as assigned by the County Board.

HOME COMMITTEE: Highway Department, Highway Commissioner, Parks Department and Parks Manager.

HUMAN SERVICES DEPARTMENT BOARD

MEMBERS: 5 County Board Members and 4 Citizen Members per Resolution No. 58-14 and Section 46.23 of the Wisconsin Statutes.

DUTIES: As set forth in the Wisconsin Statutes, the County Human Services Department Board:

- a) Shall determine the administrative and program policies administered by the department under chapters 46, 48, 49, and 51, and other applicable statutes.
- b) Shall determine juvenile delinquency-related administrative programs and policies within limits established by the department of corrections. Juvenile delinquency-related policy decisions not reserved by statute for the department of corrections may be delegated by the secretary of corrections to the County Human Services Board.
- c) Shall establish priorities in addition to those mandated by the department of health services, the department of children and families, and other applicable departments.
- d) Shall determine whether state mandated services should be carried out directly by the Human Services Department or contracted for with third parties, subject to County Board approval.
- e) Shall represent human service agencies, professionals and consumers of services in negotiations with the state and federal governments.
- f) Shall appoint a County Human Services Department Director, subject to County Board approval.
- g) Shall appoint advisory committees for the purpose of receiving community, professional or technical information concerning particular policy considerations.

- h) Shall submit a final budget in cooperation with the Executive Committee consistent with statutory requirements.
- i) Shall cooperate to the extent feasible with the school board, health planning agencies, law enforcement agencies, and other human service agencies, committees and planning bodies in the geographic area served by the County Human Services Board.
- j) Shall oversee the Child Support Agency department.
- k) Shall comply with other applicable statutory requirements.
- l) Shall have other responsibilities as delegated by the County Board.

HOME COMMITTEE: Human Services Department, Child Support Agency.

LAND CONSERVATION COMMITTEE

MEMBERS: 5 Board Members, pursuant to Wis. Stat. § 92.06(1)(b), of which at least two (2) are members of the county committee on Agriculture and Extension and of which one member is engaged in agricultural use, as defined under Wis. Stat. § 91.01(2)(a) 1 to 7.

DUTIES: Administer any soil conservation, flood prevention, water management, non-point source water pollution abatement, wildlife management or invasive species control or a combination of these projects. Participate in programs concerned with the conservation of natural resources located within Shawano County and undertaken by the United States, the State of Wisconsin or any of their agencies. Direct the Farmland Preservation Program. Develop and adopt standards and specifications for

management practices to control erosion, sedimentation and non-point source water pollution. Oversee Livestock Waste Management Ordinance and Livestock Facilities Licensing Ordinance. Allocate and distribute Federal, State and County funds made available to the committee for cost-sharing and other incentive programs for improvements and practices relating to soil and water conservation on private or public lands within the limits permitted under these programs. Encourage research and education in the above areas. Carry out preventive and control measures and works of improvements for flood control and water conservation. Enter into agreements with, or furnish financial or technical assistance to, any agency or individual within the County; obtain, improve, operate any properties, structures or equipment necessary for these duties. Cooperate with the Department of Transportation as requested under sec. 85.195.

Responsible for development and implementation of a forestry management plan on property owned by Shawano County. The plans and activities shall be in conjunction and cooperation with each other home committee having jurisdiction. Recommend policy in allocating revenues from forest management harvests.

Such other duties as assigned by the County Board.

HOME COMMITTEE: Land Conservation Department, County Conservationist.

PLANNING, DEVELOPMENT & ZONING COMMITTEE

MEMBERS: 5 Board Members - 3 members shall represent districts that have at least one municipality

in County Zoning, 2 County Board members appointed at large.

DUTIES: Sets policy for County comprehensive land use planning, overall economic development, land records modernization, planning, related grants administration, surveying, remonumentation, parcel mapping, real property listing, mapping and land records management and directs preparation and recommends approval of, or amendments to, the County comprehensive land use plan and its specific elements and the County land records modernization plan. Recommends approval or amendment of the County land use regulations. Supervises the County Surveyor's duties. Enforce zoning and land use regulations as set forth in sec. 59.69, Stats and NR 115. Perform duties required under County's Zoning/Subdivision Ordinance, Floodplain Ordinance, Private Sewage System Ordinance, Shoreland/Wetlands Ordinance, and Building Codes. Conduct public hearings for zoning map and text amendments, conditional use permit requests and appeals.

Such other duties as assigned by County Board.

HOME COMMITTEE: Planning and Development Department, Register of Deeds Office and Land Information Office.

PUBLIC PROPERTY COMMITTEE

MEMBERS: Chairperson or Vice-Chairperson and 4 Board Members.

DUTIES: Responsible for all real property and all personal property owned by Shawano County subject only to that property overseen by the Highway and Parks Committee and as otherwise set forth in these

rules. Set policy in the operation of all County buildings and properties. Provide direction and annual evaluation of the Maintenance Supervisor as to the upkeep and repair of all designated buildings and their equipment, furniture and fixtures. Have the power to hire and discharge the Maintenance Supervisor in accordance with the County personnel policy. The Committee provides for the furnishing, upkeep and repair of facilities under its jurisdiction. The Committee establishes the duties of the Maintenance Supervisor.

In cooperation with other participating committees, the Public Property Committee recommends to the County Board the purchase, sale, lease or rent of all real property of Shawano County including obtaining surveys, options and appraisals relating to property under consideration for purchase, sale or lease, and granting easements (excluding easements subject to Highway Commissioners authority). Per Resolution No. 24-02, the County Treasurer's Office will handle property that is acquired through in rem proceedings through the first year following acquisition. The Building Maintenance Department will continue to assist in securing the property.

From time to time the Public Property Committee will inspect all County lands and buildings including forest lands and other properties, report to the County Board on conditions and recommend a five (5) year development plan for maintenance or disposal of all real property.

The Committee shall be responsible for maintenance and improvements to the Mielke Theater buildings.

The Committee assigns office space in the Courthouse, subject to approval of the County Board for major changes in such assignment.

All County personal property shall be listed with this Committee for use by other departments, offices or agencies, or sold in the manner most advantageous to Shawano County. All County real property shall be sold in the manner most advantageous to Shawano County subject to approval by the County Board.

Such other duties as may be assigned by the County Board.

HOME COMMITTEE: Building Maintenance Dept.

PUBLIC SAFETY COMMITTEE

MEMBERS: 5 Board Members

DUTIES: Advise the Sheriff and Chief Deputy in matters affecting law enforcement in Shawano County (including, but not limited to: Patrol; Investigations; Jail; Work Release & Communications). Provide oversight of - subject to the constitutional authority of the Sheriff - all deputies, correctional officers, emergency management director, telecommunications operators, and employees of the Sheriff's Department, the squad cars and equipment (radio, light and radar), Communication Center's 911 radio and recording system and other equipment. Advise the Sheriff in carrying out an Emergency Management Program as required/recommended by State and Federal standards. Review and recommend additions or revisions to Ordinances, which shall be enforced by the Sheriff.

Advise the Coroner in carrying out duties as required/recommended by State and Federal standards. Keep the County Board informed of all matters pertaining to the Coroner's Office.

Examine and settle, pursuant to sec. 59.52(12), Stats., all current accounts of the Sheriff's

Department, Emergency Management and Coroner, not in excess of \$5,000.00 on any one such account.

Such other duties as assigned by the County Board.

HOME COMMITTEE: Sheriff, Sheriff's Department, Emergency Management Department, District Attorney, Clerk of Courts, Branch I and II, Register in Probate, Family Court Commissioner and Coroner.

TRIBAL AFFAIRS COMMITTEE

MEMBERS: 5 Board Members

DUTIES: The Tribal Affairs Committee shall address all matters relating to tribal issues affecting Shawano County, subject to the approval of the Shawano County Board. For all monies received from any tribe, the Tribal Affairs Committee shall make a joint decision and/or recommendation with the Capital Improvement Projects Committee concerning how such funds are to be spent, subject to the approval of the Shawano County Board as needed. These matters shall further include negotiating contracts and memorandums of understanding with each of the various tribes as appropriate, subject to the approval of the Shawano County Board. These matters shall further include taking action concerning any land-to-trust application and negotiating agreements consistent with Resolution No. 16-11, with recommendations to the Shawano County Board, and to address any other tribal matters of significance as they arise, subject to the approval of the Shawano County Board.

RULE 20

The following shall constitute Other Committees and Governmental Bodies (Committees, Boards, Councils, Commissions) related to County business:

AGING AND DISABILITY RESOURCE CENTER (ADRC) OF THE WOLF RIVER REGION

MEMBERS: Created pursuant to Resolution No. 35-11. The ADRC of the Wolf River Region is consortium made up of Shawano County, Oconto County, Menominee County and the Stockbridge-Munsee Community. The Governing Board of the ADRC shall be as set forth in Resolution No. 35-11. After initial appointments, terms will be staggered at 3-year increments.

DUTIES: Develop a mission statement for the ADRC that will best serve the aging and disabled in the respective communities. Oversee the on-going operations of the ADRC including annual review of interagency agreements, memorandums of understanding, and contracts, and assure input from consumers, service providers, managed care organizations, and local constituents in the policies, procedures, and goals of the ADRC. Identify potential new sources of community resources and funding to serve the target populations. Provide financial oversight including development of a budget and monitoring of expenditures. Ensure terms of the contract with the state are fulfilled, among other things necessary to adequately serve the needs of the aging and disabled.

BOARD OF ADJUSTMENT

MEMBERS: 5 citizen members and, pursuant to sec. 59.694, Wis. Stats., 2 alternate members appointed for 3-year terms by the Chairperson with the approval of the County Board pursuant to sec. 8.04 of the County Zoning Ordinance.

DUTIES: Grant relief when hardship results from strict application of the provisions of the various County Ordinances. Consider applications for exceptions and variances. Grant or deny applications for variances from the various County Ordinances. Determine appeals from decisions of the Zoning Administrator, other administrative staff or County Planning, Development & Zoning Committee in accord with sec. 8 of the County Zoning Ordinance and sec. 59.694, Stats. Each member shall attend one approved training session per term.

HOME COMMITTEE: Planning & Development Department.

BROADBAND TASK FORCE

MEMBERS: Created pursuant to Resolution No. 33-23. The task force shall be composed of two (2) County Board Supervisors, one (1) School District Representative, one (1) Shawano County Economic Development Representative, one (1) Healthcare Sector Representative, one (1) Shawano County At-Large Member, and one (1) Shawano County Administrative Coordinator, or designee.

DUTIES: Stakeholder outreach and engagement to identify barriers to broadband adoption, identifying existing broadband projects, supporting the development of maps that capture equity, access and

deployment challenges, developing broadband related speed testing and surveys to guide future projects and priorities, and developing the vision of broadband service in Shawano County.

CITY-COUNTY AIRPORT COMMISSION

MEMBERS: Seven (7) members, pursuant to Resolution No. 59-19, with five (5) at large members appointed to staggered 6-year terms appointed alternately by the City and the County, pursuant to Wis. Stats. 114.14(2), plus one (1) City Council member and one (1) County Board member, each appointed for a 2-year term of office and each to have full voting rights. County appointees to be Shawano County residents and appointed by the County Chairperson subject to confirmation by the County Board.

DUTIES: Have complete and exclusive control on management over the City-County Airport.

COMMISSION ON AGING

MEMBERS: Membership of the Commission shall be restricted to residents of Shawano County. The Commission shall be composed of no more than 7 members all to be appointed by the County Board Chairperson and ratified by the County Board of Supervisors. Each member will be appointed for a term of 3 years, with eligibility for reappointment to a second consecutive 3-year term. This Commission shall be composed of 3 County Board members who shall be Human Services Department Board members, plus 1 member-at-large, plus 1 person each from the Western, Central and Eastern Districts, the divisions designated by the County Highway

Districts (3 total). Ex-Officio members will be resource persons from the following programs: staff of the Shawano County Aging and Disability Resource Center, Human Services Department, AARP and Senior Citizens Commission for the City of Shawano.

DUTIES: Become aware of services available and need for services for older persons in Shawano County. Advocate for older persons to enable them to meet their basic needs. Prepare budget for Aging and Disability Resource Center, including monies for supportive services, transportation, nutrition, and preventive health. Advise the Human Services Department Board on issues related to the elderly and disabled.

Such other duties as assigned by the County Board.

COMMUNITY SERVICES ADVISORY COMMITTEE

MEMBERS: Membership shall be seven (7) members of which three (3) are Department of Human Services employees (Community Services Division Manager/Comprehensive Community Services (CCS) Administrator, Children's Long-Term Support/Children's Community Options Program (CCOP) Lead, Birth-to-Three (B-3) Program Lead) and four (4) are community representatives (two (2) CCS Representatives and two (2) Birth-to-Three (B-3)/Children's Community Options Program (CCOP) Representatives).

DUTIES: The Shawano County Department of Human Services has created an advisory committee to address the ongoing service needs of children and adults with disabilities within Shawano County. Such

duties include identifying service needs, service gaps, outreach activities, and potential prevention efforts that can be implemented across agencies within the County. The goal of CSAC is to gather parents, consumers, community partners, and service providers together to address this effort.

HOME COMMITTEE: Human Services Department Board.

CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

MEMBERS: Nine (9) permanent members and a maximum of two (2) citizen members. The CJCC shall be composed of the following permanent representatives: 1) The Shawano County Circuit Court Presiding Judge or designee; 2) The District Attorney or designee; 3) The Shawano County Sheriff or designee; 4) The City of Shawano Chief of Police or designee; 5) The Human Services Director or designee; 6) A representative of the State Public Defender's office; 7) A County Board Supervisor as designated by the County Board Chair; 8) A representative of Wisconsin Department of Corrections; and 9) The Clerk of Circuit Court or designee.

The citizen members shall be given consideration from the following: 1) A municipal law enforcement representative; 2) A representative of the juvenile justice system; 3) A mental health professional; 4) A representative of a private social service agency; 5) A substance abuse treatment provider; 6) A representative of the State of Wisconsin Department of Health and Family Services; 7) A local school superintendent or administrator; 8) A victim

advocate; and 9) An individual previously adjudicated through the criminal justice system.

Terms shall be for a period of two years. Permanent members shall continue to serve as long as they hold the office which qualifies them for membership on the CJCC.

DUTIES: The CJCC will endeavor to do the following: increase communication; make suggestions for more efficient use of resources; make suggestions to provide better outcomes for justice system users, their families, and the public at large; provide ongoing oversight for new or alternative programs; provide coordination across departments and budget areas; eliminate duplication; enhance public safety; and continue the work of the Jail Alternatives Ad hoc Study Committee, including refining and monitoring its recommendations for alternatives to incarceration that may help in reducing the average daily population at the jail.

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

MEMBERS: Pursuant to Wis. Stats. 66.0309 and the Bylaws established by the East Central Wisconsin Regional Planning Commission, members include: 1) the County Board Chairman; 2) one additional local elected official (town, village, city, county), but preferably a County Supervisor who is a member of the Planning, Zoning & Development Committee, as appointed by the County Board Chairman and confirmed by the Board, and; 3) one additional Board member as selected by the Chairperson.

DUTIES: Represent Shawano County on the East Central Wisconsin Regional Planning Commission which has the following duties: conducting research, assembling data and preparing and distributing reports; making plans for physical, social and economic development of the region; providing advisory services on regional planning problems; coordinating programs and activities of local governments and public and private agencies; developing a master plan for physical development of the region.

ETHICS COMMITTEE

MEMBERS: 2 Board Members and 3 Citizen Members all with voting rights.

DUTIES: Review and recommend revisions to the Shawano County Ethics Code to the County Board when necessary. Enforce the County Ethics Code with respect to conflicts of interest. Investigate complaints of violations of the Ethics Code, including holding hearings to determine if violations have occurred. Recommend actions to proper County authorities. Recommend criminal prosecutions as necessary to the District Attorney. Issue ethics opinions in accord with the Shawano County Ethics Code and the laws of the State of Wisconsin. Review all Statements of Economic Interest.

Such other duties as assigned by the County Board.

HOUSING AUTHORITY OF SHAWANO COUNTY

MEMBERS: 5 Commissioners pursuant to sec. 66.1201(5)(a), Stats., to include 1 member from the County Board, with all commissioners to be appointed

by the County Board Chairperson with approval by the County Board.

DUTIES: Provide, maintain and manage decent, safe, and sanitary low-income housing to persons who qualify. Establish policies for such housing. Obtain and manage Federal and State grants available for such housing. Other duties set forth in secs. 66.1201 to 66.1213, Stats.

JOINT CITY/COUNTY TRANSPORTATION ADVISORY COMMITTEE

MEMBERS: 3 Members appointed by the County Board (1 Human Services Department Board member, 2 at-large members who may or may not be County Board members, 1 representing the East and one from the Western part of Shawano County); 3 appointed by the City (1 City official, 1 Senior Citizen Commission member or designee, 1 member-at-large); the Shawano County Director of Aging, or a designee of the Director; 1 member from the Human Services Department; 1 representative appointed by the Tribal Council of the Stockbridge-Munsee Community; and 1 member representing the City cab services in the City. This Committee shall consist of 10 members; however, 9 will be voting members, while the City cab representative will be non-voting. The term of designees shall be 2 years effective April 2008 with eligibility for reappointment.

DUTIES: Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas. Review passenger transportation plans for service areas. Review and comment on county aid applications under sec. 85.21, Wis. Stats. Review and comment

on capital assistance applications under sec. 85.22, Wis. Stats. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal Section 5310 Program.

LAND INFORMATION COUNCIL

MEMBERS: Established in accordance with 2009 Act 314 and created pursuant to Resolution 52-10, 9 Members: 1) County Board Member, preferably a County Supervisor who is a member of the Planning, Development and Zoning Committee, as appointed by the County Board Chairman; 2) the Register of Deeds; 3) the County Treasurer; 4) the Real Property Lister; 5) Public Safety/Emergency Communications representative; 6) the County Surveyor; 7) a licensed realtor practicing in Shawano County, recommended by the Land Information Council and approved by the home committee; 8) a representative of the Highway Department; 9) the GIS Coordinator. One of the above members (Land Information Officer) also serves as the representative from the Land Information Office.

DUTIES: Shall meet as may be necessary. As established in Wis. Stat. § 59.72(3m)(b) the Land Information Council shall review the priorities, needs, policies, and expenditures of a land information office established by the board and advise the county on matters affecting the land Information Office.

HOME COMMITTEE: Planning, Development and Zoning Committee.

LIBRARY BOARD

MEMBERS: 9 total members (2 County Board Members, 1 additional representative from each library location including Birnamwood, Bonduel, Mattoon, Shawano, Tigerton and Wittenberg, and 1 School District Administrator of a school district located in whole or in part in the county, or the Administrator's designee.) Members to be appointed consistent with Wis. Stat. § 43.57(4) and (5).

DUTIES: Perform the duties with respect to operation of the Library in accord with Chapter 43, Wis. Stats., including but not limited to the collection, spending, and accounting of all library funds concerning the operations of the main library and branches.

LOCAL EMERGENCY PLANNING COMMITTEE

MEMBERS: 1 County Board Member who shall also serve as a member of the County Public Safety Committee as local official, remaining members per 42 U.S.C. 11001(c) and Resolution No. 209-91.

DUTIES: Establish an emergency plan to deal with release of hazardous substances. Evaluate need for resources to implement this plan. Annually review this plan. Other duties pursuant to State and Federal Law in the area of hazardous substances.

Such other duties as assigned by the County Board.

OFFICE OF COMMISSIONER OF CONDEMNATION

MEMBERS: 6 residents of Shawano County appointed by the Judges of the Circuit Court under sec. 32.08, Stats.

DUTIES: Ascertain just compensation to be made for taking of property or rights in property sought to be condemned.

Perform other duties set forth in Chapter 32, Stats. relating to eminent domain.

SHAWANO COUNTY DRAINAGE BOARD

MEMBERS: 3 resident landowners recommended by Ag & Extension Committee and appointed by the Circuit Court under sec. 88.17, Stats. for staggered 3-year terms.

DUTIES: Duties specified in sec. 88.21, Stats. including the following:

Purchase or condemnation of lands necessary for construction, cleaning out, repair and maintenance of the drainage systems and its works. Leveling or permitting the leveling of soil banks and excavated materials to allow cultivation or use for roadway or other lawful purposes. Purchasing or leasing and maintaining and operating equipment and machinery necessary to construct, maintain and repair drains. Purchasing, construction, maintaining and operating levees, bulkheads, reservoirs, silt basins, holding basins, floodways, floodgates and pumping machinery necessary to successful drainage for protection of a drainage area. Reports to the Court.

SHAWANO COUNTY HIGHWAY SAFETY COMMISSION

MEMBERSHIP: Per Wisconsin Statute 83.013(1)(a), for each County, the Highway Commissioner or a designated representative, the Chief Traffic Law Enforcement Officer or a designated representative, the County Highway Safety Coordinator, and a representative designated by the County Board from each of the disciplines of education, medicine and law and three (3) representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation.

Per Shawano County Board Resolution No. 313-98, a member of the Shawano County Highway Committee, selected by the Highway Committee and a member of the Shawano County Public Safety Committee, selected by the Public Safety Committee shall serve as members of the Traffic Safety Commission representing the County Board.

The County Board Chairperson may appoint additional persons: elected officials, representatives from citizen organizations and other civic leaders concerned with traffic safety (e.g., Mothers Against Drunk Drivers, Students Against Driving Drunk, Wo/Men Highway Safety Leaders, Railroad representatives, etc.) and news media representatives to serve as a member of the Traffic Safety Commission.

DUTIES: Per Wisconsin Statute 83.013(1)(a), the Traffic Safety Commission shall meet at least quarterly to review traffic accident data from the County and other traffic safety related matters. The Commission shall designate a person to prepare and maintain a spot map showing locations of traffic accidents on County and Town roads and village

streets. Maintain traffic accident data received from the City under sec. 66.0141. Make written recommendations for any corrective actions to the Department of Transportation, County Board, County Highway Committee or other appropriate branch of local government.

**SHAWANO COUNTY VETERANS
SERVICE COMMISSION
(SOLDIER AND SAILORS RELIEF COMMISSION)**

MEMBERSHIP: 3 Shawano County veterans appointed by County Board Chairperson (1 from West, Central and Eastern areas of Shawano County) under sec. 45.81(1), Stats. for staggered 3-year terms.

DUTIES: Furnish aid under sec. 45.86, Stats. out of County tax funds to needy veterans, needy spouses, surviving spouses, minor and dependent children of veterans and needy parents of veterans.

SOLID WASTE MANAGEMENT BOARD (SWMB)

MEMBERS: Pursuant to Wis. Stat. 59.70, the SWMB shall have a total of 9 members. 5 of the 9 members shall be members of the County Board of Supervisors with at least 1, but not more than 2, of the 5 members coming from each of the West, Central and East portion of Shawano County. 3 of the remaining 4 members shall be appointed from a list of not less than 10 individuals recommended by the Shawano City Council, with the remaining individual being appointed from a list of 3 individuals recommended by the Wisconsin Towns Association.

The Shawano County Board Chairperson shall make each of the 9 appointments needed, subject to ratification by the Shawano County Board. If the City

or the Towns Association does not submit the list of recommended individuals as required herein, those members of the SWMB shall be appointed by the County Board Chairperson and ratified by the County Board without a recommendation by the City or Towns Association, but in no case will more than 5 of the 9 SWMB members be County Board Supervisors as set forth in Wis. Stat. 59.70.

DUTIES: Administration of the Shawano County Solid Waste Management System, including the County-owned, but City operated, landfill and recycling in accord and exercising all powers under sec. 59.70(2), Stats., except the power to levy taxes. Develop plans for a County-wide Solid Waste Management System. Acquire necessary lands and equipment. Establish operations and methods of waste management. Together with the City as operator charge and assess reasonable fees to provide services including a reasonable charge for depreciation to create a reserve for future outlays. Promote and provide education on recycling and reuse. Conduct periodic Clean Sweep programs for household and agricultural hazardous wastes.

HOME COMMITTEE: Planning & Development Department's Solid Waste Division.

RULE 21

Each standing Committee under Rule 19 shall have a County Board member as the Chairperson of the Committee. Other County Boards, Commissions and Committees are encouraged to have County Board members as Chairperson, but not required. Each County Board Committee or County Committee, Board or Commission shall also select a Vice-

Chairperson and a Secretary. The Chairperson shall have equal rights of any other member including the right to vote. In the absence of the Chairperson, the Vice-Chairperson shall preside. The Secretary of each Committee, Board or Commission shall keep the minutes of the Committee, Board or Commission unless the County Clerk assigns this responsibility to someone else.

The Secretary of each Committee, Board or Commission or the person assigned to keep the minutes of the Committee, Board or Commission shall within 1 week after each meeting email the minutes to the County Clerk via iCompass. The standard per diem sheet, properly signed, shall be sent to payroll for payment. The minutes shall continue to be included with the County Board agenda and emailed to each Supervisor.

RULE 22

A County Board Supervisor attending County Board sessions shall receive per diem in the amount of \$80.00. Per diem for County Board Supervisors attending County Board committee, board or commission meetings will be \$75.00. (This will include advisory meetings only and not social events connected to meetings.)

If a County Board member attends two or more meetings on the same day, the County Board member shall receive two full per diems, but not more than two full per diems will be authorized. No double per diems will be issued on a County Board day for an additional County committee meeting lasting one hour or less. A Board member may receive mileage for two or more meetings in one day from home to the place of meeting, but not more than two mileage allotments per day will be authorized.

A Board member with prior permission of the Chairperson may appear telephonically but no mileage or per diem will be granted. A Board member is allowed only one call per year, plus the supervisor must pay for the telephone cost.

Board members will be limited to not more than three consecutive overnights for conferences.

The number of meetings for which per diem and mileage is allowed shall not exceed 120 meetings per annum for County Board and Committee meetings. The County Board Chairperson and Vice-Chairperson shall be authorized to attend meetings on behalf of the County as they deem appropriate and shall not be restricted to the 120-meeting limit. The number of meetings authorized by this rule can be increased by a 2/3 vote of the Board members present.

Any Board member, if unavailable for any meeting, must notify either the Committee Chairperson or the department head for a Committee meeting, or the County Board Chairperson or the County Clerk for County Board meetings, within 24-hour notice, if possible.

For any Supervisor to receive per diem, such meeting or Committee must be authorized by either the County Board, the Executive Committee or a specific standing committee if representing that Committee at a specific meeting.

Any citizen member appointed by the County Board to a County Committee or Commission is eligible to receive per diem in the amount equal to the current County Board member meeting rate plus mileage.

RULE 23

Except as otherwise provided by law, the Chairperson of the County Board and the Vice-

Chairperson shall be ex-officio members of all standing committees. Their ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chairperson or Vice-Chairperson to make a quorum as an active voting member of that committee for that day. The Chairperson and Vice-Chairperson shall be paid mileage and per diem only when used to make a quorum by any properly authorized County Committee. A quorum shall consist of a majority of the members of the Committee.

RULE 24

Funding for departments that are overbudget at the end of the year will be reviewed through the County Board. This Rule shall in no way interfere with deficits or overdrafts made legal by the Wisconsin Statutes.

RULE 25

Salaries, wages, cost of living adjustments, merit increases of all employees shall be determined by the County Board as provided in the Wisconsin Statutes, after consideration of the recommendations of the home committee and the Executive Committee. Such authority may be delegated by County Board Ordinance or Resolution to specific committees. All non-budgeted new positions or salary adjustments of employees will require a majority approval vote of the County Board members present. All new positions and salary adjustments shall be highlighted in the budget materials at the annual meeting.

Payments of contracts for services are excepted from this rule but shall be determined after

recommendation of the Committee, Board or Commission in charge of those contracts for services.

RULE 26

No Board Member shall be entitled to reimbursement for expenses, such as registration fees, mileage, lodging, meals and merchandise purchased on behalf of the County, unless outlined in detail and accompanied by a written receipt signed by the person to whom payment of the expense was made. Registration for Wisconsin County Association sponsored seminars shall be pre-paid to take advantage of group discounts.

No County Board Member, unless otherwise provided by law, shall be reimbursed for meals taken within Shawano County unless prior authorization and approval for attendance, group meetings or conventions has been given by the appropriate Committee, Board or Commission or by the County Board.

County Board Members shall not be required to pay for records that are required in the proper discharging of their duties as County Board Members, including the duties arising out of their service on county committees, commissions and boards.

RULE 27

It is recommended that County Board members shall act with proper decorum and conduct at all times. It is recommended that Board members will attend meetings in appropriate attire. Any County Board member or citizen Committee member who is not performing his/her duties as a County Board member or Committee member, injures the name of the County or performs conduct detrimental to the

County shall be expelled from their County Board seat or Committee appointment following a due process hearing and a 2/3 vote of the remaining members of the County Board. Such action shall first be referred to the County Board by the Shawano County Ethics Committee.

RULE 28

It is required that information obtained in a closed executive session shall remain confidential. Violations of this rule will be referred to the Ethics Committee for possible misconduct.

RULE 29

The Finance Division will pay all County orders/invoices upon receipt of appropriate invoices/vouchers and department head approval. A listing of the paid invoices will be provided to the appropriate home committee on a monthly basis for approval. A listing of the paid invoices over \$5,000 with the exception of orders of the State of Wisconsin and of the Circuit Court, payments to State and Federal agencies, as well as ordinary orders for telephone, electric, natural gas, postage, inventory replenishment, fuel bills, payroll related payments, jail trust account payments and Committee approved purchases made by the Highway Department and the Library, will be provided to the County Board for approval.

RULE 30

The County Board Chairperson and the County Clerk are designated as the official co-signers of all County contracts and agreements.

All property to be purchased in excess of 3 acres, except for Highway purchases, will be brought to the County Board for approval by a written report. This shall be done prior to purchasing of the land.

RULE 31

All requests for appropriations, Resolutions, Ordinances, reports, etc. which require sums of money for the next year, including salary adjustments, must be referred to the Executive Committee. Salary adjustments for the County Board Supervisors shall be discussed at the Annual Meeting of the County Board held prior to the time Board members must take out nomination papers for the upcoming term.

RULE 32

All Rules previously made are hereby repealed. These Rules, and all amendments or additions to them, shall govern this Board until amended or repealed. These Rules may be amended by two-thirds (2/3) vote of the Board membership present. These Rules may be suspended by the Board upon vote of two-thirds (2/3) of the Board membership present. Each Rule shall be published on the County website.

The County Board rules will be reviewed by the County Board in November of the odd numbered year prior to circulating nomination papers for County Board position (i.e. November 2025 for April 2026 election).

RULE 33

All information regarding County Board business will be sent electronically to County email

addresses. If any of the County Board Supervisors desire a hard copy, said hard copies will be available at the Courthouse in the County Clerk's office for pick-up as agenda packets will no longer be mailed.

All members of the County Board, standing County Board Committees, County Committees, Boards and Commissions; or Committees, Boards and Commissions related to County business, including Ad Hoc Committees, must appear in person to receive any per diem allocated for any meeting.

These County Board Rules will be available on the Shawano County website and available in hard-copy form upon request.