

Carol Williamson, Sawyer County Clerk
Sawyer County Courthouse
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telephone numbers 715.634.4866 and toll free 877.699.4110



May 3, 2016 3:15 (p.m.)

Note: The Board may take action on any or all items listed on the following agenda.

AGENDA

Sawyer County Board of Supervisors meeting
Thursday; May 5, 2016; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

01. Call to order, Roll Call, Pledge of Allegiance
02. Audience Recognition
03. Meeting Agenda
04. Election of Vice-Chair
05. Committee and Representative Appointments
 - o Standing Committees
 - o Other Boards and Committees
06. Amendment to Boathouse Ordinance
07. Member Orientation
08. Sawyer County Board of Supervisors Policy and Procedure Manual
 - o Part I; Section A; 7. Choose Option 1, 2, or 3
 - o Adoption of Policy and Procedure Manual
09. Other matters for discussion only

CW

Carol Williamson
Sawyer County Clerk

copies: Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, AND WOJB

COUNTY BOARD COMMITTEE AND REPRESENTATIVE APPOINTMENTS

<p><u>Administration Committee</u> Ron Kinsley Bill Voight Dale Schleeter Brian Bisonette Kathy McCoy</p>	<p><u>Zoning Committee</u> Jim Bassett Bill Voight Bruce Paulsen Elaine Nyberg Helen Dennis</p>
<p><u>Public Safety Committee</u> Jim Bassett Bill Voight Iras Humphreys Helen Dennis Dale Schleeter</p>	<p><u>Land, Water, and Forest Resources Committee</u> Jim Bassett Brian Bisonette Bruce Paulson Elaine Nyberg Ron Buckholtz</p>
<p><u>Public Works Committee</u> Ron Kinsley Tweed Shuman Marc Helwig Kathy McCoy Ron Buckholtz</p>	<p><u>Health and Human Services Board representatives</u> Tweed Shuman (2018) Kathy McCoy (2018) Iras Humphreys (2017) James Schlender (2019) Dale Schleeter (2019)</p>
<p><u>Economic Development and UW-Extension Committee</u> Tom Duffy James Schlender Bill Voight Marc Helwig Brian Bisonette</p>	<p><u>Labor Negotiations Committee</u></p>

<u>Sawyer County and LCO Transit Commission representatives</u> Elaine Nyberg Hal Helwig Iras Humphreys	<u>Northwest Regional Planning Commission representative</u> Ron Kinsley Kathy McCoy
<u>Senior Resource Center representatives</u> Elaine Nyberg Dale Schleeter	<u>Sawyer County Housing Authority representatives</u> Bruce Paulsen (2020) Iras Humphreys (2019)
<u>Hayward Lakes Visitor and Convention Bureau representative</u> Kathy McCoy	<u>Indianhead Community Action Program representative</u> Bill Voight
<u>Aging and Disability Resource Center of the North representative</u> Bruce Paulsen	<u>Hayward Library Board representative</u> Kathy McCoy
<u>Sawyer County Fair representative</u> Tweed Shuman	<u>Winter Library Board representative</u> Helen Dennis

<u>LEPC (Local Emergency Planning) representative</u> Marc Helwig	<u>LCO Library Board representative</u> Iras Humphreys
<u>Northwest Wisconsin CEP representative</u> Bill Voight	<u>Northern Waters Library Service representative</u> Jim Bassett
<u>American Birkebeiner Foundation representative</u> Tom Duffy	<u>Northern Regional Trail Advisory Committee</u> Marc Helwig
<u>Community Care of Central Wisconsin representative</u> Dale Schleeter	<u>ITBEC</u> Ron Kinsley Sherry Beckman
<u>Ethics</u> Bruce Paulsen Ron Kinsley Iras Humphreys James Schlender	<u>Zoning Board of Appeals</u> Al Gerber, Chairman (April 15, 2017) Laura Rusk, Vice Chair (July 1, 2019) Dee Dobilas (July 1, 2019) Waldo Asp (May 21, 2018) Mark Olson (July 1, 2019) Gordon Christians 1 st Alt. (July 1, 2019)
<u>Property Address</u>	Traffic Safety

County Board Committees

County Board

Administration	Public Safety	Public Works	Health and Human Services	Land, Water, and Forest Resources	Economic Development - UW Extension
Human Resource	Sheriff/Jail	Highway	Human Services	Zoning and Conservation	UW Extension and Agriculture
Accounting	Animal Control	Airport	Health	Land Information and Surveyor	Economic Development
County Clerk	Emergency Management	Maintenance		Forestry	
Treasurer	Ambulance			Register of Deeds	
Information Technology	Clerk of Courts and Judge				
Veterans	District Attorney				
	Coroner				
	Child Support				

County Board and committee meeting schedule
(subject to change by County Board or committees)

County Board meetings

Meetings of the County Board shall be held on the 3rd Thursday of every month, with the exception being the November meeting, which shall be held the 1st Tuesday after the 2nd Monday of November and the April meeting, which shall be held the 3rd Tuesday of the month. All meetings are at 6:30 p.m.

Committee meetings (each month)

Holidays may cause a shift in meeting dates.

Economic Development and UW-Extension Committee - Monday of the week before the County Board meeting – 8:30 a.m.

Public Safety Committee - Tuesday of the week before the County Board meeting – 8:30 a.m.

Health and Human Services Committee - Tuesday of the week before the County Board meeting – 6:30 p.m.

Land, Water, and Forest Resources Committee - Wednesday of the week before the County Board meeting - 8:30 a.m.

Public Works Committee - Wednesday of the week before the County Board meeting – 6:30 p.m.

Administration Committee - Thursday of the week before the County Board meeting – 8:30 a.m.

Zoning Committee - the 3rd Friday (8:30 a.m.)

(May 1, 2014)

TRAFFIC SAFETY COMMISSION (TSC) MEMBER LIST

DATE: MAY 3, 2016

COUNTY SAWYER**TSC COORDINATOR/CHAIRPERSON NAME**

DOUG MROTEK

MEETINGS HELD AT:SAWYER COUNTY SHERIFF'S DEPARTMENT
15880 5TH STREET
HAYWARD, WI 54843DDM1862@CENTURYLINK.NET

715-558-4477

MEETING START TIME: 9:00 AM

DAY OF WEEK (eg. 1st Friday): 3RD WEDNESDAY

MONTHS OF YEAR: FEB/MAY/AUG/NOV

CO-COORDINATOR/VICE/CO-CHAIRPERSON NAME

PAT SANCHEZ

PSANCHEZ@SAWYERCOUNTYGOV.ORG

715-634-2004

REQUIRED MEMBERSHIP PER WI SS. 83.013 [may serve in above positions also]

COUNTY HWY COMMISSIONER / DESIGNEE

GARY GEDART

HIGHWAY@SAWYERCOUNTYGOV.ORG

715-634-2691

COUNTY LAW ENFORCEMENT SHERIFF/DESIGNEE

MARK KELSEY

MKELSEY@SAWYERCOUNTYGOV.ORG

715-634-4858

COUNTY HWY SAFETY COORDINATOR

GARY GEDART

HIGHWAY@SAWYERCOUNTYGOV.ORG

715-634-2691

EDUCATION REPRESENTATIVE

CRAIG OLSON

COLSON@HAYWARD.K12.WI.US

715-634-2619

MEDICINE REPRESENTATIVE

ERIC NILSON

AMBULANCE@SAWYERCOUNTYGOV.ORG

715-634-4788

LAW/LEGAL REPRESENTATIVE

T.J. DUFFY

WSP LAW ENFORCEMENT REPRESENTATIVE

Vacant

DOT DTSD/ENGINEER INFORMATION

DAVID DEBLAEY/TRAFFIC ENGINEER

DAVID.DEBLAEY@DOT.WI.GOV

715-836-2853

REGIONAL PROGRAM MANAGER

LAURA VANDE HEY

LAURA.VANDEHEY@DOT.WI.GOV

608-709-0065

Additional members may be appointed by the County Board Chair/Executive/Administrator.

TRAFFIC SAFETY COMMISSION (TSC) MEMBER LIST

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ADDITIONAL MEMBERS AND/OR PERSONS WHO REGULARLY ATTEND QUARTERLY MEETINGS

RICH KASSNER/WSP LAW ENFORCEMENT 715-635-2141	BRETT HEINO/WSP LAW ENFORCEMENT <u>BRETT.HEINO@DOT.WI.GOV</u> 715-635-2141 EXT 204
CRAIG FAULSTICH/COUNTY LAW ENFORCEMENT 715-634-5213	KATHY MCCOY/CITIZEN <u>KMCCOYR@CENTURYTEL.NET</u>
JOEL CLAPERO <u>JCLAPERO@HAYWARDPOLICE.ORG</u> 715-634-8962 EXT 243	KAREN MELASECCA, NAMEKAGON TRANSIT <u>KMELASECCA@HOTMAL.COM</u> 715-634-6633 EXT 224
JOHN MCCUE/CITY OF HAYWARD PUBLIC WORKS <u>PW3@CENTURYTEL.NET</u> 715-634-4612	DOUG MROTEK/TOWN OF HAYWARD POLICE DEPARTMENT <u>DDM1862@CENTURLINK.NET</u> 715-558-4477
AMBER MARLOW/LCO TRIBAL REPRESENTATIVE <u>MARLOW@LCO.EDU</u> 715-634-4790 EXT 156	RUSTY BARBER/LCO TRIBAL COUNCIL
TIM DEBROT/LCO POLICE DEPARTMENT <u>TDEBROT501@YAHOO.COM</u> 715-634-8350	ELAINE THOMPSON/WOMEN HIGHWAY SAFETY LEADER 715-945-2563
NAME & COMPANY/ORGANIZATION, ETC. EMAIL ADDRESS PHONE NUMBER	OTHER:

Additional members may be appointed by the County Board Chair/Executive/Administrator.

Bike/Ped Trail Committee

May 2nd 2016

NAME	REPRESENTING:			
Ariga Grigoryan	UW Extension			
Ben Popp	Birkie			
Curt Scherer				
Derek Sokoloski				
DJ Aderman	Lumberjack W. C,			
Fred Scheer				
Greg Peterson	Sawyer County Forester			
John McCue	City of Hayward			
Amber Marlow	LCO			
Joan McGaver	Advocate			
James Miller	City of Hayward/ Hayward. Hospital	Co-chair		
Joan Cervenka	Town Of Hayward			
Jodi Longtine	Advocate			
Margaret Hoffman	Business on Trail			
Barbara Kelly	Advocate			
Paul Mitchell				
Chris Ruckdaschel	Hayward Chamber of Com.			
Rachel Thompson				
Darrel Thompson	Advocate,/ Property Owner			
Joel Harrison	Advocate/ Business Owner			
John Saunders	Advocate/Town of Sand Lake	Co-Chair		
Gary Gedart	Sawyer County Hwy/Town of Hayward			
Tom Duffy, Sr.				
Warren Johnson				
Tweed Shuman				

The following is a starting point for all committees to draft for county board approval the mission and primary duties of each committee. It is anticipated that the committees will complete their work by July 31, 2016

Part I Section C Standing Committees

The board and committees are responsible for setting policy for the county. The County Administrator and county employees are responsible to carry out the policy. Most items coming before the committees will be recommendations by the County Administrator and the departments subject to the committee's jurisdiction. Committee action in almost every case is passed on to the board for approval.

DRAFT

Part I Section C. 1. Administrative Committee

Mission: to be established by the committee.

Composition: Chair, Vice Chair plus 3 appointed board members. Board Chair is committee chair.

Committee of Jurisdiction for these departments: County Clerk, Treasurer, Accounting Manager, Information Technology, Veterans Affairs, County Administrator.

Primary Responsibilities:

- Approve changes to the salary administration policy.
- Approve major changes to the Personnel-Administrative, Accounting Policies and County Board Supervisors Policy and Procedure manuals.
- Approve the annual budget as presented by the County Administrator. For departments under the committee's jurisdiction consider and resolve policy changes required by the annual budget.
- Approve selection of the outside auditor.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve changes or amendments to the previously adopted budget including unbudgeted additions to staff and unbudgeted salary increases including the source of funds for the change.
- Receive monthly reports for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where required by the granting entity.
- Approve debt funding.
- Convene a subcommittee to represent the county in labor negotiations.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction and all other policy matters related to human resource and finance while avoiding interfering the day-to-day operations of county government.

Part I Section C. 2. Public Safety Committee

Mission: to be established by the committee.

Composition: Five members appointed by Chair with approval of the board

Committee of Jurisdiction for these departments: Sheriff, Dog Pound, Child Support, Emergency Management, Ambulance, Clerk of Court, Judge, District Attorney and Corner

Primary Responsibilities:

- Receive periodic reports on the Clerk of Courts accounts receivable, revising the related policies as needed.
- Receive periodic reports on the Sawyer County communications system revising the related policies as needed
- Receive monthly reports for departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grants for departments subject to the committee's jurisdiction where required by the granting entity.
- Review with the County Administrator budgets for the departments subject to the committee's jurisdiction. Consider policy changes where needed to support budget assumptions.
- Approve changes or amendments to the previously adopted annual budget including unbudgeted additions to staff and salary increases over amount budgeted for departments subject to the committee's jurisdiction. This action will be passed on to the Administrative Committee for review.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day-to-day operations of county government.

Part I Section C. 3. Zoning, Forestry, Surveyor, Land Records and Register of Deeds

Mission: to be established by the committee.

Composition: Five members appointed by the Chair with approval of the board

Committee of Jurisdiction for: Zoning and Conservation, Forestry, Land Records, Land Information, Surveyor and Register of Deeds

Primary Responsibilities:

- Approve semiannual forestry stumpage bids.
- Approve Forestry, Land and Water Conservation and Land Information plans that are required by governmental bodies.
- Hear reports from Sawyer County Trails Alliance, LCO Conservation, Wisconsin DNR Forestry and National Resources Conservation Services.
- Receive monthly reports for departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grants for departments subject to the committee's jurisdiction.
- Review with the County Administrator budgets for the departments subject to the committee's jurisdiction. Consider policy changes where needed to support budget assumptions.
- Approve changes or amendments to the previously adopted annual budget including unbudgeted additions to staff and salary increases over amount budgeted for departments subject to the committee's jurisdiction. This action will be passed on to the Administrative Committee for review.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day-to-day operations of county government.

Part I Section C. 4. Health and Human Services Board. The Wisconsin State Statutes Section 46.23 and Section 251 set forth the composition of the Health and Human Services Board, the terms of office and the powers and duties of this Board.

Mission: to develop and provide a comprehensive range of health and human services in an integrated and efficient manner; to utilize and expand existing governmental, voluntary and private community resources; and, to promote citizen well-being through the provision of services for economic support, children, youth and families, adult and aging, mental illness, developmental disability, alcohol and drug dependence and public health and emergency social services.

Composition: Nine members who have demonstrated interest in health and human services. Five members shall be county board members and four members shall be citizens at large, with at least one an individual who receives or has received human service or a family member of such individual. No public or private provider of services will be appointed to this board. A good faith attempt will be made to appoint members who represent all geographic areas of Sawyer County and the Lac Courte Oreilles Tribal Governing Board. Where possible one member of the board will be a nurse and one member a physician. Both the board chair and vice chair will be county board members.

The County Administrator will appoint members to the board with the approval of the majority of the county board members voting. Terms shall be staggered, so that one-third of the members shall have expiring terms each year. Terms shall begin in May and extend through April of the 3rd year. In the case of resignation or removal the appointment will be made at the next county board meeting following such vacancy for the remaining unexpired term. The County Administrator can remove a Health and Human Services Board member for cause or on written notice if the board member when appointed was a county board member is no longer on the board. The board chair and vice-chair will be county board members.

Committee of Jurisdiction for Health and Human Services

Primary Responsibilities:

- Appoint committees consisting of county residents to advise the HHSB as it deems necessary.
- Determine administrative and program priorities and policies, approve short and long term plans and budgets for meeting priorities and addressing unmet needs.
- Assure compliance with State requirements.
- Develop county Health and Human Services board operating procedures.
- Approve cooperative working agreements with persons and agencies providing health, education, vocation or welfare services related to services provided under Wisconsin State Statute 46.23.
- Advocate for the provision of reasonable and necessary community and public health services.
- Approve ordinances and resolutions related to delivery of health and human services.
- Review strategic planning efforts and implementation; evaluate program services.

- Receive monthly reports the Health and Human Services Department.
- Approve annual goals and objectives and long-range plans for the Health and Human Services Department.
- Approve grants where required by the granting entity.
- Review with the County Administrator budgets for the Health and Human Services Department. Consider policy changes where needed to support budget assumptions.
- Approve changes or amendments to the previously adopted annual budget including unbudgeted additions to staff and salary increases over amount budgeted for departments subject to the committee's jurisdiction. This action will be passed on to the Administrative Committee for review.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day-to-day operations of county government.

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Part I Section C. 5. Public Works Committee

Mission: to be established by the committee.

Composition: Five members appointed by the Chair with approval of the board

Committee of Jurisdiction for: Highway, Airport and Maintenance

Primary Responsibilities:

- Review and approve short-term and long-term county maintenance plan.
- Review and approve agreements with other governmental agencies such as the FAA and 911 emergency system joint powers.
- Approve airport lease terms.
- Approve requests by others to use or for changes to the county highways such as ATV routes and speed limit changes.
- Receive monthly reports for departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grants for the departments subject to the committee's jurisdiction where required by the granting entity.
- Review with the County Administrator budgets for the departments subject to the committee's jurisdiction. Consider policy changes where needed to support budget assumptions
- Approve changes or amendments to the previously adopted annual budget including unbudgeted additions to staff and salary increases over amount budgeted for departments subject to the committee's jurisdiction. This action will be passed on to the Administrative Committee for review.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
Receive monthly reports for departments subject to the committee's jurisdiction.

Part I Section C. 6.Economic Development/UW-Extension Committee

Mission: to be established by the committee.

Composition: Five members appointed by the Chair with approval of the board

Committee of Jurisdiction for: UW Extension

Primary Responsibilities:

- Receive monthly reports from UW Extension, Sawyer County Fair and the ad hoc Bike/Ped Citizens Advisory Committee.
- Work with others, including Northwest Regional Planning, to encourage economic development in Sawyer County
- Approve annual goals and objectives and long-range plans for department and others subject to the committee's jurisdiction.
- Approve grants for the departments subject to the committee's jurisdiction where required by the granting entity.
- Review with the County Administrator budgets for the UW extension. Consider policy changes where needed to support budget assumptions
- Approve changes or amendments to the previously adopted annual budget including unbudgeted additions to staff and salary increases over amount budgeted for departments subject to the committee's jurisdiction. This action will be passed on to the Administrative Committee for review.
- Deal with all other issues of policy raised by the department and others subject to the committee's jurisdiction while avoiding interfering the day-to-day operations of county government.

Part I Section C. 5. Zoning Committee

Mission: to be established by the committee.

Composition: Five members, none of whom represent the City of Hayward, appointed by the Chair with approval of the board. Members of this committee must know and understand Sawyer County zoning ordinances.

Primary Responsibilities: All activities conducted under the Class 2 public notice guidelines

- Approve rezone applications, forwarding them to the board for final approval.
- Approve conditional use permits.
- Approve changes to zoning ordinances, forwarding the changes to the board for approval.

DRAFT

Sawyer County Shoreland Ordinance Change:

SECTION 14.5 Exempt Structures

(Add and renumber)

1) Boathouses

- a) Boathouses shall be designed, constructed, and used solely for the storage of boats and related equipment and shall not include living area including but not limited to decks, patios, lean-tos, porches, potable water supply, plumbing, sanitation system, fireplaces, patio doors, food preparation equipment, furniture, or any features inconsistent with the use of the structure exclusively as a boat house.
- b) Only one boathouse is permitted for each buildable parcel that already contains a primary dwelling. The side lot line setback measured to the eave shall be a minimum of 10 feet.
- c) Boathouses shall not be excavated into an existing slope of more than 20 percent. An erosion control plan must also be completed as part of this application
- d) Boathouses shall not exceed one story. ~~Maximum height from the boathouse floor to roof peak shall not exceed 12 feet.~~ The floor area shall be greater than 100 square feet and shall not exceed 350 square feet. Boathouses shall have a gable roof with 4/12 pitch or greater. Eaves shall not exceed 24 inches. Must be placed on footings or permanent foundation.
- e) Boathouses shall be entirely located within the access and viewing corridor, located above the ordinary high water mark, and shall be constructed in conformity with all floodplain zoning standards.
- f) Boathouses shall be constructed and painted to blend with the natural features of the shoreline

Committee discussion on the verbage of boathouse proposal ordinance language. Motion to accept section 14.5 with change to (1)(f) . (Change to read: Boathouse color shall blend with natural features of the shoreline.) by Paulsen 2nd by Zietlow. Motion carries unanimously.

Draft
Revised 4/11/16

Sawyer County Board of Supervisors
Policy and Procedure Manual



Effective Month date year

Table of Contents

Mission Statement

Self-Organization

Governing Rules of the County Board

Board Compensation

Committees, Boards and Commissions

Open and Closed Meetings

Public Records not drafted

Code of Ethics

Appendix and Statutory References not drafted

Mission Statement: To be developed by the county board. Maybe we could prevail on Dave Berard to lead us in this exercise when he is in the area.

Sawyer County, Wisconsin Self-Organized County

Section A: Authority.

This ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes. To give Sawyer County the largest measure of self-government under that Statute, the contents of the Sawyer County Board of Supervisors Policy and Procedure Manual shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the State of Wisconsin Constitution or to any enactment of the State Legislature that is of statewide concern and which uniformly affects every County.

Section B: Title.

This ordinance shall be known as the Sawyer County Self-Organized County Ordinance.

Section C: General Provisions.

1. For the purpose of improving the ability of the county government to organize its administrative structure, Sawyer County elects to become a self-organized county and to act under the provisions of Section 59.10 (1), Wisconsin State Statutes.
 - a) Terms of office for election of County Board of Supervisors. Supervisors are county officers and shall be elected for two year terms in the election to be held on the first Tuesday in April in even numbered years and shall take office the third Tuesday in April of that year.
 - b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Sawyer County Board of Supervisors Policy and Procedure Manual.
 - c) Compensation of County Board Members. The method of compensation for County Board Supervisors shall be determined by the County Board. The County Board shall at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. The Board may also at or before its annual meeting in odd numbered years by a two-thirds

vote of members entitled to a seat, provide additional compensation for the County Board Chairperson. In addition to the per diem, the County Board Supervisors shall receive mileage for attending Board meetings and other official meetings in accordance with the Sawyer County Board of Supervisors Policy and Procedure Manual.

2. The County Clerk shall file a certified copy of the Self- Organized County ordinance with the Wisconsin Secretary of State upon passage by the Sawyer County Board.

Section D: Conflicting Ordinances.

Any prior Sawyer County ordinances or parts thereof in conflict with the provision of this ordinance insofar as they regulate the establishment of Sawyer County as a self-organizing county are hereby repealed and rescinded effective the effective date of this ordinance.

Section E: Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Sawyer County Board of Supervisors would have passed the other provision of this ordinance irrespective of whether one or more provisions may be declared invalid and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid the remainder of the ordinance and the application of such provision to other persons or circumstance shall not be affected thereby.

Section F: Effective Date

This ordinance shall take effect upon passage and publication as provided by law.

Sawyer County Board of Supervisors Governing Rules of the County Board

Role of a County Board Member

Service as a Board Member is an honor and a trust requiring the holder to serve the public through use of judgement for the benefit of the public. A Board Member is sworn to uphold the Constitution of the United States of America and the State of Wisconsin. A Board Member is responsible to impartially carryout the laws of our nation, our state, and the county.

County Board Members come from society at large. It is probable that Board Members will hold different views, have different perspectives and see things differently. However, it is not these individual traits that must prevail. It is the collective action of the Board that must prevail. Board Members are required to courteously work together for the public good of the whole county.

Board Members are expected to individually contribute to a collaborative effort to set the county's mission and advance the county's priorities. Examples of such activity include:

1. Participating in the process of debate and voting on proposed ordinances, resolutions and motions at the county board and committee meetings.
2. Serving on one or more standing committee(s) or other committee(s), boards and commissions
3. Spending the time needed to understand the issues that come before the board and their committees by preparing for such discussion in advance of the meetings.
4. Setting policy for the county, accepting that the County Administrator and county employees are responsible to carry out the policy. As such, a board member should not interfere with the County Administrator's duties to oversee the daily operations of the county.
5. Being responsive to the issues raised by their constituents.
6. Conducting themselves so that all aspects of their public life reflect positively on the board and its members.
7. Avoiding the appearance of a conflict of interest, bring to the Ethics Board attention any potential conflict.

Rule 1: Board Members

1. The County Board shall consist of fifteen (15) board districts.
2. Board Members shall serve a two year term beginning and expiring at the convening of the organizational meeting on the third Tuesday in April in the even numbered years.
3. If a vacancy occurs on the Board, the Chair shall appoint a person who is a qualified elector and resident of the board district to fill the vacancy subject to confirmation by majority vote of those members voting. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the Board orders a special election to fill the vacancy, in which case the person appointed shall serve until their successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term.
4. The Chair and Vice Chair may be removed by a majority vote of those members voting.

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April in even numbered years.
3. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
4. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within 48 hours from the delivery of the request.
5. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
6. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
7. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
8. A majority of Board Members who are entitled to a seat shall constitute a quorum.

Rule 3: Organizational Meeting

1. At its Organizational Meeting the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.
3. If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated shall be voted for. A person receiving

- a majority of votes cast on the primary ballot shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.
 5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.
 6. The Chair will be an exofficio member of all committees of the County Board.
 7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.
 8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.
 9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

Rule 5: Order of Business

1. Organizational Meeting
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson and Vice Chairperson
 - Adoption of Rules of Order
 - Election of members of the committee which has jurisdiction over the Highway Department
 - Follow order of business as established for other meetings

2. Other meetings

- Call to order
- Roll call by County Clerk
- Pledge of allegiance
- Certification of compliance with the open meetings law
- Approval of agenda
- Approval of minutes of last meeting
- Public comment See Rule 8
- Presentations when appropriate
- Public hearing when needed
- Committee reports, resolutions and ordinances
- Election and appointments as needed
- Correspondence, reports from conferences and meetings, other matters for discussion
- Adjourn

Rule 6: Resolutions and Ordinances

1. All resolutions or ordinances must be in writing.
2. Resolutions or ordinances sponsored by committees, or by at least two Board Members, shall be delivered to the County Administrator 6 calendar days before the Board meeting.
3. Resolutions or ordinances sponsored by at least two Board Members and not previously considered by a committee of the Board shall, without motion to adopt or discussion, be referred by the Chair to the appropriate committee. This rule may be waived by a two-third vote of those members voting. Before the board can waive this rule it must be clearly established that an emergency exists or that immediate action is absolutely necessary and no reason exists for allowing the resolution or ordinance to be considered by a committee of the Board.
4. Any resolution or ordinance presented for consideration must bear the signature of the Members offering the resolution or ordinance, or if being presented by a committee, the signatures of those committee members approving the resolution or ordinance.

Rule 7 Voting and Procedure

1. Unless provided for elsewhere, Robert's Rules of Order shall govern the procedures of the Board.
2. When a Board Member wishes to speak, they will raise their hand to address the Chair and be recognized. When two or more Members raise their hand at once, the Chair shall designate the Member who is to speak first. In all cases, a Member who raises their hand first shall speak first after being recognized by the Chair. Members speaking to the Board shall confine their remarks to the subject at hand and shall not deal in personalities. When called to order, the Member speaking will not proceed further without express permission of the Chair.
3. Any unanimous vote shall be considered and recorded as an affirmative unanimous roll call vote when so directed by the Chair.
4. Any Board Member can request a roll call vote. Whenever there is a roll call vote, the County Clerk shall call the roll by name. The County Clerk shall take roll call votes in rotating fashion.
5. No vote shall be taken on any orally presented motion or amendment to a resolution or ordinance until the County Clerk has written it out in full and read it back to the Board.

6. When a motion is made and seconded, it shall be stated by the Chair or designee prior to debate (except for motions to adjourn, postpone, table or commit). Thereafter, it is in the possession of the Board for debate. If agreed to by all the sponsors, the motion may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered into the minutes.
7. Each Board Member will be allotted two opportunities to speak on an action being discussed by the Board.
8. If a motion before the Board contains several points, any Member may have it divided so that each point may be voted upon separately.
9. Any Member wanting to terminate the debate may call for the previous question ("call the question"). The Chair will ask if there is an objection to closing debate. If a Member objects to calling the question, the Chair may call for a motion to end debate. If the motion is made a seconded, the Chair should immediately call for a vote on the motion to close debate. Such a motion requires a two-thirds vote of Members attending to pass.
10. Once debate on a motion has begun, no other motions are permitted except the following, all of which need a second:

	<u>Debatable</u>	<u>Votes to Pass</u>
To adjourn	No	Majority
To table	No	Majority
Call the question	No	2/3rds
Postpone to certain day	Yes	Majority
To refer to a committee	Yes	Majority
To amend	Yes	Majority
To postpone indefinitely	Yes	Majority
To consider	Yes	Majority

Majority shall mean the majority of those voting.

Two-thirds shall mean two-thirds of members voting.

See appendix A for a more complete list of resolutions requiring a supermajority vote of the Board.

11. A motion to adjourn or to table does not authorize a Member to move for adjournment or to table when another Member has the floor or when the Board is voting.
12. All motions amending or changing the current year budget as approved by the Board shall clearly state the reason for the amendment or change, the dollar amounts involved and the source of funding. Such motions require a two-thirds vote of the board membership to pass (10). Voting shall be by roll call.
13. It is in order for a Member who voted on the prevailing side, or a member excused from the previous board meeting, to move for reconsideration of the vote on any question in the same or next regular meeting of the Board.
14. If the Chair is participating in debate, the Chair shall upon the request of any Member, relinquish the gavel to the Vice Chair who shall not participate in the debate.
15. Other than election of Board officers, all votes will be public by voice (ayes and nays), show of hands, or paper if the Board Members name is on the ballot.
16. All Members are required to vote unless there is a conflict or excused by the Chair.
17. A Member with a conflict of interest shall not vote, and prior to the matter being debated, seek authority from the Chair to abstain. It is the State Attorney General's opinion that such Member should leave the Board room during debate and voting.

Rule 8: Public Participation in Board Meetings

The public is encouraged to attend Board meetings and participate in its proceedings. Such participation must be balanced with the orderly and efficient proceeding to the Board meetings. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda or at the time of consideration for items on the agenda.

Those wishing to speak will sign up before the Board meeting indicating their name and topic they wish to address. They will be recognized by the Chair at the appropriate time. Once recognized, the person wishing to speak will approach the podium and state their name and subject upon which they will speak. The time allocated to any person addressing the board will be 3 minutes or less at the discretion of the Chair, with all public comment limited to a maximum of 30 minutes.

Rule 10: Suspension of the Rules

These rules may be amended by resolution at any regular session of the Board by a two-thirds vote of those Members voting.

Sawyer County Board of Supervisors Board Compensation

Section A: Per Diem

1. Board Member shall receive a per diem of \$50 per meeting plus an additional \$15 for any meeting exceeding four hours in length for each hour thereafter up to a maximum of \$110 per meeting. The per diem will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair. Committee meetings are defined as:
 - a. All Board and County Board committee meetings.
 - b. Meetings of other entities or committees to which the board member has been appointed.
 - c. Formally schedule meetings such as the interviewing candidates to fill an open position or to provide guidance.
2. Board Member shall receive a per diem of \$50 per meeting plus an additional \$15 for any meeting exceeding four hours in length for each hour thereafter up to a maximum of \$110 per meeting to attend conventions and training sessions where the attendance has been approved by the Chair, standing committee of the Board, or requested to attend the meeting by the Chair.
3. Travel time is not counted as meeting time except to attend the Wisconsin Counties Convention, other conventions and training sessions that involves a significant commute. Per diem will be calculated as in Section A 1. Above.

Section B: Mileage and Other Travel Expenses

A Board Member may charge mileage for travel to drive from their homes to any meeting, convention or training session for which they are eligible to receive a per diem. The mileage rate will be the same as that paid to county employees who drive their own car when no county car is available. When traveling to events involving a significant commute, board members are encouraged to car pool.

All other travel related expenses will be reimbursed according to what is set forth in the Personnel – Administrative Manual.

Section D: Board Chairman Compensation

The Chair shall be paid \$7200 per year plus a per diem as described in Section A 1. for attending the board meeting. The Chair is entitled to mileage to attend any meeting as described in Section B.

Section E: Change in Board Compensation

Wisconsin State Statutes Section 59.10 (3)(f) provides that the County Board at its Annual Meeting may, with a two-thirds vote of all members, fix the per diem of the Board Members to be next elected.

Sawyer County Board of Supervisors Committees, Boards and Commissions

Part I Standing and Ad hoc Committees of the Board

Section A: General Rules for All Committees

1. At its first meeting, a committee shall elect a chair and a vice chair. Following nominations, which need not be seconded each nominee may address the committee for three minutes. Secret ballots will be used to elect the committee chair and vice chair by separate votes on each. Only persons nominated may be voted for. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
2. When approved by the County Clerk, the committee may appoint a recording secretary. The recording secretary shall submit all agendas, minutes, and other records of all committee meetings to the County Clerk.
3. The committee chair, or in their absence, the vice chair shall call the meeting to order and preside over the meeting following the order of business as prescribed in Board Rule 5.
4. If the office of committee chair is vacated a new committee chair and vice chair will be elected as in item 1 above.
5. Board Rule 7 shall apply to committee meetings.
6. No board member may serve on more than three standing committees.

7. Option 1. No board member may serve more than five consecutive terms (10 years) as a chair of a standing committee of the board. Option 2. No term limits. Option 3. No Board Member may serve more than five consecutive terms (10 years) as chair of a standing committee of the board except for any committee chair who prior to the adoption of this Policy and Procedure manual has served five or more terms and is reelected to be committee chair.
8. Exofficio members are excluded from the quorum count, unless a quorum would not otherwise be present, in which case exofficio members or other County Board Members shall be deemed regular members.
9. Each committee shall approve goals and objectives for all programs and activities of the departments the committee oversees.
10. After approval by the Chair as to purpose and members, each committee may create ad hoc subcommittees.
11. The committee chair working with the County Administrator will be responsible for the preparation of the written agenda. The agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the committee members at least five calendar days before the scheduled meeting. In rare instances it may be necessary to add items to the committee agenda subsequent to the agenda being distributed. In such case, the documentation concerning that agenda item will be distributed to committee members as soon as possible.
12. The County Clerk is responsible for publishing committee agendas and proceedings in compliance with the open meeting policy.
13. Board Members not on the committee will be considered as part of the public and have the right to speak when called on by the committee chair. If the Board Member is attending at the invitation of the committee chair, they may participate in the discussion on the relative agenda item.
14. Each committee shall act on all resolutions and ordinances which come before it that affect any department or agency that reports to it.
15. Resolution and ordinances presented for consideration at any meeting must be in writing. If approved by the committee, to be forwarded to the County Board they should bear the signatures of committee members voting for the resolution or ordinance.
16. Approved resolutions and ordinances must be forward to the County Administrator within two days of the committee meeting.
17. The chair of each committee shall present that committee's resolutions and ordinances to the Board.
18. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda, or at the time of consideration for items on the agenda. The committee chair will call on the member of the public at the appropriate time. The committee chair has the discretion to limit the amount of time each person may speak and the total amount of time devoted to public comment.

Section B: Standing Committees

1. Except for Health and Human Services and Public Safety standing committees, Members shall be appointed for two-year terms by the Chair after spring election, and prior to the May meeting. The Chair's appointment shall be confirmed by a majority of the Board voting. The standing committees are:
 - a. Administration consisting of five appointed members two of which will be the Chair and Vice Chair.
 - b. Public Safety/Court System consisting of five appointed members.
 - c. Zoning, Forestry, Land Records, Survey and Register of Deeds consisting of five appointed members.
 - d. Health and Human Services Board consisting of nine members, five of which will be County Board Members, shall be appointed by the County Administrator with confirmation by the majority of the Board voting. See the Health and Human Services Board section for more details about board selection and board terms.
 - e. Public Works consisting of five appointed members.
 - f. Economic Development/UW-Extension Committee consisting of five appointed members.
 - g. Zoning Committee consisting of five appointed members.

Roles and responsibilities of the standing committees are as follows

This section will be drafted by the standing committees and approved by the majority of board members voting

Section C Ad Hoc Committees

The Chair will recommend creation of an ad hoc committee and shall appoint members of that committee with the approval of the majority of those board members voting. Prior to voting, the purpose of the ad hoc committee will be clearly stated. Once that purpose has been accomplished, the committee will automatically disband.

Part II Boards, Commission and other Committees

Section A: Other Boards and Commissions

County board members and/or other members where indicated will be appointed by the County Administrator, confirmed by a majority of the board members voting to the following committees and boards:

- Zoning Board of Appeals - no board members
- Sawyer Co. /LCO Transit - three appointed board members
- Hayward Lakes Visitor/Convention Bureau - one appointed board member
- Sawyer County Housing Authority Commission - two board members. By State Statute all members appointed to the commission must be approved by the County Board
- District Solid Waste - one appointed board member (this entity is inactive)
- Community Care of Central Wisconsin - one appointed member from either Sawyer or Rusk Counties

Senior Resource Center (Aging unit) – two appointed board members
Sawyer Co. Fair - one appointed board member
NW Wisconsin CEP - one appointed board member
American Birkebeiner Foundation - one appointed board member
Indianhead Community Action Program - one appointed board member
Northwest Regional Planning Commission - one appointed board member with another as alternate
Weiss Community Library Board - one appointed board member
Winter Library Board - one appointed board member
LCO Library - one appointed board member
Northern Waters Library Service - one appointed board member
Northern Regional Trail Advisory Committee - one appointed board member
Local Emergency Planning Committee - one appointed board member
Aging and Disability Resource Center of the North - one appointed board member
Ethics Board – three appointed board members and two Sawyer County citizens

Sawyer County Board Open/Closed Meetings

Section A: Policy

It is the policy of the Sawyer County that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with conduct of county affairs and the transaction of county business. All meetings of the Board, committees, boards and commissions shall be held in public buildings or any place accessible to members of the public and shall be “open sessions” as provided by s. 19.83, Wis. Stats. To that end:

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law. Every meeting shall be preceded by a public notice. Discussion shall be held and action shall be initiated, deliberated upon and acted upon only in open session.
2. Every public notice of a meeting of board meeting, standing or ad hoc committees shall set forth the time, date, place and subject matter of the meeting, including the intended consideration at any contemplated closed session. The notice must be in enough detail so that it is reasonably clear to members of the public and the news media the business to be transacted. Public notice of every meeting shall be given at least 24 hours prior to commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorted notice can be given, but no less than 2 hours prior to the meeting.

Section B: Closed Session

The County Board or any committees, upon motion duly made and carried by roll call vote may convene in closed session. This motion may not be adopted unless the Chair announces to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption by which such closed session is claimed. Such announcement will be recorded in the minutes. No business may be taken up at any closed session except that which relates to matters germane to the closed session. If the agenda does not give notice of a closed session a member who believes that the agenda item under discussion in an open session should be discussed in closed session may make a

motion to convene in closed session. The Chair will state which, if any, non-board members may attend a closed session.

A closed session may be held for any of the following purposes:

1. Deliberating after any judicial or quasi-judicial trial or hearing.
2. Considering dismissal, demotion, licensing, or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion.
3. Considering employment, promotion, and compensation or performance evaluation of any county employee.
4. Considering strategy for crime detection or prevention.
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session.
6. Considering financial, medical, social or personal histories or disciplinary action of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such person.
7. Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation.
8. Consideration of requests for confidential written advice from the government accountability board or from any county or municipal ethics board.

If the Board or committee intends to meet in open session after a closed session, the public notice must indicate this intent. If not, the Board or committee cannot convene within 12 hours of recess of the closed session.

No member of the county board shall be excluded from any closed session of the County Board or any standing committee of the Board. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include censure and payment of damages the Board suffers by reason the unlawful breach of secrecy.

The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board, or commission involved until such time as the purpose necessitating such closed session no longer exists.

Sawyer County Board of Supervisors Code of Ethics

It is in the best interests of the members of the Sawyer County Board of Supervisors to be aware of and properly disclose all conflicts of interests and appearance of conflict of interests. Such action will improve the standards of public service. Such action will straighten the faith and confidence of the citizens of Sawyer County in their county board members.

Wisconsin State Statute Section 946.13 sets forth conduct which is deemed unlawful. This code is not a criminal code. This code covers acts which may not be illegal but which might cast doubt on the integrity of the Board and on County Board Members.

Generally a conflict of interest may occur if:

1. The Board Member or any member of their family may receive a financial or other significant benefit as a result of their position on the county board.
2. The Board Member has the ability to influence a decision for personal gain or advantage.
3. The Board Member has a financial or other significant interest which impairs or might appear to impair the individual's independence in the discharge of their responsibilities as a Board Member.

Although each circumstance will be different, some examples of conflict of interests include:

1. Self-benefit. Using your position or relationship as a board member to promote your own interests or those of your family.
2. Influence peddling. Soliciting or receiving benefits for yourself or your family from outside entities in exchange for using your influence to advance the interests of that entity within the County operations.
3. Other business relationships and dealings. Voting for purchases or contracts with entities in which you or your family have a significant financial or other interest or relationship.
4. Outside commitments. Participating in social or political activities is not restricted as long as you participate as an individual or as requested by the Chair or board.
5. Use of Sawyer County property for personal advantage. Using or taking Sawyer County resources, including facilities, equipment, personnel and supplies for private use or other unauthorized use
6. Recording or reporting false information. Misrepresenting, withholding or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes in order to derive personal benefit
7. Using inside information. Using information obtained as a board member to promote your own interests or those of your family
8. Closed session proceedings. Disclosing information discussed in closed sessions to others not part of the closed session.

Real or potential conflicts of interest should be disclosed to the Ethics Board. When deciding what kind of relationships should be disclosed consider the situation from the perspective of an outsider and whether the relationship is of such a nature that it could raise an allegation of an apparent or actual

conflict of interest. When making the decision about disclosure, err on the side of transparency. This will alleviate or avoid future misunderstandings.

Any county board member having a conflict of interest in any matter before the board should disclose that conflict and refrain from voting. Any Board Member who has reason to believe that the vote of another Board Member would be a conflict of interest shall request that board member to abstain from voting.

The recourse of the Board Member requested to abstain from voting is to request a ruling from the Chair. Any Board Member dissatisfied with the Chair's decision has the right to apply for a hearing before the Ethics Board.

Each Board Member will be required to annually sign a Conflict of Interest Statement. Each Board Member is required to disclose to the Ethics Board real or perceived conflicts that arise after the Conflict of Interest Statement is submitted.

The Ethics Board will be appointed by the County Administrator with confirmation by a majority of Board Members voting.

Since the Ethics Board deliberations deal with personnel matters, the Ethic Committee shall deliberate in closed session. All deliberations of the Ethics Board will be documented. This documentation and the Conflict of Interest Statements are open for inspection by any Board Member on the condition items contained therein will not be disclosed to any person not on the Board.

Each year, all Board Members will be required to sign a Conflict of Interest Statement similar to Appendix B..

Appendix A



Supermajority Votes of the County Board

In most cases, adoption of a motion on the floor of the county board requires a simple majority vote, i.e. more than half. From time to time, though, state statutes and parliamentary authorities subject the county board to a higher threshold. Rather than a simple majority, these motions require at least a two-thirds (2/3) vote or even a three-fourths (3/4) vote for approval.

The following tables list the actions requiring a supermajority vote. There is no attempt to describe any procedures that need to be followed prior to these actions being taken. It often takes more than simply adopting a motion at a county board meeting for board action to be legal. For example, while it is true that the vote requirement for removing certain county officers is two-thirds, the board would first need to comply with section 17.16 of the Wisconsin statutes which contains the procedures that must be followed.

Note: Counties with a population exceeding 500,000 are subject to special rules not included in the first table.

Motion before the County Board	Statute	Vote Required
Removal from office of the county clerk, county treasurer, county surveyor, or county board supervisor	17.09(1)	Not less than 2/3 of all supervisors entitled to a seat on the county board.
Removal from office of county officers appointed by the county board.	17.10(2)	Not less than 2/3 of the supervisors entitled to seats on the county board.
Make application to withdraw land from county forest program Also, if application is denied county board may appeal to a review committee. And, if application is approved, county board must approve resolution to withdraw the land.	28.11(11)(a)1 28.11(11)(a)4 28.11(11)(a)6	Not less than 2/3 of county board membership. Not less than 2/3 of county board membership. Not less than 2/3 of county board membership.
Financing harbor improvements. ...assume the obligation of paying the principal and interest of such evidences of indebtedness as are then outstanding.	30.34(3)(b)	Not less than 2/3 of county board membership.
Withdrawal from a public library system.	43.18(1)(am)	Not less than 2/3 of county board membership.
Removal for misconduct or neglect of a trustee of a county institution.	46.18(3)	Not less than 2/3 of county board membership.
Removal of a county social services board member appointed by the county board.	46.22(1m)(c)2	Not less than 2/3 of county board membership.
Removal of a member of a county human services board.	46.23(4)(c)1	Not less than 2/3 of county board membership.

Motion before the County Board	Statute	Vote Required
Removal of a member of a county community programs board.	51.42(4)(a)1.a	Not less than 2/3 of county board membership.
Removal of a member of a county developmental disabilities services board.	51.437(7)(a)1	Not less than 2/3 of appointing authority.
Fix the compensation of the board members to be next elected.	59.10(3)(f)	Not less than 2/3 of county board membership.
Override a veto of the county executive.	59.17(6)	Not less than 2/3 of the members-elect of the board.
Discontinue furnishing abstracts.	59.44(5)	Not less than 2/3 of county board membership.
Purchase membership in an association of county boards.	59.52(22)	Not less than 2/3 vote.
Authorization to take certain actions related to public transit in counties.	59.58(3)(i)	Not less than 2/3 vote of county board membership
Amending a zoning ordinance in an airport affected area.	59.69(5)(e)5m	Not less than 2/3 of the members of the board present and voting.
Removal of a member of a solid waste management board.	59.70(2)	Not less than 2/3 vote of the appointing authority.
Changes or amendments to a previously adopted budget.	65.90(5)(a)	Not less than 2/3 of county board membership.
Withdrawal from a regional planning commission.	66.0309(16)	Not less than 2/3 vote of the members elect.
Authorization to expend in excess of funds available or appropriated.	66.0607(7)	Not less than 2/3 of county board membership.
Relief from conditions of gifts and dedications.	66.1025(1)	Not less than 2/3 vote of the members elect.
Declaration as premier resort area.	66.1113(2)(a)	Not less than 2/3 of the members of the county board who are present when the vote is taken.
Motions requiring a 3/4s vote		
Change in restricted use of land.	27.065(15)	Not less than 3/4 of the county board.
Financing harbor improvements through bonds or notes.	30.35(1)	Not less than 3/4 of the county board.
Amendment or repeal of previously adopted ordinance related to fixing the number of deputy sheriffs and their salaries	59.26(8)(d)	Not less than 3/4 of the members elect.
Bypassing bidding requirements for certain public works projects done directly by the county.	59.52(29)(a)	Not less than 3/4 of the county board.
When protest filed against a proposed zoning ordinance amendment.	59.69(5)(e)5g	Not less than 3/4 of the members present and voting.
One of the ways that a county can meet the conditions to issue debt	67.045(1)(f)	Not less than 3/4 of the members elect

This table includes some of the common motions under Robert's Rules of order, Newly Revised that require more than a majority for approval.

Motion before the County Board	Robert's Rules of Order	Vote Required
Limit or extend the limits of debate on a pending question	Chapter 15	2/3 of members voting
Limit or extend the limits of debate for the duration of the meeting.	Chapter 15	2/3 of members voting
Objection to consideration of a question	Chapter 26	2/3 of members voting
Previous question (end debate and vote on the pending question)	Chapter 16	2/3 of members voting
Suspend the rules	Chapter 25	2/3 of members voting

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