

ORDINANCE NO. 08-2024

Amending Chapter 9, 19 and 67. Board of Supervisors Article III. Appointed Committees

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of May, 2024, does ordain as follows:

- 1 **WHEREAS**, The Mission of Green Lake County states: “For the benefit of our citizens,
- 2 we dedicate ourselves to the pursuit of fiscal responsibility, quality service, innovative
- 3 leadership and continual improvement in our County’s government”; and

- 4 **WHEREAS**, to fulfill this promise to the citizens of Green Lake County, it is incumbent
- 5 upon the County Board of Supervisors to create and implement efficiencies and
- 6 improvements where appropriate; and

- 7 **WHEREAS**, Wisconsin State Statute 59.04 allows “counties the largest measure of self-
- 8 government under the administrative home rule authority granted to counties in s. [59.03](#)
- 9 [\(1\)](#), this chapter shall be liberally construed in favor of the rights, powers and privileges
- 10 of counties to exercise any organizational or administrative power”.
- 11
- 12 Fiscal note is not applicable.

Submitted by Administrative
Committee:

Roll Call on Ordinance No. 08-2024

Ayes 12, Nays 5, Absent 2, Abstain 0

/s/ Dave Abendroth

Dave Abendroth, Chair

Passed and Enacted/~~Rejected~~ this 21st
day of May, 2024.

/s/ Gene Thom

Gene Thom, Vice Chair

/s/ David Abendroth

County Board Chairman

/s/ Dennis Mulder

Dennis Mulder

/s/ Elizabeth Otto

ATTEST: County Clerk
Approve as to Form:

/s/ Brian Floeter

Brian Floeter

/s/ Jeffrey mann

Corporation Counsel

/s/ Bob Schweder

Bob Schweder

13 **NOW THEREFORE BE IT RESOLVED:** Green Lake County wishes to implement
14 efficiencies in the oversight of County business while meeting the appropriate statutory
15 requirements, and approves the restructure of oversight committees to seven (7)
16 standing committees under the titles of the Administrative Committee, the Finance &
17 Insurance Committee, the Public Safety and Judicial Committee, the Health & Human
18 Services Board, the Highway Committee, and the Land, Water, Parks and Community
19 Committee.

20 **BE IT FURTHER RESOLVED:** The Personnel Committee, Property & Insurance
21 Committee, and the Parks Commission will be dissolved. The ongoing responsibilities of
22 these committees will shift to the Administrative Committee, Finance & Insurance
23 Committee, and Land, Water, Parks & Community Committee respectively.

24 **BE IT FURTHER RESOLVED:** Chapter 9, 19 and 67 of the Green Lake County
25 Ordinance will be revised and updated to reflect the restructure appropriately.

26 **NOW, THEREFORE, BE IT ORDAINED,** that the ordinance shall be amended as
27 follows:

28

29 A.

30 The County Board Chair shall designate the membership of all appointed committees
31 pursuant to his/her authority under § 9-7, unless the appointment is made by the County
32 Administrator as required under statute. These appointments shall be for a term of two
33 years until their successors are appointed and confirmed by the County Board.

34 B.

35 Each committee shall elect its own officers unless said elections are inconsistent with
36 federal or Wisconsin laws.

37 C.

38 The County Board Chair (or the County Administrator) shall also designate an alternate
39 member for each appointed committee, who shall serve at such time as may be necessary
40 to form a quorum for the regular conduct of business. The Committee Chair or the County
41 Clerk shall notify the alternate member of the need for his/her services.

42 D.

43 Regular meetings of appointed committees shall be held at a time and place as advertised
44 by the committee. Special meetings may be held as determined necessary by the
45 committee and shall be duly advertised.

46 E.

47 Committees shall keep appropriate minutes of all actions taken at their meetings. All
48 minutes shall be placed on the County website within three business days of the meeting
49 at which the minutes were taken. Committee Chairs shall present reports to the County
50 Board on request.

51 § 9-30. Agriculture-Extension Education and Fair Committee.

52 A.
53 ~~The Agriculture-Extension Education and Fair Committee shall consist of five Supervisors~~
54 ~~appointed by the County Board Chair and confirmed by the Board of Supervisors. Each~~
55 ~~Committee member shall serve a term of two years.~~

56 B.
57 ~~Section 59.56, Wis. Stats., governs the powers, duties and responsibilities of this~~
58 ~~Committee. This Committee shall serve as the governing committee for the University of~~
59 ~~Wisconsin-Extension Department, its agents, the Cooperative Extension Education~~
60 ~~Program, and the County Library Services.~~

61 C.
62 For the purposes of § 59.56(3)(g), Wis. Stats., the university extension program shall be
63 a department of County government, and Land, Water, Parks and Community shall be
64 the committee which is delegated the authority to direct and supervise the department.

65 D.
66 ~~Program functions are established under § 59.56(3)(f), Wis. Stats., and authorization is~~
67 ~~given to this Committee to direct, conduct and supervise these programs.~~

68 E.
69 The Administrator, with authority delegated by the County Board, may enter into joint
70 agreements with the University of Wisconsin - Extension or with other counties and
71 university extension if County funds committed in such agreements have been
72 appropriated by the County Board. The County Administrator is authorized to execute
73 such agreements and copies of such agreements will be filed in the Corporation
74 Counsel's office.

75 F.
76 The Agriculture-Extension Education and Fair Committee shall administer and maintain
77 those items as listed in the fair inventory of the Green Lake County Junior Free Fair as
78 filed annually with the office of the Green Lake County Clerk and for the purposes of
79 administration shall be the governing Board of Directors for the Green Lake County Junior
80 Free Fair. The Committee shall work in cooperation with the University of Wisconsin -
81 Extension Office in coordinating activities relating to the County Fair. Section 59.56(14),
82 Wis. Stats., Fairgrounds and Fairs, § 93.23, Wis. Stats., Local Fairs, and Ch. ATCP 160,
83 Wis. Adm. Code, shall govern the powers, duties, and responsibilities of the Fair Board,
84 state aids, premium lists, fair rules, regulations and financial reporting.

85 G.
86 The Agriculture-Extension Education and Fair Committee shall have the power and duty
87 to manage and maintain the fairgrounds during the Green Lake County Junior Free Fair.
88 The Committee shall have the authority to contract entertainment services. The
89 Committee shall have the authority to contract services and/or hire such personnel as it
90 deems necessary for the adequate management and maintenance of said facilities and
91 grounds (in preparation for and during the fair and cleanup) within the limit of funds
92 appropriated for this purpose by the County Board, state aid, donations and grants.

93 H.
94 The Board of Directors shall submit an annual financial report to the Department of
95 Agriculture, Trade and Consumer Protection in a format as required by § ATCP 160.92,
96 Wis. Adm. Code. Publication of the financial report shall be in accordance with § ATCP
97 160.92(6), Wis. Adm. Code, and § 93.23(1)(a) to (i) and Ch. 985, Wis. Stats.

98 **§ 9-31. Public Safety and Judicial Committee**

99 A.

100 Public Safety and Judicial Committee shall consist of five members appointed by the
101 County Board Chair and confirmed by the County Board of Supervisors. The members
102 shall serve for two years or until a successor has been elected or appointed. Furthermore,
103 and in fulfillment of § 323.14(1)(a)3, Wis. Stats, said committee shall also serve as the
104 county emergency management committee with the Public Safety and Judicial Committee
105 chair appointed by the County Board Chair and approved by the full County Board of
106 Supervisors.

107 B.

108 The Public Safety and Judicial Committee shall have the powers, duties and
109 responsibilities required by § 323.14, Wis. Stats.

110 C.

111 The Public Safety and Judicial Committee will be the governing committee for the
112 following departments to the extent allowed by Wisconsin Statutes and common law:

113 (1)

114 Clerk of Circuit Court.

115 (2)

116 District Attorney.

117 (3)

118 Sheriff's Department.

119 (4)

120 Register in Probate.

121 (5)

122 Circuit Court Judge.

123 (6)

124 Medical Examiner

125 (7)

126 Family Court Commissioner.

127 (8)

128 Emergency Management.

129 (9) Emergency Medical (Ambulance Services)

130 D.

131 It shall be the responsibility of the Public Safety and Judicial Committee to establish policy
132 and procedures and assist the department heads listed in Subsection C, above, to
133 correlate and harmonize all phases of law enforcement in Green Lake County, including
134 support of the department heads listed in Subsection C, above, in performing their
135 principal duties under Wisconsin Statutes.

136 E.

137 In addition to such general duties and responsibilities, the Public Safety and Judicial
138 Committee is specifically authorized and empowered to perform the following duties:

139 (1)

140 The Committee shall review the rules developed by the Sheriff relating to the conduct of
141 law enforcement personnel and the performance of their duties and the established hours
142 of employment.

143 (2)

144 Once each year, the Chair of the Committee and the Sheriff shall schedule a special
145 meeting for the examination and inspection of all equipment being used in the operation
146 of the Sheriff's Department and at that time determine the needs for the coming year,
147 prior to preparing the department budgets. The Committee, along with the Sheriff, shall
148 make an impromptu examination of the menu being served all prisoners and sample the
149 same and also determine the fiscal impact on the Sheriff's Department budget. Once each
150 year, the Committee shall inspect the jail as required under § 59.54(15), Wis. Stats.

151 (3)

152 The Committee shall have the right to establish the criteria for reports deemed necessary
153 to oversee and advise each department.

154 § 9-32. Health and Human Services Board.

155 A.

156 The Health and Human Services Board shall consist of nine members appointed by the
157 County Administrator and confirmed by the County Board, five of whom shall be County
158 Board Supervisors and four of whom shall be citizens at large. At least one member shall
159 be an individual who receives or has received human services or shall be a family member
160 of such individual. The remainder shall be consumers of services or citizens at large. No
161 public or private provider of health and human services may be appointed to the County
162 Health and Human Services Board.

163 B.

164 Citizens at large on the County Health and Human Services Board shall serve for terms
165 of three years so arranged that, as nearly as possible, the terms of 1/3 of the members
166 shall expire each year. Vacancies shall be filled in the same manner as the original
167 appointments. In the event that a County Board Supervisor (elected for a two-year term)
168 is not re-elected to this position, the County Administrator shall fill this vacancy as
169 described above.

170 C.

171 The responsibilities, powers and duties of the Health and Human Services Board are as
172 follows: to ensure that the Department of Health and Human Services provides programs
173 and services to all County residents as provided and directed by § 46.23 et seq., Wis.
174 Stats., and the Wisconsin Administrative Code. The Health and Human Services Board,
175 in conjunction with the Director, shall develop policy and procedures to be followed in
176 providing services required by appropriate directives within the Department's budget. In
177 addition, the Health and Human Services Board shall be the governing committee for the
178 Veterans' Service Office.

179 D.

180 The Health and Human Services Board may appoint such subcommittees as may be
181 necessary for the purpose of receiving community, professional or technical information
182 concerning particular policy considerations. All meetings of any subcommittees shall be
183 duly advertised and posted in accordance with the open meeting laws including the
184 preparation of an agenda. Minutes shall be kept of any such meetings, and members

185 attending shall receive meeting payments and reimbursement for mileage in accordance
186 with the County resolution pertaining to the same.

187 ~~E.~~

188 ~~The Personnel Committee shall be notified by all committees when holding personnel~~
189 ~~interviews for hiring so that representation can attend, observe and, if needed, confer.~~

190 § 9-33. Finance & Insurance Committee.

191 A.

192 The Finance & Insurance Committee shall consist of five Supervisors appointed by the
193 County Board Chair and confirmed by the County Board for a two-year term or until a
194 successor is appointed and confirmed.

195 B.

196 The powers, duties, and responsibilities of the Finance & Insurance Committee shall be
197 as follows:

198 (1)

199 Pursuant to § 59.52(12)(a), Wis. Stats., the Committee shall examine and settle all
200 accounts of the County, and all claims and demands against the County that do not
201 exceed \$5,000 and cause to be issued orders therefor.

202 (2)

203 The Committee shall facilitate the efforts of the County Administrator in the development
204 and submission of the annual County budget with the County Administrator and submit it
205 to the County Board at the annual meeting. Revenues and expenditures proposed by the
206 several committees and departments of County government shall be considered in the
207 preparation of this budget.

208 (3)

209 The Finance & Insurance Committee is hereby authorized, pursuant to § 65.90(5)(b), Wis.
210 Stats., to transfer funds between budgeted items of an individual County office or
211 department, if such budgeted items have been separately appropriated. The County
212 Administrator is hereby authorized to approve the transfer of funds between budgeted
213 items of an individual County office or department, if such budgeted items have been
214 separately appropriated and are in an aggregate amount of \$500 or less. Transfers from
215 the contingency fund shall be processed and approved in the same manner as any
216 budgeted amendment pursuant to § 69.90(5)(a), Wis. Stats.

217 (4)

218 The Committee shall examine and investigate all requests for County borrowing and
219 submit its recommendations thereon to the County Board at its meeting next following the
220 completion of said investigation.

221 (5)

222 The Committee shall direct all office procedures of the County Treasurer, and secure
223 compliance with recommendations made by the State Department of Audit in relation
224 thereto, and shall supervise the investment of all County funds not needed for immediate
225 operation of the County and shall direct the Treasurer with regard to such investments.

226 (6)

227 ~~The Committee shall have the authority to designate a representative to monitor and give~~
228 ~~input to the Personnel Committee during negotiations with labor unions and groups of~~
229 ~~professional employees.~~

230 (7)
231 The Committee shall perform duties relating to illegal assessments and tax deed lands in
232 accordance with Wisconsin Statutes and County ordinances.

233 (8)
234 In the absence of the County Administrator, the Finance Director with the approval of the
235 Finance & Insurance Committee may approve payment of vouchers and/or claims from
236 any committee or department to ensure timely payment of bills.

237 (9)
238 The Finance & Insurance Committee shall be the oversight committee of the Finance
239 Director, County Clerk, County Treasurer and Economic Development Corporation.

240 C.
241 As relates to the Green Lake County Economic Development Corporation, the
242 Chairperson of the Finance & Insurance Committee or his/her designee from the Finance
243 & Insurance Committee shall also serve on the Board of Directors of the Corporation, per
244 Resolution No. 11-90.

245 ~~§ 9-34. Personnel Committee.~~ **Dissolved: All remaining duties transferred to the**
246 **Administrative Committee**

247 A.
248 ~~The Personnel Committee shall consist of a five-member committee of Supervisors~~
249 ~~appointed by the County Board Chair and confirmed by the County Board for a two-year~~
250 ~~term or until a successor is appointed and confirmed.~~

251 B.
252 ~~The Green Lake County Board delegates to the Personnel Committee full authority to~~
253 ~~make all decisions relating to management rights/recognition on behalf of the Green Lake~~
254 ~~County Board as defined in the employee-labor contract.~~

255 C.
256 ~~The Administrator, on behalf of Green Lake County, shall negotiate contracts with the~~
257 ~~employee labor unions and associations of professional employees, through authority~~
258 ~~vested by the County Board, with all contracts subject to ratification of the County Board.~~
259 ~~A copy of all such contracts will be filed with the County Clerk and Corporation Counsel.~~

260 D.
261 ~~The Personnel Committee shall:~~

262 (1)
263 ~~Establish policies for all County employees, subject to County Board approval, and~~
264 ~~publish and maintain the County Personnel Policies and Procedures Manual.~~

265 (2)
266 ~~Establish a period of probation for all new employees and employees transferring from~~
267 ~~one position to another.~~

268 (3)
269 ~~All personnel matters needing County Board approval shall be submitted by the governing~~
270 ~~committee with "recommendation of approval or disapproval of the Personnel Committee"~~
271 ~~being indicated on the resolution.~~

272 ~~§ 9-35. Property and Insurance Committee.~~ **Dissolved: All remaining duties**
273 **transferred to the Finance & Insurance Committee**

274 A.
275 ~~The Property and Insurance Committee shall consist of five Supervisors, appointed by~~
276 ~~the County Board Chair and confirmed by the County Board for a two-year term or until a~~
277 ~~successor is appointed and confirmed.~~

278 B.
279 ~~The powers, duties, and responsibilities of the Property and Insurance Committee shall~~
280 ~~be as follows:~~

281 (1)
282 ~~The Committee shall maintain and keep an inventory of all capital items of furniture,~~
283 ~~fixtures, and general and specialized equipment used in all County operations along with~~
284 ~~an inventory of surplus equipment. The Committee shall have the authority to determine~~
285 ~~if surplus equipment is to be serviced and stored for future use or disposal.~~

286 (2)
287 ~~The Committee shall oversee the maintenance of the Green Lake County Government~~
288 ~~Center, highway buildings, outbuildings on County premises, and maintain the yards,~~
289 ~~walks, and parking lots adjacent thereto and plan, develop and supervise all new~~
290 ~~construction and renovation unless a specific building committee is appointed by the~~
291 ~~County Board. For acquiring, developing and maintaining snowmobile trails whenever~~
292 ~~possible, the Committee shall make application for grants and aids from the state and~~
293 ~~federal snowmobile maintenance funds.~~

294 (3)
295 ~~The Finance & Insurance Committee shall oversee the County's insurance needs for:~~

296 (a)
297 ~~Insurance.~~

298 [1]
299 ~~Public liability and property damage insurance, either through commercial companies or~~
300 ~~by self-insurance created by setting up a fund for such purpose or by a combination~~
301 ~~thereof, covering, without exclusion because of enumeration, motor vehicles,~~
302 ~~malfeasance of professional employees, maintenance and operation of County highways~~
303 ~~and parks, and any other activities involving the possibility of damage to the general~~
304 ~~public;~~

305 [2]
306 ~~Fire and casualty insurance for all County property;~~

307 [3]
308 ~~Health, life, and disability insurance for County employees as appropriate;~~

309 [4]
310 ~~The protection of the County and the public against loss or damage resulting from the act,~~
311 ~~neglect, or default of County officers, department heads, and employees.~~

312 (b)
313 ~~Any plan for self-insurance under this subsection shall be specifically approved by the~~
314 ~~County Board before it may be commenced.~~

315 (4)
316 ~~The Committee shall have the responsibility for arranging for the printing of public notices,~~
317 ~~County Board proceedings, and any other printing required by County ordinance, except~~
318 ~~for the printing of notices, etc., that are the special concern and responsibility of other~~
319 ~~committees of the County Board or departments of County government.~~

320 C.
321 The Finance & Insurance Committee may appoint a Loss Control Subcommittee. The
322 Subcommittee shall administer and support the Insurance Loss Control Program of the
323 County in coordination with the County Clerk, who shall serve as the Safety
324 Coordinator/Risk Manager. Additional guidance to this Subcommittee shall be provided
325 by loss control specialists provided by the County's insurance providers at no cost to the
326 County. Subcommittee meetings shall be held at such intervals as are deemed necessary
327 to properly carry out the several functions of the Subcommittee, but at least quarterly.
328 Such meetings shall be duly noticed in accordance with open meeting law and shall keep
329 minutes and post an agenda.

330 § 9-36. Land Use Planning and Zoning Committee.

331 A.
332 The Land Use Planning and Zoning Committee shall consist of five Supervisors appointed
333 by the County Board Chair and confirmed by the County Board for a two-year term or
334 until a successor has been appointed and confirmed.

335 B.
336 It shall be the purpose of the Land Use Planning and Zoning Committee to promote the
337 public health, safety, convenience, and general welfare; to encourage planned and
338 orderly land use development; to recognize the needs of agriculture, forestry, industry,
339 and business in future growth; to encourage uses of land and other natural resources
340 which are in accordance with their character and adaptability; to preserve wetlands; to
341 conserve soil, water, and forest resources; to protect the beauty and amenities of
342 landscape and man-made developments; to provide healthy surroundings for family life;
343 and to promote the efficient and economical use of public lands.

344 C.
345 The Land Use Planning and Zoning Committee shall be the governing committee for the
346 Land Use Planning and Zoning Department, the Register of Deeds, and the Land
347 Information Council.

348 D.
349 The Committee shall be responsible for developing a Comprehensive Plan under
350 §§ 66.1001 and 59.69(2) or (3), Wis. Stats., for all unincorporated areas of the County.

351 E.
352 The powers and duties of the Committee shall be as specified by Green Lake County
353 Ordinances Chapter **350**, Zoning; Chapter **338**, Shoreland Protection; Chapter **315**, Land
354 Division and Subdivision; Chapter **300**, Floodplain Zoning; Chapter **334**, Sewage
355 Systems, Private; Chapter **323**, Nonmetallic Mining, and any other ordinance deemed
356 necessary by the County Board. The Committee shall assist in the implementation of the
357 enforcement of the Farmland Preservation Plan and any other plan(s) as deemed
358 necessary by the County Board and shall further have the responsibilities delegated to it
359 by said ordinances in relation to the Green Lake County Zoning Maps, together with such
360 other powers and duties as are specified in §§ 59.69, 59.692, 87.30 and 281.31, Wis.
361 Stats., as well as any other sections of the statutes relating thereto and affecting the
362 general area of responsibility of the Committee as set forth herein and any further duties
363 and responsibilities as may be designated from time to time by the County Board.

364 § 9-37. Commission on Aging.

365 A.

366 The Commission on Aging shall consist of five members appointed by the County
367 Administrator and confirmed by the County Board. No more than one member shall be
368 an elected County official, but the elected official shall have an alternate appointed to
369 serve in the absence of the elected official. Members shall serve for terms of three years,
370 so arranged that, as nearly as practicable, the terms of 1/3 of the members shall expire
371 each year, and no member may serve more than two consecutive three-year terms. At
372 least 51% of the members of the Commission shall be senior citizens, 60 years of age or
373 older.

374 B.

375 The Chairperson of the Commission shall be appointed by the County Board Chair.

376 C.

377 The duties and powers of the Commission are as prescribed in Green Lake County
378 Ordinance Chapter 19, Article I, Commission on Aging.

379 D.

380 A meeting of the Commission on Aging shall be held as required at a time and place as
381 advertised by the Commission. Special meetings shall be held as determined necessary
382 by the Commission or its Chair and shall be duly advertised.

383 § 9-38. Land, Water, Parks and Community Committee.

384 A.

385 The Land, Water, Parks and Community Committee shall consist of five members, ~~two of~~
386 ~~whom shall be appointed from the County Agriculture-Extension Education and Fair~~
387 ~~Committee, at least two members at large from the County Board of Supervisors not on~~
388 ~~the Agriculture-Extension Education and Fair Committee, and one member shall be the~~
389 Chair of the County Agricultural Stabilization and Conservation Committee created under
390 16 U.S.C. § 590h(b) or other member of that latter committee designated by its Chair.

391 B.

392 ~~If a member of the Agriculture-Extension Education and Fair Committee declines~~
393 ~~appointment to this Committee, the County Board Chair shall appoint a replacement from~~
394 ~~the remaining County Board Supervisors. Section 92.06, Wis. Stats., requires that at least~~
395 ~~two members shall be Supervisors elected to the County Agriculture-Extension Education~~
396 ~~and Fair Committee.~~

397 C.

398 The Land, Water, Parks and Community Committee shall have those powers, duties, and
399 responsibilities as designated by the County Board and § 92.07, Wis. Stats., and may
400 develop and adopt standards and specifications for management practices to control
401 erosion, sedimentation, and nonpoint-source water pollution.

402 D.

403 The Committee may allocate and distribute federal, state, and County funds made
404 available for cost-sharing programs and other incentive programs.

405 E.

406 The Committee shall encourage research, educational and informational public service
407 programs and advise the University of Wisconsin system on educational needs.

408 § 9-39. Administrative Committee.

409 A.

410 The Administrative Committee shall consist of the following members: the County Board
411 Chair; a member of the Highway Committee; a member of the Public Safety & Judicial
412 ~~Law/Emergency Management~~ Committee; a member of the Land, Water, Parks &
413 Community Agriculture-Extension and Fair Committee; ~~and~~ a member of the DHHS
414 Board; a member of the Finance & Insurance Committee; and a member of the Land
415 Planning & Zoning Committee, appointed by the County Board Chair and subject to
416 County Board approval. The County Board Chair shall also serve as the Chair of the
417 Administrative Committee and the County Clerk acts as Secretary to the Committee.
418 Committee members shall serve for two years or until a successor has been elected or
419 appointed.

420 B.

421 The Administrative Committee will be the supervising committee for the following elected
422 and appointed officials: ~~County Clerk, County Treasurer, Register of Deeds, County~~
423 ~~Administrator and Corporation Counsel.~~

424 C.

425 The Committee shall review and recommend to the County Board the salaries for elected
426 officials, constitutional officers, employees and the County Board of Supervisors.

427 D.

428 A regular meeting of the Administrative Committee shall be held monthly at a time and
429 place as advertised by the Committee. Special meetings shall be held as determined
430 necessary by the Committee and shall be duly advertised.

431 E.

432 The powers, duties, and responsibilities of the Administrative Committee shall be as
433 follows:

434 (1)

435 The Administrative Committee shall review and recommend policy, not otherwise vested
436 in other County Board committees, to the County Board, represent the County's point of
437 view on legislation affecting Green Lake County and consider matters not specifically
438 assigned to other committees.

439 (2)

440 The County Board Chair or their designee shall act as the members for Inter-county
441 Coordinating Committee (ICC) and any other member of the Administrative Committee
442 can act as an alternate.

443 (3)

444 When the County Board Chair becomes ill and/or incapacitated and the Vice Chair
445 assumes the duties for over 30 days, the Administrative Committee may authorize the
446 Vice Chair to receive an amount of compensation equal to the County Board Chair's pay.
447 If the Vice Chair must assume the duties of the County Board Chair, the County Board
448 Chair shall not receive pay during the time the Vice Chair is acting as Chair.

449 (4)

450 As per § 59.15, Wis. Stats., the Administrative Committee shall review situations of any
451 Supervisor who refuses or neglects to perform any of the duties which are required of the
452 Supervisor by law as a member of the Board, and the Administrative Committee may
453 recommend to the County Board forfeiture as allowed by statute.

454 (5)

455 ~~The Committee will be the governing committee for the Information Technology~~
456 ~~Department and develop policy and procedure for its operations and acquisition and~~
457 ~~redistribution of hardware and software. Further, the Committee shall:~~

458 (a)

459 ~~Set criteria for computer hardware and software, fee structures for information~~
460 ~~management, standards for employee computer usage, education, and security and~~
461 ~~coordinate interdepartment computer relations and communications (network).~~

462 (b)

463 ~~Develop a five-year computer operations plan which will be reviewed and updated yearly.~~

464 ~~§ 9-40. Parks Commission.~~ **Dissolved: All remaining duties transferred to the Land,**
465 **Water, Parks & Community Committee**

466 A.

467 ~~The Parks Commission shall consist of seven members, three of which shall be members~~
468 ~~of the Green Lake County Board of Supervisors. The County Board Chair shall appoint~~
469 ~~the members, in writing, and shall file the appointments in the office of the County Clerk.~~

470 B.

471 ~~The term of each member, except for County Board members, is seven years following~~
472 ~~July 1 of the year in which the appointment is made and until the appointment and~~
473 ~~qualification of a successor, except that the first seven members shall be appointed~~
474 ~~respectfully for such terms that on July 1 in each of the seven years following the year in~~
475 ~~which they are appointed the term of one member will expire. After the original~~
476 ~~appointments, one commissioner shall be appointed annually in the month of June to~~
477 ~~succeed the member whose term will expire on July 1 following. The term of any Park~~
478 ~~Commissioner who is a County Board member shall end when the Commissioner's~~
479 ~~membership on the County Board terminates, unless thereafter reappointed to the~~
480 ~~Commission. [See § 27.02(1), Wis. Stats.]~~

481 C.

482 ~~The powers, duties and responsibilities of the Parks Commission are as prescribed in~~
483 ~~Green Lake County Ordinance Chapter 19, Article II, Parks Commission.~~

484 § 9-41. Land Information Council.

485 [Added 11-10-2020 by Ord. No. 17-2020^[1]]

486 A.

487 The Land Information Council shall consist of not less than eight members and shall
488 include the register of deeds, the treasurer/real property lister, and the following members
489 appointed by the County Board for a one-year term or until a successor has been
490 appointed and confirmed:

491 (1)

492 A member of the County Board.

493 (2)
494 A representative of the land information office.
495 (3)
496 A realtor or a member of the realtors association employed within the County.
497 (4)
498 A public safety or emergency communications representative employed within the
499 County.

500 (5)
501 The county surveyor or a professional land surveyor employed within the County.

502 (6)
503 Any other members of the County Board or public that the County Board designates.

504 B.
505 Notwithstanding Subsection A, if no person is willing to serve under Subsection A(3), (4),
506 or (5), the County Board may create or maintain the Land Information Council without the
507 member designated under Subsection A(3), (4), or (5).

508 C.
509 The Land Information Council shall review the priorities, needs, policies, and expenditures
510 of the land information office established by the County Board and advise the County
511 Board on matters affecting the land information office.

512 [1]*Editor's Note: This ordinance also renumbered former § 9-41 as § 9-42.*

513
514 ~~Article II Parks Commission Dissolved: Land, Water, Parks & Community is the~~
515 ~~oversight committee for all Green Lake County Parks~~

516 ~~[Adopted 4-17-2018 by Ord. No. 12-2018]~~

517 ~~§ 19-7 Membership; term of office; powers and duties.~~

518 ~~A.~~
519 ~~The Parks Commission shall consist of seven members, three of which shall be members~~
520 ~~of the Green Lake County Board of Supervisors. The County Board Chair shall appoint~~
521 ~~the members, in writing, and shall file the appointments in the office of the County Clerk.~~

522 ~~B.~~
523 ~~The term of each member, except for County Board members, is seven years following~~
524 ~~July 1 of the year in which the appointment is made and until the appointment and~~
525 ~~qualification of a successor, except that the first seven members shall be appointed~~
526 ~~respectfully for such terms that on July 1 in each of the seven years following the year in~~
527 ~~which they are appointed the term of one member will expire. After the original~~
528 ~~appointments, one Commissioner shall be appointed annually in the month of June to~~
529 ~~succeed the member whose term will expire on July 1 following. The term of any Park~~
530 ~~Commissioner who is a County Board member shall end when the Commissioner's~~
531 ~~membership on the County Board terminates, unless thereafter reappointed to the~~
532 ~~Commission. [See § 27.02(1); Wis. Stats.]~~

533 ~~C.~~
534 ~~The powers, duties and responsibilities of the Parks Commission shall be as follows:~~

535 ~~(1)~~

536 The maintenance of park buildings and other permanent structures, including playground
537 equipment, is under the maintenance direction of the Parks Commission. The County
538 Maintenance Department is responsible for solid waste removal at the parks and the
539 hygiene of restroom facilities. A limited-term summer parks maintenance worker may be
540 hired annually to assist with summer maintenance work.

541 ~~(2)~~

542 The Parks Commission shall have the power and duty to develop, manage and maintain
543 the grounds of the County parks system. The County parks system includes any
544 designated park, access to lakes and streams, public recreational trails, and any other
545 park or recreation project that is County owned and approved by the County Board.

546 ~~(3)~~

547 Under the direction of the Parks Commission, the County Maintenance Department shall
548 perform grounds maintenance: lawn mowing, brushing, spring and fall opening and
549 closing of park grounds, maintenance of picnic tables, piers and fences, and other
550 grounds-related maintenance functions.

551 ~~(4)~~

552 The Parks Commission shall have the duty and responsibility of developing, coordinating,
553 and updating the five-year Parks and Recreation Plan and any other plan for recreational
554 development in Green Lake County in cooperation with the Department of Natural
555 Resources. All plans shall be submitted to the County Board for final approval.

556 ~~(5)~~

557 For acquiring, developing and maintaining the parks and any other recreational project,
558 whenever possible the Parks Commission shall make application for grants and aids from
559 the state and federal fish and game funds, outdoor recreation aids, land and water
560 conservation funds. Waterways Commission funds, stewardship funds, and any other
561 such fund available for park, trail or project acquisition and development.

562 ~~(6)~~

563 The duties of a rural planning committee under § 27.019(2), (7), (8), (9), and (11), Wis.
564 Stats.

565 ~~(7)~~

566 In the absence of a general manager appointed by the County Administrator and
567 confirmed by the County Board of Supervisors, the duties of a Parks Commission under
568 § 27.05(1) to (8), Wis. Stats., and subject to the general supervision of the County Board
569 and regulations prescribed by the County Board of Supervisors.

570 ~~(8)~~

571 Oversee recreational trails, multiuse trails and bikeways, routes or pathways under the
572 jurisdiction of Green Lake County.

573

574 **CHAPTER 67: PERSONNEL**

575 ~~67-1~~ **Purpose.**

576 ~~The general purpose of this chapter is to establish a system of personnel administration~~
577 ~~that meets the needs of Green Lake County. The Green Lake County Personnel Policy~~
578 ~~and Procedures Manual provides guidance and information regarding employment with~~
579 ~~Green Lake County. It is intended to develop and maintain an effective, efficient, and~~
580 ~~responsive work force for the County of Green Lake that meets all State and federal~~
581 ~~employment laws.~~

582 ~~§ 67-2~~ **Scope.**

583 ~~This chapter shall govern personnel administration for all employees and departments of~~
584 ~~the County of Green Lake except the following:~~

585 **A.**

586 ~~Members of the Green Lake County Board of Supervisors.~~

587 **B.**

588 ~~Elected County officials.~~

589 **C.**

590 ~~Sheriff's Department: one Undersheriff.~~

591 **D.**

592 ~~All employees hired on a contract or fee basis.~~

593 **E.**

594 ~~Members of boards, commissions and committees and judges when they are acting in~~
595 ~~that capacity.~~

596 **F.**

597 ~~Students engaged in field training.~~

598 **G.**

599 ~~Volunteer workers.~~

600 **H.**

601 ~~Persons employed to make or conduct a special inquiry, investigation or examination on~~
602 ~~behalf of Green Lake County (those under contract).~~

603 **I.**

604 ~~Temporary, seasonal, or project employees; such appointments must be time limited to~~
605 ~~be considered exempt (six months).~~

606 **J.**

607 ~~Employees represented by unions when collective bargaining agreements have specific~~
608 ~~provisions contrary to this chapter.~~

609 ~~§ 67-3~~ **Amendments.**

610 ~~This chapter may be amended by the Green Lake County Board of Supervisors in the~~
611 ~~same manner as adopted.~~ ^[1]

612 ~~[1]~~

613 ~~Editor's Note: Original § 3, Personnel Department, as amended 11-18-1980 by Ord. No.~~
614 ~~238-80, which immediately followed this section, was deleted at time of adoption of~~
615 ~~Code (see Ch. 1, General Provisions, Art. I).~~

616 ~~§ 67-4~~**Personnel Committee.**

617 ~~The Personnel Committee may direct the Personnel Department's activities and appoint~~
618 ~~its employees. The Personnel Committee may:~~

619 ~~**A.**~~

620 ~~Encourage and exercise leadership in the development of efficient and effective human~~
621 ~~resource management throughout County government.~~

622 ~~**B.**~~

623 ~~Foster and develop programs for the improvement of employee performance and~~
624 ~~effectiveness through employee training and development.~~

625 ~~**C.**~~

626 ~~Establish and maintain the official employee records, including therein the class, title,~~
627 ~~status, pay and other relevant information.~~

628 ~~**D.**~~

629 ~~Apply and carry out the policies herein and perform any other lawful acts which may be~~
630 ~~necessary or desirable to carry out the purposes and provisions of this chapter.~~

631 ~~**E.**~~

632 ~~Evaluate from time to time the operation and effect of the policies herein and report the~~
633 ~~findings and recommendations to the County Board.~~

634 ~~§ 67-5~~**Personnel policies. [1]**

635 ~~Upon approval by the Personnel Committee and the County Board and subject to specific~~
636 ~~provisions in personnel ordinances, a director (or Personnel Committee acting in that~~
637 ~~capacity) may issue personnel policies for the County. The policies may provide for~~
638 ~~preparation, maintenance and revision of a position classification plan for all positions~~
639 ~~based upon similarity of duties performed and responsibilities assumed, so that the same~~
640 ~~qualifications may be reasonably required and the same schedule of pay may be~~
641 ~~equitably applied to all positions in the same class. After such classification plan has been~~
642 ~~approved by the County Board, the Personnel Committee shall allocate or reallocate the~~
643 ~~position of every employee in the classes in the plan. Any employee affected by the~~
644 ~~allocation or reallocation of a position to a class shall, after filing with the Personnel~~
645 ~~Committee a written request for reconsideration in such a manner and form as the~~
646 ~~Committee prescribes, be given a reasonable opportunity to be heard.~~

647 ~~[1]~~

648 ~~Editor's Note: The County Personnel Policies and Procedures Manual, Ord. No. 375-88,~~
649 ~~as amended, is on file at the County Clerk's office.~~

650 ~~§ 67-6~~**Recruiting.**

651 ~~Recruiting and determining the relative fitness of applicants for employment and~~
652 ~~promotion to positions will be accomplished by utilizing job-related evaluations.~~

653 ~~§ 67-7~~**Probation.**

654 ~~The Personnel Committee shall establish a period of probation (a director may with~~
655 ~~Personnel Committee approval) with the approval of the Green Lake County Board.~~

656 ~~§ 67-8~~**Records and plans.**

657 ~~The Personnel Committee shall develop:~~

658 ~~**A.**~~

659 ~~Performance records for employees. Such records shall be considered as a factor in~~
660 ~~determining salary increments or increases for meritorious service, promotions, the order~~
661 ~~of layoffs because of lack of funds or work and in reinstatement, demotions, discharges~~
662 ~~and transfers.~~

663 ~~**B.**~~

664 ~~A plan for resolving employee complaints and grievances.~~

665 ~~**C.**~~

666 ~~The implementation of discipline, such as reprimand, suspension, or discharge.~~
667 ~~Procedures shall be established for the presentation of charges, hearings, and appeals~~
668 ~~for all permanent employees in the service of Green Lake County.~~

669 ~~**D.**~~

670 ~~An affirmative action program as required by state and federal laws.~~

671 ~~**E.**~~

672 ~~Such other miscellaneous matters generally associated with good personnel~~
673 ~~administration not inconsistent with other policies, ordinances or statutes.~~

674 ~~§ 67-9~~**Payroll.**

675 ~~The Personnel Committee or designee shall be responsible for certification of the payroll~~
676 ~~vouchers, that the person named therein has been appointed and employed in~~
677 ~~accordance with the provisions of this chapter and the policies thereunder.~~

678 ~~§ 67-10~~**Intergovernmental cooperation.**

679 ~~The Committee may cooperate with other governmental agencies regarding personnel~~
680 ~~tests, recruiting, training, and the temporary exchange of personnel for on-the-job training~~
681 ~~and management experience.~~

682 ~~§ 67-11~~**Employee organizations.**

683 ~~Employees shall have the right, subject to applicable federal and state laws and~~
684 ~~regulations, to organize, join, and participate in, or to refuse to organize, join and~~
685 ~~participate in, any employee organization freely and without fear of penalty or reprisal, for~~
686 ~~the purpose of collective negotiation through representatives of their own choosing on~~
687 ~~terms and conditions of employment.~~

688 ~~§ 67-12~~**Unlawful acts.**

689 ~~No person shall:~~

690 ~~**A.**~~

691 ~~Make any false statement, certificate, mark, rating or report or in any manner commit or~~
692 ~~attempt to commit any fraud preventing the impartial execution of this chapter and~~
693 ~~policies.~~

694 ~~**B.**~~

695 ~~Directly or indirectly give, render, pay, offer, solicit, or accept any money, service or other~~
696 ~~valuable consideration for any appointment, proposed appointment, promotion or~~
697 ~~proposed promotion, or any advantage, in a position of service in Green Lake County.~~

698 ~~**C.**~~

699 ~~Deprive another of any right granted under this chapter or furnish to any person any~~
700 ~~special or secret information for the purpose of affecting the rights or prospects of any~~
701 ~~person with respect to employment in the services of Green Lake County.~~

702 ~~§ 67-13~~**Appointments and promotions.**

703 ~~All appointments and promotions to positions in the service of Green Lake County shall~~
704 ~~be made without regard of age, race, color, handicap, sex, creed, national origin or~~
705 ~~ancestry, political affiliation or beliefs, and arrest or conviction records.~~

706 ~~§ 67-14~~**Status of present employees.**

707 ~~Employees holding positions in the service of Green Lake County, as defined herein, prior~~
708 ~~to the adoption of this chapter shall be continued in their respective positions until~~
709 ~~separated from their positions as provided by ordinance. Nothing herein shall preclude~~
710 ~~the reclassification or reallocation as provided by this chapter of any position held by any~~
711 ~~such employee.~~

712 ~~§ 67-15~~**Violations and penalties.**

713 ~~**A.**~~

714 ~~Any person who is found to be in violation of this chapter, if an applicant, may be removed~~
715 ~~from the employment list or, if an officer or employee, may be subject to disciplinary~~
716 ~~action.~~

717 ~~**B.**~~

718 ~~Violations of federally mandated sections of this chapter could cause loss of federal funds.~~
719 ~~§ 67-16~~**Statutory authority.**

720 ~~This chapter is promulgated under the authority of § 59.22(2), Wis. Stats., as amended.~~

721

722 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
723 and publication.