

Read  
FIRST



---

PIERCE COUNTY  
COUNTY BOARD ORGANIZATIONAL MEETING  
APRIL 21, 2020 9:00 A.M.

**INSTRUCTIONS, PRECAUTIONS AND GUIDELINES**

The Organizational Meeting of the Pierce County Board of Supervisors scheduled for April 21, 2020 at 9:00 a.m. will take place as scheduled, and will be an in person meeting for Supervisors, with various precautions in place. The Organizational Meeting takes place each year, however, every two years after the election of Board supervisors, that meeting takes on greater significance. With the election, there are new supervisors on the Board, and there are numerous votes that need to take place at the Organizational Meeting, including a secret vote pursuant to Sec. 19.88 Wis. Stats. for County officers (Board Chair, First Vice Chair and Second Vice Chair), as well as ballot votes for six elected committees (Agriculture & Extension Education Committee, Finance & Personnel Committee, Highway Committee, Human Services board, Land Management Committee, and Law Enforcement Committee). These elections, as well as numerous other committee appointments, are necessary for the County to conduct subsequent business. Remote meetings or semi-remote meetings can be convenient at times, but present numerous issues for the Organizational Meeting, which would be difficult if not impossible to overcome, including but not limited to casting, receiving and counting votes. Due to these complications, the Organizational Meeting will require in person attendance, pursuant to Sec. 4-44(G) of the Pierce County Code. Understanding that we still need to comply with the Governor's social distancing requirements as well as other concerns, the following directives and guidelines will be in place for the Organizational Meeting:

1. Meeting Attendance by Board members: The County Board Chair and Administrative Coordinator have determined that in accordance with the powers granted in Resolution 19-28, due to complications associated with casting, receiving and counting votes at the Organizational meeting, Sec. 4-4(G) of the Pierce County Code is reinstated and physical presence of Board members is necessary and required for this meeting. The full context of 4-4(G) reads as follows:

Physical presence necessary. Each County Board Supervisor or citizen member shall be physically in attendance at a County Board meeting or meetings of committees of the Board to be considered present. Although Board or Committee members must be physically in attendance to be considered present for purposes of a quorum and to vote, they may participate telephonically or electronically, for discussion purposes only, for those portions of a meeting that are not in closed session.

For the purposes of the Organizational meeting only, due to complications associated with casting, receiving and counting votes, the temporary waiver of that rule has been retracted.

2. Meeting Location:
  - a. Social Distancing: Social Distancing guidelines (not less than 6 feet apart) will be followed at County meeting locations.
  - b. Due to social distancing requirements and limited space:
    - i. The seventeen (17) County Board Supervisors, the Administrative Coordinator, County Clerk, and Corporation Counsel (parliamentarian) will be attending the meeting at the Emergency Operations Center (EOC) located in the lower level of the Law Enforcement Building, 555 Overlook Drive, Ellsworth, Wisconsin.
    - ii. Members of the Public, Media, and staff Department Heads presenting substantive agenda issues shall attend the meeting at the Courthouse Annex Conference Room (the old EOC) located at the Courthouse Annex, Oak street entrance (across from the Holiday gas station).
    - iii. The two locations will be connected via video and audio links.
    - iv. There will be a County staff member assigned to the Courthouse Annex Conference room to assist the public and presenting Department Heads, and address any concerns that may arise.
3. Room Sanitization: Pierce County Maintenance Staff will be thoroughly cleaning, disinfecting and sanitizing the EOC meeting room and the Courthouse Annex meeting room immediately preceding, and immediately following, the Board meeting.
4. Bathrooms are located directly outside the meeting rooms and attendees are encouraged to wash their hands prior to the meeting. Hand sanitizer will be available in the meeting rooms.
5. Surgical masks will be made available for Board members at the EOC, and a limited number available to attendees at the Annex Conference room; alternatively individuals may bring their own surgical or cloth masks.
6. Any Board member who is not feeling well or suffering symptoms of COVID-19 (fever, cough, difficulty breathing) should stay home for their own well-being as well as the well-being of others.
7. Board meeting agendas and meeting packet materials are available for download on the County's website:  
[https://www.co.pierce.wi.us/Agendas\\_Minutes/Agendas\\_Minutes%202020/2020\\_Agendas\\_Minutes\\_Index.html](https://www.co.pierce.wi.us/Agendas_Minutes/Agendas_Minutes%202020/2020_Agendas_Minutes_Index.html)  
A limited number of hard copies of the meeting agenda / packet materials will be available at the Courthouse Annex conference room for attendees.
8. Pierce County Department Heads and staff who do not have substantive issues on the County Board meeting agenda are directed not to attend the meeting, in order to limit attendance and comply with social distancing.

The COVID-19 pandemic presents unique issues and concerns, however, it is Pierce County's objective to meet the governmental body's need to conduct and transact business, protect the health of those attending the meeting, and making the meeting accessible to the public. Pierce County thanks you for your cooperation and understanding. Questions regarding these instructions can be directed to the Administrative Coordinator at 715-273-6851.

**PIERCE COUNTY BOARD OF SUPERVISORS**  
 Tuesday, April 21, 2020 – 9:00 a.m.  
**Law Enforcement Facility – EOC Room lower level**  
**555 Overlook Dr., Ellsworth, WI 54011**

**Please note change in venue! Meeting at Law Enforcement Facility for all County Board members.**

**All public, media, & staff may attend meeting at Courthouse Annex Conference Room (former EOC Room); 414 W. Main St., Ellsworth. Accessed from Oak Street (Across from Holiday gas station) County Board meeting will be linked via video & audio from that location.**

1.	Call to order
2.	Call of the roll by the Clerk 2a) Establish Quorum 2b) Administer the Oath of Office – Judge Joseph Boles
3.	Elect Chairman Pro-Tem
4.	Election of County Board Chairman
5.	Adopt Agenda
6.	Pledge of Allegiance to the flag.
7.	Public comment: County Board will receive public comments on any issue not related to agenda items, discussion by board members may take place but no action will be taken on any item raised.
8.	Election of First Vice-Chairman
9.	Election of Second Vice-Chairman
10.	Adopt County Board Rules, Chapter 4 of the Pierce County Code
11.	Discuss and take action on 2020 – 2021 County Board meeting dates
12.	<b>Election of committees:</b> (alphabetically) 11a) Agriculture & Extension Education 11b) Finance & Personnel 11c) Highway 11d) Human Services (2 CB; 1 Citizen member) 11e) Land Management 11f) Law Enforcement
13.	RECESS
14.	Orientation Manual Review
15.	Corporation Counsel to highlight Open Meetings Laws and Ethics Code
16.	Discuss/take action on 2019 Annual Reports
<b>ALL LEGISLATION MAY BE ACTED UPON ON THE FIRST READING WITH THE EXCEPTION OF REZONING ORDINANCES.</b>	
17.	<b>Resolutions for consideration</b> <b>First reading:</b> 17a) Resolution No. 20-01 Commendation to Former County Board Supervisors 17b) Resolution No. 20-02 Amend Fees for Services of County Medical Examiner & Deputy Medical Examiner 17c) Resolution No. 20-03 Transfer from General Fund for 2019 Register In Probate Budget Deficit

18.	<b>Resolutions for consideration</b> <b>Second reading:</b> 18a) None Resolution No. 19-26 Authorizing a Surcharge on Restitution
19.	<b>Ordinances for consideration</b> <b>First reading:</b> 19a) None
20.	<b>Ordinances for consideration</b> <b>Second reading:</b> 20a) None
21.	<p><b>APPOINTMENTS:</b></p> <p><b>**ADRC Governing Board:</b> Two County Board members, 2 Citizen members (Jackie Erlandson, Jeanne Schmitz)</p> <p><b>**Board of Health:</b> Five County Board members.</p> <p><b>Building:</b> Five County Board members.</p> <p><b>Emergency Medical Services:</b> One County Board member.</p> <p><b>Fair:</b> Five County Board members.</p> <p><b>Highway Safety Coordinator:</b> One County Board member.</p> <p><b>Housing Committee:</b> Two County Board members.</p> <p><b>Indianhead Federated Library Rep.:</b> One County Board member.</p> <p><b>Industrial Development:</b> Three County Board members.</p> <p><b>Information Services:</b> Three County Board members.</p> <p><b>Job Training Partnership Act:</b> One County Board member.</p> <p><b>Land Conservation:</b> Five County Board members (of the Ag &amp; Extension).</p> <p><b>Land Information Council:</b> One County Board member, &amp; 7 others per WI STATS 59.72(3m).</p> <p><b>Library Board:</b> One County Board member.</p> <p><b>Local Emergency Planning Committee:</b> One County Board member.</p> <p><b>Loss Control:</b> One County Board member.</p> <p><b>Metropolitan Council:</b> One County Board member.</p> <p><b>Parks / Shooting Range:</b> Four County Board members.</p> <p><b>Pierce County Economic Development:</b> One County Board member.</p> <p><b>Resource Conservation and Development Corp:</b> One County Board member.</p> <p><b>Revolving Loan Fund:</b> Two County Board members.</p> <p><b>**Solid Waste Management Board:</b> (3yr. terms) Two Board members, 1 Citizen member (Jeanne Tobias)</p> <p><b>Veterans' Service Committee:</b> Three County Board members.</p> <p><b>West Cap:</b> One County Board member.</p> <p><b>Workforce Development:</b> One County Board member.</p> <p><i>**Requires confirmation by the County Board of Supervisors.</i></p>
22.	Future agenda items:
23.	Next meeting: May 26, 2020; 7 p.m.
24.	Adjourn.
<p>Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-6796. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-6851.</p>	

04/10/20

**PLEASE BRING YOUR COPY OF THE 2019 ANNUAL REPORT**

# **10.**

## **Adopt County Board Rules, Chapter 4 of the Pierce County Code**

## Chapter 4. Board of Supervisors

[HISTORY: Adopted by the Board of Supervisors of Pierce County as indicated in article histories. Amendments noted where applicable.]

### GENERAL REFERENCES

Emergency management — See Ch. 10, Art. II.

Ethics Code — See Ch. 24.

Personnel policies — See Ch. 32.

Revenue and finance — See Ch. 40.

### ATTACHMENTS

004a Creation of Districts 

## Article I. Supervisory Districts

[Adopted by Res. No. 91-1]

### § 4-1. Creation of districts.

[Amended by Res. No. 91-6; 9-25-2001 by Ord. No. 01-11]

The County Board of Supervisors for Pierce County, Wisconsin, shall consist of 17 Supervisors to be elected from supervisory districts which are created, numbered and described as follows.<sup>[1]</sup>

[1] *Editor's Note: The Table of District Descriptions is included at the end of this chapter.*

### § 4-2. Tests of redistricting plan.

[Amended 9-25-2001 by Ord. No. 01-11; 9-27-2011 by Ord. No. 11-06]

A. Norm:  $41,019 \div 17 = 2,412$ .

(1) Least populous district (1) is 4.15% below norm.

(2) Most populous district (6) is 5.47% above norm.

B. Average deviation:  $49.14 \div 17 = 2.89\%$ .

C. Range of deviation:  $4.15 + 5.47 = 9.62\%$ .

D. Ratio between most and least populous districts:  $2544 \div 2312 = 1.10$ .

## Article II. Organization and Rules of Procedure

[Adopted by Ord. No. 94-5]

### § 4-3. Self-organized status; composition; terms of office.

[Amended 1-20-2004 by Ord. No. 03-27]

- A. The County of Pierce hereby adopts self-organized status pursuant to § 59.10(1), Wis. Stats.
- B. The County Board of Supervisors is composed of one elected Supervisor from each of the 17 supervisory districts within Pierce County. Each Supervisor is elected to a term of two years at an election to be held on the first Tuesday in April in even-numbered years and shall take office on the third Tuesday in April of that year.

## § 4-4. Meetings.

[Amended by Ord. No. 96-6; 2-24-2004 by Ord. No. 03-28; 6-28-2011 by Ord. No. 11-03]

- A. Organizational. The Board shall meet on the third Tuesday of April, following the elections of the County Board of Supervisors, for the purpose of organizing the Board and other general business of the Board. Following the elections, the County Board rules of the most recent term shall remain in effect until the newly elected County Board meets and adopts Board rules for the new term.
- B. Annual reports. The Board shall meet in April for the purpose of approving all annual reports of departments and other general business of the Board. It is the request and recommendation of the Board that all departmental reports conform to the following outline:
  - (1) A concise statement of any changes in the policy or activity of the department which materially affects the operation of the department compared with former years; and
  - (2) A short summary statement of any other matters which should come to the attention of the Board.
- C. Annual meeting. The Board shall meet on the second Tuesday in November for the purpose of passing upon the budget and transacting general business of the Board.
- D. Monthly meeting. In addition to the meetings prescribed in Subsections **A** and **C**, the Board shall meet on the fourth Tuesday of each month, except November, for the purpose of transacting general business of the Board. The date may be changed or the monthly meeting may be canceled by the County Board Chairperson with the approval of the Finance and Personnel Committee.
- E. Special meetings. The Board may be called into special session by the written request of the County Board Chairperson with the approval of the Finance and Personnel Committee or upon written request of a majority of the members of the County Board. Such written requests shall be delivered to the County Clerk and shall specify the purpose and time of the meeting. The date of special meetings shall not be less than 48 hours from the date of the delivery of the written request to the County Clerk. Upon receiving the request, the Clerk shall forthwith mail to each Supervisor notice of the time and place of the meeting. In the event of an emergency, the Chairperson of the County Board may, by written notice to the County Clerk, convene an emergency meeting of the County Board. The notice shall specify the time and place of the meeting and the subjects to be considered. The time of the meeting shall not be less than 12 hours from the filing of the notice. The Clerk or, if not possible, the Sheriff shall immediately notify the media and each Board member in person or by telephone of the time, place and purpose of the meeting.
- F. Meeting time. The organizational and annual meetings shall be held at 9:00 a.m. The monthly meetings shall be held at 7:00 p.m. This time may be changed by the County Board Chairperson with approval of the Finance and Personnel Committee.
- G. Physical presence necessary. Each County Board Supervisor or citizen member shall be physically in attendance at a County Board meeting or meetings of committees of the Board to be

considered present. Although Board or Committee members must be physically in attendance to be considered present for purposes of a quorum and to vote, they may participate telephonically or electronically, for discussion purposes only, for those portions of a meeting that are not in closed session.

## § 4-5. Officers.

- A. Chairperson. At the organizational meeting, the Board shall elect one of its members for the term of two years. He/she shall preside at all meetings of the Board and preserve order and decorum. He/she may speak to points of order in preference to other members. He/she shall take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced. [§ 59.12(1), Wis. Stats.]
- B. Vice Chairperson. Immediately following the election of the Chairperson, the Board shall elect one of its members to serve as First Vice Chairperson for the term of two years. In the absence of the Chairperson, he/she shall perform all of the duties of the Chairperson. The Board shall also elect one of its members to serve as Second Vice Chairperson for a term of two years. He/she shall perform all of the duties of Chairperson if both the Chairperson and First Vice Chairperson are absent from a County Board meeting.

## § 4-6. Election of committees.

[Amended 5-25-2004 by Ord. No. 04-05<sup>[1]</sup>; 5-23-2006 by Ord. No. 06-02; 6-28-2011 by Ord. No. 11-02] The following committees are elected at the organizational meeting: Agricultural and Extension Education, Finance and Personnel, Highway, Land Management Board members and Law Enforcement for terms of two years and Human Services Board and Land Management citizen members for terms of three years. All elections remain valid until successors are elected. All other committees shall be appointed pursuant to § 4-12.

[1] *Editor's Note: The provisions of this ordinance are retroactive to 4-20-2004.*

## § 4-7. Chairperson to be ex officio member of standing committees.

[Amended 2-24-2004 by Ord. No. 03-28; 4-18-2006 by Ord. No. 06-01]

The County Board Chairperson, in addition to being a member of the Finance and Personnel Committee, shall be an ex officio member of all standing committees of the Board and, in the case of lack of quorum on those committees, shall have the right to vote. The County Board Chairperson shall have authority to appoint temporary members to standing committees in case of lack of quorum. In the absence of the Chairperson, the First Vice Chairperson shall serve in like capacity. The County Board Chairperson and First Vice Chairperson may also serve as Chairperson and Vice Chairperson of the Finance and Personnel Committee.

## § 4-8. Designation of standing committees.

[Amended by Ord. No. 96-6; Ord. No. 97-2; 4-16-2002 by Ord. No. 02-01; 2-24-2004 by Ord. No. 03-28; 8-23-2005 by Ord. No. 05-08; 11-12-2008 by Ord. No. 08-10; 3-27-2012 by Ord. No. 11-15]

The following shall be the standing committees of the County Board of Supervisors:

- A. Agriculture and Extension Education.
- B. Board of Adjustment.

- C. Board of Health.
- D. Building.
- E. Fair.
- F. Information Services Committee.
- G. Finance and Personnel.
- H. Highway.
- I. Housing.
- J. Human Services Board.
- K. Industrial Development.
- L. Land Conservation.
- M. Land Management.
- N. Law Enforcement.
- O. Parks.
- P. Revolving Loan Fund.
- Q. Shooting Range.
- R. Solid Waste Management Board.
- S. Veterans' Service Committee.

## § 4-9. Composition of standing committees.

[Amended by Ord. No. 96-6; Ord. No. 97-2; 4-17-2001 by Ord. No. 00-15; 4-18-2000 by Ord. No. 00-03; 4-16-2002 by Ord. No. 02-01; 2-24-2004 by Ord. No. 03-28; 8-23-2005 by Ord. No. 05-08; 11-8-2005 by Ord. No. 05-13; 8-22-2006 by Ord. No. 06-09, effective 1-1-2007; 11-12-2008 by Ord. No. 08-09; 11-12-2008 by Ord. No. 08-10; 3-27-2012 by Ord. No. 11-15]

The composition of the respective standing committees shall be as follows:

- A. Agriculture and Extension Education: five members of the Board, two of whom must be from unincorporated areas of the County.
- B. Board of Adjustment: seven residents of Pierce County who reside in the unincorporated areas of the County; five regular members and two alternates, with one being a first alternate and the other being a second alternate.
- C. Board of Health: five members of the Board and three citizen members.
- D. Building: five members of the Board.
- E. Fair: five members of the Board and one citizen member.
- F. Information Services Committee: three County Board members and two citizen members.

- G. Finance and Personnel: seven members, consisting of the Board Chairperson, First Vice Chairperson and five members of the Board.
- H. Highway: five members of the Board.
- I. Housing: five members, including Board and citizen members.
- J. Human Services Board: five members of the Board and three citizen members.
- K. Industrial Development: three members of the Board.
- L. Land Conservation: five members of the Agriculture and Extension Education Committee, the Chairperson of the County Agriculture Stabilization and Conservation Committee or other County Agriculture Stabilization and Conservation Committee member designated by the Chairperson.
- M. Land Management: three members of the Board and two citizen members.
- N. Law Enforcement: five members of the Board.
- O. Parks: four members of the Board.
- P. Revolving Loan Fund Committee: two members of the County Board, Administrative Coordinator, a member of the local banking community, a business law attorney or accountant, a member of the Chamber of Commerce, and a member at large who represents an interest in economic development.
- Q. Shooting Range: four members of the Board who are the Board members of the Parks Committee, and one citizen member representing a resident in close proximity to the shooting range.
- R. Solid Waste Management Board: five members of the Board and four citizen members.
- S. Veterans' Service Committee: three members of the Board.

## § 4-10. Designation of special committees.

[Added 2-24-2004 by Ord. No. 03-28<sup>[1]</sup>; amended 4-22-2008 by Ord. No. 08-02]  
 The following shall be the special committees of the County Board of Supervisors:

- A. Aging and Disabilities Resource Center (ADRC) Governing Board.
- B. Emergency Medical Services.
- C. Local Emergency Planning Committee.
- D. Library.
- E. Veterans' Service Commission.

[1] *Editor's Note: This ordinance also renumbered former § 4-10, Appointments by Board Chairperson, as § 4-12.*

## § 4-11. Composition of special committees.

[Added 2-24-2004 by Ord. No. 03-28<sup>[1]</sup>; amended 4-22-2008 by Ord. No. 08-02]  
 The composition of the respective special committees shall be as follows:

- A. Aging and Disabilities Resource Center (ADRC) Governing Board: two members of the Board and seven citizen members (also see § 7-2).  
[Amended 10-27-2015 by Ord. No. 15-05]
- B. Emergency Medical Services: one member of the Board, nine citizen members, including a medical advisor, representatives from the Sheriff's Department, public health and emergency government.
- C. Local Emergency Planning Committee: members from five groups; state and local elected officials; EMS, fire and health; media; citizens' groups; and owner/operator.
- D. Library: one member of the Board and five citizen members.
- E. Veterans' Service Commission: three citizen members.

[1] *Editor's Note: This ordinance also renumbered former § 4-11, General duties of standing committees, as § 4-13.*

## § 4-12. Appointments by Board Chairperson.

[Amended by Ord. No. 96-6; Ord. No. 97-2; 4-16-2002 by Ord. No. 02-01; 2-24-2004 by Ord. No. 03-28; 4-16-2002 by Ord. No. 02-01; 8-23-2005 by Ord. No. 05-08; 4-22-2008 by Ord. No. 08-02; 11-12-2008 by Ord. No. 08-09; 11-12-2008 by Ord. No. 08-10]

The Chairperson of the Board shall appoint the following:

- A. Committees of the Board.  
[Amended 3-27-2012 by Ord. No. 11-15]
  - (1) Building.
  - (2) Information Services Committee.
  - (3) Industrial Development.
  - (4) Veterans' Service.
- B. Individuals.  
[Amended 3-26-2013 by Ord. No. 12-12]
  - (1) Affirmative Action Officer.
  - (2) Highway Safety Commission representative.
  - (3) Indianhead Library representative.
  - (4) Mississippi River Regional Planning.
  - (5) Pierce County Economic Development representative.
  - (6) West Cap representative.
  - (7) Wisconsin Indianhead representative.
- C. County Board members and citizen members for:
  - (1) Board of Adjustment.
  - (2) Board of Health.

- (3) Aging and Disabilities Resource Center (ADRC) Governing Board.
- (4) Emergency Medical Services.
- (5) Fair.
- (6) Housing.
- (7) Library.
- (8) Local Emergency Planning Committee.
- (9) Parks.
- (10) Shooting Range.
- (11) Solid Waste Management Board.
- (12) Veterans' Service Commission.
- (13) Revolving Loan Committee.

D. Terms of citizen members. All citizen members appointed to County committees shall serve a term of three years.

## § 4-13. General duties of standing committees.

[Amended by Ord. No. 96-6]

All standing committees shall have the following duties. They shall:

- A. Report to the Board on all major developments within their respective departments at the time the respective annual reports are given.
- B. Ensure that each department complies fully with all directives of the Board and requirements of state and federal law.
- C. Counsel with the department heads, in an advisory capacity, to help effect necessary improvements.
- D. Assist each department in preparing its annual budget.
- E. Ensure that funds are spent for the purpose for which they were appropriated.
- F. Examine major department purchases and contracts.
- G. Perform such other duties as the Board may direct.
- H. Adopt, implement and periodically review policy and procedure for their departments.
- I. Have authority to apply for grants if the match is within the confines of their budgeting guidelines.
- J. File annually with the Department of Administration a list of grants detailing the dollar amounts, county match and obligation by the county after the grant expires.  
[Amended 4-17-2001 by Ord. No. 00-15; 4-16-2002 by Ord. No. 02-01]
- K. File all contracts with the Department of Administration within 30 days of execution.  
[Amended 4-17-2001 by Ord. No. 00-15]

- L. Review budget reports on a quarterly basis and report any serious deviations to the Finance and Personnel Committee within 30 days.  
[Amended 2-24-2004 by Ord. No. 03-28]
- M. Determine whether to accept gifts or donations pursuant to § 59.52(19), Wis. Stats., whether financial, real or personal property, or otherwise, with a value of \$5,000 or less. Gifts or donations above said amount shall be considered for acceptance by resolution to the full County Board of Supervisors.  
[Added 5-28-2013 by Ord. No. 13-03]

## § 4-14. Agriculture and Extension Education Committee.

The Agriculture and Extension Education Committee shall:

- A. According to § 59.56(3), Wis. Stats., administer the county extension programs jointly with the cooperative extension district director in the following areas:
  - (1) Select, employ, evaluate and supervise the professional staff.
  - (2) Develop a program focus.
  - (3) Evaluate program direction and outcome.
- B. Provide supervision of County-owned forests and the adjacent County-owned cemetery.<sup>[2]</sup>  
[2] *Editor's Note: Original Sec. 2.03.160, Board of Adjustment, which immediately followed this subsection, was deleted 4-17-2001 by Ord. No. 00.15.*

[1] *Editor's Note: Former § § 4-11 through 4-15 were renumbered 2-24-2004 by Ord. No. 03-28 as § § 4-13 through 4-17, respectively. Former § 4-16, Council on Aging, was renumbered § 4-35 by the same ordinance.*

## § 4-15. Board of Adjustment.

[Added 4-16-2002 by Ord. No. 02-01<sup>[1]</sup>]

See § 240-70, Pierce County Code.

[1] *Editor's Note: This ordinance also renumbered former § § 4-13 through 4-17 as 4-14 through 4-18, respectively.*

## § 4-16. Board of Health.

[Amended 4-17-2001 by Ord. No. 00-15; 12-16-2003 by Ord. No. 03-26; 6-22-2004 by Ord. No. 04-07]  
The Board of Health shall have supervision of the Public Health Department and jurisdiction over all matters relating to public health.

## § 4-17. Building Committee.

[Amended by Ord. No. 96-6]

The Building Committee shall:

- A. Have supervision of upkeep of all County buildings and grounds, excluding buildings used by the Highway Department, Nugget Lake County Park, and Solid Waste Facility.  
[Amended 4-16-2002 by Ord. No. 02-01; 3-25-2003 by Ord. No. 02-19]

- B. Provide policy guidance regarding maintenance and grounds activities of the courthouse, office building and fairgrounds.  
[Amended 4-16-2002 by Ord. No. 02-01; 3-25-2003 by Ord. No. 02-19; 6-27-2006 by Ord. No. 06-04]
- C. Maintain fairgrounds and buildings, including rental rates and rental of storage space.  
[Amended 3-25-2003 by Ord. No. 02-19]
- D. Have the duty to analyze on an ongoing basis the building needs of the county and to report to the Board at least two times each year.

## § 4-18. through § 4-19. (Reserved)

- [1] *Editor's Note: Former § 4-18, Drug Court Committee, added 8-23-2005 by Ord. No. 05-08, was repealed 11-12-2008 by Ord. No. 08-10. Former § 4-19, Emergency Government Committee was repealed 3-27-2012 by Ord. No. 11-15.*

## § 4-20. Fair Committee.

The Fair Committee shall:

- A. Plan a fair and see to its administration, including budget, fair book, personnel, contracting with vendors and exhibitors and other items necessary to conduct a fair.
- B. Assist the Building Committee with planning for fairground use and improvements.  
[Amended 3-25-2003 by Ord. No. 02-19]
- C. Coordinate, promote, and schedule non-fair use of the grounds and special events.  
[Amended 3-25-2003 by Ord. No. 02-19]
- D. Work with 4-H and extension personnel.
- E. Maintain community and public relations for the fair.
- F. Update fair programs and maintain contact with state and local fair associations, including the Wisconsin Agriculture, Trade and Protection Department rules for fair events.

## § 4-21. Finance and Personnel Committee.

[Amended by Ord. No. 96-6; Ord. No. 97-2; 4-17-2001 by Ord. No. 00-15; 4-16-2002 by Ord. No. 02-01; 2-24-2004 by Ord. No. 03-28]

The Finance and Personnel Committee shall:

- A. Supervise the Administration Office, County Clerk, County Treasurer, Register of Deeds and Corporation Counsel.
- B. Prepare the budget for presentation to the Board.
- C. Consult with the County Treasurer on investment of surplus County funds.
- D. Consult with the County Clerk on tax deed land and authorize sale of property.
- E. Handle legislative matters in collaboration with the County Clerk and Administrative Coordinator.

- F. Review official bonds and insurance on County property to ensure that the County is adequately protected at all times.
- G. Review the Board rules at least once every two years.
- H. Act as Executive Committee and coordinate County activities and recommend policy.
- I. Appoint ad hoc committees as needed.
- J. Have jurisdiction over acquisition and disposal of real estate.
- K. Have jurisdiction over acquisition and disposal of equipment.
- L. Review all ordinances, except rezoning, and resolutions prior to consideration by the County Board.
- M. Negotiate all wages, salaries, terms and conditions of employment and all grievances for all County employees.
- N. Annually review the wages, salaries, hours, terms and conditions of employment of all employees not represented by a recognized collective bargaining representative and submit its recommendations to the County Board each year for the following year.
- O. Ensure that annual performance evaluations are being carried out by department heads and the Administrative Coordinator.
- P. Review performance evaluations from standing committee and Administrative Coordinator on department heads on an annual basis.
- Q. Be responsible for the direction of all personnel matters involving employees of Pierce County, including the discipline of all employees.
- R. The Pierce County Personnel Code shall be maintained under the guidance, direction and policymaking supervision of the Finance and Personnel Committee, which shall have the authority to amend the code from time to time, to conform its provisions with current personnel policies as devised by the Board and Finance and Personnel Committee, collective bargaining agreements and other contracts. Amendment to the Pierce County Code shall require approval of the Board.

## § 4-22. Highway Committee.

The Highway Committee shall:

- A. Supervise the Highway Department.
- B. Perform all duties prescribed by state law.
- C. Supervise all road and bridge construction.

[1] *Editor's Note: Former § 4-22, Housing Authority, was repealed 4-16-2002 by Ord. No. 02-01.*

## § 4-23. (Reserved)

## § 4-24. Human Services Board.

[Amended 7-22-2003 by Ord. No. 03-12; 12-16-2003 by Ord. No. 03-26; 6-22-2004 by Ord. No. 04-07; 11-12-2008 by Ord. No. 08-10]

The Human Services Board shall:

- A. Supervise the Human Services Department.
- B. Perform all duties prescribed by state law.
- C. Establish policies for the governance of the Human Services Department, the County Aging Unit and the County Child Support Unit. Such policies shall establish the parameters and guidelines for Board members, committees, management and staff.
- D. Supervise the activities of the Drug Court Program.
- E. Have jurisdiction over all matters relating to the Drug Court Program.

## § 4-25. Industrial Development Committee.

The Industrial Development Committee shall:

- A. Promote economic development, which shall include industrial and commercial development, tourism and job creation, retention and training.
- B. Provide direction and coordination to development.
- C. Assist towns, villages, cities and other organizations with funding and permit applications for economic development.
- D. Research available resources and create and maintain a central source of information and assistance to support economic development.
- E. Maintain contact with public agencies and private organizations which promote economic development.

## § 4-26. Information Services Committee.

[Added by Ord. No. 97-2]

The Information Services Committee:

- A. Supervises the Information Services Department.  
[Amended 9-27-2005 by Ord. No. 05-10]
- B. Oversees all information services and equipment, to include the telephone system.
- C. Has authority to adopt procedures and rules for computer use, including installation of hardware and software, troubleshooting and maintenance of software and equipment, responsibility for security and maintenance of equipment, and termination, change-out or removal of software and equipment.  
[Added 7-22-2003 by Ord. No. 03-13]

## § 4-27. Land Conservation Committee.

[Amended 4-17-2001 by Ord. No. 00-15; 4-16-2002 by Ord. No. 02-01]

The Land Conservation Committee shall:

- A. Perform the functions required by Chapter 92, Wis. Stats., as amended; and
- B. Supervise the functions and activities of the Land Conservation Department.

## § 4-28. Land Management Committee.

The Land Management Committee shall:

- A. Set policy and goals for the Department of Land Management regarding land use planning and zoning.
- B. Supervise planning and zoning related activities of the Department of Land Management.  
[Amended 4-16-2002 by Ord. No. 02-01]
- C. Hear requests for rezoning and make recommendations regarding them to the County Board pursuant to § 59.69(5), Wis. Stats.
- D. Hear requests for and grant special exceptions and conditional use permits.
- E. Recommend zoning ordinance changes to the County Board.
- F. Supervise the County Surveyor.
- G. Approve land divisions.  
[Added 4-16-2002 by Ord. No. 02-01]
- H. Supervise sanitary waste programs.  
[Added 4-16-2002 by Ord. No. 02-01]

## § 4-29. Law Enforcement Committee.

[Amended by Ord. No. 96-6; 1-23-2007 by Ord. No. 06-19; 3-27-2012 by Ord. No. 11-15]

- A. The Law Enforcement Committee shall have:
  - (1) Supervision of the Sheriff's Department, District Attorney, Register in Probate, Circuit Court and Medical Examiner.  
[Amended 10-27-2015 by Ord. No. 15-03]
  - (2) Jurisdiction over all matters relating to justice and law enforcement.
- B. The Law Enforcement Committee is hereby designated as the County Emergency Management Committee and shall:
  - (1) Be responsible for policy direction of the Emergency Management Office, subject to the day-to-day supervision of the Sheriff.
  - (2) Assure that emergency plans are current and comply with state statutes.

[1] *Editor's Note: Former §§ 4-29 through 4-31 were renumbered as §§ 4-37 through 4-39, respectively, 2-24-2004 by Ord. No. 03-28.*

## § 4-30. Parks Committee.

[Amended 4-16-2002 by Ord. No. 02-01; 8-22-2006 by Ord. No. 06-10, effective 1-1-2007]

The Parks Committee shall have supervision of all matters relating to the parks and recreational facilities. The Pierce County Shooting Range Committee shall be a subcommittee of the Parks Committee.

## § 4-31. Revolving Loan Committee.

[Added 4-16-2002 by Ord. No. 02-01; amended 2-24-2004 by Ord. No. 03-28; 11-12-2008 by Ord. No. 08-09]

The Revolving Loan Committee shall:

- A. Review and approve applications for economic development loans.
- B. Recommend economic development grant applications to the Finance and Personnel Committee and the County Board.
- C. Monitor, administer, restructure and liquidate active loans.
- D. Make policy recommendations for the administration of the program.

## § 4-32. Shooting Range Committee.

[Added by Ord. No. 96-6]

The purpose of the Shooting Range Committee is to promote the health, safety and general welfare of this County and to protect, safeguard and regulate the public use of the County public shooting range.

## § 4-33. Solid Waste Management Board.

[Amended by Ord. No. 96-6]

A. The Solid Waste Management Board (SWMB) shall:

- (1) Supervise and manage the collection and disposal of solid waste in Pierce County in accordance with the rules and regulations established by the Department of Natural Resources for the State of Wisconsin and by the Board. The SWMB shall keep abreast of the latest techniques, procedures and methods that may be developed in solid waste management and shall make recommendations to the Board concerning solid waste management.
- (2) Be responsible for the development of the plans and policies, the provision for facilities and the overseeing of the management of solid waste.
- (3) Be responsible for the service area which includes the entire geographic area of the County in cooperation with the local units of government.
- (4) Develop plans and policies to implement a comprehensive solid waste management system.
- (5) Engage and compensate consultants or other persons who can provide expertise or conduct services in solid waste management.
- (6) Develop a working agreement in conjunction with the Personnel and Finance Committee whereby County personnel may provide staff assistance to the SWMB in fulfilling its goals and work programs.
- (7) Establish operations and methods of waste management as are deemed appropriate.

- (8) Enter into contractual arrangements with private firms to operate aspects of the solid waste management system to assure that the SWMB maintains maximum oversight control that is economically feasible.
  - (9) Engage in, sponsor or co-sponsor research and demonstration projects and educational programs intended to improve the techniques of solid waste management and to increase the extent of recycling and reutilization of materials and resources included in solid waste.
  - (10) Develop cooperative arrangements and agreements with units of government and semipublic and private organizations to utilize land, equipment, facilities and personnel in conducting a comprehensive solid waste management program. Such agreements will respect the ordinances of towns whose land, facilities and personnel are involved.
  - (11) Exercise such powers and perform such other duties as may be necessary to properly establish, operate and oversee a solid waste management system which are not inconsistent with Chapter 7, Article V, Solid Waste Management Board, § 7-20 of this Code, the laws of the State of Wisconsin, the regulations of the Department of Natural Resources or ordinances and resolutions adopted by the Board.
- B. Other powers may be delegated to the SWMB by the Board under the authority of § 59.70(2), Wis. Stats., as it deems appropriate.

## § 4-34. Veterans' Service Committee.

[Amended by Ord. No. 96-6]

The Veterans' Service Committee shall have jurisdiction over all matters relating to veterans' affairs.

## § 4-35. General duties of special committees.

[Added 2-24-2004 by Ord. No. 03-28]

All special committees shall have the following duties. They shall:

- A. Advise their respective standing committee or the County Board on all matters assigned to them.
- B. Allocate such funds as are assigned to their control by the County Board.
- C. Perform such other duties as may be required by federal or state law.

## § 4-36. Aging and Disabilities Resource Center (ADRC) Governing Board.

[Amended 4-22-2008 by Ord. No. 08-02]

The Aging and Disabilities Resource Center (ARDC) Governing Board shall:

- A. Develop a mission statement for ADRC.
- B. Determine the appropriate structure, policies and procedures.
- C. Oversee the ongoing operations of the ADRC, including annual review of interagency agreements.
- D. Assure input from consumers, service providers, care management organizations and local constituents in the policies, procedures and goals of the resource center.

- E. Identify potential new sources of community resources and funding to serve the target populations.
- F. Provide financial oversight, including development of a budget and monitoring of expenditures.
- G. Ensure the terms of the contract are fulfilled.
- H. Provide recommendations on selecting the ADRC Manager.
- I. Recommend strategies for building local capacity to serve the target populations to local elected officials, the regional advisory committee and Department as appropriate.

[1] *Editor's Note: Former § 4-36 and §§ 4-38 through 4-47 were renumbered as §§ 4-40 through 4-50, respectively, 2-24-2004 by Ord. No. 03-28.*

## § 4-37. Emergency Medical Services Committee.

The Emergency Medical Services Committee shall:

- A. Provide a focal point for coordination of emergency services within Pierce County with regard to training programs, equipment, services and information.
- B. Act in an advisory capacity to the Pierce County government on the needs of emergency services.

## § 4-38. Library Board.

The Library Board shall have:

- A. Control of the expenditures of all moneys collected, donated or appropriated for the Library Fund and of the purchase of a site and the erection of the library, whenever authorized.
- B. Control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to or otherwise acquired or leased by the municipality for library purposes.

## § 4-39. Local Emergency Planning Committee.

The Local Emergency Planning Committee shall implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with but in addition to the minimum requirements of § 166.20, Wis. Stats., and 42 U.S.C. §§ 11000 to 11050.

## § 4-40. (Reserved)

[1] *Editor's Note: Former § 4-40, Long-Term Support Planning Committee, was repealed 4-22-2008 by Ord. No. 08-02.*

## § 4-41. Veterans' Service Commission.

The Veterans Service Commission shall furnish aid to needy veterans and their dependents as prescribed by Wisconsin statutes.

## § 4-42. Conduct of business by committees.

[Amended by Ord. No. 94-14; 4-17-2001 by Ord. No. 00-15; 4-16-2002 by Ord. No. 02-01; 4-15-2003 by Ord. No. 03-03; 2-24-2004 by Ord. No. 03-28]

Conduct of committee business shall be as follows:

A. Meetings.

- (1) Within 30 days after the organizational meeting, all standing committees shall meet and elect officers. Minutes shall be kept of all committee meetings. These minutes shall be filed with the County Clerk and become part of the permanent record of the Board. A copy of all committee meeting minutes shall be provided to the Supervisors within 15 calendar days following adjournment of meeting.
- (2) All committee meetings shall be scheduled in advance with the Department of Administration and the date and time entered upon the calendar in the Department of Administration's office. Committees shall submit all vouchers to the Department of Administration at least three working days in advance of the Finance and Personnel Committee meeting each month.
- (3) The committee chairperson or his or her designee shall notice all meetings in accordance with Wisconsin open meeting laws. Any committee contemplating closed session items shall request a written opinion on the legality from the Corporation Counsel for Pierce County before publication, the opinion then to be communicated to the chairperson of the committee and the opinion attached to the agenda for that meeting.
- (4) When emergency meetings are called, the committee chairperson or his or her designee will post notice on the bulletin board in the Administration office, advise the legal newspaper and inform WEVR radio station.
- (5) Bulletin of meetings.
  - (a) A bulletin of all committee meetings shall be posted in the Department of Administration's office.
  - (b) The date of a meeting first posted on said bulletin board supersedes any other date.
  - (c) Before a department or official may call a meeting, it or he shall first consult the bulletin board, and, if that date is not taken, it or he may proceed to call the meeting, after posting the date on said bulletin board.
- (6) Number of meetings.
  - (a) The following committees will meet monthly, or as needed: Finance and Personnel, Land Management, Law Enforcement, Revolving Loan, Health, Human Services, Land Conservation, Fair, Building, Highway, and Solid Waste. The Land Management Committee may regularly meet more often in response to applications for hearing. Special meetings would be at the call of the committee chairperson.
  - (b) The following committees will meet quarterly, or as needed: Information Services, Park, Industrial Development, Veterans Service, Agriculture and Extension, Housing and Shooting Range. The Park and Shooting Range Committee meetings shall take place on the same day, consecutively. Special meetings would be at the call of the committee chairperson.

[Amended 8-22-2006 by Ord. No. 06-11, effective 1-1-2007; 3-27-2012 by Ord. No. 11-15]
  - (c) The committees of the Board are not to exceed 60 meetings and per diem set at the regular rate. This would take effect at the reorganizational meeting in April of each year. Road schools attended by members of the Highway Committee do not constitute meetings of the Highway Committee for purposes of the sixty-meeting limit imposed by this subsection.

- (d) Claims for per diem by a committee chairman attending a meeting or hearing without the attendance of other committee members shall not be considered a committee meeting for the purpose of the sixty-meeting requirement of Subsection **A(6)(c)** of this section.

(7) Minutes.

- (a) Mailing to committee members. As soon as practicable after the adjournment of meetings of committees of the Board of Supervisors, the committee secretary shall submit the minutes of the meeting to the County Clerk, who shall forthwith mail copies of the minutes to all members of the committee.
- (b) Distribution when no objections made. If no members of the committee notify the County Clerk within five days of receipt of the minutes of an objection to the minutes, the County Clerk shall then distribute the minutes.
- (c) Objection by committee members. If a member of the committee notifies the County Clerk within five days of receipt of the minutes of an objection to the minutes, the person so objecting shall inform the County Clerk of specific wording which he or she wishes to add to the minutes and/or to delete from the minutes.
- (d) Informing chairman and secretary of objection. Upon being informed of the specific wording which the objecting committee member wishes to add to the minutes and/or to delete from the minutes, as provided in Subsection **A(7)(c)**, the County Clerk shall contact the chairman and secretary to determine whether or not they agree to the addition and/or deletion.
- (e) Agreement with objection. If the chairman and secretary agree to the addition to the minutes and/or the deletion from the minutes, the County Clerk shall make the addition to the minutes and/or the deletion from the minutes and shall then distribute the minutes.
- (f) Disagreement with objection. If the chairman and secretary do not agree to the addition to the minutes and/or the deletion from the minutes, the County Clerk shall not distribute the minutes until after the adjournment of the next meeting of the committee, and then only upon direction of the secretary.

B. Procedure to introduce and process legislation. County Board Supervisors or committees of the Board seeking to introduce resolutions or ordinances shall notify the Corporation Counsel of the need for legislation, and provide supporting documentation in order to allow the Corporation Counsel to draft, revise and approve of the proposed legislation consistent with § **13-4F**. Such notification shall take place not later than 10 calendar days in advance of the meeting agenda items deadline, as established by Administration. Substantive legal questions shall be submitted to the Corporation Counsel as early as possible prior to this review. Corporation Counsel shall draft the proposed legislation and provide it to the meeting agenda custodian for placement on the agenda. Failure of the meeting agenda custodian to receive the legislation by the meeting agenda items deadline will require waiting until the next meeting cycle, however, an exception to a late submission of legislation may be made by the chairperson, Administrative Coordinator, or Corporation Counsel in exigent circumstances. Upon the Corporation Counsel providing the meeting agenda custodian with the proposed legislation, a completed request for action form setting forth the request, the background, and the purpose of the legislation, along with any supporting documentation shall be provided by the Supervisor or committee to the meeting agenda custodian by the meeting agenda materials deadline, as established by Administration. The Finance and Personnel Committee shall consider legislation consistent with § **4-21L**. Thereafter, the meeting agenda custodian shall assign the proposed legislation a number, and the proposed legislation shall be considered by the County Board of Supervisors, consistent with this section, and §§ **4-43** and **4-44**. Placement of legislation on a meeting agenda by the committee chair shall be consistent with this section, and § **4-45**.

[Amended 3-25-2014 by Ord. No. 13-15]

- C. [1]Any committee submitting recommendations to the County Board of Supervisors shall have the chairperson of said committee review the background of the legislation and read those sections of the official committee minutes that pertain to this legislation.

[1] *Editor's Note: Former Subsection C, Submission time limit for legislation, was repealed 3-25-2014 by Ord. No. 13-15. This ordinance also redesignated former Subsection D as Subsection C.*

## § 4-43. Referral to committee.

[Amended 4-16-2002 by Ord. No. 02-01; 7-23-2002 by Ord. No. 02-10]

Subjects coming before the Board initially may be referred to appropriate committees by the Chairperson without motion unless otherwise directed. All legislation introduced at any regular or special meeting of the Board will automatically be construed as a first reading without action until the next meeting of the Board, unless the standing committee has indicated in writing that action is required. Memorial resolutions, commendations or acknowledgments are excluded from this rule and will be accepted at the time they are read. Ordinances for rezoning shall require two readings even if introduced at the organizational or annual meetings.

## § 4-44. Order of business.

The order of business at regular meetings of the County Board of Supervisors shall be as follows:

- A. Call to order.
- B. Call of the roll by the Clerk.
- C. Pledge of allegiance to the flag.
- D. Public comment. County Board will receive public comments on any issue not on the agenda; discussion by Board members may take place but no action will be taken on any item raised that is not on the agenda for action. The duration of the comments will be subject to limitation by the Chairperson.

[Amended 4-16-2002 by Ord. No. 02-01; 7-23-2002 by Ord. No. 02-10]

- E. Reports of committees.
- F. Presentation and consideration of resolutions and ordinances. Public comments will be taken at each County Board meeting on items on the agenda prior to the Board taking up the item. Members of the public will also have an opportunity for one response or rebuttal to other comments from members of the public. After public comments are made, the Board shall take up the item and no additional public comments will be taken, unless provided for by other rule. The number of responses and the duration of comments are subject to limitation by the Chairperson and the rights of the Chairperson to conduct the meeting under Robert's Rules of Order. If a committee or County Board holds a noticed public hearing, no further public comment will be taken once the hearing record is closed.

[Amended 4-16-2002 by Ord. No. 02-01; 7-23-2002 by Ord. No. 02-10]

- G. Reading of petitions and communications. When reading petitions and communications, the Clerk shall read the document in its entirety.

- H. Appointments.

[Amended 4-16-2002 by Ord. No. 02-01]

- I. Adjournment.

## § 4-45. Rules of practice.

[Amended 4-16-2002 by Ord. No. 02-01; 4-17-2012 by Ord. No. 12-01]

The rules of parliamentary practice comprised in Robert's Rules of Order, Newly Revised, 11th Edition, 2011, shall govern the proceedings of the Board in all cases to which they are applicable and where they are consistent with the state laws and these rules.

## § 4-46. Determination of questions.

All questions presented to the Board shall be determined by a majority of members present unless otherwise required by state law or the Code. The Chairperson shall vote on all matters except appeals from his decisions.

## § 4-47. Speaking time limit.

A member shall not speak more than twice on any question and shall not exceed 15 minutes unless granted permission by the Chairperson.

## § 4-48. Roll call votes.

All resolutions or ordinances involving a transfer or appropriation of funds shall be decided by roll call vote. The vote shall be published in the proceedings of the Board. All roll call votes shall rotate by district.

## § 4-49. Conflict of interest.

No Board member shall participate in the decision of or vote upon any case in which the member is financially interested, directly or indirectly. Disqualification of a member for interest shall not decrease the number of votes required for acting upon any matter. Such member shall not be counted in determining whether a quorum is present for the transaction of business.

[1] *Editor's Note: See also Ch. 24, Ethics Code.*

## § 4-50. Compensation and per diem.

[Amended 4-17-2001 by Ord. No. 00-15; 3-26-2002 by Ord. No. 01-26; 4-16-2002 by Ord. No. 02-01; 2-24-2004 by Ord. No. 03-28; 9-27-2005 by Ord. No. 05-11; 11-10-2009 by Ord. No. 09-05<sup>[1]</sup>]

- A. All members of the Board, its standing committees, and employees shall be compensated for mileage, meal and lodging allowances in accordance with the following requirements:
- (1) The guidelines for mileage, meal and lodging allowances that are established annually for state employees in accordance with Chapter 418, Laws of 1977, State of Wisconsin, by the Secretary of the Department of Employment Relations with the approval of the Joint Committee on Employment Relations shall also apply to County Board members or employees.
  - (2) The mileage, meal and lodging allowances shall be reimbursed at the state reimbursement rate.
  - (3) It shall be the responsibility of the Administrative Coordinator to bring to the attention of the County Board the changes in the mileage, meal and lodging allowances as they are revised by the state each year.

B. All members of the Board and its standing committees shall be compensated per diem in accordance with the following requirements;

- (1) Base salary of the County Board Chair is \$300 per month.
- (2) Per diems for all County Board of Supervisors and citizen members of standing, special, or other (e.g., screening, hiring, etc.) internal County committees shall be established at \$40 per meeting. If a committee meeting lasts over four hours, it shall be \$10 per hour for each hour thereafter. If a Supervisor attends two or more meetings in a day, whether consecutive or nonconsecutive, each meeting shall be paid at the regular meeting rate of \$40 per meeting.  
[Amended 6-26-2012 by Ord. No. 12-08]
- (3) Per diems for County Board meetings, whether regularly scheduled or special, shall be \$50 per meeting. Supervisors representing the County attending out-of-County meetings shall be compensated at the rate of \$75 per day.  
[Amended 6-26-2012 by Ord. No. 12-08]
- (4) Attendance at meetings and conferences shall require prior authorization by the Board Chairperson or appropriate standing committee chairperson. Each Supervisor, employee or official must have receipts for all expenses.
- (5) Attendance at the Wisconsin Counties Association annual convention shall be approved by the Finance Committee.

C. Citizens who are appointed to special committees are entitled to mileage.

[1] *Editor's Note: This ordinance also provided that it shall become effective 4-20-2010.*

## § 4-51. Designation, composition and termination of ad hoc committees.

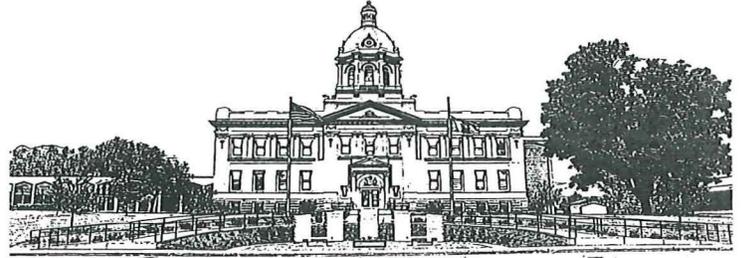
[Added 4-17-2001 by Ord. No. 01-02]

- A. Designation. The County Board may provide for ad hoc committees from time to time, as the need may arise, by resolution. Said resolution shall identify the composition of the committee, compensation, term length and duties.
- B. Composition. A resolution designating an ad hoc committee shall provide for composition of the committee. The members of the ad hoc committees shall be appointed pursuant to § 4-12 of the Pierce County Code.  
[Amended 11-14-2006 by Ord. No. 06-16]
- C. Compensation. A resolution designating the ad hoc committee shall provide for any per diem, mileage, or expense reimbursement granted to committee members pursuant to County rules.
- D. Termination. Ad hoc committees shall terminate without further action of the County Board when the purpose for which the committee is created has been accomplished. The Committee Chair or the County Board Chair will report to the County Clerk when the ad hoc committee terminates.

# **11.**

**Discuss and take action on  
2020 – 2021 County Board  
meeting dates**

**OFFICE OF THE COUNTY CLERK**  
**PIERCE COUNTY COURTHOUSE**  
414 W. MAIN STREET PO BOX 119  
ELLSWORTH, WISCONSIN 54011  
Phone: 715-273-6744  
Fax: 715-273-6861



TO: Finance/Personnel Committee &  
Pierce County Board

DATE: April 7, 2020

FROM: Jamie R. Feuerhelm  
Pierce County Clerk

RE: County Board Meeting Dates 2020-21

Following the guidelines of WI STATS 59.11 (1) and Pierce County Code 4-4 (A, C, D), I make the following recommendations for the meetings of the Pierce County Board of Supervisors from May 2020 through April of 2021.

Generally speaking, meetings are set for the fourth Tuesday of every month at 7:00 p.m.; exceptions being April (organizational meeting), November (budget meeting) are on second Tuesday; both are day meetings beginning at 9 a.m. Also the December holiday exception can be an issue.

### **Future Meeting Schedule 2020 – 2021**

May 26, 2020  
June 23, 2020  
July 28, 2020  
August 25, 2020  
September 22, 2020  
October 27, 2020  
November 10, 2020 (Annual Budget Meeting – 9:00 a.m.)  
December 22, 2020\*  
January 26, 2021  
February 23, 2021  
March 23, 2021  
April 20, 2021 (Annual Organizational Meeting – 9:00 a.m.)

\*Point of interest: The Christmas holidays scheduled for 2020 are all day Thursday, Dec. 24<sup>th</sup> & Friday the 25<sup>th</sup>. The Holiday week is from the 21<sup>st</sup> to the 25<sup>th</sup>, Courthouse open Monday to Wed, closed Thursday & Friday. Consider these things when setting the date for December's meeting.

SUGGESTED MOTION: Motion to approve County Board meeting dates from May 2020 through April of 2021 as presented.

# **17a.**

## **Resolutions for First Reading:**

**Resolution No. 20-01 Commendation  
to Former County Board Supervisors**

**Resolution 20-01**  
**Commendation to Former**  
**County Board Supervisors**

WHEREAS, Robert Mercord, LeRoy Peterson, Dan Reis, & Paul Shingledecker have served on numerous committees as well as participated in many sessions of the Pierce County Board of Supervisors; and

WHEREAS, these members of the Pierce County Board of Supervisors have given a great deal of their time and efforts for the citizens of Pierce County.

NOW, THEREFORE BE IT RESOLVED that the Pierce County Board of Supervisors go on record commending these individuals for their years of public service for the advancement of Pierce County.

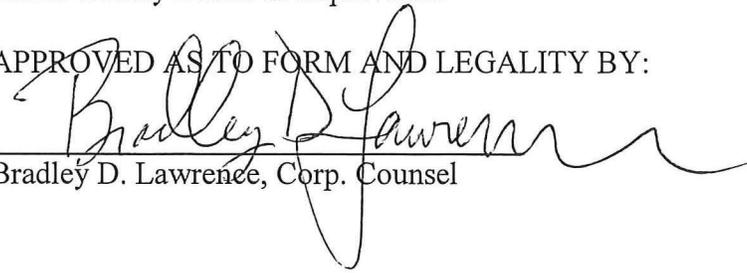
DATED this 21<sup>st</sup> day of April, 2020.

\_\_\_\_\_  
Chairman  
Pierce County Board of Supervisors

ATTESTED TO BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

APPROVED AS TO FORM AND LEGALITY BY:

  
\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

# **17b.**

## **Resolutions for First Reading:**

**Resolution No. 20-02 Amend Fees for  
Services of County Medical Examiner  
& Deputy Medical Examiner**

**RESOLUTION NO. 20-02**  
**AMEND FEES FOR SERVICES OF COUNTY MEDICAL EXAMINER**  
**AND DEPUTY MEDICAL EXAMINER**

**WHEREAS**, Sec. 59.36, Wis. Stats. provides that the County Board shall set fees for all services rendered by the Medical Examiner and Deputy Medical Examiner in amounts reasonably related to the actual and necessary costs of providing the service; and

**WHEREAS**, the County previously set certain fees for services of the Medical Examiner and Deputy Medical Examiner in Resolutions 06-34, 13-20, 15-10, 17-01, 18-03, and 19-01; and

**WHEREAS**, said fees may be increased pursuant to Wis. Stat. § 59.365(2) however may not exceed the annual percentage change in the U.S. CPI for all urban consumers as determined by the U.S. Department of Labor for the twelve months ending on December 31<sup>st</sup> of the previous year; and

**WHEREAS**, the Law Enforcement Committee, at its meeting on March 11, 2020, and the Finance and Personnel Committee, at its meeting on April 6, 2020, recommended the fees be modified as follows:

Item	Current Fee	Proposed Fee
Autopsy Summary Report	\$26.57	\$27.23
Autopsy Report Complete	\$79.68	\$81.67
Medical Examiner Report Summary	\$26.57	\$27.23
Medical Examiner Report Comprehensive	\$53.11	\$54.44
Toxicology Report	\$26.57	\$27.23
Autopsy Photograph Acquisition Fee	\$15.94	\$16.34
Copying Fee: Pictures (not on CD)	\$2.11 per picture	\$2.16
Copying Fee: Compact Disc / DVD	\$7.44 per CD/DVD	\$7.63
Postage and envelopes will be charged based on actual expense		
Cremation Permit*	\$159.34*	\$163.32*
Disinterment Permit	\$53.11	\$54.44
Death Certificate Processing	\$0.02	\$0.00**

\*Cremation Permit fee to be split with \$50 to the Medical Examiner to be used for training and equipment for the Medical Examiner staff, and the remainder to the General Fund.

\*\*Medical Examiner recommends charging \$0.00 for this fee at this time because it costs more to process administratively than is made in revenue.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby adopts the fees as set forth above, and that the fees shall take effect on April 21, 2020.

**BE IT FURTHER RESOLVED**, that the Pierce County Medical Examiner shall collect the established fees, maintain auditable records, and deposit those fees with the Pierce County Treasurer on a monthly basis.

Dated this 21<sup>st</sup> day of April, 2020.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel  
BDC

Adopted: \_\_\_\_\_



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

---

## New form response

---

Steve Gustafson <demo@fnsmtplib.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Wed, Mar 11, 2020 at 3:25 PM

Request for F & P Action has received a new response:

**Meeting Date** 2020-04-06

**Agenda Item** Resolution to Amend Fees of County Medical Examiner and Deputy Medical Examiner

**Requesting Agency** Office of the Medical Examiner

**Background** State statute Wis. Stat. § 59.365(2) requires changes in Medical Examiner fees to be based on prior year's cost of living increase. This resolution is an annual request.

**Staff Recommendation** Approved at 3/11/2020 Law Enforcement Committee meeting

**Recommended Motion: (Motion by seconded by to approve and authorize)** Recommend approval of resolution to Amend Fees of County Medical Examiner and Deputy Medical Examiner and forward to County Board for approval.

**Requestor's email address** john.worsing@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms

Send mass emails from Sheets: Mail Merge SMTP

# **17c.**

## **Resolutions for First Reading:**

**Resolution No. 20-03 Transfer from  
General Fund for 2019 Register In  
Probate Budget Deficit**

**RESOLUTION NO. 20-03  
TRANSFER FROM GENERAL FUND FOR  
2019 REGISTER IN PROBATE BUDGET DEFICIT**

**WHEREAS**, in 2019 the Register in Probate budget exceeded its final budgeted amount by \$21,987 primarily due to a spike in cases involving children that need protection and services and resulting payments to the guardians ad litem and court appointed attorneys; and

**WHEREAS**, the Register in Probate tries to keep costs down as much as possible, however has no actual control over the number of CHIPS cases, along with associated guardian ad litem and court appointed attorney fees; and

**WHEREAS**, the additional costs set forth above were not budgeted for in the Register in Probate budget and as a result a deficit of \$21,987 exists in the 2019 Register in Probate Budget; and

**WHEREAS**, pursuant to §65.90(5) Wis. Stats., the County Board is required to authorize transfers in excess of 10% of the department budget, or if the transfer is requested from the General Fund rather than the Contingency Fund; and

**WHEREAS**, on March 11, 2020 and April 6, 2020 the Law Enforcement Committee and Finance and Personnel Committee respectively reviewed the transfer request and took action to forward to the County Board their recommendation that they approve the transfer from the General Fund into the 2019 Register in Probate Budget the amount of \$21,987 to cover the deficit, and that it be approved on a first reading to close the 2019 books timely and allow the auditors to perform the 2019 audit in April.

**NOW THEREFORE, BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby approves and authorizes the transfer from the General Fund into the 2019 Register in Probate Budget the amount of \$21,987, to line item 212 Legal Fees, for the purposes set forth herein.

Dated this 21st day of April, 2020.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel  
BDC

Adopted: \_\_\_\_\_



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

---

## New form response

1 message

---

Steve Gustafson <demo@fnsmtpl.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Tue, Mar 24, 2020 at 4:09 PM

Request for F & P Action has received a new response:

**Meeting Date** 2020-04-06

**Agenda Item** Transfer request for 2019 Register in Probate Budget Deficit

**Requesting Agency** Register in Probate/Clerk of Juvenile Court

**Background** The 2019 Register in Probate budget exceeded its final budget amount primarily due to a spike in cases involving children that need protection and services and resulting payments to the GALs and court appointed attorneys and as a result there is a deficit that exists in the 2019 Register in Probate Budget

**Staff Recommendation** Review of the transfer request and take action to forward to the County Board to approve that transfer from the General Fund to cover the deficit in order to close the 2019 books timely and allow auditors to the perform the 2019 audit.

**Recommended Motion: (Motion by seconded by to approve and authorize)** Motion by and seconded by members

**Requestor's email address** megan.erwin@wicourts.gov

Auto responded by Form Notifications SMTP add-on for Google Forms  
Send mass emails from Sheets: Mail Merge SMTP

# **18a.**

## **Resolutions for Second Reading:**

**Resolution No. 19-26 Authorizing a  
Surcharge on Restitution**

**RESOLUTION NO. 19-26**  
**AUTHORIZING A SURCHARGE ON RESTITUTION**

**WHEREAS**, the Pierce County Victim Witness Coordinator provides valuable services during the pendency of a criminal action to the crime victims; and

**WHEREAS**, the various services the Victim Witness Coordinator provides include providing support to crime victims, aid crime victims in presenting a victim impact statement to the Court, arranging for crime victims to confer with the District Attorney, and making restitution requests to the Courts on behalf of the victim; and

**WHEREAS**, the Victim Witness Coordinator's budget is only partially funded by the State of Wisconsin; and

**WHEREAS**, Section 973.06(1)(g) Wis. Stats. authorizes the Court to impose a restitution surcharge equal to 10% of any restitution ordered under Section 973.20 Wis. Stats., payable to the County Treasurer for use by the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Pierce County Board of Supervisors hereby authorize the establishment of a revenue account for the collection of a restitution surcharge; and

**BE IT FURTHER RESOLVED**, that the monies collected would be used to fund the Pierce County Victim Witness Coordinator's budget.

Dated this 24th day of March, 2020.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

BDL

Adopted: \_\_\_\_\_



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

---

## New form response

---

Steve Gustafson <demo@fnsmtg.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Thu, Feb 13, 2020 at 12:26 PM

Request for F & P Action has received a new response:

**Meeting Date** 2020-03-02

**Agenda Item** Resolution Authorizing a Surcharge on Restitution

**Requesting Agency** Pierce County Victim Witness

**Background** This statute has been in effect for years. Pierce County has never taken advantage of this extra Revenue. Reimbursement rates from the State have decreased over the years. It is currently at 49%. It is a good way to recoup some of the lost income for the Victim Witness budget.

**Staff Recommendation** To approve the requested Resolution Authorizing a Surcharge on Restitution

**Recommended Motion: (Motion by seconded by to approve and authorize)** To approve the requested Resolution Authorizing a Surcharge on Restitution

**Requestor's email address** Debbie.Feuerhelm@da.wi.gov

[Quoted text hidden]