



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 5/13/2024

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on May 14, 2024:

- 1) Agenda
- 2) Minutes – 04/23/2024
- 3) Committee Consolidation
- 4) Ordinance
 - Amending Chapter 9. Board of Supervisors Article III. Appointed Committees



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

Date: Tuesday, May 14, 2024 Time: 3:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

Dave Abendroth- Chair
Dennis Mulder
Brian Floeter
Gene Thom-Vice Chair
Bob Schweder

Elizabeth Otto,
Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access is a quorum attending in person, the meeting will proceed as scheduled.

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of minutes – 4/23/2024
5. Discussion and Possible Action on Committee Consolidation
6. Ordinance
 - Amending Chapter 9. Board of Supervisors Article III. Appointed Committees
7. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:
Please accept at your earliest convenience. Thank you!

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 281 093 347 082

Passcode: jjFMyT

Dial in by phone

[+1 920-515-0745,,737699085#](#) United States, Green Bay

[Find a local number](#)

Phone conference ID: 737 699 085#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

ADMINISTRATIVE COMMITTEE MEETING

April 23, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 3:00PM on Tuesday, April 23, 2024 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Brian Floeter
Gene Thom
Dennis Mulder
Bob Schweder

Absent:

Other County Employees Present: Liz Otto, County Clerk; County Administrator, Cate Wylie; Corporation Counsel, Jeff Mann; Matt Vande Kolk, Chief Deputy

APPROVAL OF MINUTES – 04/12/2024

Motion/second (Mulder/Thom) to approve the minutes of the 04/12/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

ELECTION OF VICE CHAIR

Chair Abendroth called for nominations for Vice Chair. Gene Thom and Bob Schweder each nominated themselves. Vote by show of hands – Thom – 3, Schweder – 1, Abstain – 1 (Schweder). Chair Abendroth declared Gene Thom as the Vice Chair.

DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE CONSOLIDATION

County Administrator Cate Wylie handed out the changes made to the draft document which included 5 members on each committee other than Administrative and the addition of the Health Advisory Committee. Discussion held. Suggestions included to require Finance to meet at least quarterly and also as needed and to include the Finance Chair in the Administrative Committee. County Board Chair will continue to appoint Administrative members. Corporation Counsel Jeff Mann and Wylie will prepare an ordinance amending the current code to be brought back to the next meeting. Feedback from Department Heads requested as well.

CLOSED SESSION

- Move into Closed Session per WI §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – to wit conduct concerns

Motion/second (Thom/Mulder) to enter into Closed Session at 3:37 PM. Roll call vote – Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

County Clerk Liz Otto left the meeting. County Administrator Cate Wylie took over duties of minutes.

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Thom/Mulder) to reconvene into Open Session at 4:04 PM. Motion carried by unanimous vote. No action taken in Closed Session.

ADJOURNMENT

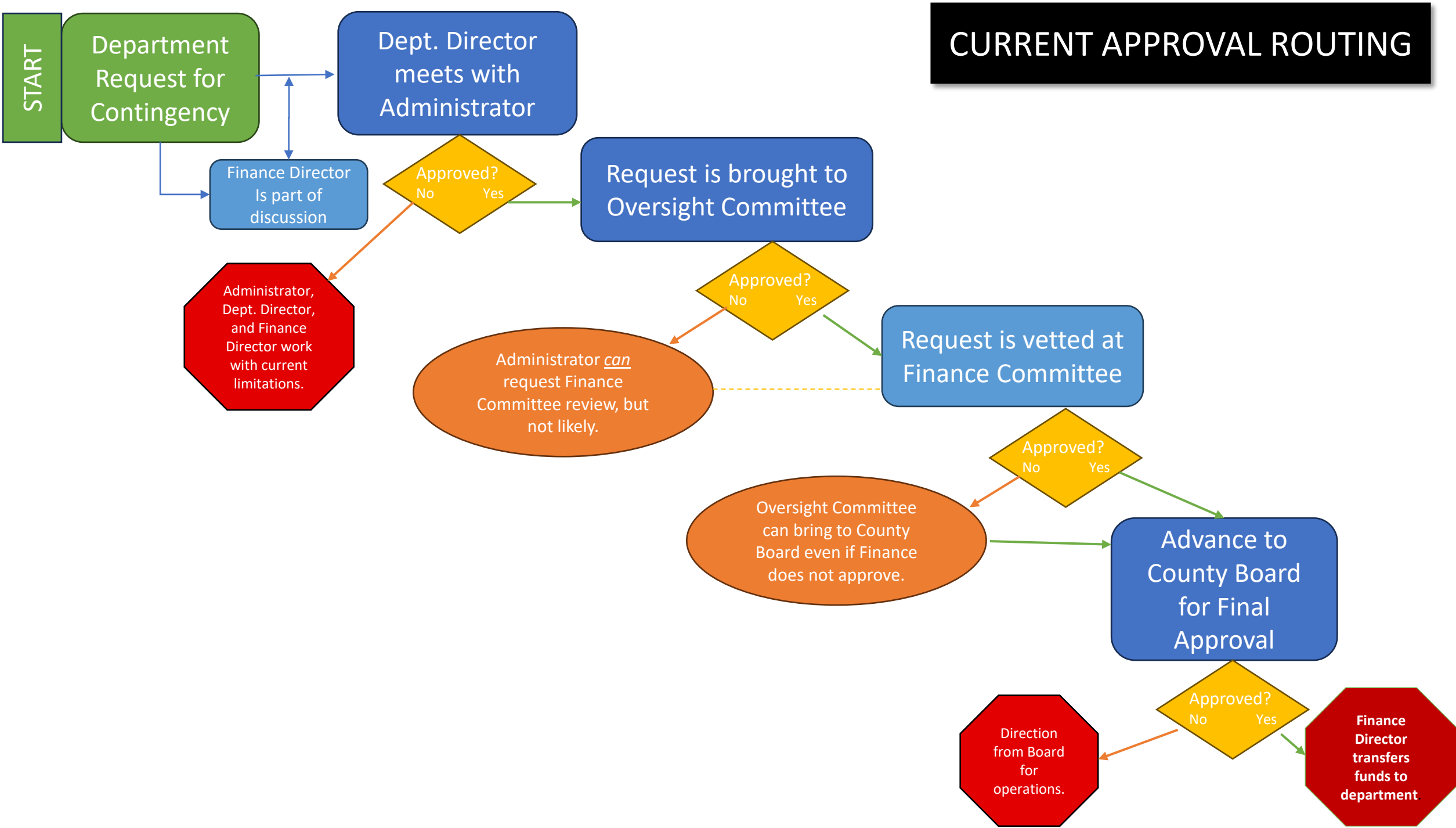
Chair Abendroth adjourned the meeting at 4:05 PM.

Submitted by,

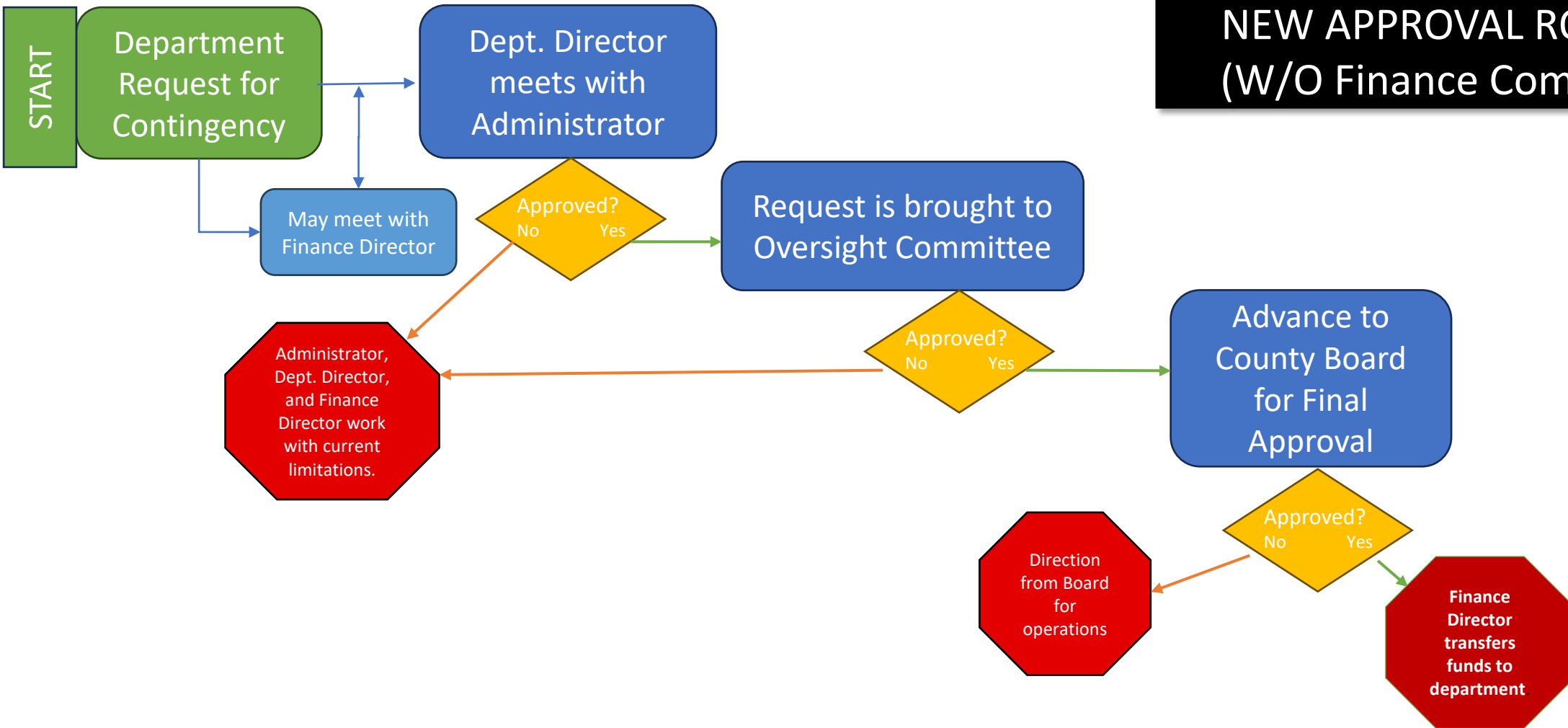
Liz Otto
County Clerk

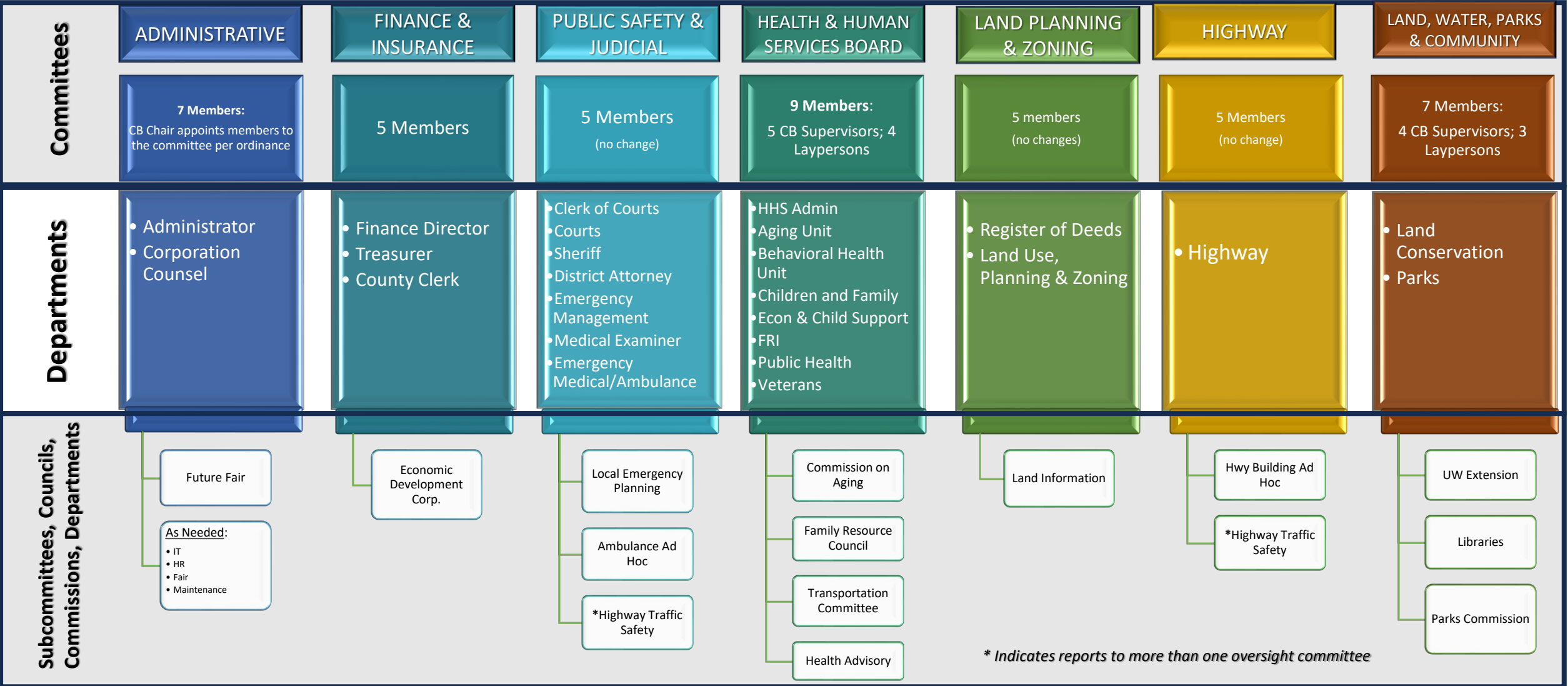
DRAFT

CURRENT APPROVAL ROUTING



NEW APPROVAL ROUTING (W/O Finance Committee)





Other Committee & Commissions

STAND ALONE: (Not required to report to CB)

- Drainage Board
- Security and Facilities
- Criminal Justice Collaborating Committee
- Board of Adjustment (BOA)
- Act 184 Ad Hoc Committee
- Local Emergency Planning Commission
- Veterans Service Commission

PARTNERSHIPS: (CB member appointed)

- Economic Development Corporation (EDC)
- County Libraries

UPDATE REPORTING TO THE COUNTY BOARD:

- Inter County Collaboration (ICC)
- Railroad Consortium

AD HOC /SUBCOMMITTEES: (Reports to an Oversight Committee)

- Commission on Aging
- Future Fair
- Highway Ad Hoc
- Highway Traffic Safety
- Transportation Committee
- Family Resource Council

ORDINANCE NO. -2024

Amending Chapter 9. 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. -2024

Ayes , Nays , Absent , Abstain

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

Dave Abendroth, Chair

Gene Thom, Vice Chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

NOW THEREFORE BE IT RESOLVED: Green Lake County wishes to implement efficiencies in the oversight of County business while meeting the appropriate statutory requirements, and approves the restructure of oversight committees to six (6) standing committees under the titles of the Administrative Committee, the Finance & Insurance Committee, the Public Safety and Judicial Committee, the Health & Human Services Board, the Highway Committee, and the Land, Water, Parks & Community Committee.

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

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

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

A.

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

B.

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

C.

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

D.

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

E.

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

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

A.

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

~~B.~~

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

~~C.~~

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

~~D.~~

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

~~E.~~

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

~~F.~~

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

~~G.~~

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

~~H.~~

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

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

98 A.

99 Public Safety and Judicial Public Safety and Judicial Committee shall consist of five
100 members appointed by the County Board Chair and confirmed by the County Board of
101 Supervisors. The members shall serve for two years or until a successor has been elected
102 or appointed. The County Board Chair shall designate the chairperson of the Public
103 Safety and Judicial Committee pursuant to § 323.14(1)(a)3, Wis. Stats.

104 B.

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

107 C.

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

110 (1)

111 Clerk of Circuit Court.

112 (2)

113 District Attorney.

114 (3)

115 Sheriff's Department.

116 (4)

117 Register in Probate.

118 (5)

119 Circuit Court Judge.

120 (6)

121 Medical Examiner

122 (7)

123 Family Court Commissioner.

124 (8)

125 Emergency Management.

126 (9) Emergency Medical (Ambulance Services)

127 D.

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

133 E.

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

136 (1)

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

140 (2)

141 Once each year, the Chair of the Committee and the Sheriff shall schedule a special
142 meeting for the examination and inspection of all equipment being used in the operation
143 of the Sheriff's Department and at that time determine the needs for the coming year,

prior to preparing the department budgets. The Committee, along with the Sheriff, shall make an impromptu examination of the menu being served all prisoners and sample the same and also determine the fiscal impact on the Sheriff's Department budget. Once each year, the Committee shall inspect the jail as required under § 59.54(15), Wis. Stats.

(3)

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

§ 9-32. Health and Human Services Board.

A.

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

B.

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

C.

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

D.

The Health and Human Services Board may appoint such subcommittees as may be necessary for the purpose of receiving community, professional or technical information concerning particular policy considerations. All meetings of any subcommittees shall be duly advertised and posted in accordance with the open meeting laws including the preparation of an agenda. Minutes shall be kept of any such meetings, and members attending shall receive meeting payments and reimbursement for mileage in accordance with the County resolution pertaining to the same.

E.

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

§ 9-33. Finance & Insurance Committee.

188 A.

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

192 B.

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

195 (1)

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

199 (2)

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

205 (3)

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

214 (4)

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

218 (5)

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

223 (6)

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

227 (7)

228 The Committee shall perform duties relating to illegal assessments and tax deed lands in
229 accordance with Wisconsin Statutes and County ordinances.

230 (8)

231 In the absence of the County Administrator, the Finance & Insurance Committee may
232 approve payment of vouchers and/or claims from any committee or department to ensure
233 timely payment of bills.

234 (9)
235 The Finance & Insurance Committee shall be the oversight committee of the Finance
236 Director, County Clerk, County Treasurer and Economic Development Corporation.
237 C.
238 As relates to the Green Lake County Economic Development Corporation, the
239 Chairperson of the Finance & Insurance Committee or his/her designee from the Finance
240 & Insurance Committee shall also serve on the Board of Directors of the Corporation, per
241 Resolution No. 11-90.

242 § 9-34. Personnel Committee. **Dissolve**

243 A.
244 ~~The Personnel Committee shall consist of a five member committee of Supervisors~~
245 ~~appointed by the County Board Chair and confirmed by the County Board for a two-year~~
246 ~~term or until a successor is appointed and confirmed.~~

247 B.
248 ~~The Green Lake County Board delegates to the Personnel Committee full authority to~~
249 ~~make all decisions relating to management rights/recognition on behalf of the Green Lake~~
250 ~~County Board as defined in the employee labor contract.~~

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

256 D.
257 ~~The Personnel Committee shall:~~

258 (1)
259 Establish policies for all County employees, and publish and maintain the County
260 Personnel Policies and Procedures Manual, and Administrative Policy Manual.

261 (2)
262 ~~Establish a period of probation for all new employees and employees transferring from~~
263 ~~one position to another.~~

264 (3)
265 ~~All personnel matters needing County Board approval shall be submitted by the governing~~
266 ~~committee with "recommendation of approval or disapproval of the Personnel Committee"~~
267 ~~being indicated on the resolution.~~

268 § 9-35. Property and Insurance Committee. **Dissolve**

269 A.
270 ~~The Property and Insurance Committee shall consist of five Supervisors, appointed by~~
271 ~~the County Board Chair and confirmed by the County Board for a two-year term or until a~~
272 ~~successor is appointed and confirmed.~~

273 B.
274 ~~The powers, duties, and responsibilities of the Property and Insurance Committee shall~~
275 ~~be as follows:~~

276 (1)

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

~~(2)~~

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

~~(3)~~

The Committee shall oversee the County's insurance needs for:

(a)

Insurance.

[1]

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

[2]

Fire and casualty insurance for all County property;

[3]

Health, life, and disability insurance for County employees as appropriate;

[4]

The protection of the County and the public against loss or damage resulting from the act, neglect, or default of County officers, department heads, and employees.

(b)

Any plan for self-insurance under this subsection shall be specifically approved by the County Board before it may be commenced.

~~(4)~~

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

C.

The Finance and Insurance Committee may appoint a Loss Control Subcommittee. . The Subcommittee shall administer and support the Insurance Loss Control Program of the County in coordination with the County Clerk, who shall serve as the Safety Coordinator/Risk Manager. Additional guidance to this Subcommittee shall be provided by loss control specialists provided by the County's insurance providers at no cost to the County. Subcommittee meetings shall be held at such intervals as are deemed necessary to properly carry out the several functions of the Subcommittee, but at least quarterly.

323 Such meetings shall be duly noticed in accordance with open meeting law and shall keep
324 minutes and post an agenda.

325 § 9-36. Land Use Planning and Zoning Committee.

326 A.

327 The Land Use Planning and Zoning Committee shall consist of five Supervisors appointed
328 by the County Board Chair and confirmed by the County Board for a two-year term or
329 until a successor has been appointed and confirmed.

330 B.

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

339 C.

340 The Land Use Planning and Zoning Committee shall be the governing committee for the
341 Land Use Planning and Zoning Department, the Register of Deeds, and the Land
342 Information Council.

343 D.

344 The Committee shall be responsible for developing a Comprehensive Plan under
345 §§ 66.1001 and 59.69(2) or (3), Wis. Stats., for all unincorporated areas of the County.

346 E.

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

359 § 9-37. Commission on Aging.

360 A.

361 The Commission on Aging shall consist of five members appointed by the County
362 Administrator and confirmed by the County Board. No more than one member shall be
363 an elected County official, but the elected official shall have an alternate appointed to
364 serve in the absence of the elected official. Members shall serve for terms of three years,
365 so arranged that, as nearly as practicable, the terms of 1/3 of the members shall expire

each year, and no member may serve more than two consecutive three-year terms. At least 51% of the members of the Commission shall be senior citizens, 60 years of age or older.

B.

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

C.

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

D.

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

§ 9-38. Land Conservation, Parks and Community Committee.

A.

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

B.

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

C.

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

D.

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

E.

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

§ 9-39. Administrative Committee.

A.

The Administrative Committee shall consist of the following members: the County Board Chair, a member of the Highway Committee, the Judicial Law/Emergency Management Committee, the Agriculture-Extension and Fair Committee, and the DHHS Board, appointed by the County Board Chair. The County Board Chair shall be the Chair of the

Committee and the County Clerk acts as Secretary to the Committee. Committee members shall serve for two years or until a successor has been elected or appointed.

B.

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

C.

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

D.

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

E.

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

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

~~(a)~~

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

~~(b)~~

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

455 § 9-40. Parks Commission.

456 A.

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

460 B.

461 The term of each member, except for County Board members, is seven years following
462 July 1 of the year in which the appointment is made and until the appointment and
463 qualification of a successor, except that the first seven members shall be appointed
464 respectfully for such terms that on July 1 in each of the seven years following the year in
465 which they are appointed the term of one member will expire. After the original
466 appointments, one commissioner shall be appointed annually in the month of June to
467 succeed the member whose term will expire on July 1 following. The term of any Park
468 Commissioner who is a County Board member shall end when the Commissioner's
469 membership on the County Board terminates, unless thereafter reappointed to the
470 Commission. [See § 27.02(1), Wis. Stats.]

471 C.

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

474 § 9-41. Land Information Council.

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

476 A.

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

481 (1)

482 A member of the County Board.

483 (2)

484 A representative of the land information office.

485 (3)

486 A realtor or a member of the realtors association employed within the County.

487 (4)

488 A public safety or emergency communications representative employed within the
489 County.

490 (5)

491 The county surveyor or a professional land surveyor employed within the County.

492 (6)

493 Any other members of the County Board or public that the County Board designates.

494 B.

495 Notwithstanding Subsection A, if no person is willing to serve under Subsection A(3), (4),
496 or (5), the County Board may create or maintain the Land Information Council without the
497 member designated under Subsection A(3), (4), or (5).

498 C.

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

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

CHAPTER 67: PERSONNEL

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

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

~~§ 67-2~~**Scope.**

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

~~**A.**~~

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

~~**B.**~~

~~Elected County officials.~~

~~**C.**~~

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

~~**D.**~~

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

~~**E.**~~

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

~~**F.**~~

~~Students engaged in field training.~~

~~**G.**~~

~~Volunteer workers.~~

~~**H.**~~

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

~~**I.**~~

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

~~**J.**~~

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

~~§ 67-3~~**Amendments.**

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

^[1]

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

~~§ 67-4~~**Personnel Committee.**

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

A.

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

B.

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

C.

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

D.

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

E.

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

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

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

^[1]

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

~~§ 67-6~~**Recruiting.**

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

~~§ 67-7~~**Probation.**

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

~~§ 67-8~~**Records and plans.**

~~The Personnel Committee shall develop:~~

~~**A.**~~

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

~~**B.**~~

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

~~**C.**~~

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

~~**D.**~~

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

~~**E.**~~

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

~~§ 67-9~~**Payroll.**

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

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

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

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

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

~~§ 67-12~~ **Unlawful acts.**

No person shall:

A.

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

B.

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

C.

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

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

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

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

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

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

A.

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

B.

Violations of federally mandated sections of this chapter could cause loss of federal funds.

~~§ 67-16~~ **Statutory authority.**

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

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication