

**WAUPACA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL SESSION
APRIL 20, 2010**

County Clerk Mary Robbins called the meeting to order at 9:00 a.m. with 26 members present. Supr. Federwitz was excused.

Clerk Robbins made the opening statement that this meeting and all other meetings of this board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so the citizenry may be aware of the time, place and agenda of this meeting.

Clerk Robbins lead the Board in the Pledge of Allegiance and silent meditation.

Clerk Robbins gave the newly elected Waupaca County Board of Supervisors the Oath of Office and they received their Certificate of Election from Clerk Robbins in the regular session at the Courthouse in the City of Waupaca.

	Supervisors entitled to seats:
District 1:	DuWayne Federwitz
District 2:	Dennis Kussmann
District 3:	Dick Koeppen
District 4:	Darrell Handrich
District 5:	James Flink
District 6:	Lloyd Mares
District 7:	Terence Murphy
District 8:	Donald Aasen
District 9:	Donald J. Peterson
District 10:	Gene Sorensen
District 11:	James Boyer
District 12:	Paul T. Hagen
District 13:	David Hipschman
District 14:	Gerald Murphy
District 15:	Bob Ellis
District 16:	John F. Penney
District 17:	David L. Johnson
District 18:	Patricia Craig
District 19:	Donald Morgan
District 20:	William Jonely
District 21:	John Trambauer
District 22:	G. Robert Flease
District 23:	Martin Mares
District 24:	Donn Allen
District 25:	Duane R. Brown
District 26:	James Loughrin
District 27:	Gary Barrington

Supr. L. Mares moved and Supr. Peterson seconded the motion to approve the minutes of the March 16, 2010 meeting. Motion carried 26-0. Passed the 20th day of April, 2010.

Supr. Kussmann moved and Supr. Handrich seconded the motion to suspend the organizational meeting and approve/deny resolutions as presented on the agenda. Motion carried 26-0. Passed the 20th day of April, 2010.

ELECTION OF THE COUNTY BOARD CHAIR

Supr. Brown nominated Supr. Koeppen for County Board Chair. Clerk Robbins called three times for any further nominations from the floor. There were none. Supr. Craig moved and Supr. G. Murphy seconded the motion that nominations be closed and cast a unanimous ballot for Supr. Koeppen. The motion carried 25-0. Clerk Robbins turned the gavel over to County Board Chair Dick Koeppen. County Board Chair Koeppen thanked the Board for their support.

ELECTION OF THE COUNTY BOARD VICE CHAIR

Supr. Penney nominated Supr. Loughrin for County Board Vice Chair. Chair Koeppen called for nominations from the floor three times. Supr. Craig moved and Supr. Handrich seconded the motion that nominations be closed and cast a unanimous ballot for Supr. Loughrin. The motion carried 25-0. Supr. Loughrin thanked the Board for their support.

ELECTION OF THE HIGHWAY COMMITTEE

Chair Koeppen called for nominations for the Highway Committee with five positions to be voted on individually.

Supr. Barrington nominated Supr. Fleese for the Highway Committee. Nominations from the floor were called three times. Supr. Peterson moved and Supr. Sorensen seconded the motion to close nominations and cast a unanimous ballot for Supr. Fleese. The motion carried 24-0. Supr. Fleese thanked the Board for their support.

Supr. Kussmann nominated Supr. Flink for the Highway Committee. Nominations from the floor were called three times. Supr. Boyer moved and Supr. Jonely seconded the motion to close nominations and cast a unanimous ballot for Supr. Flink. The motion carried 25-0. Supr. Flink thanked the Board for their support.

Supr. Penney nominated Supr. Jonely for the Highway Committee. Nominations from the floor were called three times. Supr. Johnson moved and Supr. Trambauer seconded the motion to close nominations and cast a unanimous ballot for Supr. Jonely. The motion carried 25-0. Supr. Jonely thanked the Board for their support.

Supr. Peterson nominated Supr. Lloyd Mares for the Highway Committee. Nominations from the floor were called three times. Supr. M. Mares moved and Supr. Kussmann seconded the motion to close nominations and cast a unanimous ballot for Supr. Lloyd Mares. The motion carried 26-0. Supr. Lloyd Mares thanked the Board for their support.

Supr. Terence Murphy nominated Supr. Aasen for the Highway Committee. Nominations from the floor were called three times. Supr. Sorensen moved and Supr. Boyer seconded the motion to close nominations and cast a unanimous ballot for Supr. Aasen. The motion carried 25-0. Supr. Aasen thanked the Board for their support.

Chair Koeppen appointed his Committee on Committees: Supr. Koeppen, Supr. Flink, Supr. Brown, Supr. Barrington, Supr. Flease, Supr. Sorensen, Supr. Penney, and Supr. Loughrin. The Committee on Committees will meet immediately following this meeting.

Chair Koeppen called for a short recess. Chair Koeppen called the meeting to order.

REPORT NO. 1 (2010-2011)
COMMITTEE ON COMMITTEES SELECTIONS

ACQUIRED LAND IN REM
Dennis Kussmann

AG, EXT & ED.
Gerald Murphy, Chr.
James Loughrin, Vice Chr.
DuWayne Federwitz
Darrell Handrich
Donald Peterson

AD HOC – ATC DISBURSEMENT
Dick Koeppen, Chr.
Bruce Bushweiler
Roger Holman
James Loughrin
Don Peterson
Gene Sorensen

CAP SERVICES BOARD
David Johnson

CHAIN O'LAKES DISTRICT
Gerald Murphy

COMMITTEE ON COMMITTEES
Dick Koeppen, Chr.
James Loughrin, Vice Chr.
Gary Barrington
Duane Brown
G. Robert Flease
James Flink
John Penney
Gene Sorensen

COUNTY LIBRARY PLANNING
COMMITTEE
Don Morgan
Patricia Craig

CRIMINAL JUSTICE
Terry Murphy

EAST CENTRAL REGIONAL
PLANNING COMMISSION
Duane Brown
Dick Koeppen

ECONOMIC DEVELOPMENT CORP.
Dick Koeppen
John Penney

EMERGENCY MANAGEMENT

Dick Koeppen, Chr.
Gerald Murphy
James Loughrin
G. Robert Flease
William Jonely
Gary Barrington

ENVIRONMENTAL SITE ASSESS.

Dennis Kussmann
Don Peterson

EXECUTIVE COMMITTEE

Gerald Murphy
Dick Koeppen
James Loughrin
John Penney
Gary Barrington
G. Robert Flease
William Jonely
Dennis Kussmann
Don Peterson
John Trambauer
Lloyd Mares
Gene Sorensen

FINANCE & PERSONNEL

James Loughrin, Chr.
Dick Koeppen, Vice Chr.
Gary Barrington
Duane Brown
Patricia Craig
G. Robert Flease
John Penney
Gerald Murphy

INFORMATION SYSTEMS
(Subcommittee of Finance)

John Penney, Chr.
James Loughrin, Vice Chr.
Dick Koeppen

PERSONNEL

(Subcommittee of Finance)
Gary Barrington, Chr.
Gerald Murphy, Vice Chr.
Dick Koeppen

HEALTH & HUMAN SERVICE BD.

Gerald Murphy, Chr.
David Hipschman, Vice Chr.
Donn Allen, Sec.
Don Aasen
Patricia Craig
John Trambauer
Steve Goedderz, Citizen
Elizabeth Tautges, Citizen

HIGHWAY COMMITTEE

G. Robert Flease, Chr.
William Jonely, Vice Chr.
Don Aasen
James Flink
Lloyd Mares

IOLA LAKE DISTRICT

Terry Murphy

LAKEVIEW MANOR COMMITTEE

Gary Barrington, Chr.
Gene Sorensen, Vice Chr.
Duane Brown
David Johnson
Lloyd Mares

LAND & WATER CONSERVATION

Don Peterson, Chr.
James Boyer
Bob Ellis
Paul Hagen
Darrell Handrich
Ardyce Eisentraut, Citizen

WATER QUALITY
(Subcommittee of Land & Water
Committee)

Don Peterson, Chr.
Paul Hagen
Darrell Handrich

LAND INFORMATION/GIS

James Loughrin, Chr.
Terry Murphy, Vice Chr.
Bob Ellis

LAW ENFORCEMENT

William Jonely, Chr.
David Johnson, Vice Chr.
Gene Sorensen, Sec.
Don Aasen
James Flink

LEGISLATIVE & JUDICIAL, ETHICS,
SAFETY & SECURITY

Dennis Kussmann, Chr.
James Boyer, Vice Chr.
Donn Allen
Martin Mares
Terry Murphy
Gary Barrington

LEPC

Dick Koeppen

OWLS BOARD

Patricia Craig

PARKS & RECREATION

John Trambauer, Chr.
Gene Sorensen, Vice Chr.
Paul Hagen
Martin Mares
David Hipschman

PIGEON RIVER REDEVELOPMENT
COMMITTEE

Dennis Kussmann

PUBLIC PROPERTY

Lloyd Mares, Chr.
David Johnson, Vice Chr.
James Boyer
James Flink
Don Morgan

REDISTRICTING COMMITTEE

Dick Koeppen, Chr.
James Flink
G. Robert Flease
James Boyer
Don Morgan
Gary Barrington
Gerald Murphy
GIS Personnel

SOLID WASTE MANAGEMENT BD.

Gene Sorensen, Chr.
John Trambauer, Vice Chr.
John Penney
Darrell Handrich
Don Morgan
Maryann Snider, Citizen
Raymond Brockhaus, Citizen
Jeff Dyer, Citizen
Ken Van Dyke, Citizen

TRAFFIC & SAFETY

Robert Flease
Dick Koeppen

VETERANS SERVICE COMMISSION

Gerald Connolly
James Goeser
Brandy Lee Surprise

WAUPACA LIBRARY BOARD

David Hipschman

ZONING, LAND USE, FARMLAND PRES.

John Penney, Chr.
Dennis Kussmann, Vice Chr.
Bob Ellis
DuWayne Federwitz
Terry Murphy

Supr. Kussmann moved and Supr. Handrich seconded the motion to approve the Committee on Committee's report. Motion carried 25-1 with Supr. M. Mares voting no. Passed the 20th day of April, 2010.

Chair Koeppen called a recess for the committees to select committee chairs and vice chairs. Chair Koeppen called the meeting to order.

WAUPACA COUNTY GENERAL CODE OF ORDINANCES
Chapter 1
General Government

1.01 ELECTED OFFICIALS:

- A.**
1. 27 County Board Supervisors (Single Districts)
 2. 3 Judges (State Employees)
 3. District Attorney (State Employee) (Four-year term starting 2009)
 4. County Clerk (Four-year term starting 2009)
 5. County Treasurer (Four-year term starting 2009)
 6. Register of Deeds (Four-year term starting 2009)
 7. Clerk of Courts (Four-year term starting 2007)
 8. Sheriff (Four year term starting 2003)
 9. Coroner (Part Time) (Four-year term starting 2007)
- B. Election and Term:**
1. Supervisors: Supervisors shall be elected and serve in accordance with state law.
 2. Other County Officers: A County Clerk, Treasurer, Coroner, Clerk of Circuit Court, Sheriff and Register of Deeds shall be elected and serve in accordance with state law. Committee of jurisdiction shall be the Finance and Personnel Committee for all elected officials unless otherwise designated by the County Board.
 3. District Attorney: A District Attorney (a state employee) shall be elected and serve in accordance with state law.

1.01(a) COUNTY BOARD OF SUPERVISORS – SUPERVISORY DISTRICTS

The County Board of Supervisors of the County of Waupaca does ordain as follows: Pursuant to Sec. 59.03(3)(b)(1), Wis. Stats. and after a public hearing having been held, it is ordained that the Board of Supervisors shall consist of twenty-seven (27) supervisors (one supervisor to each district) to be elected from supervisory districts which are established, numbered and described as follows:

Supervisory District Number	District Description	Ward	2001 Population District
1	City of Clintonville	Ward 2	
	Village of Embarrass	Ward 1	
	Town of Matteson	Ward 1	
			TOTAL: 1852
2	City of Clintonville	Wards 1, 3, & 7	
			TOTAL: 1880
3	City of Clintonville	Wards 4 & 5	
			TOTAL: 1884
4	City of Clintonville	Ward 6 & 8	
	Town of Dupont	Ward 2	
	Town of Larrabee	Ward 1	
	Town of Larrabee	Ward 2	
			TOTAL: 1913
5	Town of Dupont	Ward 1	
	City of Marion	Ward 1	
	City of Marion	Ward 2	
	City of Marion	Ward 3	
			TOTAL: 1897
6	Town of Bear Creek	Ward 1	
	Town of Helvetia	Ward 2	
	Town of Union	Ward 1	
			TOTAL: 1926
7	Town of Iola	Ward 2	
	Village of Iola	Wards 1-3	
	Village of Ogdensburg	Ward 1	
	Town of St. Lawrence	Ward 1	
			TOTAL: 1924
8	Village of Big Falls	Ward 1	
	Town of Harrison	Ward 1	
	Town of Helvetia	Ward 1	
	Town of Iola	Ward 1	
	Town of Wyoming	Ward 1	
			TOTAL: 1928
9	Town of Farmington	Ward 2	
	Town of Scandinavia	Ward 1	
	Town of Scandinavia	Ward 2	
	Village of Scandinavia	Ward 1	
			TOTAL: 1930
10	Town of Farmington	Ward 6	
	City of Waupaca	Ward 1	
	City of Waupaca	Ward 4	
			TOTAL: 1935
11	City of Waupaca	Ward 5	
	City of Waupaca	Ward 6	
	City of Waupaca	Ward 7	

	City of Waupaca	Ward 9	
	City of Waupaca	Ward 10	
			TOTAL: 1940
12	City of Waupaca	Ward 2	
	City of Waupaca	Ward 3	
			TOTAL: 1925
13	Town of Dayton	Ward 3	
	Town of Farmington	Ward 4	
	Town of Farmington	Ward 5	
	City of Waupaca	Ward 8	
			TOTAL: 1921
14	Town of Farmington	Ward 1	
	Town of Farmington	Ward 3	
			TOTAL: 1938
15	Town of Dayton	Ward 1	
	Town of Dayton	Ward 2	
			TOTAL: 1939
16	Town of Dayton	Ward 4	
	Town of Lind	Ward 1	
	Town of Lind	Ward 2	
	City of Waupaca	Ward 11	
			TOTAL: 1903
17	Town of Little Wolf	Ward 2	
	Town of St. Lawrence	Ward 2	
	Town of Waupaca	Ward 1	
	Town of Waupaca	Ward 2	
	City of Waupaca	Ward 12	
			TOTAL: 1914
18	Town of Little Wolf	Ward 3	
	Town of Royalton	Ward 1	
	Town of Royalton	Ward 2	
			TOTAL: 1912
19	Town of Royalton	Ward 3	
	City of Weyauwega	Ward 1	
	City of Weyauwega	Ward 2	
	City of Weyauwega	Ward 3	
			TOTAL: 1927
20	Town of Fremont	Ward 1	
	Village of Fremont	Ward 1	
	Town of Weyauwega	Ward 1	
			TOTAL: 1924
21	Town of Caledonia	Ward 1	
	Town of Caledonia	Ward 2	
	Town of Mukwa	Ward 3	
			TOTAL: 1944
22	Town of Mukwa	Ward 2	
	Town of Mukwa	Ward 4	
			TOTAL: 1900
23	City of New London	Ward 10	

	City of New London	Ward 11	
	City of New London	Ward 12	
			TOTAL: 1901
24	Town of Mukwa	Ward 5	
	City of New London	Ward 7	
	City of New London	Ward 8	
	City of New London	Ward 9	
			TOTAL: 1938
25	City of New London	Ward 3	
	City of New London	Ward 4	
	City of New London	Ward 5	
	City of New London	Ward 6	
			TOTAL: 1906
26	Town of Lebanon	Ward 1	
	Town of Lebanon	Ward 2	
	Town of Mukwa	Ward 1	
	City of New London	Ward 13	
			TOTAL: 1916
27	Town of Little Wolf	Ward 1	
	City of Manawa	Ward 1	
	City of Manawa	Ward 2	
	City of Manawa	Ward 3	
			TOTAL: 1910

Dated and passed this 30th day of October, 2001; published on November 8, 2001; passed on April 20, 2010 by the County Board of Supervisors.

1.02 APPOINTED POSITIONS

A. Administrative Coordinator

(Adopted as Ordinance 1.25, February 17, 1989)

1. There is hereby created the Office of Waupaca County Administrative Coordinator.
2. County Clerk, Mary A. Robbins, is hereby designated as the Administrative Coordinator.
3. The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions or in other elected officers.
4. In the event of a vacancy in the Office of Administrative Coordinator, the County Board shall designate a temporary coordinator to serve until the successor to the Administrative Coordinator is appointed and qualified.

B. Highway Commissioner

The Highway Commissioner position shall be for an indefinite appointment and shall be under the jurisdiction of the Highway Committee.

Amended: Resolution No. 42 (1993), adopted November 16, 1993.

C. Emergency Management Director

Upon the recommendation of the appropriate Committee, the County Board shall appoint an Emergency Management Director for an indefinite appointment. The Emergency Management Director shall be under the jurisdiction of the Emergency Management Committee.

D. Health and Human Services

Upon the recommendation of the appropriate committee, the County Board shall appoint a Health and Human Services Director, Deputy Health and Human Services Director, and Public Health Nurse for an indefinite appointment. The Health and Human Services Director, Deputy Health and Human Services Director, and Public Health Nurse shall be under the jurisdiction of the Health and Human Services Board.

1. Health and Human Services Director: A County Health and Human Services Director appointed shall have all of the administrative and executive powers and duties of managing, operating, maintaining and improving the programs of the County Department of Health and Human Services, subject to the rules promulgated by the Department of Health and Social Services under this section. In consultation with the County Health and Human Services Board, the County Health and Human Services Director shall prepare:
 - a. An annual comprehensive plan and budget of all funds necessary for the program and services authorized by this section in which priorities and objectives for the year are established as well as any modifications of long-range objectives.
 - b. Intermediate range plans and budget.
 - c. Such other reports as are required by the Secretary and the County Board of Supervisors.
2. A County Health and Human Services Director shall make recommendations to the Health and Human Services Board for:
 - a. Personnel and salaries of employees.
 - b. Changes in the organization and management of the program.
 - c. Changes in program services.
3. A County Health and Human Services Director under Sec. 46.23, Wis. Stats. shall comply with state requirements.

E. Zoning Administrator

Upon the recommendation of the appropriate committee, the County Board shall appoint a Zoning Administrator for an indefinite appointment. The Zoning Administrator shall be under the jurisdiction of the Zoning and Land Use Committee.

F. Lakeview Manor Administrator

Upon the recommendation of the appropriate committee, the County Board shall appoint a Lakeview Manor Administrator for an indefinite appointment. The Lakeview Manor Administrator shall be under the jurisdiction of the Lakeview Manor Committee .

- G. Veterans Service Officer**
Upon the recommendation of the appropriate committee, the County Board shall appoint a Veterans Service Officer for an indefinite appointment. The Veterans Service Officer shall be under the jurisdiction of the Veterans Service Commission.
- H. Agriculture Agent**
Upon the recommendation of the appropriate committee, the County Board shall appoint an Agriculture Agent for an indefinite appointment. The Agriculture Agent shall be under the jurisdiction of the Agriculture, Extension, and Education Committee.
- I. County Surveyor (Part Time)**
Upon the recommendation of the appropriate committee, the County Board shall appoint a County Surveyor for an indefinite appointment. The County Surveyor shall be under the jurisdiction of the GIS/Land Information Committee.
- J. Personnel Director**
Upon the recommendation of the appropriate committee, the County Board shall appoint a Personnel Director for an indefinite appointment. The Personnel Director shall be under the jurisdiction of the Finance and Personnel Committee/Personnel Committee.
- K. Information Systems Manager**
Upon the recommendation of the appropriate committee, the County Board shall appoint an Information Systems Manager for an indefinite appointment. The Information Systems Manager shall be under the jurisdiction of the Finance and Personnel Committee/Information Systems Sub-Committee.
- L. Solid Waste, Parks and Recreation Manager**
Upon the recommendation of the appropriate committee, the County Board shall appoint a Solid Waste, Parks and Recreation Manager for an indefinite appointment. The Solid Waste, Parks and Recreation Manager shall be under the jurisdiction of the Solid Waste Management Board and Parks and Recreation Committee.
- M. Maintenance Supervisor**
Upon the recommendation of the appropriate committee, the County Board shall appoint a Maintenance Supervisor for an indefinite appointment. The Maintenance Supervisor shall be under the jurisdiction of the Public Property Committee.
- N. Family Court Commissioner**
The Circuit Judges for Waupaca County shall appoint a Family Court Commissioner.
- O. Conservation Officer**
Upon the recommendation of the appropriate committee, the County Board shall appoint a Conservation Officer for an indefinite appointment. The Conservation Officer shall be under the jurisdiction of the Land & Water Conservation Committee.

P. Corporation Counsel

Upon the recommendation of the appropriate committee, the County Board shall appoint a Corporation Counsel for an indefinite appointment. The Corporation Counsel shall be under the jurisdiction of the Finance and Personnel Committee and Legislative, Judicial, Safety & Security Committee.

1.03 OFFICIAL OATHS AND BONDS:

- A.** Each County Officer named in Chapter 1.01(A) shall execute and file an official bond and take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which elected or appointed.
- B.** Every county supervisor shall take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which elected or appointed.
- C.** Every deputy appointed by any such officer shall take and file the official oath.
- D. Bonds:** Each official bond shall be in the sum fixed by law. Both the bond and the sufficiency of the sureties thereto shall be approved by a committee consisting of the chairperson and not less than two other members of the county board who shall report in writing their action on all bonds.

1.04 REMOVAL/SUSPENSION OF OFFICERS AND APPOINTIVE POSITIONS:

- A.** County Clerk, Treasurer or Supervisor: By the County Board, for cause, by a vote of two-thirds of all the supervisors entitled to seats on such board, Sec. 17.09(1), Wis. Stats.
- B.** Clerk of Circuit Court: By the judge or a majority of judges of the Circuit Court for the Clerk's county, for cause, Sec. 17.09(2), Wis. Stats.
- C.** Sheriff, Coroner or Register of Deeds, by the Governor, for cause, Sec. 17.09(5), Wis. Stats.
- D.** Removal of appointive positions, by the committee of jurisdiction at any time for any reason unless another procedure is specifically required by law.
- E.** Suspension of District Attorney or Sheriff, Sec. 17.11, Wis. Stats.

1.05 VACANCIES, Sec. 17.03 & 17.035, Wis. Stats.

- A.** A public office is vacant when:
 - 1. The incumbent dies.
 - 2. The incumbent resigns.
 - 3. The incumbent is removed.
 - 4. The incumbent ceases to be a resident of district or area.
- B.** How filled:
 - 1. Sheriff, Coroner, Register of Deeds: By appointment by the Governor for the residue of the unexpired term.
 - 2. County Clerk, Treasurer: By appointment by the County Board for the residue of the unexpired term.

3. Clerk of Circuit Court: By appointment of the judge, or by a majority of the judges of the Circuit Court for the County, for the residue of the unexpired term of the Clerk.
4. Supervisors: Upon recommendation from that District, the County Board shall vote and appoint a successor for the remainder of that term.
5. Temporary Vacancies: Sec. 17.285, Wis. Stats.

1.06 SALARY

An Elected Official of any County, who by virtue of his office is entitled to participate in the establishment of the salary attending his office, shall not during the term of such office collect salary in excess of the salary provided at the time of his taking office. This provision applies only to elected officials.

1.07 COUNTY BOARD ANNUAL EXPENSE

County Board annual expense established by resolution and paid by voucher on a monthly payment.

1.08 BOARD AND COMMISSIONS ENUMERATED

The following boards and commissions are authorized to act on behalf of Waupaca County on matters properly before such board or commission:

- A. Veterans Service Commission
- B. Library Board
- C. Board of Adjustment
- D. Health and Human Service Board
- E. East Central Wisconsin Regional Planning Commission
- F. Outagamie/Waupaca County Library Board
- G. Solid Waste Management Board
- H. CAP Services Board
- I. Committee on Aging
- J. Committee on Transportation
- K. Lakeview Manor Committee
- L. Board of Canvassers

WAUPACA COUNTY CODE OF ORDINANCES

Chapter 2

The Governing Body

The County Board shall consist of duly elected supervisors representing the designated districts of the County as noted in Sec.1.01(a) of the General Government.

RULES OF THE BOARD OF SUPERVISORS

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

RULE NO. 1.0 – TIME & PLACE OF MEETING

- 1.1 Meeting hours of the Board shall be 9:00 a.m. or at the discretion of the Chairperson of the County Board. The Public Hearing of the budget held on the second Tuesday in November shall be scheduled to begin at 9:00 a.m. The budget requires a simple majority to pass. Budget amendments after passage of budget requires a 2/3 vote of members elect.

1.2 Regular Meetings: The County Board shall hold regular monthly meetings on the third Tuesday of each month, to be held at the Waupaca County Courthouse except as otherwise provided and/or at the discretion of the Chair.

1.3 Organization:

1. Orientation Session – Prior to the third Tuesday in April, an Orientation Session will be held for all new supervisors by the County Board Chair and County Clerk. Per WI Stats. 59.10(1)(b) and 59.11(1)(c).
2. Organization Session – third Tuesday in April.
 - a. At the statutory Organization Meeting to be held in April of even-numbered years, it shall be the duty of the County Clerk to call the County Board to order. The Clerk shall call the roll and establish presence of a quorum and proceed with the preliminary ceremonies.
 - b. No resolutions or ordinances shall be considered at the Organization Meeting, except those relating to new rules and rule changes passed during the last term.
 - c. A quorum being present, the Board shall proceed to the election of a Chair and Vice Chair. (See Sec. N, Election of Officers) The Highway Committee shall be a five- member committee elected from the floor.
 - d. The Chair shall appoint a Committee on Committees to advise the Chair in the selection of committee members. The Committee on Committees shall consist of seven board members, which shall meet the first day of the Organization Session after all elected officials have been sworn in to office and Committee on Committees members approved.
 - e. The proposed rules of the new Board shall be made available to the Board membership prior to the Organization Meeting.
 - f. There shall be an explanation of the present and proposed rules of the County Board.
 - g. The proposed rules of the Board shall be presented and rules adopted at the Organization Meeting of even-numbered years by a majority vote.
 - h. The Rules of the Board shall be amended during the two-year period only by a two-thirds vote of those present at a meeting, except at the Annual Organization Meeting, at which time a majority of those present shall rule.
 - i. After the adoption of the Rules of the Board and other activities as noted in 3.0, the Board may recess the Organization Meeting to the following day.
 - j. The Board, as the first order of business at the recessed meeting of the Organization Meeting, shall officially approve all committee members by a majority vote of those present.

- k. The Board shall then have all members of each committee meet for one half hour to select committee officers and then report the results of such elections to the Board as a whole.
- l. Any committee may, if the Committee membership so decides, postpone election of committee officers for not more than one month.
- m. Between Organization meetings, should a vacancy occur, or the need arises to adjust a standing committee, then the County Board Chair shall make appointments to fill the vacancy and such adjustment to a standing committee shall be approved by the full County Board at its next regular meeting.
- n. Election of Officers:
 - 1. County Board Chair and Vice Chair: The County Board Chair and Vice Chair are elected at the Organizational Meeting. This election can be made by secret ballot per Sec. 19.88, Wis. Stats. by request. Nominations are taken from the floor, no second is required. When a ballot is needed, a single ballot is prepared with the candidates' names listed in alphabetical order.
 - 2. The candidate with the majority number of votes shall be declared elected. In the case where there are more than two candidates, the two candidates receiving the highest number of votes shall continue and the candidate with the lower number of votes shall be removed from the ballot. The voting continues until a winner is declared by majority of the votes cast. When there are only two candidates on the ballot and there is a tie vote, the Board shall vote once more, if the result remains a tie, the presiding chair shall draw a name and declare this candidate elected. The County Clerk's deputies shall serve as tellers to the Board for elections.
 - 3. Highway Committee is a five-member committee elected from the floor. The candidate with the majority number of votes shall be declared elected. In the case where there are more than two candidates, the two candidates receiving the highest number of votes shall continue and the candidates with the lower number of votes shall be removed from the ballot. The voting continues until a winner is declared by majority of the votes cast. When there are only two candidates on the ballot and there is a tie vote, the Board shall vote once more, if the result remains a tie, the presiding chair shall draw a name and declare this

candidate elected. The County Clerk's deputies shall serve as tellers to the Board for elections.

4. The ballots shall be destroyed by the Clerk thirty (30) days after the election.

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

1.5 Special Meeting: The County Board may call special meeting in accordance with Sec. 59.04, Wis. Stats.

RULE NO. 2.0 – QUORUM.

Quorum shall be defined as a majority of the members of the County Board or of any committee, commission or board.

RULE NO. 3.0 – ORDER OF BUSINESS:

3.1 (This may change by consent of a majority of the members present).

1. Meeting called to order by the Chairperson
2. Call of roll by the County Clerk, by use of the voting machine or in the event of a malfunction, by a voice roll call.
3. Open meeting statement
4. Silent meditation followed by the Pledge of Allegiance
5. Approval of agenda
6. Approval of minutes of the last meeting and corrections
7. Presentation of verbal reports – committees or departments
8. Presentation of ordinances
9. Presentation of resolutions
10. Presentation of numbered written reports
11. Presentation of petitions
12. Consideration of miscellaneous business
13. Communications
14. Adjournment

RULE NO. 4.0 – GENERAL PROCEDURES

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

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

County Board session (except in emergency situations) notification of all business, including ordinances, resolutions and reports, to be brought before the Board by the respective committees.

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

- 5.1** Any committee may, by its own motion approved by a majority of the committee, report to the Board for passage of a resolution or order. Such committee action shall be delivered to the County Clerk for processing under No. 4.3 above.
- 5.2** Any individual supervisor may introduce a resolution or ordinance as follows:
1. The written proposal shall be delivered to the presiding officer at any regular Board meeting.
 2. That officer shall refer it to the proper committee for review and recommendation for passage or other action.
 3. The committee chairperson shall place it on the committee's agenda not later than two regular committee meeting dates.
 4. The committee shall make its recommendation to the Board not later than four regular committee meeting dates after receipt of the proposal.
 5. The proposal shall be placed on the Board agenda in accord with No. 5.4 below.
- 5.3** The Corporation Counsel shall assist any committee or individual supervisor in the formal drafting of a proposal, if so requested. All resolutions and ordinances must be submitted to the Corporation Counsel for approval only as to legality and form at least seven working days prior to the day of the County Board meeting at which they are to be presented, and the Corporation Counsel notation of approval shall be presented to the Board either as a notation on the resolution itself or as a separate written approval prior to any vote on said proposal. If the Corporation Counsel objects, such objection shall be presented to the Board in writing by filing same with the County Clerk and the Chairperson of the Standing Committee designated to handle this proposal prior to the call to order of that Board meeting.
- 5.4** The County Clerk shall compile the information filed by the various committee chairperson and/or department head, an agenda containing the business to be presented at the next session of the County Board. Said agenda, and a copy of each ordinance, resolution and report listed thereon, whenever possible, shall be mailed to each Board member five (5) days prior to a Board session. A copy of the agenda only shall be distributed to each department head at the same time.
- 5.5** All matters not appearing on the agenda for a particular Board session shall be out of order and shall not be considered at that session in accordance with the State of Wisconsin Open Meeting Law, unless the matter shall be declared an emergency measure.

- 5.6** The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal of the Board.
- 5.7** No member shall be interrupted while speaking, unless it is to call the member to order.
- 5.8** Each member, when wishing to speak, shall raise his or her hand and address the Chair. If two or more members raise their hand at the same time, the Chairperson shall decide who is entitled to speak.
- 5.9** Motions shall be made in writing when requested by the Chairperson.
- 5.10** No communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A member of the Board must sign all resolutions presented.
- 5.11** No member shall be permitted to speak more than twice on the same question unless by permission of the Board/Chairperson.
- 5.12** When all who wish to speak of any question before the Board have expressed their views, the Chairperson shall put the question. No member shall be permitted to speak while the question is being presented.
- 5.13** When a question is before the Board, no motions shall be in order except to adjourn; to lay on the table; for the previous question; to postpone; to divide; to correct or amend; said motion shall have precedence in order arranged.
- 5.14** In the event that the electronic voting board is not in proper operation, a roll call vote may be requested by any member of the Board.
- 5.15** Every member, on a roll call vote, shall vote aye or nay unless the Board for a special reason shall excuse a member. A motion to excuse a member from voting shall be made before the calling of the ayes and nays on the question pending and shall be voted upon without debate. However, with permission of the Chairperson, a member shall be excused from voting in any instance if the member announces a conflict of interest prior to the taking of the vote. After the Clerk has called "last chance to vote" and the vote is displayed, a Supervisor may only change his/her vote by requesting a reconsideration, see Sec. 5.21, and a vote may never be changed after the meeting has adjourned.
- 5.16** All questions presented to the County Board shall be determined by a majority of the supervisors present unless otherwise required by law, ordinance or these rules. The Chair shall state all questions. If the Chairperson be in doubt as to the voice of the majority, he shall call for a roll call vote. Every member shall vote unless excused.
- 5.17** The names of the County Board members voting shall be recorded in the Board minutes.
- 5.18** The Chairperson shall be required to vote on all questions before the Board, for representation in his/her district.
- 5.19** A motion to adjourn is always in order and shall be decided without debate.
- 5.20** A motion to table shall be decided without debate.
- 5.21** No motion for reconsideration shall be received unless made by a member who voted on the prevailing side in the first instance.

- 5.22** No specific subject matter shall be voted upon more than twice in the budget year, unless by permission of a two-thirds vote of the members elect of the Board.

RULE NO. 6.0 – BUDGET CHANGES FOR APPROPRIATIONS

- 6.1** All budget changes or appropriations of money over and above the adopted annual budget shall be made only by the adoption of a resolution or ordinance passed in accordance with the laws of the State of Wisconsin and submitted through the Finance and Personnel Committee and requires a 2/3 vote of the members elect.
Minor budgetary transfers and changes, defined as 10 percent or less of the department's line item annual approved budget are controlled by the County's Finance Director.
- 6.2** The resolution or ordinance shall be introduced by the Finance and Personnel Committee.
- 6.3** The vote on said resolution or ordinance shall be sustained by a two-thirds vote of the members elect of the County Board.
- 6.4** No purchase of materials and/or equipment \$20,000 or more over the budgeted amount can be made without approval of the Waupaca County Board of Supervisors.
- 6.5** Purchases of greater than \$20,000 shall require the signatures of the County Board Chairperson and the County Clerk. Waupaca County Highway Department, Lakeview Manor pharmaceuticals and dietary, and Waupaca County Industries production equipment are exempt from this ordinance. (Waupaca County Resolution No. 64, 1990). All purchases of service contracts/agreements listed under Sec. 46.036, Wis. Stats. for the Department of Health and Human Services are exempt from this ordinance. An agreement with Waupaca County is not valid and binding upon Waupaca County unless signed by the County Board Chairperson and/or Vice Chair or County Clerk/Administrative Coordinator.
- 6.6** Purchases under \$20,000 are left to the Department Head responsibility for the project to determine whether the County Board Chairperson needs to sign the contract.
- 6.7** In the absence of the County Board Chairperson, the Vice Chair shall sign the contracts and in the absence of both the Chairperson and the Vice Chair, the Chairperson of the Finance and Personnel Committee or the County Clerk/Administrative Coordinator shall sign the contract.
- 6.8** A roll call vote shall be called on the passage of any resolution appropriating money.
- 6.9** Each Committee shall consider and make recommendations on budgets of all Waupaca County Departments and Offices under their supervision. Prior to the submission of said budgets to the Finance and Personnel Committee, the Finance Director shall publish a schedule for budget reviews.
- 6.10** At least one full Board meeting shall be scheduled to consider such budgets with the public invited to attend for public comment session.

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

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

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

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

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

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

RULE NO. 11.0 - County Committees and Boards shall further comply with the County Code of Ethics as previously adopted by the County Board of Supervisors.

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

Definitions:

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

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

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

Each Supervisor for each day they attend a meeting of the Board, receive mileage for each mile traveled in going to and return from the meetings by the most usual traveled route at the rate established by the Board pursuant to Sec, 59.15, Wis. Stats. as the standard mileage allowance for all County employees and officers.

- 12.2** County Board Members: The Standard Mileage Allowance for attendance of in-county Committee Meetings, County Board Meetings and other authorized in-county functions shall be set at the same rate as the Internal Revenue Service rate for mileage reimbursement for the driver only.
- 12.3** Mileage reimbursement for out-of-county meetings and other authorized out-of-county functions shall be set at the same rate at the Internal Revenue Service rate for mileage reimbursement for the driver only. This mileage rate shall be set for all county employees who travel in and outside the county for authorized county business for the driver only, to be effective January 1, 2001.
- 12.4** Supervisor/County Board Chairperson/Citizen Member Entitlement: Per diem will be \$55.00 per day and \$25.00 for any other meeting that same day except any meetings held prior to County Board monthly meeting, no extra entitlement; and any regular standard committee meeting over four (4) hours in length shall be paid an additional \$25.00, not to exceed \$80.00 in any one day. See Appendix A – Duties of County Board Chairperson/Vice Chairperson
- 12.4(a)** Conferences, Seminars, Conventions and authorized County functions. Shall be paid mileage and a straight \$55.00 per day.
- 12.4(b) Cancellation Policy.** On any prepaid convention, conference or seminar, a supervisor must notify the County Clerk's office at least 48 hours of a cancellation or any non-reimbursable fee shall be paid from the supervisor's mileage and expense voucher.
- 12.5** Supervisors/Citizen Members per diem and expense entitlement while attending conventions and other out of the county functions shall be entitled to per diem payments on a daily basis when attending meetings, conventions or conferences which directly relate to their positions on the Board or one of its duly appointed committees or boards. This shall include each day of the convention or conference and meeting schedule before the day of the convention or conferences.
Registration fees and expenses for lodging made necessary by the board members attendance at such a conference or convention shall be paid by the County only for that board member. Whenever possible, room reservations are to be submitted to the County Clerk's office in advance so that advanced billing can be made through that office for the tax exemption rate and direct billing.
Meal reimbursement to County Board Supervisors/Citizen Members shall allocate a daily meal allowance equal to the State of Wisconsin amounts in place of set amounts per meal and Supervisors and employees must submit vouchers. These are taxable amounts if there is not an overnight stay.
- 12.6** All County Board Committee meetings (including Highway Committee meetings) and other authorized county functions as described in 12.5 shall be unlimited per calendar year.

RULE NO. 13.0 – COMMITTEES OR BOARDS:

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

- 13.1** Board rules shall spell out how members are selected.
1. All committee appointments are either through election by the full County Board, appointed by the Board Chairperson and confirmation by the Board, or by recommendation of the Committee on Committees.
 2. All appointments to standing committees shall be for the full term of the Supervisor as set by state statute. (*See Rule No. 1, Section 1.3(b)13*)
 3. Committees shall set their Chairperson, Vice Chairperson and Secretary. The Vice Chairperson shall serve in the temporary absence of the Chairperson.
 4. The secretary of each committee shall keep written minutes of each meeting held which shall be placed on file in the County Clerk's office not more than five (5) days after the meeting is held. Minutes will be posted to the website after approval by the Committee of Jurisdiction.
 5. Minutes shall include:
 - a. The name of the committee, the date, the hour, location of meeting and time of adjournment.
 - b. Listing of all those present.
 - c. Each matter considered and the action taken by the Committee.
 - d. Persons appearing, the matter on which they appear, and the position taken.
 6. Committee members shall sign the certificate of attendance sheet and indicate their mileage, start and end time of each meeting, and all meetings attended for the day. This report shall establish payment for meetings attended and mileage to be paid.
 7. The Chairperson of every standing committee shall be authorized to direct the County Clerk to call a meeting of such Committee by giving not less than five days notice and designating the date of such meeting. In order to receive per diem, attendance by members other than their own assigned committee, the attendance must be directed by an assigned committee or committee chair and the attendance must be recognized and recorded in the minutes of the meeting and said members shall sign the Certificate of Attendance sheet.
- 13.2** Staff Assistance for Standing Committees or Boards:
Assistance may be provided to the Committee by the department staff.
- 13.3** Scheduling, Notice and Conduct of Meetings.
1. All meetings of committees shall be conducted in strict accord with the open meeting laws of the State of Wisconsin.
 2. Copies of the Wisconsin Open Meeting Law shall be reproduced by the County Clerk and placed permanently in the minute books of all committees.

3. When closed or executive sessions are permitted by statute, the Chairperson shall publicly announce the closed or executive session and explain briefly the reason as authorized by statute. The announcement and reason shall be duly recorded in the minutes. Any case of doubt as to legality shall be resolved in favor of an open meeting.
4. Open meetings shall be held in public buildings or other places accessible to the public.
5. A copy of the agenda, including the time and place of the meeting and of the matters to be discussed, shall be given to the County Clerk for posting on the public bulletin board and such other place(s) in the Courthouse which provide prompt and sufficient notice to the public as soon as possible after scheduling but not less than five (5) days prior to the meeting.
6. These procedures under Rule 13.3 shall apply to meetings called under emergency situations insofar as practical.

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

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

2.05 WAUPACA COUNTY ETHICS CODE (adopted April 20, 1993)

A. Declaration of Policy

The proper operation of County government demands that:

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

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

B. Purpose

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

County officials and employees have a right to:

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

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

C. Responsibility of Public Office

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

D. Coverage

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

E. Exemptions

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

F. Definitions

1. Person. Any individual, corporation, partnership, joint venture, association or organization.
2. Financial Interest. Any interest which yields directly or indirectly, a monetary benefit to the County officer or employee or to any person employing or retaining services of the County officer or employees.
3. Anything of Value. Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment of any amount, but DOES NOT INCLUDE such things as compensation and expenses paid by the State or County, fees, honorariums and expenses, unsolicited advertising or promotional materials such as pens, pencils, note pads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this code.
4. Privileged Information. Any written or oral material related to County government which has not become part of the body of public information and which is designated by Statute, court

decisions, lawful orders, ordinances, resolution or custom as privileged or confidential.

5. Official. All County department heads or directors, County Supervisors and all other County elected officers, except Judges and District Attorneys.
6. Employee. All persons filling an allocated position of County government and all members of boards, committees and commissions except those individuals included in Section 6.5.
7. Immediate Family. Any official's or employee's spouse or family member who contributes more than one-half of the support of the official or receives that level of support from the official or employee.
8. Unexceptional Value. Any item which has no resale potential and is promotional in nature.
9. Unsolicited Item of Insignificant Value. Item not requested by the official employee having no resale potential and promotional or educational in nature.

G. Fair and Equal Treatment

1. Use of Public Property. An official or employee shall not use or knowingly permit the use of County services or County-owned vehicles, equipment or materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless such services or use are available to the public generally.
2. Obligations to Citizens. An official or employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County Supervisors to diligently represent their constituency.

H. Conflict of Interest

1. Receipt of Gifts and Gratuities Prohibited. An official or employee shall not accept anything of value whether in the form of a gift, service, loan or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties.
2. Exception. It is not a conflict of interest for an official or employee to receive a gift or gratuity that is an unsolicited item of insignificant value.
3. Business Interest. An official or employee shall not engage in any business, transaction or act in regard to any financial interest, direct or indirect, which:
 - a. is incompatible with the proper discharge of his or her official duties for the benefit of the public;
 - b. is contrary to this provisions of this code; or
 - c. may impair his or her independence of judgment or action in the performance of his or her official duties.

4. Employment. An official or employee shall not engage in or accept any private employment or render any services for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or which may impair his or her independence of judgment or action in the performance of his or her official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.
5. Contracting. An official or employee or a business in which an official or employee holds a 10% or greater interest, may not enter into a contract with the county involving a payment or payments of more than \$2,000.00 within a twelve-month period unless the official or employee has made a written disclosure of the nature and extent of such relationship or interest to the County Clerk and reported such interest to the County Board. Further, pursuant to Sec. 946.13, Wis. Stats., an official or employee is prohibited from participating in the formation of a contract(s) with Waupaca County involving the receipts or disbursements of more than \$15,000.00 in any year.
6. Financial Interest in Legislation. A member of the County Board who has an estimated 10% or greater financial interest in any proposed action before the County Board shall disclose by submitting in writing the nature and extent of such interest to the County Clerk and the County Board prior to or during initial discussion of such action. Any other official or employee who has a financial interest in any proposed action before the County Board and who participates in discussion with or gives an official opinion or recommendation of such interest to the County Board.
7. Disclosure of Privileged Information. An official or employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. An official or employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediately family.
8. Gifts and Favors. An official or employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or could reasonably be considered as a reward for any governmental action or inaction.

I. Compliance with State Statutes

- A. Statutes Incorporated by Reference. The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this Code of Ethics:
 1. Sec. 19.01 - Oaths and Bonds
 2. Sec. 19.21 - Custody and Delivery of Official Property and Records

3. Sec. 19.81-89 - Open Meetings of Governmental Bodies
 4. Sec. 19.59 - Code of Ethics for Local Government Officials, Employees and Candidates
 5. Sec. 111.36 - Sex, Sexual Orientation (Harassment)
 6. Sec. 946.13 – Private Interest in Public Contract Prohibited
- B. Violation of Incorporated Statutes. Officials shall comply with the Sections of the Wisconsin Statutes incorporated in this code and failure to do so shall constitute a breach of this Code of Ethics.

J. Investigations and Enforcement

- A. Advisory Opinions. Any person governed by this Code of Ethics may apply in writing to the County Corporation Counsel for an advisory opinion and shall be guided by an opinion rendered. The complainant shall present his or her interpretation of the facts at issue and of the applicability of provisions of this Code before advisory opinion is rendered. All opinions shall be in writing. Records of the Corporation Counsel's opinion, opinion requests and investigations of violations shall be closed to public inspection, as required by Chapter 19, Wis. Stats. However, such records may be made public with the consent of the applicant.
- B. Complaints. The Corporation Counsel shall accept from any person a verified written complaint which states the name of the officer or employee alleged to have committed a violation of this Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the complaint to the accused officer or employee within ten (10) days. If no action on the verified complaint is taken by the Corporation Counsel within thirty (30) days, the complaint shall be dismissed.
1. Complaint of Alleged Criminal Activity. Should the Corporation Counsel receive a written or verbal complaint that a County employee is involved in unethical conduct that allegedly falls under criminal statutes and after review of the information presented, the Corporation Counsel believes that sufficient evidence exists that there is probable cause to believe that criminal activity has occurred, the Corporation Counsel shall present said information to the Legislative and Judicial Committee at their next scheduled meeting in closed session. The Legislative and Judicial committee shall review the information presented and direct:
 - a. That an independent investigator be retained to investigate further into the matter.
 - b. That the matter be referred to the District Attorney for review and possible prosecution.
- C. Preliminary Investigations. Following the receipt of a verified complaint, the Corporation Counsel may make preliminary investigations with respect to alleged violation of this Code. A preliminary investigation shall not be initiated unless the accused

officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights.

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

2.06 COMMITTEE DUTIES – Procedures in Employment Relations

STANDING COMMITTEES: Committee on Committees, Executive Committee, Agriculture, Extension & Education, Board of Adjustment, Emergency Management, Terrorism & Safety, Finance, Personnel & Information Systems Committee, Health & Human Services Board, Highway Committee, Lakeview Manor Committee, Land & Water Conservation, Law Enforcement, Legislative, Judicial, Ethics, Safety & Security, Parks & Recreation, Public Property, Solid Waste Management Board, Veterans Service Commission and Zoning & Land Use Planning.

A. Human Services Board:

- 1. The Human Services Board shall be composed of not less than 7 nor more than 15 persons of recognized ability and demonstrated interest in Human Services. Not less than one-third nor more than two-thirds of the County Human Services Board members may be members of the County Board of Supervisors. The remainder of the County Human Services Board members shall be consumers of services or citizens-at-large. No public or private provider of services may be appointed to the County Human Services Board.
- 2. Except as provided under Sec. 46.23(2), Wis. Stats., the County Board of Supervisors shall appoint a governing and policy-making board to be known as the County Health & Human Services Board.
- 3. Terms: Members of a County Human Services Board shall serve for terms of 3 years, so arranged that as nearly as practicable, the terms of one-third of the members shall expire each year. Vacancies shall be filled in the same manner as the original

appointments. A County Human Services Board member appointed under para. 1 may be removed from office for cause by a two-thirds vote of each County Board of Supervisors participating in the appointment, on due notice in writing and hearing of the charges against the member.

4. Powers and Duties:

- a. Shall determine administrative and program policies within limits established by the State Departments regulating and having authority over Human Services programming.. Policy decisions not reserved by statute for these State Departments may be delegated by the secretaries of those departments to the County Health & Human Services Board.
- b. Shall establish priorities in addition to those mandated by the State Departments..
- c. Shall determine whether state mandated services are provided or purchased or contracted for with local providers and monitor the performance of such contracts. Purchase of services contracts shall be subject to the conditions specified in Sec. 46.036, Wis. Stats.
- d. Shall determine, subject to the approval of the County Board of Supervisors with the advice of the County Health & Human Services Director appointed under Para. (F), whether services are to be provided directly by the County Department of Health & Human Services or contracted for with other providers and make such contracts. The County Board of Supervisors may elect to require the approval of any such contracts by the County Board of Supervisors.
- e. Shall represent Human Services agencies, professionals and consumers of services in negotiations with the State and Federal Government.
- f. Shall appoint a County Health & Human Services Director on the basis of recognized and demonstrated interest in and knowledge of human services problems, with due regard of training, experience, executed and administrative ability and general qualifications and fitness for the performance of the duties of qualifications and fitness for the performance of the duties of the County Health & Human Services Director. The appointment is subject to the personnel policies and procedures established by each County Board of Supervisor which participated in the appointment of the County Health & Human Services Board.
- g. Shall appoint advisory committees for the purpose of receiving community, professional or technical information concerning particular considerations.
- h. Shall determine the number and location of outstations when appropriate to meet service demands.

- i. May recommend the removal of the County Health & Human Services Director for cause to each County Board of Supervisors which participated in the appointment of the County Health & Human Services Board, and each such County Board of Supervisors may remove the County Health & Human Services Director for cause by a two-thirds vote of each such County Board of Supervisors, on due notice in writing and hearing of the charges against the County Health & Human Services Director.
- j. Shall develop County Human Services Board operating procedures.
- k. Shall oversee the operation of one or more service delivery programs.
- l. Shall evaluate services delivery.
- m. May perform such other general functions necessary to administer the program.
- o. Shall submit a proposed budget in accordance with Sec. 46.031(1), Wis. Stats. for authorized services. Notwithstanding the categorization of or limits specified for funds allocated under Wis. Stats. with the approval of, the County Health & Human Services Board may expend these funds consistent with statutory authorization..
- p. Shall cooperate to the extent feasible with the school board, health planning agencies, law enforcement agencies, and other human services agencies, committees and planning bodies in the geographic area served by the County Human Services Board.
- q. Shall comply with all applicable state requirements.

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

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

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

(Amended September 16, 2008)

- 1. The Legislative, Judicial and Ethics Committee and Safety and Security Committee is hereby combined into one committee to be appointed annually by the Committee on Committees: Legislative, Judicial, Ethics, Safety & Security Committee.
- 2. The duties of the Committee shall be:
 - a. To advise the Chairperson and the Board of Supervisors of any pending state or federal legislation relating to or affecting the operation of County Government and to formulate recommendations on possible action relating to that legislation.
 - b. To prepare recommendations on behalf of the County Board regarding legislation currently pending in State Legislature and for serving as a liaison between the Waupaca County

Board of Supervisors and those State Legislators representing Waupaca County in the State Legislature.

- c. To review legislative information received from WCA or any other sources, resolutions received from other counties, and to work with and seek input from the various County Department Heads and Personnel on legislative matters.
- d. To represent Waupaca County at WCA meetings relating to legislative matters.
- e. To review County Board standing rules and makes recommendations on the same to the Executive Committee for approval of submitting the same for Board consideration.
- f. To review County Board members entitlements and make recommendations on the same to the Executive Committee for approval of submitting the same for board consideration.
- g. To serve as the liaison between the Waupaca County Board of Supervisors, the Circuit Courts and District Attorneys for Waupaca County.
- h. To review and make recommendations on the budgets and additional personnel requests from the District Attorney, the Circuit Court Judges and the Clerk of Court prior to their submittance to the Finance Committee.
- i. To establish a Code of Ethics governing the Waupaca County Board of Supervisors.
- j. The committee shall review and make recommendations to the Chairperson and the Board of Supervisors as relating to addressing and improving on all safety and security concerns relating to county owned facilities.

C. Personnel Committee (Procedures in employment relations)
(Adopted April 21, 1982, Adopted July 21, 1992) See Chapter 3
Personnel Policies and Procedures.

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

1. Establishment:

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

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

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

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

3. Organization:
- a. Officers: Officers – The Management Board shall elect from its membership a Chairperson, Vice Chairperson and a Secretary. The Chairperson and Vice Chairperson shall be a member of the Waupaca County Board of Supervisors. The Secretary shall be either a County Board member or a member at large.

- b. Meetings: Meetings of the Management Board shall be held at such times and places as the Management Board determines.
 - c. Rules and Regulations: The Management Board shall have the right and power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with the resolutions, ordinances or rules of the Waupaca County Board, the Wisconsin Department of Resources, the Solid Waste Recycling Authority of Wisconsin, and the Wisconsin Statutes.
 - d. Compensation: Per diem and standard travel time/standard mileage allowance compensation shall be paid to members in the same manner as County Board Supervisors.
 - e. Fiscal Agent: The Waupaca County Board is hereby designated as the fiscal agent for the Waste Management Board.
 - f. Statute Reference: Subject to the rules and regulations established and amended from time to time by the Waupaca County Board of Supervisors, the Solid Waste Management Board shall have the power and duties set forth in Sec. 59.07(135) Wis. Stats., except it shall not have the power to levy taxes as per Sec. 59.07(135)(l), Wis. Stats.
4. Finances
- a. The Waupaca County Solid Waste Management System shall be financed by both funds as may be available through public and private sources; and the Solid Waste Management Board is authorized to accept private donations and to request and receive state and federal grants-in-aid in addition to county funds.
 - b. The Solid Waste Management Board shall plan its financial operations on a calendar year basis; and each year it shall submit its proposed budget for the next calendar year to the Finance Committee of the Waupaca County Board on a date as may be established by said Committee.
 - c. The County, through the Solid Waste Management Board, shall establish and enforce a user charge system to handle site operation costs. If necessary, in order to maintain an economical and practical level of user charge, the County may use property taxes to supplement the user fees.
5. Reports:
- The Solid Waste Management Board shall present an annual report to the Waupaca County Board of Supervisors, and it shall make or cause to be made such other reports as may be required from time to time by the County Board of Supervisors.

6. Insurance:
The County Board, as fiscal agent, shall extend to the Waste Management Board (which includes its personnel, property, equipment and activities) the same insurance protection as is consistent with coverage of normal county practices. The Waste Management Board shall be appraised of such coverages and may make recommendations to the County Board regarding such coverage and protection.
7. County/Municipal Recycling Agreement/Responsible Unit:
1989 Wisconsin Act 335, effective May 11, 1990, has a stated goal to reduce the amount of solid waste as presently being landfilled by the development of programs that reduce, reuse and recycle waste; and, requires that each municipality be under an effective recycling program as outlined by the Act; and
Waupaca County Solid Waste Management Board is designated to act as the "Responsible Unit" as defined within 1989 Wisconsin Act 335 and the "County/Municipal Recycling Agreement" and be directed to continue the development of an effective recycling program working in cooperation with the municipalities of Waupaca County.
8. Nuclear Waste Repository:
The Department of Energy has requested data concerning the geology of Waupaca County, said data to be utilized in the site consideration process in the search for nuclear waste repository. The Solid Waste Management Board objectively monitors and reviews the nuclear waste issue within its boundaries, and nuclear waste exploration: Any person, including individuals, partnerships, associations, corporations, municipalities, or other State and/or Federal agencies, departments, bureaus or units, shall give written notice to the County Board Chairman and the Solid Waste Management Board, a minimum of sixty (60) days prior to said person conducting any drillings over 500 feet or any drillings of any depth or onsite exploration related to the search for a nuclear waste disposal site on lands within Waupaca County.
 - a. Notification Requirements: Written notification(s) as required by this section shall include at least the following:
 1. What specific action is to be undertaken;
 2. The specific purpose of such action;
 3. The specific locations of such activity;
 4. A summary of expected background baseline data to be completed prior to drilling; and
 5. The projected decision making dates involved with the sites.
 - b. County Representation: Upon receipt of said notification, Waupaca County shall be represented by members of the Solid Waste Management Board, Emergency Government

and Solid Waste Department. Said representatives shall be chosen by their respective department or committee and shall take care to ensure Waupaca County's responsibility involvement in the process. Its contents are to be communicated by the Solid Waste Management board to the following: President of the United States, Department of Energy, State Senators, Representatives of the 6th District, Governor, and State Radioactive Waste Review Board.

2.11 ACCESS TO PUBLIC RECORDS

A. Definitions:

1. "Authority" means any of the following having custody of a record: An office, elected official, agency, board, commission, committee, council, department or public body, corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted sub-unit of the foregoing.
2. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by any authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Records" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

B. Legal Custodians:

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

5. The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

C. Procedural Information:

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

D. Access to Records; Fees:

1. The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of Sec. 19.35(1), Wis. Stats.
2. Each authority shall provide any person if authorized to inspect or copy a record which appears in written form pursuant to Sec. 19.35(1)(b), Wis. Stats., or any person or is authorized to and requests permission to photograph a record, the form of which does not permit copying pursuant to Sec. 19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy, and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.
 - a. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by the law.
 - b. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
 - c. Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual necessary and direct cost of location, if the cost is \$50.00 or more.
 - d. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of

- any copy or photograph of a record which is mailed or shipped to the requester.
- e. An authority may provide copies of a record without charge or at a reduced charge where they authority determines that waiver or reduction of the fee is in the public interest.
- f. Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.00.
- 3. Each authority is acting upon a request for any record shall respond within the times and according to the procedures set out in Sec. 19.35(4), Wis. Stats.

E. Separation of Information:

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

**APPENDIX A
RULES OF THE BOARD**

DUTIES OF COUNTY BOARD CHAIRPERSON/VICE CHAIRPERSON

1. The Chairperson and Vice Chairperson are regulated by Sec. 59 of the Wisconsin State Statutes.
2. Meeting hours of the Board shall be 9:00 a.m. or at the discretion of the Chairperson of the County Board.
3. Orientation Session - Prior to the third Tuesday in April an Orientation Session will be held for all new supervisors by the County Board Chair and County Clerk.
4. The Chair shall appoint a Committee on Committees to advise the Chair in the selection of committee members. The Committee on Committees shall consist of seven Board members, which shall include the Chair and Vice Chair of the Board. The Committee on Committees shall meet the first day of the Organizational Session after all elected officials have been sworn in to office and Committee on Committees members approved.
5. County Board Chair and Vice Chair. The County Board Chair and Vice Chair are elected at the Organizational meeting.
6. Order of Business: Chairperson shall call the meeting to order. The Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal of the Board.
7. The Chairperson shall be required to vote on all questions before the board, for representation in his/her district.
8. Supervisor/County Board Chairperson/Citizen member Entitlement: Per Diem will be \$55.00 per day and \$25.00 for any other meeting that same day; and any regular standing committee meeting over four (4) hours in length shall be paid an additional \$25.00. Not to exceed \$80.00 in any one day.

9. County Board Chairperson. County Board Chairperson shall receive an annual salary of \$8,000.00, plus all meetings to be paid as stated above for all supervisors. The salary shall include all meetings with Department Heads, opening and answering correspondence, representing organizations, ceremonial functions, unless over two (2) hours, at that time the Chairperson is allowed to collect \$55.00 for that event/meeting.
10. Purchases of greater than \$20,000 shall require the signatures of the County Board Chairperson and the County Clerk. Waupaca County Highway Department equipment; Lakeview Manor pharmaceuticals and dietary; and Waupaca County Industries production equipment are exempt from this ordinance. (Waupaca County Resolution No. 64, 1990). All purchase of service contracts/agreements issued under State Statutes 46.036 for the Department of Health and Human Services are exempt from this ordinance. An agreement with Waupaca County is not valid and binding upon Waupaca County unless signed by the County Board Chairperson and/or Vice Chair or County Clerk/Administrative Coordinator.
11. Purchases under \$20,000 are left to the Department Head responsible for the project to determine whether the County Board Chairperson needs to sign the contract.
12. In the absence of the County Board Chairperson, the Vice Chair shall sign the contracts and in the absence of both the Chairperson and the Vice Chair, the Chairperson of the Finance and Personnel Committee or the County Clerk/Administrative Coordinator shall sign the contract.
13. All committee appointments are either through election by the full County Board, appointment by the Board Chairperson and confirmation by the Board, or by recommendation of the Committee on Committees.
14. Except as hereinafter provided, the term of office of each member of the Solid Waste Management Board appointed by the Waupaca County Board Chair and approved by the County Board of Supervisors pursuant to this ordinance shall be for three (3) years. The terms of those initially appointed shall be as follows:
Two (2) shall be appointed for a term of three (3) years from date of appointment.
Four (4) shall be appointed for a term of two (2) years from date of appointment.
Four (4) shall be appointed for a term of one (1) year from the date of appointment.
15. The Solid Waste Management Board objectively monitors and reviews the nuclear waste issue within its boundaries, and Nuclear Waste Exploration: Any person, including individuals, partnerships, associations, corporations, municipalities, or other State and/or Federal agencies, departments, bureaus or units, shall give written notice to the County Board Chair and the Solid Waste Management Board, a minimum of sixty (60) days prior to said person conducting any drillings over 500 feet in depth or any drillings of any depth or onsite exploration related to the search for a nuclear waste disposal site on lands within Waupaca.

Clerk Robbins reviewed the amendments to Chapters 1 & 2 of the Waupaca County Code of Ordinances.

Supr. Hipschman moved and Supr. Kussmann seconded the motion to amend Chapter 2, Rule No. 1.3(2)(i) to read "After the adoption of the Rules of the Board and other activities noted in 3.0, the Board *may* recess the Organizational Meeting to the following day. Motion carried 26-0. Passed the 20th day of April, 2010. Supr. Craig moved and Supr. Kussmann seconded the motion to adopt Chapters 1 & 2 of the Waupaca County Code of Ordinances as amended. Motion carried 26-0. Passed the 20th day of April 2010.

RESOLUTION NO. 1 (2010-2011)

Land & Water Conservation Department requests financial assistance to meet nonpoint source water pollution abatement from the State of Wisconsin.

WHEREAS, the Waupaca County Land and Water Conservation Department hereby requests financial assistance under s. 281.65 or 281.66, Wis. Stats. and chs. NR 151, 153 and 155, Wis. Admin. Code, for the purpose of implementing measures to meet nonpoint source water pollution abatement needs in area-wide quality management plans or with one or more components specified in s. 281.65 or 281.66, Wis. Stats.:

NOW THEREFORE BE IT RESOLVED, that Waupaca County Board of Supervisors authorizes the following Waupaca County officials or employees to act on its behalf to pursue the activities as listed below:

Activity	Name of Official or Employee
1. Sign and submit a grant application	County Conservationist
2. Sign a grant agreement between the local government and the DNR	County Conservationist
3. Submit quarterly and final reports	Conservation Technician
4. Request grant reimbursement	Conservation Technician
5. Sign and submit an Environmental Hazard Assessment form	Conservation Technician

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY LAND & WATER CONSERVATION COMMITTEE: /s/ Donald Peterson, James W. Boyer, Darrell Handrich, Robert Ellis

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Peterson moved and Supr. Boyer seconded the motion to adopt Resolution No. 1 (2010-2011). Motion carried 26-0. Passed the 20th day of April, 2010.

RESOLUTION NO. 2 (2010-2011)

WHEREAS, the governing board of each county is required by section 59.61 Wisconsin Statutes, to designate one or more public depositories, organized and doing business under Wisconsin or Federal Law and located in Wisconsin, and

WHEREAS, one or more County depository is required to be designated as a "Working Bank" under section 59.61, Wisconsin Statutes. Farmers State Bank has been so designated to carry the account for the period January 1, 2010 to December 31, 2010; with an annual renewal option.

WHEREAS, the County of Waupaca participates in the State of Wisconsin's Local Government Pooled Investment Fund pursuant to the provisions of Section 25.50 of Wisconsin Statutes and Wisconsin Investment Series Cooperative (Res. No. 27 (2009-2010)); and

WHEREAS, deposits in banks, savings and loan associations, and credit unions which are state and federally chartered, the State of Wisconsin Local Government Pool, the WISC Fund, the purchase of bonds or securities issued, qualify for the public deposit of County funds not immediately needed under authority granted by Section 59.62 and Section 66.0603, Wisconsin Statutes; and

WHEREAS, PMA Securities and Associated Trust Company have been designated as Waupaca County Investment Advisors.

NOW, THEREFORE, BE IT RESOLVED that the Waupaca County Board of Supervisors hereby designates all those banks, savings banks and credit unions chartered under state and Federal Law, State of Wisconsin's Local Government Pooled Investment Fund, the WISC Fund and Associated Trust Company as County depositories.

BE IT FURTHER RESOLVED that the County Treasurer advise the Finance Committee each month of the total amount as required by Waupaca County Ordinance #4.05 (4), and

BE IT FURTHER RESOLVED that the Waupaca County Treasurer secures investments in excess of the \$500,000 covered by the appropriate Federal Insurance and the State of Wisconsin, per 1985 Wisconsin Act 25, with securities of the U.S. Treasury, Agencies, Certificates of Deposit drawn on a Federal Home Loan Bank or a Bank Deposit Guarantee Bond, and that pledged securities or deposit insurance have a cumulative face value totaling minimum of 110 % of the invested amounts over the aforementioned \$500,000.00 secured by the appropriate Federal Insurance and Wisconsin Act 25; and

BE IT FURTHER RESOLVED that the County Clerk and County Treasurer be authorized to sign all documents and legal county papers and sign all checks, signatures shown below:

/s/ Mary A. Robbins
Mary A. Robbins
Waupaca County Clerk

/s/ Clyde A. Tellock
Clyde A. Tellock
Waupaca County Treasurer

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE: /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, G. Robert Flease, Duane R. Brown, Patricia Craig, Dick Koeppen

ATTEST:

/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:

/s/ Jeffrey Siewert, Corporation Counsel

Supr. Handrich moved and Supr. Boyer seconded the motion to approve Resolution No. 2 (2010-2011). Motion carried 25-0 with Supr. Trambauer out of the room. Passed the 20th day of April, 2010.

ANNOUNCEMENTS AND CORRESPONDENCE

Chair Koeppen placed the following correspondence for April on file in the County Clerk's Office: Waupaca County Economic Development Corp. Monthly Report, Revolving Loan Fund Report, and Burning News Issue.

Supr. Aasen moved and Supr. Trambauer seconded the motion to adjourn. Motion carried 26-0. Chair Koeppen declared the meeting adjourned at 10:55 a.m.

Mary A. Robbins
Waupaca County Clerk