



# Vilas County Board of Supervisors

330 Court Street • Eagle River, WI 54521  
715-479-3600 • Fax: 715-479-3605 • www.co.vilas.wi.us

Vilas County Board  
Supervisors

Ken Anderson

Alden Bauman

Racquel Zortman-  
Bell

Wallace Beversdorf

Mary Kim Black

Edward Bluthardt, Jr

Gerald Burkett

Rocco Caffarella

Ronald De Bruyne

Steven Doyen

Charles Hayes

Arthur Kunde

Walter Maciag

William Otterpohl

Charles Rayala, Jr.

Carolyn Ritter

Mark M. Rogacki

Kim Simac

Erwin Teichmiller

Walter Wagner

Vernon  
Wiggenhauser

ORGANIZATIONAL MEETING, PURSUANT TO WIS. STAT. § 59.11(1)(c), OF THE VILAS COUNTY BOARD OF SUPERVISORS, 9:00 A.M., TUESDAY, APRIL 15, 2014 IN THE VILAS COUNTY COURTHOUSE CONFERENCE ROOMS, 330 COURT STREET, EAGLE RIVER, WISCONSIN

Public meeting notice requirements were fulfilled by posting a notice of this meeting on bulletin boards located in the Vilas County Courthouse, Olson Memorial Library and Eagle River City Hall. Notice of this meeting was posted to the Vilas County Government website. All media outlets and members of the public requesting notification of this meeting were notified on April 4, 2014 more than twenty-four hours prior to the meeting. **The Chair requests that all cell phones and pagers be silenced for the duration of the meeting.**

## AGENDA

1. Call to Order by the County Clerk – Affirmation of Public Meeting Notice
2. Pledge of Allegiance
3. Roll call
4. Certificate of Membership – read by the County Clerk
5. County Board Supervisors – Administer Oath of Office for the 2014-2016 Term – Hon. Judge Neal Nielsen
6. Res-2014-23 Adoption of Standing Rules & Committee Duties for Vilas County Board of Supervisors
7. Election of a County Board Chairperson by a majority vote  
***The elected County Board Chairperson will preside over the remainder of the meeting***
8. Election of a County Board Vice-Chairperson by a majority vote
9. Election of a County Board 2<sup>nd</sup> Vice-Chairperson by a majority vote
10. Chairperson’s remarks to the newly seated County Board
11. Approval of the agenda to be discussed in any order at the Chair’s discretion
12. Approval of the minutes of the March 25, 2014 meeting
13. Omit public reading of all resolutions and ordinances unless requested
14. Resolutions and ordinances tabled or postponed to a day certain – None
15. Committee reports
16. Open Meeting and Records Retention requirements – Martha Milanowski
17. Introduce and act upon all posted resolutions and ordinances

Res 2014-24 In Honor of Departing Vilas County Supervisors  
Res 2014-25 Aerial Photography of Vilas County Forest  
Res 2014-26 Part-Time Juvenile Intake Worker

Res 2014-27 Budget Amendment – 2013 General Fund Expenditures in Excess of Budget

18. Resolutions and ordinances received after the 10 day deadline, but received in time to properly post to the public – None
19. Chair's Appointments
  - Veterans Service Commission
    - Merton Jenson – re-appoint for a 3 year term beginning June 1, 2014
20. Accept Department Reports
  - Commission on Aging
21. Letters and Communications
22. Next meeting date – Tuesday, May 27, 2014 at 6:30 PM.
23. Authorize payment of mileage and per diem for this meeting
24. Adjournment

**Please note: If you have any special needs, or require special accommodations, please call 715-479-3600 or write to: Vilas County Board of Supervisors, 330 Court Street, Eagle River, WI 54521 or email the Vilas County Clerk at: [daalle@co.vilas.wi.us](mailto:daalle@co.vilas.wi.us)**

This regular Meeting of the Vilas County Board of Supervisors was held in the Vilas County Courthouse conference rooms, 330 Court Street, Eagle River, WI

### **CALL TO ORDER**

Vilas County Board Chairman Stephen Favorite called the assembly to order at 9:00 A.M. and instructed the Clerk to read aloud and insert into the minutes the following notification: Public meeting notice requirements were fulfilled by posting a notice of this meeting on bulletin boards located in the Vilas County Courthouse, Olson Memorial Library and Eagle River City Hall. Notice of this meeting was posted to the Vilas County Government website. All media outlets and members of the public requesting notification of this meeting were notified on March 14, 2014, more than twenty-four hours prior to the meeting. The Clerk requested that all present silence their cell phones and pagers for the duration of the meeting.

### **PLEDGE OF ALLEGIANCE**

The Board Chair asked all in attendance to stand for the Pledge of Allegiance.

### **ROLL CALL**

Roll call found the following members in attendance: Emil Bakka, Alden Bauman, Maynard Bedish, James Behling, Mary Kim Black, Edward Bluthardt, Jr., Ronald De Bruyne, Stephen Favorite, Charles Hayes, Lorin Johnson, Leon Kukanich, Christopher Mayer, Dennis Nielsen, Charles Rayala, Jr., Carolyn Ritter, Mark Rogacki, Ralph Sitzberger, Erv Teichmiller and Linda Thorpe. Sig Hjenvick and Kathleen Rushlow were excused. The Clerk reported 19 Supervisors in attendance, constituting a quorum of the County Board.

### **APPROVAL OF THE AGENDA TO BE DISCUSSED IN ANY ORDER AT THE CHAIR'S DISCRETION**

Motion by A. Bauman, seconded by Rayala to approve the agenda, with the order of discussion to be at the Chair's discretion. All voted aye. Carried.

### **APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2014 MEETING**

Motion by R. Sitzberger, seconded by L. Thorpe to approve the minutes of the February 25, 2014 regular meeting. L. Thorpe pointed out two errors in the minutes, in which the title Vice-Chair was used in place of Chair. The County Clerk will correct those errors in the official copy. All voted aye. Carried.

### **OMIT PUBLIC READING OF ALL RESOLUTIONS AND ORDINANCES UNLESS REQUESTED**

Motion by D. Nielsen, seconded by C. Ritter to omit the reading of all resolutions and ordinances by the Clerk, unless requested from the floor. All voted aye. Carried.

### **RESOLUTIONS TABLED OR POSTPONED TO A DAY CERTAIN – None**

### **RESOLUTIONS AND ORDINANCES RECEIVED AFTER THE 10 DAY DEADLINE, BUT RECEIVED IN TIME TO PROPERLY POST TO THE PUBLIC – 1 RESOLUTION**

Motion by C. Rayala, seconded by M. Black to permit the late resolution to be placed before the Board for possible action. All voted aye. Carried.

**2013 MUSKY MARATHON AWARDS PRESENTATION**

This presentation began at 9:06 A.M. and was led by Tourism & Publicity Department staff member Janet Christianson. The program included an audio/video production and the presentation of awards to those folks catching and releasing the largest muskies in each category. Over the past 50 years, Musky Marathon contestants have caught and released over 52,000 muskies.

**LiDAR DEMO – BARB GIBSON**

This presentation began at 9:19 A.M. Mapping Department Manager Barb Gibson introduced county G.I.S Analyst Adam Grassl, who led the Board through a video demonstration of the county's digital mapping capabilities. Digital mapping has been greatly enhanced due to the data gathered as a result of LiDAR (Light Detection And Ranging) overflights conducted in Vilas County. Each Mapping Department staff member answered questions submitted by the Board. Their presentation ended at 9:41 A.M.

**COMMITTEE REPORTS**

**Human Services Board:** E. Teichmiller reported on the Human Services Board's \$230,000 budget deficit. He reported that this deficit is due to the increased number of court ordered mental health placements. C. Rayala reported that local courts are being asked to consider less costly placement options.

**Public Property Committee:** J. Behling reported that the committee took action to authorize the submittal of an offer to purchase real estate located in the Town of Arbor Vitae. The property would be utilized as the Sheriff's Dept. evidence garage.

**Personnel Committee:** J. Behling announced the resignation of Human Resources Manager Janna Kahl. He enumerated the many human resource related accomplishments realized during her tenure. He announced that the HR vacancy was advertised for and advised that the position may be filled prior to the month of June.

**UW Extension Committee:** D. Nielsen called attention to the UW Extension brochure provided to each Board member. The brochure highlights the services offered by each Extension Dept. staff member.

**Finance & Budget Committee:** C. Mayer called attention to a report provided to each member, listing the county purpose tax rate for each Wisconsin county. Vilas County ranked second lowest in county purpose tax rates state-wide for 2013, with a county mill rate of \$2.06 per M of taxable valuation. He also reported that the General Fund balance topped \$7.5 million.

**Commission on Aging/ADRC Committee:** E. Teichmiller recognized the members of the former ADRC Study Committee and thanked them for their efforts. He reported a continued increase in public demand for ADRC services, resulting in the hiring of a third part-time Benefit Specialist. No County levy funds are utilized to provide ADRC services.

**Snowmobile Safety Committee:** R. Sitzberger attributed the reduction in snowmobile accidents and related fatalities in Vilas County to snowmobile safety programs endorsed by the committee.

**Northwoods Rail Transit Commission:** R. Sitzberger announced that the Canadian National Railway would participate in efforts to obtain federal grant funds. Grant funds would be utilized within the region to improve rail transportation.

**ALL RESOLUTIONS AND ORDINANCES, IN THEIR ENTIRETY, ARE ON FILE IN THE COUNTY CLERK'S OFFICE.**

Resolutions and Ordinances are posted in the order in which they were acted upon.

**RESOLUTION 2014 – 14**

**Re: Designating Public Depository and Authorization for Withdrawal of County Funds**

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of March, 2014 that the following banking institutions qualify as public depositories under Section 34.09 of the Wisconsin Statutes, and shall be and are hereby designated, until further action, as public depositories for all public monies coming into the hands of the Treasurer of Vilas County, State of Wisconsin:

Associated Bank, Green Bay, Wisconsin – Eagle River Location  
FirstMerit Bank, Akron, Ohio – Boulder Junction and Manitowish Waters Locations  
First National Bank, Eagle River, Wisconsin  
Headwater's State Bank, Land O'Lakes, Wisconsin  
LGIP-Local Government Investment Pool, Madison, Wisconsin  
BMO Harris Bank, Chicago, Illinois – Eagle River Location  
Nicolet National Bank, Medford, Wisconsin – Eagle River Location  
Ripco Credit Union, Rhinelander, Wisconsin – Eagle River Location  
People's State Bank, Wausau, Wisconsin – Eagle River Location  
River Valley Bank, Wausau, Wisconsin – Eagle River Location  
U.S. Bank, St. Germain, Wisconsin

**BE IT FURTHER RESOLVED** that withdrawal or disbursement from any one of the above named depositories shall be by order check, as provided in Section 66.0607 of the Wisconsin Statutes; that in accordance therewith all order checks shall be signed by the following persons:

David R. Alleman, Vilas County Clerk  
Jerri Lynn Radtke, Vilas County Treasurer

and shall be so honored.

**BE IT FURTHER RESOLVED** that in lieu of their personal signatures, the following facsimile signatures, which have been adopted by them as below shown:

David R. Alleman (Signature)  
Jerri Lynn Radtke (Signature)

may be affixed on such order checks; that any one of the above-named depositories shall be fully warranted and protected in making payment on any order check bearing such facsimiles notwithstanding that the same may have been placed thereon without the authority of the designated person or persons.

**BE IT FURTHER RESOLVED** that the County may also, pursuant to Wis. Stat. §66.0607(3m), process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods and shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be delivered to each of the above-named depositories, and said depositories may rely on this resolution until changed by lawful resolution and a certified copy of such resolution has been given to the cashier of the respective above-named depositories.

**SUBMITTED BY: Finance & Budget Committee**

s/ Christopher Mayer, Chair

s/ Ed Bluthardt

s/ James Behling

s/ Mary Kim Black

Erv Teichmiller

Motion by E. Teichmiller, seconded by R. De Bruyne to adopt. Discussion. All voted aye. Carried.

**RESOLUTION 2014 – 15**

*As amended by the Vilas County Board*

**Re: 2015 - 2018 Salaries for Certain Vilas County Elected Officials**

**WHEREAS**, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office; and

**WHEREAS**, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law; and

**WHEREAS**, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

**WHEREAS**, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2;

**WHEREAS**, the Personnel Committee has reviewed the current compensation of the Sheriff, Clerk of Circuit Court, and Coroner is recommending an increase for the Sheriff of 8% effective January 1, 2015, and 4% each year effective January 1, 2016, January 1, 2017, and January 1, 2018 in the annual salary (rounded off to the nearest dollar), and is recommending an increase for the Clerk of Court and Coroner of 2.5% each year effective January 1, 2015, January 1, 2016, January 1, 2017 and January 1, 2018 in the annual salary (rounded off to the nearest dollar);

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of March, 2014, that the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, with the combined annual total cost to the County being \$34,405.67:

<u>OFFICIALS</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sheriff	\$66,933.00	\$72,288.00	\$75,179.00	\$78,186.00	\$81,314.00
Clerk of Court	\$49,293.00	\$52,529.00	\$54,367.00	\$55,726.00	\$57,119.00
Coroner	\$8,667.00	\$8,884.00	\$9,106.00	\$9,333.00	\$9,567.00

**BE IT FURTHER RESOLVED** that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law; and

**BE IT FURTHER RESOLVED** that the aforementioned county elected officials are entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.

**BE IT FURTHER RESOLVED** that the elected officials listed above shall be subject to the provision of the fringe benefit programs as set forth in the County Employee Handbook,

except as otherwise required by State Law.

**BE IT FURTHER RESOLVED** that any resolutions, ordinances or policies that in are in conflict with this resolution are hereby rescinded and repealed to the extent that the conflict exists.

**SUBMITTED BY: Personnel Committee**

s/ James Behling

Chuck Hayes

s/ Edward Bluthardt, Jr.

Ron De Bruyne

s/ Lorin Johnson

Motion by S. Hjemvick, seconded by R. Sitzberger to adopt. Discussion. Motion by E. Bluthardt, seconded by L. Thorpe to amend the resolution at Line #30 as follows:

~~\$50,525.00~~ \$52,529.00 ~~\$51,788.00~~ \$54,367.00 ~~\$53,083.00~~ \$55,726.00 ~~\$54,510.00~~ \$57,119.00

and to also amend Line # 26 as follows:

...be as follows, with the combined annual total cost to the County being ~~\$24,570.67~~ \$34,405.67

Discussion. A roll call vote on the amendment returned the following results. 16 voted aye on the amendment: E. Bakka, A. Bauman, J. Behling, M. Black, E. Bluthardt, R. De Bruyne, C. Hayes, L. Johnson, L. Kukanich, C. Mayer, D. Nielsen, C. Rayala, C. Ritter, E. Teichmiller, L. Thorpe and Stephen Favorite. 3 voted no: M. Bedish, M. Rogacki and R. Sitzberger. Amendment carried. Discussion. 16 voted aye on the resolution as amended. 3 voted no: M. Bedish, M. Rogacki and R. Sitzberger. Carried.

#### **RESOLUTION 2014 - 16**

**Re: Pilch & Barnet, Inc. Contract Conversion from One Year to Three Year**

**WHEREAS**, Pilch & Barnet, Inc, a marketing and public relations firm of Madison, Wisconsin, is currently under contract with the Vilas County Tourism and Publicity Committee for the period January 1 through December 31, 2014; and

**WHEREAS**, these professional services are currently renewable on an annual basis; and

**WHEREAS**, professional services provided by the advertising agency results in the placement of over \$100,000 of Vilas County Tourism advertisements in media, including print, radio, television and Internet; and

**WHEREAS**, the current contract with the advertising agency provides for, among other things, marketing and ad placement services on a monthly retainer basis; and

**WHEREAS**, in an effort to reduce costs, the Tourism & Publicity Committee requested Pilch & Barnet to consider a multi-year contract in replacement of the current annually renewed contract; and

**WHEREAS**, Pilch and Barnet has presented a three (3) year contract (a copy of which is attached hereto) to provide professional services, including among other things, marketing and ad placement services on a monthly retainer basis; and

**WHEREAS**, the difference between the current one (1) year contract monthly retainer fee of \$2,000 and the proposed three (3) year contract monthly retainer fee of \$1,800 is \$200 per month for an annual cost savings of \$2,400; and

**WHEREAS**, upon approval by the Vilas County Board of Supervisors, the Tourism and Publicity Committee desires to enter into said three (3) year contract with the option to extend or renew.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of March, 2014 that the Tourism & Publicity Committee be authorized to

enter into a three (3) year contract for professional services with Pilch & Barnet, Inc. of Madison, Wisconsin, which shall begin January 2014 and continue for a thirty-six (36) month period for a total monthly service fee of \$1,800 per month as provided in the Contract which is attached hereto.

**BE IT FURTHER RESOLVED** that the Vilas County Tourism & Publicity Committee, or its successor, acting by and through its Committee Chairperson, is hereby authorized to enter into subsequent renewals or extensions of the contract with Pilch & Barnet, without further Board approval, as long as costs for professional services and ad placements do not exceed the amount budgeted in the Tourism & Publicity line item, County Promotional Expense 100.32.55625.0326.

**SUBMITTED BY: Tourism & Publicity Committee**

s/ Linda Thorpe, Chair

s/ Emil Bakka

Ron De Bruyne

s/ Leon Kukanich

Mark Rogacki

Motion by L. Thorpe, seconded by R. De Bruyne to adopt. Discussion. All voted aye. Carried.

A. Bauman excused himself and left the meeting at 10:33 A.M. 18 Supervisors remained in attendance.

**RESOLUTION 2014 - 17**

**Re: Vilas County Forest Land Acquisition – Town of Conover**

**WHEREAS**, Resolution No. 2013-86 authorized the Forestry, Recreation & Land Committee to act on behalf of Vilas County to submit an application to the State of Wisconsin for the purpose of obtaining a Knowles-Nelson Stewardship Grant to acquire 3 parcels of land for the purpose of establishing County Forest Land pursuant to §28.10, Wis. Stats.; and

**WHEREAS**, The Forestry, Recreation & Land Committee subsequently decided to apply for and received a Knowles-Nelson Stewardship Grant for the acquisition of a parcel described as follows: NWNW Sec. 34, T.42N. – R.10E., Twp of Conover, 40 acres; and

**WHEREAS**, The Town of Conover Board, at their 5 December 2013 meeting, moved to support the acquisition of the above-described parcel; and

**WHEREAS**, Vilas County has been awarded the Knowles-Nelson Stewardship Grant providing 50% of the appraised value of \$95,100 plus associated administrative costs for the acquisition of the above-described parcel, and

**WHEREAS**, the negotiated price of the above-described parcel is \$95,100.00; and

**WHEREAS**, Vilas County's share of the cost of acquisition of the above-described parcels is \$47,550.00 and shall be disbursed from the Segregated Land Account 250.50.51560.0599.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25th day of March, 2014 that the Forestry, Recreation & Land Committee is authorized to proceed with the acquisition of the above-described land parcel and take all necessary action to complete said acquisition.

**BE IT FURTHER RESOLVED** that the cost to Vilas County to acquire the above described land parcel will not exceed \$47,550.00 and said funds are to be disbursed from the Segregated Land Account 250.50.51560.0599.

**SUBMITTED BY: Forestry, Recreation & Land Committee**

s/ Ralph J. Sitzberger, Chair

Sig Hjenvick

s/ Leon Kukanich

s/ Charles Rayala, Jr.

Maynard Bedish

Motion by R. Sitzberger, seconded by C. Rayala to adopt. Discussion. 17 voted aye. 1 voted no: R. De Bruyne Carried.

**RESOLUTION 2014 - 18**

**Re: Wisconsin Department of Transportation Highly Visible Enforcement Grant**

**WHEREAS**, the Wisconsin Department of Transportation (DOT) has notified the Sheriff that Vilas County is authorized to participate in the Highly Visible Enforcement (HVE) Click-it or Ticket Enforcement Program during the 2014 DOT fiscal year; and

**WHEREAS**, In 2012, 52% of persons killed and 24% of persons sustaining incapacitating injuries in Wisconsin crashes were NOT wearing safety belts. Many of these people were ejected from their vehicle. Statewide safety belt use was 79.9% in 2012, however Wisconsin safety belt use still remains about six percentage points lower than the national average. It has been estimated that safety belt use by motor vehicle occupants in Wisconsin prevents more than 200 traffic related fatalities and more than 8,000 serious injuries annually. (Data is preliminary); and

**WHEREAS**, The DOT is now using meteorological seasons (Spring, Summer, Fall, Winter.); and

**WHEREAS**, The DOT has targeted Vilas County for the seasons of Spring(Quarter 1) March, April and May and Summer(Quarter 2)-June, July, and August, to participate in the HVE Click-it or Ticket Enforcement Program; and

**WHEREAS**, the Vilas County Sheriff may apply for the Click-it or Ticket Enforcement Program. This program reimburses overtime related to enforcement activity of seatbelt related offenses. The Click-it or Ticket program will reimburse up to \$12,000; and

**WHEREAS**, a local match of at least 25% of the grant total is required by National Highway Safety Administration (NHTSA). This includes “soft match” funds. Examples of soft match include: administrative and clerical support and facilities personnel salaries and fringe on a prorated basis; project-related travel not charged to the grant, squad car mileage associated with program activity; existing or newly purchased equipment and/or supplies not being charged to the grant; salaries of back up officers and officer salaries for court time associated with program arrests; and fuel costs associated to the project but whose expenses aren’t eligible for grant funding; and

**WHEREAS**, the Vilas County Law Enforcement and Emergency Management Committee recommends that the 2014 budget be amended to authorize the following increase in revenues and expenditures:

	Line Item Number	Description	Amount
Revenue	100.24.43521	St. Aid/Law Enforcement	\$12,000.00
Expense	100.24.52101.0155	OT – Click-it or Ticket Enforcement	\$12,000.00

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25th day of March, 2014 that the Sheriff’s Office is authorized to apply for the Wisconsin Department of Transportation Highly Visible Enforcement Grant for the 2014 DOT Fiscal year, and 2014 budget is amended by the anticipated additional amount of the funds to be received and spent (\$12,000.00) and the Finance Director is directed to record such information

in the official books of the County for the years ending December 31, 2014.

**BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

**SUBMITTED BY: Law Enforcement and Emergency Management Committee**

s/ Edward Bluthardt, Jr., Chair

s/ Charles Rayala

Ron De Bruyne

s/ Christopher Mayer

s/ James Behling

Motion by E. Bluthardt, seconded by D. Nielsen to adopt. Discussion. All voted aye. Carried.

**RESOLUTION 2014 – 19**

**Re: Homeland Security Exercise Grant Application and Budget Amendment**

**WHEREAS**, Wisconsin Emergency Management has been authorized to make exercise grants available to Vilas County Emergency Management through the Homeland Security Grant Program; and

**WHEREAS**, Wisconsin Emergency Management has allocated \$7,713.00 to Vilas County for the purpose of conducting a series of four School Evacuation and Reunification Tabletop Exercises to be conducted within the Northland Pines School District; and

**WHEREAS**, Vilas County Emergency Management believes that this grant revenue will significantly improve the ability of Vilas County and the Northland Pines School District to conduct an emergency evacuation of students and staff under adverse conditions, and conduct a controlled student/parent reunification process, and recommends that it be authorized to apply for and accept this grant; and

**WHEREAS**, the Vilas County Law Enforcement and Emergency Management Committee recommends that the 2014 budget be amended to allow for the increased revenue and to authorize a corresponding increase in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	100.25.43723	Exercise	\$7,713.00
Expense	100.25.52600.0832	Exercise	\$7,713.00

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25th day of March, 2014 that Vilas County Emergency Management is authorized to apply for the Homeland Security Exercise Grant funds in the amount of \$7,713.00, that the 2014 budget is amended by the amount of the funds received, and the Finance Director is instructed to record such information in the official books of the County for the year ending December 31, 2014.

**BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

**SUBMITTED BY: Law Enforcement and Emergency Management Committee**

s/ Edward Bluthardt, Jr., Chair

Ronald De Bruyne

s/ Charles Rayala, Jr.

s/ Christopher Mayer

s/ James Behling

Motion by E. Bluthardt, seconded by R. De Bruyne to adopt. Discussion. All voted aye. Carried.

**RESOLUTION 2014 – 20**

**Re: Hazardous Materials Emergency Preparedness Planning Sub-Grant Application and Budget Amendment**

**WHEREAS**, the U. S. Department of Transportation acting through Wisconsin Emergency Management makes grant funds available to county Local Emergency Planning Committees (LEPC) through the Hazardous Materials Emergency Preparedness Planning Sub-Grant Program; and

**WHEREAS**, Wisconsin Emergency Management has allocated \$4,100.00 to the Vilas County LEPC for the Vilas County Hazardous Materials Commodity Traffic Flow Study/Training Needs Assessment Project; and

**WHEREAS**, federal studies have shown that the majority of accidental chemical spills and releases do not involve a fixed facility, and therefore, transportation of hazardous materials presents the greatest potential danger to the public in terms of an accidental release; and

**WHEREAS**, the Vilas County LEPC believes that this grant will significantly improve its information identifying the types and quantities of hazardous materials passing through the county; and

**WHEREAS**, the sharing of this information with local emergency response agencies will enable them to ascertain their training and equipment needs based on an identified risk, the Vilas County LEPC recommends that it be authorized to apply for and accept this grant; and

**WHEREAS**, the Vilas County LEPC recommends that the 2014 budget be amended to allow for the increased revenue and to authorize a corresponding increase in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	100.25.43721	HMEP Sub-Planning	\$4,100.00
Expense	100.25.52600.0830	HMEP Sub-Planning	\$4,100.00

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25th day of March, 2014 that the Vilas County LEPC is authorized to apply for the Hazardous Materials Emergency Preparedness Planning Sub-Grant in the amount of \$4,100.00, that the 2014 budget is amended by the amount of the funds received, and the Finance Director is instructed to record such information in the official books of the County for the year ending December 31, 2014.

**BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

**SUBMITTED BY: Local Emergency Planning Committee**

s/ Kathleen Rushlow, Chair

s/ Leon Kukanich

Motion by D. Nielsen, seconded by M. Bedish to adopt. Discussion. All voted aye. Carried.

**General Code of Vilas County**

**ORDINANCE 2014 – 02**

*As amended by the Vilas County Board*

*The full text of this ordinance is on file in the County Clerk's office*

**Re: Chapter 27 Wireless Communications Ordinance**

**WHEREAS**, from time to time it is necessary to update the Vilas County General Code in order to reflect changes which are deemed appropriate to ensure the public health, safety and welfare; and

**WHEREAS**, a public hearing was held on March 6, 2014 at the Vilas County Courthouse at 9:00 AM at which time the public was invited to attend and be heard; and

**WHEREAS**, a Class 2 Notice was made as required by Chapter 985, Wisconsin Statutes and a copy of the notice and proposed changes were mailed by registered mail to all municipal clerks at least 10 days prior to said hearing; and

**WHEREAS**, the Zoning & Planning Committee recommends repealing and re-creating the Vilas County Wireless Communication Ordinance as set forth in the attached document.

**NOW, THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN SESSION THIS 25<sup>TH</sup> DAY OF MARCH, 2014, DOES ORDAIN AS FOLLOWS:**

**Section 1:** The existing Chapter 27 of the Vilas County General Code, Vilas County Wireless Communication Ordinance, is hereby repealed in its entirety and is re-created as set forth in the attached document.

**Section 2:** This ordinance shall take effect upon passage and publication as provided by law.

**Section 3.** If any claims, provisions, or portions of this ordinance are adjudged invalid or unconstitutional by a court of competent jurisdiction, then the remainder of this ordinance shall not be affected thereby.

**SUBMITTED BY: Zoning & Planning Committee**

s/ Christopher Mayer, Chair

Lorin Johnson

s/ Chuck Hayes

Kathleen Rushlow

s/ Ralph Sitzberger

Motion by L. Kukanich, seconded by M. Black to adopt. Discussion. Motion by C. Rayala, seconded by E. Bluthardt to amend the ordinance language under 27.01(2)(b) as follows:

..., as well as serve as an important and effective part of Vilas County's police, fire, ~~and~~ emergency response and Highway Department response network.

All voted aye on the ordinance amendment. Carried. Discussion. The Chair asked for public comment and three individuals in the audience responded.

Steven Doyen – Town of Phelps: The Board needs to move forward with the ordinance.

Marvin Anderson – Town of St. Germain: Favors adoption of the ordinance.

Tom Nitz – Town of Lincoln: Favors re-instituting a Public Comment requirement.

14 voted aye on the ordinance as amended. 4 voted no: J. Behling, R. De Bruyne, M. Rogacki and E. Teichmiller. Carried.

### **RESOLUTION 2014 – 21**

*Zoning fee schedules are on file in the Zoning & Planning Dept. office*

**Re: Vilas County Zoning & Sanitary Fee Schedule Amendments**

**WHEREAS**, the Vilas County Zoning & Planning Committee in accordance with Section 59.69, Wis. Stats. is requesting to amend the Vilas County Zoning & Sanitary Fee Schedule; and

**WHEREAS**, a public hearing was held at the Vilas County Courthouse on March 6, 2014 at which time the public was invited to attend and be heard; and

**WHEREAS**, a Class 2 Notice was made and a copy of the notice and proposed changes were mailed by registered mail to all municipal clerks at least 10 days prior to said hearing; and

**WHEREAS**, the Vilas County Zoning & Planning Committee recommends approval of the proposed changes as indicated on the attached proposed Vilas County Zoning & Sanitary Fee schedule; and

**WHEREAS**, the proposed Vilas County Zoning Fee Schedule will take effect upon the adoption by the Vilas County Board of Supervisors and subsequent publishing as required by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of March, 2014 that the attached changes to the Vilas County Zoning & Sanitary Fee Schedule are hereby approved.

**SUBMITTED BY: Zoning & Planning Committee**

s/ Christopher Mayer, Chair

Lorin Johnson

s/ Chuck Hayes

Kathleen Rushlow

s/ Ralph Sitzberger

E. Bluthardt excused himself temporarily and was not present during deliberation and action regarding this resolution.

Motion by C. Mayer, seconded by L. Johnson to adopt. Discussion. All voted aye. Carried.

### **Zoning Ordinance**

#### **2014 ORD. AMENDMENT – 03A**

*The full text of this ordinance is on file in the Zoning & Planning Dept. office*

**RE: Vilas County Comprehensive Plan Amendment – Land Use Map #7-2; 1419  
Mitterwald Ln, Town of Lac du Flambeau**

**WHEREAS**, Wisconsin Statute §66.1001 authorizes Vilas County to create, enact, and amend its comprehensive plan; and

**WHEREAS**, Wis. Stat. §66.1001(4) sets forth the procedure for amending the comprehensive plan; and

**WHEREAS**, a petition was submitted by Maines & Associates, agent for Richard & Naomi Brueshoff and David & May Huber, and received in the Vilas County Zoning Office on February 7, 2014, to amend the official Vilas County Comprehensive Plan Generalized Future Land Use Map #7-2 on Government Lot 6, Section 26, Town 40 North, Range 4 East, Town of Lac du Flambeau, Vilas County, Wisconsin, from

### **FORESTRY**

### **TO**

### **RESIDENTIAL**

**WHEREAS**, publication of a Class 2 Notice was made as required by Chapter 985, Wisconsin Statutes, and a copy of the notice was mailed by registered mail to the Town Clerk of Lac du Flambeau at least ten days prior to the hearing, proof of which is attached hereto; and

**WHEREAS**, the Vilas County Zoning and Planning Committee held a public hearing as required by Section 66.1001(4) Wisconsin Statutes at the Vilas County Courthouse, Eagle River, Wisconsin on March 6, 2014 at which time the public was invited to attend and be heard; and

**WHEREAS**, the Town of Lac du Flambeau approved a corresponding zoning district amendment on January 15, 2014; and

**WHEREAS**, the Vilas County Zoning and Planning Committee, after hearing public opinion at the public hearing, recommends approval of the petition for comprehensive plan amendment as requested.

**NOW THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN SESSION THIS 25<sup>TH</sup> DAY OF MARCH, 2014 DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1:** Any existing ordinances, codes, resolutions or portions thereof that conflict with this ordinance amendment shall be and are hereby repealed as far as any conflict exists.

**Section 2:** The official Vilas County Comprehensive Plan Generalized Future Land Use Map #7-2 is revised and amended to change the generalized future land use from Forestry to Residential for the following: A property in Government Lot 6, Section 26, Town 40 North, Range 4 East, Town of Lac du Flambeau, Vilas County, Wisconsin, known as Vilas County Computer Parcel Number 10-383.

**Section 3:** This ordinance amendment shall take effect 40 days upon passage, publication and deliverance of certified copies to the Town of Lac du Flambeau unless allowed by law to take effect before that date.

**Section 4:** If any claims, provisions or portions of this ordinance amendment are adjudged invalid or unconstitutional by a court of competent jurisdiction, the remainder of this ordinance amendment shall not be affected thereby.

SUBMITTED BY: **Zoning & Planning Committee**

s/ Christopher Mayer, Chair

Lorin Johnson

s/ Chuck Hayes

Kathleen Rushlow

s/ Ralph Sitzberger

Motion by R. Sitzberger, seconded by R. De Bruyne to adopt. Discussion. All voted aye. Carried.

### **Zoning Ordinance**

#### **2014 ORD. AMENDMENT – 04A**

*The full text of this ordinance is on file in the Zoning & Planning Dept. office*

**RE: Amendment #85-240: Bruseshoff/Huber Rezoning – 1419 Mitterwald Ln, Town of Lac du Flambeau**

**WHEREAS**, from time to time it is necessary to update the Vilas County Zoning Ordinance and maps in order to reflect changes which are deemed appropriate to ensure the public health, safety and welfare; and

**WHEREAS**, a petition was submitted by Maines & Associates, Inc, agent for Richard & Naomi Bruesehoff and David & Mary Huber and received in the Vilas County Zoning Office on February 7, 2014, to amend the official Vilas County Zoning District Map on Government Lot 6, Section 26, Town 40 North, Range 4 East, Town of Lac du Flambeau, Vilas County, Wisconsin, from

**FORESTRY (F)**

**TO**

**SINGLE FAMILY RESIDENTIAL (R-1)**

**WHEREAS**, publication of a Class 2 Notice was made as required by Chapter 985, Wisconsin Statutes, and a copy of the notice was mailed by registered mail to the Town Clerk of Lac du Flambeau at least ten days prior to the hearing, proof of which is attached hereto; and

**WHEREAS**, the Vilas County Zoning and Planning Committee held a public hearing as required by Section 59.69(5)(e)(2), Wisconsin Statutes at the Vilas County Courthouse, Eagle

River, Wisconsin on March 6, 2014 at which time the public was invited to attend and be heard; and

**WHEREAS**, the Town of Lac du Flambeau approved the rezone request on January 15, 2014; and

**WHEREAS**, the Vilas County Zoning and Planning Committee, after hearing public opinion at the public hearing, recommends approval of the petition for zoning amendment as requested.

**NOW THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN SESSION THIS 25<sup>TH</sup> DAY OF MARCH, 2014 DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1:** Any existing ordinances, codes, resolutions or portions thereof that conflict with this ordinance amendment shall be and are hereby repealed as far as any conflict exists.

**Section 2:** The official Vilas County Zoning District Map is revised and amended to change the zoning district designation as set forth in Government 6, Section 26, Town 40 North, Range 4 East, Town of Lac du Flambeau, Vilas County, Wisconsin, from Forestry (F) to Single Family Residential (R-1) for the following parcels: 10-383, as set forth in the attached document.

**Section 3:** This ordinance amendment shall take effect 40 days upon passage, publication and deliverance of certified copies to the Town of Lac du Flambeau unless allowed by law to take effect before that date.

**Section 4:** If any claims, provisions or portions of this ordinance amendment are adjudged invalid or unconstitutional by a court of competent jurisdiction, the remainder of this ordinance amendment shall not be affected thereby.

SUBMITTED BY: **Zoning & Planning Committee**

s/ Christopher Mayer, Chair

Lorin Johnson

s/ Chuck Hayes

Kathleen Rushlow

s/ Ralph Sitzberger

Motion by C. Mayer, seconded by M. Bedish to adopt. Discussion. All voted aye. Carried.

#### **RESOLUTION 2014 – 22**

**Re: In Memoriam – James “Jim” Fischer**

**WHEREAS**, retired Vilas County Highway Commissioner James “Jim” Fischer passed away Sunday, March 16, 2014 at the age of 76 years old; and

**WHEREAS**, Jim served Vilas County as Highway Commissioner for 25 years beginning in May, 1986 retiring in July, 2011; and

**WHEREAS**, Jim’s many accomplishments include the upgrading of Highway Department equipment and patrol trucks, paving of County trunk highways and the construction of Highway Department facilities in Arbor Vitae and Boulder Junction; and

**WHEREAS**, Jim was an active member of the Wisconsin Highway Commissioners Association and was well known and liked in highway equipment supplier and engineering circles. He worked diligently with the Department of Transportation to increase the amount of highway funding provided by the state to the County and assisted many of the area towns with their state sponsored local road improvement projects; and

**WHEREAS**, Jim was respected and well-liked by the public, Vilas County personnel and County and Town elected officials.

**NOW, THEREFORE, BE IT RESOLVED**, by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of March, 2014 that we express our sorrow over Jim Fischer’s passing

and extend our sincere condolences to his wife Sue, his children and step-children, grandchildren and other family members.

**SUBMITTED BY: Vilas County Board of Supervisors**

s/ Email Bakka	s/ Alden Bauman	s/ Maynard Bedish
s/ James Behling	s/ Mary Kim Black	s/ Edward Bluthardt, Jr.
s/ Ronald De Bruyne	s/ Stephen Favorite	s/ Charles Hayes
Sig Hjermvick	s/ Lorin Johnson	s/ Leon Kukanich
s/ Christopher Mayer	s/ Dennis Nielsen	s/ Carolyn Ritter
s/ Mark W. Rogacki	s/ Charles Rayala, Jr.	Kathleen Rushlow
s/ Ralph Sitzberger	s/ Erv Teichmiller	s/ Linda Thorpe

Motion by R. De Bruyne, seconded by E. Bluthardt to adopt. Discussion. The Clerk was instructed to read the resolution aloud. All voted aye. Carried.

**CHAIR'S APPOINTMENTS**

- Human Service Center
  - Maggie Peterson – re-appoint for a 3 year term effective April, 2014

Motion by E. Teichmiller, seconded by C. Rayala to accept the Chair's appointment of Maggie Peterson to the Human Service Center.

- Board of Adjustment
  - Fred Goertz – 2<sup>nd</sup> Alternate – appoint for a 3 year term beginning March 2014
  - Fred Indermuehle – reassign current position – from 1<sup>st</sup> Alternate to Full Time
  - Marty Ketterer – reassign current position – from Full Time to 1<sup>st</sup> Alternate
  - Dennis Wittig – reassign current position – 2<sup>nd</sup> Alternate to Full Time

Motion by L. Thorpe, seconded by C. Ritter to accept the Chair's appointment of Fred Goertz to the Board of Adjustment and to accept the Chair's reassignment of the current board membership. All voted aye. Carried.

**ACCEPT DEPARTMENT REPORTS**

- Child Support
- Corporation Counsel
- Forestry, Recreation & Lands
- Zoning & Planning

Motion by L. Thorpe, seconded by C. Ritter to accept the four department reports. All voted aye. Carried.

**LETTERS AND COMMUNICATIONS**

E. Teichmiller thanked outgoing County Board Chair S. Favorite for his "excellent" leadership and praised the Board for their efforts during the 2012-2014 term of office.

Outgoing County Board Chair S. Favorite acknowledged the thanks and in turn, thanked the Board for their service. He recounted many of the issues that came before the Board during the 2012-2014 term, and praised the Board for their determination to work through "tough" and "controversial" issues.

D. Nielsen hopes that the Vilas County Newsletter continues to be published by the Human Resources Manager.

Outgoing Supervisor E. Bakka thanked the Board, stating that it was a pleasure to work with the other members during his tenure in office.

Outgoing Supervisor L. Thorpe asked the Board to continue to support Tourism & Publicity Department efforts to improve tourism in Vilas County.

Outgoing Supervisor L. Johnson thanked the Board, stating that he has “great respect” for all of his peers. He also thanked the County Board Chair and the two Vice-Chairs for the leadership roles.

E. Bluthardt thanked the outgoing Board members and Board leadership. He described the outgoing Board leadership as “forward looking” and praised the Supervisors for their “cooperative spirit”. He then enumerated many of the Board’s accomplishments.

County Board Chair S. Favorite thanked the Corporation Counsel, the Finance Manager, the Human Resources Manager and the County Clerk for their assistance during his tenure as Board Chair.

The County Clerk explained election night procedures to the Board. All County Board candidates will be provided with election night results via email. The Clerk then thanked the Board members for their service, stating that it was an “honor and a privilege” to serve them as their secretary.

C. Rayala thanked the outgoing Supervisors, stating that they have been “a great bunch” to work with.

R. De Bruyne thanked the outgoing County Board Chair and the two Vice-Chairs for their “great” leadership.

#### **NEXT MEETING DATE**

The next County Board meeting is scheduled for 9:00A.M, Tuesday, April 15, 2014. This meeting will be held in the courthouse conference rooms.

#### **PAY MILEAGE AND PER DIEM**

Motion by R. Sitzberger, seconded by L. Johnson to pay mileage and per diem for this meeting. 16 voted aye: 2 voted no: R. De Bruyne and M. Rogacki. Carried. Contact the County Clerk’s office for mileage and per diem payment information.

#### **ADJOURNMENT**

The Chair adjourned the meeting at 11:53 A.M.

Prepared and submitted by:

David R. Alleman, Vilas County Clerk

**RESOLUTION 2014 - 23**

**Re: Adoption of Standing Rules and Committee Duties for Vilas County Board of Supervisors**

1           **WHEREAS**, the immediate past Vilas County Board of Supervisors, by Resolution No.  
2 2013-89, approved the adoption of the attached Standing Rules and Committee Duties of the  
3 Vilas County Board of Supervisors, effective beginning with the April 2014 County Board  
4 Organizational meeting, to increase efficiency and service to the citizens of Vilas County.

5           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
6 in session this 15<sup>th</sup> day of April, 2014 that the attached Standing Rules and Committee Duties of  
7 the Vilas County Board of Supervisors be adopted, effective immediately.

8           **BE IT FURTHER RESOLVED**, that any resolutions adopted by the Vilas County  
9 Board of Supervisors in the past governing the subject matter of this resolution are hereby  
10 rescinded and repealed to the extent that they conflict herewith.

FISCAL COMMENT:

- Included within Resolution  
 See Attached  
 Not applicable

\_\_\_\_\_  
Finance Director

H. R. REVIEW

- Approved  
 Not applicable

\_\_\_\_\_  
Human Resources Director

APPROVED AS TO FORM

\_\_\_\_\_  
Corporation Counsel

SUBMITTED BY:

**Legislative & Judicial Committee**

\_\_\_\_\_  
Chris Mayer, Chair

\_\_\_\_\_  
Linda L. Thorpe

\_\_\_\_\_  
James Behling

\_\_\_\_\_  
Chuck Hayes

\_\_\_\_\_  
Carolyn Ritter

## Standing Rules & Committee Duties

Proposed changes and revisions are highlighted for easy identification. Existing language to be removed is indicated by striking through. Amended/ revised language is indicated by underlining.

### Synopsis of Proposed Changes

#### Page 1: Section II Organizational Meeting

It has been the practice of the Board to allow a returning Chairperson to Chair the organizational meeting. The Standing Rules reflect that practice. In most Wisconsin Counties, the County Clerk chairs the April Organizational Meeting until a Chairperson is elected. This practice removes any concerns over the ethics of allowing a returning, former Chairperson or Vice-Chairperson to preside over an election in which he or she may be a candidate.

#### Page 2: Section III Standing Committee and Other Boards and Commissions

Proposed revisions coincide with the change to a 9 committee structure.

#### Page 7: Sub I. Miscellaneous

Paragraph 1 deleted as redundant. Already listed on Page 8 under The Duties of Vilas County Committees.

#### Page 8: The Duties of Vilas County Committees

Paragraph 2 revised to reflect current practice.

Paragraph 3 revised to reflect current practice.

#### Page 19: Law Enforcement and Emergency Management Duties.

Paragraph 4 deleted to reflect current financial practices stated on Page 8, (2)(3)

#### Page 19: Local Emergency Planning Committee (L.E.P.C) Duties

This committee is required to be standalone. Entire section back to Page 23 under Other Boards and Commissions.

Other revisions are primarily made to the change in committee names due to committee consolidation. Other revisions reflect corrections in titles.

**STANDING RULES AND COMMITTEE DUTIES OF  
THE VILAS COUNTY BOARD OF SUPERVISORS  
Rev. 04/15/2014**

**I. GENERAL RULES OF BOARD MEMBERSHIP**

1. Attendance at all County Board meetings and Committee meetings is mandatory and may be enforced by the Executive Committee as allowed by law. If a Board member cannot be present for a scheduled meeting through its entirety, he/she must notify the chair of the committee or department 24 hours in advance or as soon as practicable. A new meeting date may have to be rescheduled in order for the committee to obtain a full quorum. Three consecutive unexcused absences from committee meetings shall constitute a resignation from that committee. The County Board Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair shall then appoint a person to fill the committee vacancy according to Board policy or State Statute.
2. In the event of illness, or other prolonged absence, of any Board member causing absence of his/her attendance at committee meetings, the County Board Chairperson, as soon as possible, shall appoint a substitute Board member to act on his/her behalf.
3. In the event of a vacancy on County Board, either by death, resignation, removal or other cause, the County Board Chairperson, as soon as possible, shall nominate a substitute member to finish out the unexpired term. Such new member must be approved by the County Board.
4. In the case of the absence or disability of the County Board Chair, the County Board 1<sup>st</sup> Vice Chair shall perform the Chair's duties. In the event the Chair is unable to complete the duties for the remainder of the term, the County Board 1<sup>st</sup> Vice Chair shall perform the Chair's duties for the remainder of the term or until such time that the Board elects a new Chair. In the case of the absence or disability of the County Board Chair and 1<sup>st</sup> Vice Chair, the 2<sup>nd</sup> Vice Chair shall perform the Chair's duties for the remainder of the term or until such time that the Board elects a new Chair.
5. The official spokesperson of the County shall be the County Board Chair or his/her designee.
6. All County Board members are subject to the "Code of Ethics for local government officials, employees and candidates" set forth in §19.59 of the Wisconsin Statutes. In addition, all County Board members are subject to the Vilas County Work Rules as set forth in Appendix A of the Vilas County Employee Handbook, and said rules are adopted herein by reference.
7. The County Board may censure a County Board Supervisor, if the County Board by majority vote determines that a censure is appropriate. Requests for censure/censure complaints shall be reviewed by the Executive, Ethics and Insurance Committee. No complaints requesting censure shall be accepted from any person not a County Board Supervisor.

**II. ORGANIZATIONAL MEETING**

An organizational meeting shall be held on the third Tuesday in April, pursuant to Wis. Stat. §59.11(1)(c), concurrent with the first County Board meeting held subsequent to the general election of the County Board. At the organizational meeting the County Clerk, or his or her Deputy Clerk Chairperson, or in his/her absence, the Vice Chairperson or Second Vice Chairperson of the previous Board, shall call the new Board to order. If neither is present, the County Clerk shall call the meeting to order. The County Clerk shall preside over the meeting until the election of a permanent Chairperson.

The Order of Business shall be:

1. Pledge of Allegiance.
2. Roll Call & Oath of Office.
3. Adoption of Standing Rules and Committee Duties.
4. Election by majority vote of: A permanent Chairperson.

A permanent Vice-Chairperson.

A permanent Second Vice-Chairperson.

~~5. Election by plurality vote of: A Highway Committee consisting of five members of the County Board.~~

~~5. Such other business as may legally be brought before the organizational meeting in the order prescribed under Section IV following "Roll Call".~~

### III. STANDING COMMITTEES AND OTHER BOARDS AND COMMISSIONS

The following Standing Committees shall be named according to the procedures provided by the Wisconsin Statutes and these rules. This shall be done within two weeks following the organizational meeting.

~~1. Communications Committee (5 members).~~

~~2. County-Tribal Concerns (7 members).~~

~~3. Economic Development (5 members).~~

~~4. Executive, Ethics and Insurance (4 Chairmen from different Committees and County Board Chairperson).~~

~~5. Extension Education and Community Development (5 members).~~

~~6. Finance and Budget (5 members).~~

~~7. Forestry, Recreation and Land (5 members).~~

~~8. Health Insurance Board of Trustees (3 members).~~

~~9. Highway (5 elected members).~~

~~10. Land, Air and Water Conservation (LAWCC) (6 members).~~

~~11. Land Records (5 members).~~

~~12. Law Enforcement & Emergency Management (LEEMC) (5 members).~~

~~13. Legislative and Judicial (5 members).~~

~~14. Library (5 members).~~

~~15. Personnel (5 members).~~

~~16. Public Health Board (9 members).~~

~~17. Public Property (5 members).~~

~~18. Social Services Board (5 members).~~

~~19. Tourism and Publicity (5 members).~~

~~20. Zoning and Planning (5 members).~~

1. Administrative Committee (7 Board members)

2. Conservation and Land Committee (7 Board members)

3. County – Tribal Concerns Committee (3 Board members, 5 citizen members)

4. Education, Tourism and Economic Development Committee (7 Board members)

5. Executive Committee (9 Board members – County Board Chairperson and 8 Committee Chairpersons)

6. Health and Social Services Committee (7 Board members and up to 22 citizen members)

7. Public Safety Committee (7 Board members)

8. Public Works Committee (7 Board members)

9. Zoning, Planning and Land Records Committee (7 Board members)

### OTHER BOARDS, COMMISSIONS AND APPOINTMENTS

1. ADRC of the Northwoods (1 member)

2. Board of Adjustment (no more than 5 members, plus 2 alternates).

~~3. Commission on Aging (no more than 12 members).~~

~~4. Community Options Program (no more than 25 members).~~

3. Economic Development Corporation Board (2 members)

4. Employee Safety Committee (no more than 12 members).

5. Grow North Regional Economic Development Commission (1 member)

6. Highway Safety (no more than 12 members).

7. Human Service 51.42 Board (2 members)

8. Land Information Council (8 members, including 1 County Board member).

9. Local Emergency Planning Committee (no more than 14 members).
10. North Central ITBEC Board (2 members)
11. North Central ITBEC Tourism Advisory Committee (1 member)
12. North Central Wisconsin Regional Planning Commission (2 members)
13. Northern Waters Library System Trustee Board (2 representatives).
14. Northwoods Community Development Block Grant Consortium (1 member)
15. Northwoods Rail Transit Commission (2 members)
16. Northwoods Restorative Justice Committee (Private Board, no more than 1 County Board member).
17. Snowmobile Safety Committee (no more than 12 members).
18. Veterans Service Commission (at least 3 **veteran** members **who are Veterans**).
19. Vilas County Economic Development Corporation (1 member)

#### **IV. ORDER OF BUSINESS - REGULAR AND SPECIAL BOARD MEETINGS**

The General Order of Business at all Board Meetings shall be as follows, with said order subject to the discretion of the County Board Chairperson:

1. Pledge of Allegiance.
2. Roll Call.
3. Approval of Agenda.
4. Approval of Minutes of previous meeting.
5. Resolutions tabled or postponed to a day certain.
6. Introduce and act on all resolutions and ordinances as posted.
7. The hearing of Resolutions, Petitions, Communications, and Memorials not previously submitted to the Board members by mail, and disposition by reference to the appropriate committees by the Chairperson, unless the Board wishes immediate action and votes on motion to waive the rules (two-thirds vote required) to do so.
8. Consideration of Committee and departmental reports including those not previously submitted to the Board by mail.
9. Letters and communications.
10. Committee Reports.
11. Pay per diem.
12. Adjournment.

#### **V. MEETING DATES AND TIMES**

1. The hour of meeting shall be 9:00 a.m. for a morning meeting and 6:30 p.m. for an evening meeting, unless adjournment to some other hour or at the call of the chairperson.
2. Morning regular County Board meetings shall be held the 4th Tuesday of January, February, March, June and August. Evening regular County Board meetings shall be held the 4<sup>th</sup> Tuesday of May, July, September and October. Such meeting dates shall be subject to change as deemed absolutely necessary by the County Board Chairperson.
3. The Annual County Board meeting shall be held at 9:00 a.m. on the first Tuesday after the second Monday of November. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. (Wis. Stat. §59.11(1)(a))
4. The County Board shall meet on the 3<sup>rd</sup> Tuesday of each April. This meeting will be held at 9:00 a.m. (Wis. Stat. §59.11(1)(c))
5. A Special Meeting of the County Board may be scheduled upon the written request of a majority of the supervisors, delivered to the clerk, specifying the time and place of the meeting. The scheduled time of the Special Meeting shall not be less than 48 hours from the delivery of the request. (Wis. Stat. §59.11(2)(a))

## **VI. MEETING RULES, PARLIAMENTARY PROCEDURES AND SUBMISSIONS**

### **A. GENERAL**

1. The Chairperson, with the assistance of the Clerk, shall prepare the Agenda. The Agenda shall be distributed to all Board Members the week prior to the meeting.
2. The County Clerk shall record the minutes of all County Board meetings. In the Clerk's absence, the Deputy County Clerk or another qualified County staff member shall record the minutes. In all cases when an ordinance, resolution or motion shall be entered in the minutes of the Board, the name of the member moving the same and his/her second shall be entered in the minutes.
3. The County Clerk shall read the Public Meeting Notice at the beginning of each Board meeting and certify that the meeting was properly noticed.
4. The County Clerk shall conduct a roll call by the first and last name of all members of the board, whose names shall be arranged alphabetically. The roll call shall be for purposes of determining members present and if a quorum of the Board exists.
5. If a quorum is not present, the members may adjourn from time to time until there is a quorum. A majority of Board members shall constitute a quorum.
6. The Chairperson shall preserve order and decide questions of order subject to appeal to the Board, and shall vote on all questions.
7. The Chairperson without calling for a vote shall refer all matters that come to the County to the appropriate committee, unless otherwise ordered by the Board.
8. Whenever any member desires to speak to the Board, the member shall raise their hand, address the Chairperson, and be recognized. When two or more members raise their hands at once, the Chairperson shall designate the member who is to speak first, but in all cases the member who shall first raise his/her hand and address the Chairperson shall speak first.
9. Every Board member shall confine their remarks to the subject and not deal in personalities. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner. When called to order, Board members shall not be allowed to proceed without permission of the Chairperson.
10. Time for citizen comments will be provided at County Board meetings; however, in accordance with state statutes, citizen comments must be specific to action items posted on the published agenda and must be made prior to Board action on the item. When anyone not a member desires to address the Board, permission to do so must be asked by a Board member. The Chairperson may limit the time a non-member may speak.
11. In all parliamentary questions raised during a session of the Board, and which are not covered specifically by the foregoing rules, Robert's Rules of Order shall prevail.

### **B. VOTING**

1. Any election of an officer of the Board ~~or any committee of the Board~~ may be by secret ballot pursuant to Wis.Stat. §19.88(1). Other voting shall be by Ayes and Noes.

2. A roll call vote may be called for by any member on any issue at any time; however, if the vote is unanimous, the roll call need not be taken. On roll call vote the name of the Chairperson shall be read last.
3. All questions shall be put in this form: Those who are in favor say "aye"; those who are opposed say "no". The Chairperson may call for a show of hands or a roll call to re-affirm the results of a voice vote.
4. Each member participating in debate must vote aye or no on each question unless excused by the Chairperson for a reason of conflict or other special cause.
5. Any member desiring to recuse themselves from deliberation and action involving any resolution or ordinance, for a reason of conflict or other special cause, shall leave the area of the meeting room, until such time that said deliberation and action have concluded.
6. Whenever a resolution, ordinance or motion is defeated, any member who voted on the prevailing side may move for reconsideration at any time during the same session. If two-thirds (2/3) of the members present vote in favor of reconsideration, the subject shall be before the Board for further action.
7. When the vote on any question is a tie, it is lost.
8. No vote shall be taken on any orally presented motion to amend a resolution or ordinance until the Clerk is permitted to read it back to the board so as to give the Board a clear statement and the proceedings a correct record.

#### **C. MEASURES REQUIRING MORE THAN A MAJORITY VOTE OF THE BOARD**

1. Except as provided in the **Finance and Budget Administrative** Committee rules, a two-thirds (2/3) vote of the entire membership of the Board must be obtained before a budget appropriation may be changed. Any changes made under this rule must be published to the public within 10 days of the change.
2. No rules of the Board shall be suspended, altered or amended without the consent of 2/3 of the members present.
3. No sale, purchase or trade of County land may be authorized without the consent of 2/3 of the members present.
4. No transfer of money from the General Fund may be authorized without the consent of 2/3 of the members present.
5. No hiring of additional personnel and/or creating new positions may be authorized without the consent of 3/4 of the members present.
6. No building projects and/or building acquisitions may be authorized without the consent of 3/4 of the members present.

#### **D. MOTIONS - GENERAL**

1. No ordinance, resolution or motion shall be debated or put to a vote unless it has been moved and seconded by a member of the Board.
2. Before a motion has been stated by the Chairperson, its mover may withdraw it or modify it without asking the consent of anyone. After a motion has been moved and seconded, it is in possession of

the Board, but it may be withdrawn by unanimous consent or by a majority vote of the Board at any time before amendment or decision.

3. When a resolution is under debate no motion shall be received except to amend, to lay on the table, to postpone indefinitely, to postpone to a day certain, to withdraw or to adjourn.

#### **E. TABLING A MOTION**

1. A motion to lay on the table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen, with no set time for taking the matter up again.
2. A motion to lay on the table, if adopted, halts consideration of a question immediately without debate. Such motion is out of order if the evident intent is to kill or avoid dealing with a measure.
3. A motion to lay on the table cannot be qualified in any way, and as long as the question remains on the table, the decision as to when, or if, it will be taken up is left open. If a tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist. A motion to remove a question from the table may be made during the unfinished business portion of the meeting once all agenda items are addressed. If the motion to remove is seconded, the discussion proceeds as if a motion to table had never been made.

#### **F. POSTPONING A MOTION**

1. A motion to postpone indefinitely may be made when the intent is that the assembly wants to decline to take position on the main question. If adopted, this motion defeats the main motion for the duration of the session and will avoid a direct vote on the question. It can be applied only to the main question and can be made only while a main question is immediately pending. It is debatable, not amendable, and requires a majority vote. An affirmative vote on a motion to postpone indefinitely can be reconsidered, but a negative vote on it cannot be reconsidered.
2. A motion to postpone to a certain time may be made so that the question can be considered at a more convenient time, or because debate has shown reasons for holding off a decision until later. It is out of order when another has the floor, and it is also debatable, but debate is limited to the extent it is necessary to discuss the merits to enable the assembly to decide whether the main question should be postponed and to what time. It can also be reconsidered.

#### **G. SUBMISSIONS TO THE BOARD**

1. Annual reports, resolutions, ordinances and requested appointments sponsored by Committees or individual members shall be in writing and filed with the Clerk no later than Noon, Friday 10 days prior to the next meeting of the Board. The Clerk shall have them copied and distributed to all members for their information and consideration at least five days prior to the meeting.
2. All annual reports, resolutions, ordinances and requested appointments, received after the 10 day deadline, shall be deferred to the next scheduled County Board meeting. In an emergency the Chairperson may permit any late submission to be placed on the Board agenda, provided that such placement occurs within the proper notification times allowed by law.
3. Any resolution presented for consideration at any meeting must bear the signature of the member(s) offering the same, or if offered by a Committee, the signatures of a majority of that Committee.
4. All committee or individual members' recommendations shall be in resolution form to be presented to the County Board for action. All resolutions and ordinances shall be numbered consecutively beginning with the first meeting of the calendar year.

5. When a Committee Annual Report or Resolution or Ordinance is taken up and is under consideration, the main question shall be "Shall the recommendations of the Committee be adopted by the Board?" and unless specific amendments are offered in the usual parliamentary form, discussion shall be limited to adoption or rejection of the report or resolution.

#### **H. CREATION OF RESOLUTIONS AND ORDINANCES**

1. All resolutions and ordinances must be created using county approved formats.
2. Fiscal Impact Statement.
  - (a) Every resolution, ordinance, or written motion presented to the County Board must contain a fiscal impact statement that clearly describes the economic impact of the resolution, ordinance, or written motion and it must include the budgeted line items affected and each respective dollar amount of change. If the fiscal impact cannot be determined, a written explanation indicating why the fiscal impact cannot be determined must be provided.
  - (b) The person drafting the resolution, ordinance, or written motion is responsible for drafting the fiscal impact statement and including it in the document.
  - (c) Resolutions supporting or opposing legislation or honoring an individual, group or event are exempted from the fiscal impact statement requirement.
3. Finance Director's Fiscal Comment.

Every resolution, ordinance, or written motion that contains a fiscal impact statement must be presented to the Finance Director for review and must contain a Fiscal Comment from the Finance Director.
4. Human Resources Statement.
  - (a) Every resolution, ordinance, or written motion presented to the County Board that involves the hiring, promotion, demotion, disciplinary action, wage adjustment, exemption adjustment, position re-classification, or other employment-related matter must be first presented to the Human Resources Manager for review and approval. The Human Resources Manager will indicate approval or non-approval on the resolution, ordinance, or written motion.
  - (b) The person drafting the resolution, ordinance, or written motion is responsible for obtaining Human Resources review and approval.
5. All resolutions, ordinances and written motions must be brought to the Corporation Counsel for review of their legality and language, and must contain a Corporation Counsel signature line stating "approved as to form."

#### **I. MISCELLANEOUS**

- ~~1. All accounts or claims against the County shall be audited and approved by the majority of a Committee, itemized, duly verified, and filed with the County Clerk in the manner prescribed by law.~~
1. The County Board shall by resolution establish the hours during which the County Offices, except the Court's, shall be open to the public, and the hours of work to be required of employees in those offices.
2. Salaries or wages for all employees shall be determined by the County Board as provided in Wis. Stat. §59.22 after consideration and recommendation by the Personnel Administrative Committee.

## FORMATION OF VILAS COUNTY COMMITTEES

1. Except as otherwise provided by law, the Chairperson of the County Board, in collaboration with the Vice-Chairperson and Second Vice-Chairperson, shall appoint the membership of each committee of the Board and shall designate the Chairperson and Vice Chairperson of each appointive committee, except for the Health and Social Services Committee and Highway Public Works Committee.
2. Except as otherwise provided by law, the Chairperson of the County Board shall be an ex-officio a member of all standing committees. His/her ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chairperson, Vice-Chairperson or Second Vice-Chairperson to make a quorum as an active member of that committee for that day. The Chairperson, Vice-Chairperson and Second Vice-Chairperson shall be paid mileage and per diem when used to make a quorum by any properly authorized County Committee.
3. When requested by a committee, and when determined to be necessary by the Chairperson of the County Board, the Chairperson of the County Board may appoint a Board member to serve temporarily on a committee for the purpose of obtaining a quorum of the committee so that a particular meeting may be held without delay.

## THE DUTIES OF VILAS COUNTY COMMITTEES

1. All committees of the County Board shall keep a written record of their meeting, including dates, attendance, proposed resolutions, matters considered, including all information on bids or proposals submitted for their approval and their action thereon in a committee file in the office of the County Clerk or in the office so named and copies shall be mailed to the County Board Chairperson with the next meeting's agenda. These minutes shall be of public record.
2. All Committees shall prepare preliminary budgets and turn them in to the County Clerk Finance Director before October 10th of each year on the date set forth annually.
3. All oversight committees will approve a listing of all paid bills on a monthly basis. The listing will be signed by all members of the committee who are present at the meeting and returned to the Finance Department.  
~~All committees shall audit all claims and accounts submitted to them. Committees shall submit approved claims to the County Clerk by the 10th of each month. If claims are not submitted to the County Clerk by the 10<sup>th</sup> of each month, the claims will not be presented to the Finance Committee until the following month. Any late charges will be the responsibility of the submitting Department.~~
4. The Public Works Public Property Committee shall create and periodically review Vilas County's purchasing policy.
- 5a. Any committee (or individual Board member) which desires to propose new projects or major improvements to existing services, equipment or facilities which would require sizeable appropriations and thus have a major effect on the budget for the following year, shall present these by resolution to the County Board at the September meeting in order to include said appropriations in their proposed budget. "Sizeable appropriation" shall mean any amount equal to or greater than 10% of a department's annual budget or \$20,000, whichever is less.
- 5b. Except for the Highway Department Public Works Committee, no committee (except the Forestry, Recreation Conservation and Land Committee and the Law Enforcement Public Safety Committee, which have a \$15,000 limit) shall enter into any commitment or contract requiring expenditure of County funds in amounts exceeding \$10,000 without first having County Board approval.
6. Any committee that has a contract binding on the county must first have the contract reviewed and initialed by the Corporation Counsel and any other person required by law. All contracts shall be signed by the Chairperson or Vice-Chairperson of the County Board, or the County Clerk, or the Chair of the

- presiding committee, and any other person required by law, with the exception of contracts for services that are in the ordinary and customary practice and procedure of the Department of Social Services, which shall be signed by the Director of Social Services.
7. All public work projects where the cost of such work will exceed \$25,000.00 shall be let by contract to the lowest responsible bidder, pursuant to Wis. Stat. §59.52(29).
  8. Board members or committees who desire to present resolutions to the County Board for non-budgeted expenditures or expenditures of money in excess of any of the committee's or department's budget shall first present the resolution to the **Finance Administrative** Committee for approval.
  9. All committees shall refer to the specific Standing Rules for their committee.
  10. All committee members shall file their committee per diem and expense bills for each calendar month with the County Clerk each month no later than five days prior to the meeting of the **Finance Administrative** Committee.
  11. Per diem
    - a. Attendance per diem reimbursement is \$47.00 per day. A \$47.00 per diem is paid per day for conventions and/or trainings out of county regardless of the event's length, including travel to and from.
    - b. Only committee members will be paid per diem at a specified committee meeting unless the County Board Chair and/or a Committee Chair requests a Committee member to attend a specific meeting.
  12. Ad Hoc Committees
    - a. Ad hoc committees and their chairs shall be appointed by the Board Chair, with Board approval. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board.
    - b. Ad hoc committees in all cases report a statement of facts and their opinion thereon to the Board as interim verbal reports on no less than an annual basis. Such reports shall be given in addition to final written reports.
  13. All Committees must comply with the Open Meeting Law requirements as provided in §19.83, §19.84 and §19.85, Wisconsin Statutes.
  14. Only County Board Committee members can vote unless otherwise provided by Statute.
  15. The Corporation Counsel shall attend any closed session of a committee when requested by the committee.
  16. Before any new grant applications over \$1,000 may be made by a department or office, they must first be approved by resolution of the Board of Supervisors. Any grant application for monies less than \$1,000 and not requiring matching County funds must first be approved by the Committee overseeing the department that is applying for the grant.
  17. A Committee may appoint a subcommittee of its members, with County Board Chairperson approval, but only for the purpose of fact-finding or the performance of other advisory duties. Such subcommittee may not include a quorum of the regular Committee's members.
  18. All County Board Supervisors must receive prior approval from a specific committee of jurisdiction, and/or County Board Chair, for any out-of-County travel.
  19. All County employees must receive prior approval from their department head for any out-of-county travel. Out-of-state travel must be authorized by the committee of jurisdiction and **Finance Administrative** Committee in advance.

20. Unless required by law or otherwise, there shall be no segregated, non-lapsing accounts. Unless specifically provided for in the following year's budget, all monies left in the County Budget at the end of each year will be returned to the General Fund unless a department can justify the need for a non-lapsing account.
21. All Committees with hiring jurisdiction shall give advance notice of scheduled interviews to the **Personnel Administrative** Committee and a member of the **Personnel Administrative** Committee shall attend the interview(s) as a non-voting Board member.

The following POWERS AND DUTIES are hereby delegated to and prescribed for the Committees of the County Board:

## **ADMINISTRATIVE COMMITTEE**

### **A. Purpose**

The Administrative Committee shall facilitate and coordinate, through policy and oversight, the functions and activities of Vilas County administrative and elected offices in the most efficient and cost effective manner.

### **B. Committee Membership**

1. The Administrative Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson.
2. The Chairperson and Vice-Chairperson of this committee shall be appointed by the County Board Chairperson.

### **C. Jurisdiction**

1. The Administrative Committee shall oversee and establish policies governing the activities of the departments and offices under its jurisdiction. It shall oversee the budgets of these departments and offices.
2. The following County elected officials, administrators and staff shall report to this Committee:
  - Administrative Coordinator
  - Corporation Counsel
  - Finance Manager
  - Human Resources Manager
  - Clerk of Courts
  - County Clerk
  - County Treasurer
  - District Attorney
  - Register of Deeds
  - Information Technology

### **D. Standing Rules & Committee Duties**

#### **Finance & Budget Duties**

1. It shall be the duty of this committee to draft or have submitted to it, all resolutions for non-budgeted expenditures of money and make recommendations thereon to the Board.
2. The County Board delegates to this committee pursuant to §66.0603, Wisconsin Statutes, the authority to temporarily invest any unused county funds and to arrange for the safekeeping, sale, reinvestment or redemption of securities as they may deem proper.
3. All committees shall prepare preliminary budgets and turn them in to the Finance Director by the date set annually by the Administrative Committee, but no later than June 30<sup>th</sup> of each year. The Administrative Committee will prepare a proposed budget for all committees and departments not meeting the above

deadline.

4. It shall meet monthly to review the financial report and audit bills filed with the Finance Department. -
5. Unless directed otherwise by specific County Board Resolution, it may transfer funds between budgeted items of an individual county office or department, but only if such budgeted items have been separately appropriated, and only if first approved by the appropriate committee.
6. It shall act upon and verify all demands for the Cancellation of Illegal Tax Certificates and Deeds and related matters and then submit their actions to the County Board for approval.
7. It shall check the sufficiency of the sureties of all bonds of County officials and employees as set forth in §59.21(2), Wisconsin Statutes, and report to the County Board their action thereon on a yearly basis.
8. It shall supervise all financial matters of the County for the purposes of keeping expenditures under control and within the budget adopted by the County Board.
9. It shall establish and administer financial policy and processes in conformity with established and recognized fiscal procedures.

#### **Personnel Duties**

1. It shall consider and evaluate all requests and problems relating to wages, salaries, fringe benefits (including employee health insurance), and job descriptions, making recommendations to the County Board.
2. It shall be the designated representative of the Vilas County Government relating to labor union negotiations for the Highway Department, Social Worker and Law Enforcement Associations and all other non-union County employees, and shall report their recommendations to the Board for action. No contract or agreement shall be considered adopted without County Board approval.
3. Any and all changes in the work policy manuals for union and non-union employees shall be investigated by this committee. Subject to change by the County Board, the Administrative Committee may adopt such rules and regulations governing work policies for union and non-union employees as it considers necessary and advisable, pursuant to Resolution 96-38.
4. Vacant positions may be filled upon recommendation of the Human Resources Manager and the approval of the Administrative Committee.
5. When appropriate, it will call the chairmen of the various committees and department heads having County employees under their jurisdiction to appear before the Committee to present testimony that is relevant to the problem presented to it.
6. When disputes and grievances arise between any labor union employees and the County, or any non-union employee and the County, discussions for settlement of said grievances and disputes shall be conducted by the Human Resources Manager and the Administrative Committee. Such disputes and grievances shall be governed by Chapter 111 of the Wisconsin Statutes as it relates to Public Employment Relations, or the County's Grievance Policy, as applicable.
7. Unless otherwise required by statute or standing rules, it shall conduct all interviews for County employees. The committee of jurisdiction shall receive advance notice of all scheduled interviews and one member of the committee of jurisdiction and department head shall attend the interviews as non-voting members. Final selection shall be made by the Administrative Committee.

### **CONSERVATION & LAND COMMITTEE**

#### **A. Purpose**

The Conservation & Land Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the Forestry, Recreation & Lands Department and the Land & Water Conservation Department in an efficient and cost effective manner.

#### **B. Committee Membership**

1. The Conservation & Land Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson. Per §92.06(1)(b) Wisconsin Statutes, two (2) Committee members shall also be members of the Education, Tourism and Economic Development Committee.
2. Per §92.06(2) Wisconsin Statutes, Committee membership shall also consist of the Chairperson of the

- Farm Service Agency Committee (FSA) or its designated representative.
3. Per §92.06(4) Wisconsin Statutes, the County Board may appoint up to two (2) citizen members to the Committee.
  4. Non-voting membership includes representatives of UWEX, FSA, DNR, NRCS, as designated by Memorandums of Understanding.

### **C. Jurisdiction**

1. The Conservation and Land Committee shall oversee and establish policies governing the activities of the departments and offices under its jurisdiction. It shall oversee the budgets of these departments and offices.
2. The following County departments and staff shall report to this Committee:
  - Forestry, Recreation and Lands Department
  - Land and Water Conservation Department

### **D. Standing Rules & Committee Duties**

#### **Land & Water Conservation Duties**

1. It shall serve as the Conservation and Land Committee pursuant to the provisions of Chapter 92, Wisconsin Statutes.
2. It shall establish and maintain a cooperative working relationship with local, state, tribal, and federal agencies with natural resource responsibilities for the purpose of coordinating a soil and water conservation program within the county.
3. It shall establish soil and water conservation standards and develop and implement the required County Land and Water Plan.
4. It shall distribute and allocate federal, state and county funds made available to the committee for programs.
5. It shall encourage research, educational, informational and public service programs and assist the University of Wisconsin system in implementing educational programs within the county.
6. It shall nominate a member of the Conservation and Land Committee or another county board member to serve on each Lake District Board of Commissioners. The County Board shall make the appointments.
7. It shall conduct public hearings regarding creation of or to amend the boundaries of a new lake district. If a petition is addressed to the County Board and is filed with the County Clerk for the creation of a Lake Protection and Rehabilitation District, the petition shall be immediately referred to this committee by the County Clerk for presentation. Upon presentation of the petition to the committee, the committee shall conduct a public hearing within 30 days pursuant to §33.26, Wisconsin Statutes. Following the hearing, the committee shall report to the County Board and the Board shall act on the matter pursuant to the provisions of §33.26(3), Wisconsin Statutes.
8. It shall represent the County through various regional and state resource organizations including the North Central Land Conservation Association, the Wisconsin Land & Water Conservation Association, the National Association of Conservation Districts, and the Lumberjack Resource Conservation and Development Council.
9. It shall oversee the administration of the Farmland Preservation Program and Wildlife Damage Program within the County.

#### **Forestry, Recreation & Land Duties**

1. It shall be responsible for the overall management, protection and administration of all county lands. This will be done in accord Chapters 16 & 19 of the County General Code and Chapters 26, 27, 28, 29 and 59 of the Wisconsin Statutes.
2. It shall have appraisals made of all lands to be sold or purchased or exchanged for fair market value and bring its recommendations to the County Board for approval.
3. It shall oversee all leases of County-owned land and bring its recommendations to the County Board for approval.
4. It shall advertise all lands approved for sale, accept and open all bids, and prepare the necessary documents to complete the sales.
5. It shall negotiate for the acquisition of lands within County Forest and Recreation areas by purchase, gift

- or bequest or by exchange of County owned lands outside such areas for the purpose of blocking the forest, for better administration, or for recreational purposes.
6. It shall have a County Forest Administrator and other staff as may be approved by the County Board to inventory and manage all timber on all County lands in the concept of multiple-use to assure maximum public benefit.
  7. It shall be authorized to protect, manage and sell timber in accord with sound forest management practices pursuant to the laws and regulations set forth in Chapter 16 of the County General Code and Chapter 28 of the Wisconsin Statutes.
  8. It shall develop a 15 year Forest Management Plan comprehensive plan—and shall prepare annual work plans and budgets for the operation of the County Forest and Forestry Department activities.
  9. It shall advise and consult with the Department of Natural Resources, other agencies and conservation groups to promote fish, game, recreation and all other conservation projects throughout the County and make its recommendations to the County Board.
  10. The Vilas County Forest Administrator will act as agent and coordinate all activities of the Vilas County Forestry Department.
  11. It shall oversee Vilas County's snowmobile trail system and it shall be responsible for obtaining and distributing State snowmobile funding.
  12. The Parks and Recreation Administrator shall report to this committee
  13. Expenditures in excess of \$15,000 must be authorized by a County Board Resolution.
  14. All recreational trail matters shall be referred to the Conservation and Land\_Committee.

## **COUNTY-TRIBAL CONCERNS COMMITTEE**

### **A. Purpose**

The County-Tribal Concerns Committee shall facilitate and coordinate communications between Vilas County Government and Lac du Flambeau Tribal Government

### **B. Committee Membership**

1. The County-Tribal Concerns Committee shall be comprised of three (3) members of the Vilas County Board, appointed by the County Board Chairperson. The County Board members shall also serve as Chairperson and Vice-Chairperson of this committee.
2. One (1) member of this committee shall be appointed by the Lac du Flambeau Tribal Council.
3. One (1) member shall be appointed by the Lac du Flambeau Public School administrator.
4. One (1) member shall be appointed by the Lac du Flambeau Tribal Health administrator.
5. One (1) member of this committee shall be appointed by the Lakeland Union High School – School District administrator.
6. One (1) member of this committee shall be appointed by the Lac du Flambeau Town Board Chairperson.

### **C. Standing Rules & Committee Duties**

1. It shall meet and work in all areas of concern between Vilas County and the Lac du Flambeau Band of Lake Superior Chippewa Indians.
2. This committee shall be advisory to the County Board and shall have no authority to establish policy or expend funds. It shall report periodically to the County Board and may forward recommendations to the Executive Committee for action as they deem necessary.
- ~~3.~~ The non-county board members of this committee shall only have voting powers at the committee level.

## **EDUCATION, TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE**

### **A. Purpose**

The Education, Tourism and Economic Development Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the UW Extension Department and the Vilas

County Tourism & Publicity Department, and to oversee Vilas County economic development efforts in an efficient and cost effective manner.

#### **B. Committee Membership**

1. The Education, Tourism and Economic Development Committee shall be comprised of seven (7) members of the Vilas County Board, appointed by the County Board Chairperson.
2. The Chairperson and Vice-Chairperson of this committee shall be appointed by the County Board Chairperson.

#### **C. Jurisdiction**

1. The Education, Tourism and Economic Development Committee shall oversee and establish policies governing the activities of the departments under its jurisdiction. It shall oversee the budgets of these departments.
2. The following County departments and staff shall report to this Committee:
  - UW Extension Department
  - Tourism & Publicity Department

#### **D. Standing Rules & Committee Duties**

##### **UW Extension**

1. It shall perform duties as prescribed by the County Board and §59.56, Wisconsin Statutes. Pursuant to these statutes, this Committee shall sign contracts and hire University faculty and academic staff in conjunction with the University of Wisconsin-Extension.
2. It shall promote economic and resource development, youth development, and family living education in the County.
3. It shall cooperate with all federal, state and local agencies and officials in establishing any long range planning programs.

##### **Tourism & Publicity**

1. This Committee shall advertise and promote the advantages, attractions and resources of Vilas County.
2. It shall oversee all necessary publicity for the Tourism and Publicity Department.
3. All personnel connected with the advertising and promotion of Vilas County shall report to this committee.
4. It shall oversee all advertising, tourism and publicity issues in Vilas County and make appropriate recommendations to the County Board.

##### **Economic Development**

1. It shall oversee all economic development issues affecting Vilas County and make appropriate recommendations to the County Board.

##### **Library**

1. It shall be the duty of the Education, Tourism and Economic Development Committee to survey and study the Library needs of the County and to develop and report to the County Board plans and proposals for improving Library services within the County.
2. It shall annually review the services of the Northern Waters Library System and make its recommendations to the County Board.
3. It shall annually submit a preliminary budget to the Administrative Committee showing the recommended donation levels for the local library units and the Northern Waters Library System.
4. It shall act as Vilas County's library planning committee pursuant to §43.11, Wis. Stats, or its successor statute(s).
5. A representative from each library within Vilas County and a representative from the Northern Waters Library Service shall be nonvoting, advisory members of this Committee.

#### **EXECUTIVE COMMITTEE**

## **A. Purpose**

The Executive Committee shall ensure the proper and ethical operation of County government by its elected supervisors, elected officials and employees so that the public may have confidence in the integrity of its government. The Executive Committee shall also facilitate and coordinate, through communication and collaboration, the functions and activities of the Vilas County Board and County Board Committees.

## **B. Committee Membership**

1. The Executive Committee shall be comprised of nine (9) members of the Vilas County Board, listed as follows:
  - County Board Chairperson
  - Administrative Committee Chairperson
  - Conservation & Land Committee Chairperson
  - County-Tribal Concerns Chairperson
  - Education, Tourism & Economic Development Committee Chairperson
  - Health and Social Services Committee Chairperson
  - Public Safety Committee Chairperson
  - Public Works Committee Chairperson
  - Zoning, Planning & Land Records Committee Chairperson
2. The County Board Chairperson shall chair the Executive Committee. In the absence of the Chairperson, the County Board Vice-Chairperson shall chair the Executive Committee.

## **C. Standing Rules & Committee Duties**

### **Executive, Ethics & Insurance duties**

1. It shall be the duty of this Committee to supervise County administrative affairs in general, with the view of bringing about proper coordination or cooperation between the various departments or agencies of the County.
2. It shall be the duty of this Committee to confer and advise with the officials and Committees of the various departments of the County on official matters where such conference is asked for by officials or committees or when deemed advisable.
3. All claims of a general nature shall be referred to this Committee. Any claim not exceeding \$5,000.00 may be decided by this Committee. Any claim over \$5,000.00 shall be referred to the County Board with a recommendation from said Committee.
4. It shall also have charge of and investigate all matters involving legal questions.
5. It shall be responsible for all County insurance. This duty may be delegated by the Executive Committee to other committees.
6. It shall act as ethics advisor to the County Board.
7. Requests for censure shall be presented to this Committee for investigation. The investigation shall be conducted in closed session pursuant to Wis. Stat. §19.85(1)(f) unless the Supervisor being investigated requests an open proceeding. If the Committee decides that a censure is warranted, it shall forward its recommendation for censure to the full board for consideration.

### **Legislative & Judicial duties**

1. It shall be the duty of this Committee to examine all legislation which may affect or concern Vilas County. This Committee shall make recommendations to the County Board regarding a proposed course of action relating to such legislation.
2. It shall recommend additions or revisions to the ordinances of the County and the rules of the Board.
3. It shall act upon such other matters as may be referred to it by the County Board or its Chairperson.

## **HEALTH AND SOCIAL SERVICES COMMITTEE**

### **A. Purpose**

The Health and Social Services Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the various County human services related departments under its

jurisdiction, in the most efficient and cost effective manner.

## **B. Committee Membership**

1. The Health and Social Services Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson. The Chairperson and Vice-Chairperson of the Health and Social Service Committee shall be elected by the County Board members serving on this committee.

### **I. Social Services Board**

- All seven (7) members shall serve as the Social Services Board pursuant to Wis.Stat.§46.22. The Chairperson and Vice-Chairperson of the Health and Social Services Committee shall serve in the same capacity on the Social Services Board.

### **II. Public Health Board**

- The Health and Social Services Committee shall designate five (5) Committee members to serve on the Public Health Board pursuant to Wis.Stat.§251.04, two (2) of which will also be appointed by the Health and Social Services Committee to serve as Chairperson and Vice-Chairperson

### **III. Commission on Aging subcommittee**

- The Health and Social Services Committee shall designate three (3) Committee members to also serve on the Commission on Aging pursuant to Wis. Stat.§46.82(4)(c), two (2) of which will also be appointed by the Health and Social Services Committee to serve as Chairperson and Vice-Chairperson

### **IV. Community Options Program (COP) subcommittee**

- The Health and Social Services Committee shall designate two (2) Committee members to serve on the Community Options Program committee (COP) pursuant to Wis. Stat.§46.27(4)

## **C. Jurisdiction**

1. The Health and Social Services Committee shall oversee and establish policies governing the activities of the departments under its jurisdiction. It shall oversee the budgets of these departments.

2. The following County departments, programs and staff shall report to this Committee:

- Child Support Department
- Commission on Aging / ADRC
- C.O.P. Program
- Juvenile Intake Department
- Public Health Department
- Social Services Department
- Veteran's Services Department

## **D. Standing Rules & Committee Duties**

### **Social Services Board Duties**

1. It shall have all the powers and duties granted by §46.22, Wisconsin Statutes.
2. It shall select a chairperson, a secretary, and such other officers as it deems necessary.
3. Pursuant to §46.22(2)(e), Wisconsin Statutes, it is responsible for the appointment of all staff in the department.
4. It shall supervise the working of the department and shall be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the department.
5. It shall consult with the director concerning the preparation of the annual budget and the annual report and the appointment of necessary personnel.
6. It shall recommend to the Human Resources Director and the Administrative Committee the reclassification and promotion of qualified personnel.
7. It shall submit such resolutions to the County Board as are deemed necessary to administer the department's programs.
8. It shall periodically review the County's emergency relief policy to insure such program is administered according to law.
9. Juvenile Intake shall report to this Board for budgetary, expenditure, supervisory and personnel oversight.

### **Public Health Board Duties**

1. The purpose of the Vilas County Public Health Board is to provide policy-making guidance to the Health Officer, the County Board Chairperson, and the Vilas County Board of Supervisors to provide an environment in which people can be healthy.
2. It shall consist of nine members, five of which must be County Board Supervisors, and four of which must be persons who are not elected officials and not employed by Vilas County. These persons will have demonstrated interest or competence in the field of public health or community health, and, if possible, are residents of Vilas County. The Public Health Board will invite up to 2 Lac du Flambeau Tribal Council representatives appointed by the Tribal Council to be non-voting advisory members of the Public Health Board.
3. The County Board Chairperson shall appoint the citizen members of this board, subject to the approval of the County Board, and, must make a good faith effort to appoint a registered nurse and a physician. The citizen appointments will be for a 2 year term and the County Board Chairperson may reappoint citizen members to subsequent terms.
4. The Vilas County Public Health Board must meet a minimum of four times per year.
5. Only County Board Supervisors who are members of this board may approve this board's expenditure vouchers and give preliminary consideration to specific personnel problems in closed session pursuant to Wis. Stat. §19.85(1)(f).
6. The Vilas County Public Health Board shall hire and establish policy governing the local health department staff. The Board shall hire the Health Officer, subject to appointment by the County Board Chairperson. It shall employ qualified public health professionals, including a public health nurse to conduct general public health nursing programs under the direction of this Board.
7. The Vilas County Public Health Board has the following specific duties:
  - Assures the enforcement of public health statutes, rules and local code
  - Assures the local health department meets the requirements of a Level II health department as defined in statute
  - Adopts local public health regulations to protect and improve the public's health that are no less stringent than, and do not conflict with, state statutes or the rules of the State Department of Public Health.
  - Assesses public health needs and advocates for the provision of reasonable and necessary public health services
  - Develops policy and provides leadership to meet public health needs
  - Assures collaboration between the local health department and other public health partners
  - Assures accountability of the local health department
  - Recommends appointment of certified Humane Officer and monitors contract for Humane Officer services.
8. It shall be responsible for abatement or removal of human health hazards as provided under §254.01 and §254.59, Wisconsin Statutes.
9. It shall assure that the county will provide the supplemental food, nutrition, education and other services authorized under §253.06, Wisconsin Statutes, and shall establish or designate an agency to administer that provision. This is in regards to State supplemental food program for women, infants and children (WIC).
10. The County Health Officer or designee County Nurse shall be a representative regarding public health concerns on the Public Safety Committee.

### **Commission on Aging Duties**

1. It shall be composed of not more than 12 members, a majority of whom are age 60 or over, and three of whom also serve on the County Board. Commission members are appointed by the County Board Chairperson and approved by the County Board and shall serve for terms of 3 years, pursuant to Wis. Stat. §46.82(4)(c). No member may serve more than 2 consecutive 3-year terms. They meet each month; and conduct their business pursuant to by-laws which they have adopted.
2. The primary duty is to develop and administer programs to serve older Americans. The purposes of these programs are to help older people maintain an independent and productive lifestyle, thereby preventing

- costly illness and premature institutionalization.
3. It shall act as an advocate for older people, providing a mechanism through which their voices can be heard on issues which are important to them.
  4. It shall seek the most current information available on the distribution and condition of older people in the County and use this information in developing county policies which affect the elderly.
  5. It shall cooperate with the Greater Wisconsin Agency on Aging Resources and related public and private agencies so that programs for older people are coordinated rather than duplicated.
  6. It shall annually prepare a "Biannual County Plan and Annual Budget" which describes programs to be undertaken and includes a detailed budget of projected federal, state and county general fund expenditures.
  7. Since most program funding is of state or federal origin, the Commission shall be knowledgeable about and shall observe relevant state and federal law in administering programs.
  8. Only County Board Supervisors who are member of this Commission may approve this Commission's expenditure vouchers and give preliminary consideration to specific personnel problems in closed session pursuant to Wis. Stat. §19.85(1)(f).

#### **Community Options Program**

1. It shall be comprised as follows: at least five persons receiving long-term community support services, each of whom represents one of the following groups: elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons and chemically dependent persons. Also, two (2) elected County officials, one (1) County Health representative, one (1) representative of the County Department of Social Services, one (1) representative of the §51.42 or §51.437 Boards, one (1) representative of the County Commission on Aging, and also any additional persons as appropriate.
2. It shall organize assessment activities.
3. It shall coordinate involvement in the assessment process between the County Department of Social Services, Chapter 51 Board, Health Service providers, County Commission on Aging, the person assessed and their family or guardian.
4. It shall arrange service contracts.
5. It shall ensure the provision of necessary long-term community support services.
6. It shall provide for ongoing care management, periodic case plan review and follow-up services.
7. It shall apply the uniform cost-sharing schedule.
8. It shall apply the program to current residents of nursing homes.
9. It shall coordinate the program with the Chapter 55 protective services system and Administrative Order 1.67.

### **PUBLIC SAFETY COMMITTEE**

#### **Purpose**

The Public Safety Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the Vilas County Sheriff's Office and emergency services in an efficient and cost effective manner.

#### **A. Committee Membership**

1. The Public Safety Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson
2. The Chairperson and Vice-Chairperson of this committee shall be appointed by the County Board Chairperson.

#### **B. Jurisdiction**

1. The Public Safety Committee shall oversee and establish policies governing the activities of the departments under its jurisdiction. It shall oversee the budgets of these departments.
2. The following County departments, elected officials and staff shall report to this Committee:
  - Sheriff's Office and County Jail

- Public Safety Communications
- Emergency Management
- Coroner

### C. Standing Rules & Committee Duties

#### Law Enforcement and Emergency Management Duties

1. It shall oversee the Sheriff's Office and Emergency Management and, upon recommendation of the Sheriff, prescribe departmental tours of duty, hours of work, procedures and other administrative rules and regulations of the office.
2. It shall, as required by §59.54(15), Wisconsin Statutes, inspect the jail at least annually and report its findings to the County Board.
3. It shall prepare an annual preliminary budget for the Sheriff's Office and Emergency Management, and submit it to the Administrative Committee.
4. ~~It shall audit all department claims, expenses, and allowances before transmitting them to the Finance and Budget Committee.~~
5. Expenditures in excess of \$15,000 must be authorized by a County Board Resolution.
6. ~~It shall be in charge of hiring all Sheriff's Office personnel and Emergency Management.~~
7. It shall be responsible for developing, adopting, and overseeing an effective program of emergency management consistent with the state plan of emergency management.
8. It shall supervise the emergency management director who shall be responsible for, among other things, directing county-wide emergency management training programs and exercises, and directing and coordinating emergency management activities throughout the County during a state of emergency.
9. It shall perform such duties as have been or may hereafter be provided by appropriate resolution or enactment of the County Board.

#### Communications Duties

1. It shall be the oversight committee for the special radio communication project, including budget and design oversight.
2. It shall negotiate and approve tower lease and rental agreements for space rented on county-owned towers, for county space required on privately owned towers, and tower leases on County-owned land.
3. It shall make recommendations to the county board on county communication needs.
4. It shall enhance public safety communications on a local, county and regional level.
5. It shall identify opportunities to enhance economic development through improved communications and encourage private/public communication relationships that benefit the citizens of the county.
6. It shall work with the Public Works and Zoning, Planning & Land Records committees to provide a seamless merge in the areas of information systems, mapping and public safety communications.

#### Local Emergency Planning (L.E.P.C.) Duties

1. ~~It shall implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with but in addition to the minimum requirements of Wis. Stat. §166.20, and 42 USC 11000 to 11050.~~
2. ~~It shall perform the duties as provided §166.20, §166.21, Wisconsin Statutes, regarding hazardous substances information and emergency planning.~~
3. ~~It shall perform such duties as have been or may hereafter be provided by appropriate resolutions or enactment of the County Board.~~
4. ~~The Public Safety Committee shall be the approving authority for all security and emergency response grants and emergency management salary grants applied for by the Emergency Management Department, as long as the grant requires no matching funds.~~
5. ~~It shall serve as the Vilas County Public Health Preparedness Coordinating Committee.~~
6. ~~It shall be responsible for development and execution of the Vilas County Operational Preparedness Plans.~~

## **PUBLIC WORKS COMMITTEE**

### **Purpose**

The Public Works Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the Vilas County Highway Department, Maintenance Department and the Purchasing Agent in an efficient and cost effective manner.

### **A. Committee Membership**

1. The Public Works Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson.
2. The Chairperson and Vice-Chairperson of this committee shall be elected by the committee members.

### **B. Jurisdiction**

1. The Public Works Committee shall oversee and establish policies governing the activities of the departments under its jurisdiction. It shall oversee the budgets of these departments.
2. The following County departments and staff shall report to this Committee:
  - Highway Department
  - Maintenance Department
  - Purchasing Agent

### **C. Standing Rules & Committee Duties**

#### **Highway Duties**

1. It shall be the duty of this Committee to receive and make recommendations upon all highway matters referred to it by the County Board.
2. It shall make annual reports and recommendations to the County Board on all matters pertaining to their jurisdiction in accordance with §83.015 of the Statutes.
3. It shall direct the expenditure of highway maintenance funds received from the State or provided by county tax. Equipment expenditures in excess of \$25,000 must be authorized by County Board resolution setting forth the present balance available for such purchases or contracts.
4. It shall be designated as the Natural Beauty Council of Vilas County. The Highway Commissioner shall be responsible for coordinating this program.
5. The Highway Commissioner shall report to this committee.

#### **Public Property Duties**

1. It shall be responsible for the maintenance and repair of the Courthouse and all other County-owned buildings and grounds.
2. It shall oversee all leases of building space by Vilas County and bring its recommendations to the County Board for approval.
3. It shall be responsible for the remodeling and assigning of space in all County-owned and leased buildings.
4. It shall be responsible for all Vilas County supply and equipment purchasing/leasing and the creation and review of County purchasing policy, with the following exceptions:
  - a. Forestry Department vehicle, parks and shop equipment, parks and shop supplies, parts and raw materials.
  - b. Sheriff's Department vehicles.
5. Upon recommendation of the appropriate oversight committee, it shall be responsible for approving all professional services, consulting, purchasing and vendor contracts for all County owned building additions and remodeling projects, building infrastructure improvements, building maintenance and repair, office equipment purchases and leases, office furniture purchases, office supply purchases, all information systems professional services and vendor contracts and communication systems professional services and vendor contracts, excepting all Highway Department building maintenance and repair contracts. The Public Works Committee shall review all professional services, consulting, purchasing and vendor

- contracts under its jurisdiction every two years.
6. It shall oversee all capital construction, improvements and remodeling to County buildings and grounds. It shall oversee all maintenance and repair to County building, grounds and equipment with the following exceptions:
    - a. Buildings – County park, picnic area and campground buildings and structures, which shall remain under the jurisdiction of the Conservation and Land Committee.
    - b. Grounds –County forest roads, game trails, park and forest lands, which shall remain under the jurisdiction of the Conservation & Land Committee.
    - c. Equipment Forestry Department construction, road and shop equipment.
 This oversight includes the ability to authorize the purchase of any necessary materials.
  7. It shall set up and supervise duties and hours of a Maintenance Department and staff and provide for accounting for their supplies.
  8. It shall require each department to maintain an inventory of all County property under its care.
  9. It shall be responsible for handling OSHA and ADA policies as they relate to the County's building infrastructure.
  10. The Maintenance Supervisor, Information Technology Director and County Purchasing Agent shall report to this committee.
  11. It shall be responsible to oversee professional supervision of any building project that the County Board approves for construction.

## **ZONING, PLANNING AND LAND RECORDS COMMITTEE**

### **Purpose**

The Zoning, Planning & Land Records Committee shall facilitate and coordinate, through policy and oversight, the functions, activities and services provided by the Vilas County Zoning and Planning Department and the Land Information/Mapping Department in an efficient and cost effective manner.

### **A. Committee Membership**

1. The Zoning, Planning & Land Records Committee shall be comprised of seven (7) members of the Vilas County Board, all appointed by the County Board Chairperson
2. The Chairperson and Vice-Chairperson of this committee shall be appointed by the County Board Chairperson.
3. The Committee Chairperson may assign a quorum of the committee to attend Zoning & Planning public hearings.

### **B. Jurisdiction**

1. The Zoning, Planning and Land Records Committee shall oversee and establish policies governing the activities of the departments under its jurisdiction. It shall oversee the budgets of these departments.
2. The following County departments, elected officials and staff shall report to this Committee:
  - Zoning & Planning Department
  - Land Information/Mapping Department
  - Tax Listing Coordinator
  - Surveyor

### **C. Standing Rules & Committee Duties**

#### **Zoning & Planning Duties**

1. Zoning, Planning & Land Records Committee members shall all reside within the County and outside the limits of the City of Eagle River. No two members shall reside within the same town.
2. It shall assume all responsibility for County Zoning and Land Use Planning.
3. It shall supervise a County Zoning Administrator and other staff as may be approved by the County Board, and it shall prescribe their duties and activities and have full direction and supervision thereof.
4. It shall periodically review all ordinances pertaining to zoning and environmental protection and make

- recommendations to the County Board for revision of said ordinances as become necessary.
5. All efforts and objectives shall be in accordance with the Wisconsin Statutes pertinent to said committee and agency. Statutes: §59.69, §59.692, §87.30, §281.31, §236.10, §236.45, §59.70(1).
  6. It shall handle any issues within the County relating to solid waste, hazardous waste, or recycling as may develop and advise the County Board on such matters.
  7. Under the guidance of the County recycling ordinance, it shall submit applications for state recycling grants and shall help coordinate County-wide recycling efforts by meeting with and disseminating information to municipalities within the County.
  8. It may withhold recycling grant funds from any municipality within the County which is not in compliance with the County recycling ordinance.

**Land Information/Mapping Duties**

1. It shall supervise the work of the Vilas County Land Information Office in carrying out the design, development, and implementation of an integrated land information system.
2. Its membership shall include representatives from the Conservation & Lands Committee, the Public Works Committee, the Administrative Committee and the Public Safety Committee.
3. When necessary or advisable, it shall coordinate land information projects with other units of government and/or the private sector.
4. It shall administer and guide land records projects and funding as set forth in the county wide land records plan as per §16.967(3)(e).
5. It shall review and recommend projects from the County and local governmental units for grants from the state land information board under §16.967(7).
6. ~~The Mapping Coordinator and Tax Listing Coordinator shall report to this Committee.~~

**OTHER BOARDS AND COMMISSIONS**

**I. BOARD OF ADJUSTMENT**

1. It shall consist of five members and two alternates, appointed by the County Board Chairperson, approved by the County Board, who shall serve staggered three year terms, beginning July 1st. §59.694(2), Wisconsin Statutes. Alternates shall be designated by the County Board as the first alternate and second alternate, pursuant to Wis. Stat. 59.694(2)(bm).
2. The members shall all reside within the County and outside the limits of the City of Eagle River. No two members shall reside within the same town.
3. It shall select its own Chairperson.
4. The Chairperson or, in his/her absence, the acting Chairperson may administer oaths and compel the attendance of witnesses.
5. It shall carry out and conduct its business in accordance with Article 10 of Vilas County Zoning Ordinance No. 85.
6. It shall carry out and conduct its business in accordance with the Rules and By-Laws, which have been approved and adopted by the Vilas County Board of Supervisors §59.694(3), Wisconsin Statutes.
7. It shall receive compensation as provided for members of all County Standing Committees.
8. All meetings of the Board of Adjustment shall be open to the public §59.694(3), Wisconsin Statutes.

**II. EMPLOYEE SAFETY COMMITTEE**

1. This committee shall be a formally constituted subcommittee of the Executive, ~~Ethics and Insurance~~ Committee.
2. It shall be comprised of: A representative from the Maintenance Department, Highway Department, Forestry Department, Sheriff's Department, Social Services Department, Public Health Department, a county board member from the Executive, ~~Ethics & Insurance~~ Committee, the Corporation Counsel and the County Clerk.
3. It shall coordinate efforts to improve safety and manage risk.
4. It shall meet with insurance representatives to review claims and loss control efforts.
5. It shall plan training activities.
6. It shall make recommendations to the Executive, ~~Ethics & Insurance~~ Committee and/or appropriate department(s).

7. The Safety Coordinator shall attend all Employee Safety Committee meetings and work with the committee to establish a safer work environment.

### **III. HEALTH INSURANCE BOARD OF TRUSTEES**

1. Its members shall consist of County Board Chairperson, Chairperson of the **Personnel Administrative** Committee and the County Clerk.
2. It shall oversee the County's Employee Health Plan Trust.
3. It shall study methods of providing comprehensive health care coverage and determine which plan is most advantageous to the County and its employees.

### **IV. HIGHWAY SAFETY COMMISSION (§83.013, Wisconsin Statutes)**

1. It shall be comprised as follows: County Highway Commissioner, Chief County Traffic Law Enforcement Officer, the State Highway Safety Coordinator or a designated representative, a County Board member appointed by the County Board Chairperson, and a representative appointed by the County Board Chairperson from each of the disciplines of Education, Medicine and Law and three representatives involved in Law Enforcement, Highways and Highway Safety designated by the Secretary of Transportation.

### **V. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. It shall implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with but in addition to the minimum requirements of Wis. Stat. §166.20, and 42 USC 11000 to 11050.
2. It shall perform the duties as provided §166.20, §166.21, Wisconsin Statutes, regarding hazardous substances information and emergency planning.
3. It shall perform such duties as have been or may hereafter be provided by appropriate resolutions or enactment of the County Board.
4. The Local Emergency Planning Committee shall be the approving authority for all security and emergency response grants and emergency management salary grants applied for by the Emergency Management Department, as long as the grant requires no matching funds.
5. It shall serve as the Vilas County Public Health Preparedness Coordinating Committee.
6. It shall be responsible for development and execution of the Vilas County Operational Preparedness Plans.

### **VI. NORTHERN WATERS LIBRARY SYSTEM TRUSTEE BOARD**

1. Representatives are members of the Board of Trustees for the library system designated by the County Board.

### **VII. SNOWMOBILE SAFETY COMMITTEE**

1. It shall be comprised of: a county board supervisor from **Forestry, Land and Recreation Conservation and Land** Committee, an additional county board supervisor appointed by the County Board Chairperson, a member of the Forestry Department, Sheriff's Department, Public Health Department and Tourism & Publicity Department, a member of the DNR law enforcement, the president of the Vilas County Snowmobile Alliance, and four additional representative from local snowmobile clubs representing the four quadrants of the County.
2. It shall coordinate efforts to enhance public safety on local snowmobile trails.
3. It shall coordinate efforts to improve communications between law enforcement and local snowmobile clubs for the purpose of accident reduction.
4. It shall support the Vilas County Snowmobile Alliance in their efforts to promote safe snowmobiling, safer trails and positive public relations regarding all Vilas County snowmobile trails.
5. It shall be advisory in nature and shall report to the Forestry, Land and Recreation Committee and to the Vilas County Snowmobile Alliance to promote a united effort to improve snowmobile trail safety.

### **VIII. VETERANS SERVICE COMMISSION**

1. It shall be in conformance with provisions of Wisconsin Statutes, Chapter 45, to promote the interests of Vilas County Veterans, and advise and consult with the Vilas County Veterans Service Officer, whom shall act as Secretary to the Commission.

**RESOLUTION 2014 – 24**

**Re: In Honor of Departing Vilas County Supervisors**

1           **WHEREAS**, the two-year term of office for elected Vilas County Supervisors, which began  
2 on April 17, 2012, concluded on April 14, 2014.

3           **NOW, THEREFORE, BE IT RESOLVED**, by the Vilas County Board of Supervisors in  
4 session this 15<sup>th</sup> day of April, 2014 that we, the duly elected representatives of the people of Vilas  
5 County, extend on their and our behalf all due honor, recognition and gratitude for the years of  
6 diligent public service rendered to the people of Vilas County and to Vilas County Government, by  
7 the Vilas County Supervisors listed below, who are not returning for the 2014-2016 term of office.

8	District #1	Ralph Sitzberger	6 years	2008 - 2014
9	District #4	Dennis Nielsen	10 years	2004 - 2014
10	District #5	Emil Bakka	6 years	2008 - 2014
11	District #8	Christopher Mayer	12 years	2002 - 2014
12	District #13	Stephen Favorite	8 years	2006 - 2014
13	District #14	Maynard Bedish	14 years	2000 - 2014
14	District #15	Sigurd Hjemvick	6 years	2008 - 2014
15	District #16	Lorin Johnson	2 years	2012 - 2014
16	District #17	James Behling	6 years	2008 - 2014
17	District #18	Leon Kukanich	12 years	2002 - 2014
18	District #19	Linda Thorpe	10 years	2004 - 2014
19	District #21	Kathleen Rushlow	24 years	1990 - 2014

**Submitted by: Vilas County Board of Supervisors**

\_\_\_\_\_  
Ken Anderson

\_\_\_\_\_  
Charles Hayes

\_\_\_\_\_  
Alden Bauman

\_\_\_\_\_  
Arthur Kunde

\_\_\_\_\_  
Racquel Zortman-Bell

\_\_\_\_\_  
Walter Maciag

\_\_\_\_\_  
Wallace Beversdorf

\_\_\_\_\_  
William Otterpohl

\_\_\_\_\_  
Mary Kim Black

\_\_\_\_\_  
Charles Rayala, Jr

\_\_\_\_\_  
Edward Bluthardt, Jr.

\_\_\_\_\_  
Carolyn Ritter

\_\_\_\_\_  
Gerald Burkett

\_\_\_\_\_  
Mark Rogacki

\_\_\_\_\_  
Rocco Caffarella

\_\_\_\_\_  
Kim Simac

\_\_\_\_\_  
Ronald De Bruyne

\_\_\_\_\_  
Erv Teichmiller

\_\_\_\_\_  
Steven Doyen

\_\_\_\_\_  
Walter Wagner

\_\_\_\_\_  
Vernon Wiggenhauser



**RESOLUTION 2014 - 25**

**Re: Aerial Photography of Vilas County Forest**

1           **WHEREAS**, the resources of the Vilas County Forest are sustainably managed within  
2 the concept of “multiple use” to provide for the public amenities that include timber, recreation  
3 opportunities and wildlife habitat and is third-party certified by the Sustainable Forestry  
4 Initiative; and

5           **WHEREAS**, the Forestry, Recreation & Land Committee, in consideration of the  
6 necessity of current aerial photography as a tool for the planning and field work of management  
7 activities, at their April 2, 2014 meeting moved to approve the acquisition of digital ortho-  
8 photography and stereo prints through Quantum Spatial, Inc. at the approximate cost of  
9 \$26,888.35; and

10           **WHEREAS**, the 2014 approved Forestry, Recreation & Land Department budget  
11 includes the estimated expenditure of \$28,000.00 to obtain aerial photography of the County  
12 Forest from the State Forest Aid Account, 220.47.56102.0810

13           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
14 in session this 15th day of April, 2014 that the Forestry, Recreation & Land Committee is  
15 authorized to expend not more than \$28,000.00 from the State Forest Aid Account,  
16 220.47.56102.0810, for the purpose of acquiring aerial photography of the Vilas County Forest.

FISCAL COMMENT:

X Included within Resolution

See Attached

Not applicable

\_\_\_\_\_  
Finance Director

H. R. REVIEW

Approved

X Not applicable

\_\_\_\_\_  
Human Resources Director

APPROVED AS TO FORM

\_\_\_\_\_  
Corporation Counsel

SUBMITTED BY:

**Forestry, Recreation & Land Committee**

\_\_\_\_\_  
Ralph J. Sitzberger, Chair

\_\_\_\_\_  
Sig Hjemvick

\_\_\_\_\_  
Leon Kukanich

\_\_\_\_\_  
Charles Rayala, Jr.

\_\_\_\_\_  
Maynard Bedish

**RESOLUTION 2014 - 26**

**Re: Part-Time Juvenile Intake Worker**

1           **WHEREAS**, the Juvenile Intake Department has a vacancy in the Juvenile Intake  
2 Worker position since May, 2012 due to a retirement; and

3           **WHEREAS**, this position provides supervision of youth placed on dispositional orders  
4 for truancy and/or state law violations, preparation of court reports, attendance at meetings for  
5 youth in school, home and weekly contact with Vilas county schools. Also, managing records of  
6 the Restitution program, Community Service program, GPS/Electronic Monitoring program, and  
7 providing assistance to the Juvenile Clerk regarding the POSIT paperwork, as set forth in the  
8 attached job description; and

9           **WHEREAS**, this position is scheduled for 20 hours per week; and

10          **WHEREAS**, the Personnel Committee has approved and recommends that this position  
11 be filled; and

12          **WHEREAS**, the hourly starting wage range is \$16.88-\$20.00 and the total annual cost  
13 for wages and benefits in 2014 is \$ \$20,822.22 - \$24,670.88 (salary of \$17,555.20 - \$20,800.00,  
14 \$3,267.02 - \$3,870.88 in fringe benefits, see attached), all of which will need to be taken from  
15 the General Fund; and

16          **WHEREAS**, a two-thirds (2/3) vote of the Board of Supervisors is necessary for  
17 transferring funds from the General Fund.

18          **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
19 in session this 15<sup>th</sup> day of April, 2014, up to \$24,670.88 is authorized for transfer from the  
20 General Fund into the Juvenile Intake budget, line item 100.05.51213.0126, to cover the cost of a  
21 Part-time Juvenile Intake position, as set forth in the attached position description, for the  
22 remainder of the year 2014. The position shall thereafter be included in the Juvenile Intake's  
23 budget for subsequent years.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

\_\_\_\_\_  
Finance Director

H. R. REVIEW

- Approved
- Not applicable

SUBMITTED BY:

**Personnel Committee**

\_\_\_\_\_  
Jim Behling, Chair

\_\_\_\_\_  
Chuck Hayes

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Human Resources Director

---

Ed Bluthardt

APPROVED AS TO FORM

---

Ron De Bruyne

---

Corporation Counsel

---

Lorin Johnson

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>DRAFT</b> <input type="checkbox"/>	<b>FINAL</b> <input checked="" type="checkbox"/>
<b>Position Title:</b> Part-time Juvenile Intake Worker	<b>Department:</b> Juvenile Intake
<b>Immediate Supervisor's Position Title:</b> Juvenile Intake Supervisor	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> March 2014	<b>Revised Date:</b> N/A
<b>Oversight Committee:</b> Judge	<b>Approved Date:</b>
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b> March 18, 2014

**Job Summary:**

This position is for performing intake and dispositional duties on youth pursuant to truancy court orders and state statutes. The person exercises professional judgment and initiative within policy guidelines established by the County Board and under the supervision of the Juvenile Intake Supervisor.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises and works with juveniles and their families pursuant to truancy court orders and state law. This includes but is not limited to supervising youth under dispositional orders to ensure their compliance with their orders; preparing reports and other documents for the Circuit Court; setting up individual meeting times; attendance at IEP meetings; and weekly contact with the schools in Vilas County.
- Keeps an accurate records for restitution accounts; notification of victims; victim/witness program; and other duties as deemed necessary for the efficient operation of the restitution program.
- Assists with the record-keeping of the Community Service program, making sure that all juveniles are completing their community service hours; updating the community service site document.
- Manage records of the GPS/Electronic Monitoring program, making sure supplies are not low; make contact with GPS/Electronic monitoring service provider weekly with an equipment order, supply need, questions.
- Assist Juvenile Clerk with POSIT paperwork, including report generation, quarterly billing, and monthly POSIT logs.
- Maintains strict confidentiality regarding Juvenile Intake Office and Juvenile Court records and operations.
- All other duties as deemed necessary to assist the Juvenile Intake Supervisor in carrying out the operations of the Juvenile Intake Office.
- All other duties as assigned.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	<b>Major field of study or emphasis:</b> Social work, sociology, or a youth development field
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Must have or be able to obtain certification as an intake worker.</li> <li>Must possess a valid driver's license and must have full insurance coverage. Must possess a vehicle that allows year-round access to sites throughout Vilas County as part of routine duties.</li> </ul>

**C. Required Work Experience:**

<input checked="" type="checkbox"/> <b>In addition to Education/Licensure</b>	<input type="checkbox"/> <b>Instead of Education/Licensure</b>
<ul style="list-style-type: none"> <li>Prior experience in related field is preferred.</li> </ul>	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Ability to handle multiple changing roles and responsibilities and must have excellent public relations skills in dealing with parents, judges, law enforcement, detention workers and school officials.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication, recordkeeping skills, and knowledge and use of contemporary office procedures and equipment.
- Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment.
- Ability to meet deadlines while working accurately and efficiently.
- Complies with applicable federal and state laws, administrative rules, established department procedures and accepted professional standards.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

Titles of Positions Supervised:	# of Employees:
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.

<b>Juvenile Intake</b>						
<b>Worker</b>						
		<b>FICA</b>	<b>Wisconsin</b>	<b>Workers</b>	<b>Total</b>	<b>Grand</b>
<b>2014</b>	<b>Wages</b>		<b>Retirement</b>	<b>Comp.</b>	<b>Fringe</b>	<b>Total</b>
20 hours per week		7.65%	7.00%	3.96%	Benefits	
\$16.88	\$17,555.20	\$1,342.97	\$1,228.86	\$695.19	\$3,267.02	\$20,822.22
	<b>\$17,555.20</b>	<b>\$1,342.97</b>	<b>\$1,228.86</b>	<b>\$695.19</b>	<b>\$3,267.02</b>	<b>\$20,822.22</b>

<b>Juvenile Intake</b>						
<b>Worker</b>						
		<b>FICA</b>	<b>Wisconsin</b>	<b>Workers</b>	<b>Total</b>	<b>Grand</b>
<b>2014</b>	<b>Wages</b>		<b>Retirement</b>	<b>Comp.</b>	<b>Fringe</b>	<b>Total</b>
20 hours per week		7.65%	7.00%	3.96%	Benefits	
\$20.00	\$20,800.00	\$1,591.20	\$1,456.00	\$823.68	\$3,870.88	\$24,670.88
	<b>\$20,800.00</b>	<b>\$1,591.20</b>	<b>\$1,456.00</b>	<b>\$823.68</b>	<b>\$3,870.88</b>	<b>\$24,670.88</b>

**RESOLUTION 2014 – 27**

**RE: Budget Amendment - 2013 General Fund Expenditures in Excess of Budget**

1           **WHEREAS**, the Vilas County Finance & Budget Committee has been notified by the  
2 Finance Director regarding General Fund expenditures in excess of budget; and

3           **WHEREAS**, the Finance & Budget Committee has examined the said expenditures and  
4 has determined that the incurred expenditures were unavoidable and not foreseen during the  
5 2013 budgeting process; and

6           **WHEREAS**, the Finance & Budget Committee recommends that the 2013 budget be  
7 amended to account for the additional funds expensed as listed below:

8	100.02	County Board	1,914.43
9	100.03	Circuit Court	15,259.65
10	100.10	Coroner	60,184.88
11	100.17	Forestry Bld. & Maint.	344.22
12	100.29	Veterans Service Officer	13,287.80
13	100.41	Solid Waste	11,599.58
14	100.61	Civil Service	<u>5,720.47</u>
15		Total	<u>\$108,311.03</u>

16           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
17 in session this 15th day of April, 2014 that the 2013 expenditure budget is amended by the  
18 amount of \$108,311.03, causing a corresponding reduction in the General Fund closing balance  
19 for the year ending December 31, 2013.

20           **BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1  
21 notice within 10 days of these amendments informing the public of these particular changes.

FISCAL COMMENT:

- Included within Resolution
- See attached or below
- Not applicable

\_\_\_\_\_  
Finance Director

H. R. REVIEW

- Approved
- Not applicable

\_\_\_\_\_  
Human Resources Director

APPROVED AS TO FORM

\_\_\_\_\_  
Corporation Counsel

SUBMITTED BY:

**Finance and Budget Committee**

\_\_\_\_\_  
Chris Mayer, Chair

\_\_\_\_\_  
Edward Bluthardt

\_\_\_\_\_  
Jim Behling

\_\_\_\_\_  
Mary Kim Black

\_\_\_\_\_  
Erv Teichmiller