

CHAPTER 2 ADMINISTRATION

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2.01 COUNTY BOARD SUPERVISORY DISTRICTS.

- (1) **Supervisory Districts.** Pursuant to Section 59.10 (3)(b), Wisconsin Statutes, and based on 2010 population statistics for Trempealeau County provided by the United States Bureau of the Census, the following described supervisory districts as established for Trempealeau County:
 - (a) District 1 shall consist of Wards 1 & 2 in the Village of Trempealeau and Ward 2 in the Town of Trempealeau.
 - (b) District 2 shall consist of Ward 1 in the Town of Trempealeau and Ward 2 in the Town of Caledonia.
 - (c) District 3 shall consist of Ward 1 in the Town of Caledonia and Ward 3 in the Town of Gale.
 - (d) District 4 shall consist of Wards 1, 2, & 3 in the City of Galesville and Ward 1 in the Town of Gale
 - (e) District 5 shall consist of the Town of Dodge, Ward 2 of the Town of Arcadia and Ward 1 of the City of Arcadia.
 - (f) District 6 shall consist of Ward 2 in the Town of Gale, Ward 1 in the Town of Ettrick, the Village of Ettrick and Ward 2 in the Town of Preston.
 - (g) District 7 shall consist of Ward 1 in the Town of Arcadia and Ward 2 in the City of Arcadia.
 - (h) District 8 shall consist of Ward 2 in the Town of Ettrick, Ward 1 in the Town of Preston and Wards 2 and 3 in the City of Blair.

- (i) District 9 shall consist of Ward 3 in the Town of Arcadia and Ward 3 in the City of Arcadia.
 - (j) District 10 shall consist of Ward 1 in the City of Blair, Ward 3 in the Town of Preston and Ward 1 in the Town of Pigeon.
 - (k) District 11 shall consist of Wards 1, 2, & 3 in the City of Independence, Ward 1 in the Town of Burnside and Ward 4 in the Town of Arcadia.
 - (L) District 12 shall consist of Ward 1 in the Town of Lincoln, Ward 2 in the Town of Burnside, the Town of Chimney Rock and Ward 1 in the Town of Albion.
 - (m) District 13 shall consist of Wards 1, 2, & 3 in the City of Whitehall and Ward 2 in the Town of Lincoln.
 - (n) District 14 shall consist of Ward 2 in the Town of Pigeon, the Village of Pigeon Falls and the Town of Hale.
 - (o) District 15 shall consist of the Village of Eleva, Ward 2 in the Town of Albion, Ward 2 in the Town of Unity and Ward 2 in the Village of Strum.
 - (p) District 16 shall consist of Ward 1 in the Village of Strum, Ward 1 in the Town of Unity and the Town of Sumner.
 - (q) District 17 shall consist of Wards 1, 2 & 3 in the City of Osseo.
- (2) One supervisor will represent each of the above districts.
 - (3) The ward numbers referred to in this ordinance are wards pursuant to section 59.10 (3)(b) and section 5.15, Wisconsin Statutes.
 - (4) If land is annexed into the existing ward of an annexing municipality, then the County board supervisory district boundaries shall be automatically amended to reflect assignment of annexed land to the existing ward's supervisory district. The Land Records Coordinator is directed to adjust the supervisory district maps accordingly. The Land Records Coordinator shall, when an annexation is recorded, give notice to the County Clerk and provide the County Clerk with adjusted supervisory district maps resulting from the annexation.

(History: Res. 11/9/1965; Res. 12/20/1971; Res. 10/19/1981; Res. 11/12/1991; Res. 2001-09-12; Res. 2011-09-06; Res. 2014-09-06; Res. 2016-06-04)

2.02 RULES OF THE COUNTY BOARD

(1) Meetings.

- (a) The Trempealeau County Board shall hold regular meetings on the 3rd Monday of each month at 7:00 o'clock p.m. at the County Seat for the purpose of transacting business, unless specified otherwise as follows or unless decided otherwise by a majority of the Board members present.
- (b) The Trempealeau County Board shall meet on the 3rd Tuesday of each April. The hour for the April meeting of this Board shall be at 10 o'clock a.m. unless otherwise ordered.
- (c) The Trempealeau County Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year. When that day falls on November 11th, the annual meeting shall be held on the next succeeding day. The hour for the annual meeting of this Board shall be at 10 o'clock a.m. unless otherwise ordered.

(2) **Calling the Meeting to Order.** The Chairperson shall take the chair at the time when the meeting is scheduled to be called, and the Board shall then be called to order and the roll of members called.

(3) **Meeting Minutes; Approval.** Upon the presence of a quorum, the minutes of the previous meeting shall be reviewed, and any mistakes therein may be corrected by the Board; provided that at the last meeting held prior to the April election, the minutes for that meeting shall be read by the clerk or designee unless reading is waived by a 2/3 majority of Board members present, and corrected and approved by the Board before the final adjournment.

(4) **Preservation of Order.** The Chair shall preserve order, and shall decide questions of order, subject to an appeal to the Board.

(5) **Chairperson may Vote.** The Chair may vote on all questions except on appeal from his/her own decisions.

(6) **Order of Business.** Unless modified at the direction of the Chair, with Board approval, the order of business shall be as follows:

- 1st – Call to Order
- 2nd – Open Meeting Law Compliance
- 3rd – Adoption of Prepared Agenda
- 4th – Approval of Previous Minutes
- 5th – Appearances
- 6th – Resolutions
- 7th – Announcements/Appointments
- 8th – Committee Reports

9th – Correspondence
10th – Instruct Clerk to Pay Mileage and Per Diem
11th – Adjourn

- (7) **Request to Speak.** Members, previous to speaking, shall address themselves to the Chair.
- (8) **Multiple Requests to Speak.** When two or more members address the Chair, the Chair shall designate the member who is first to speak, but in all cases, the member who is first to address the Chair shall speak first.
- (9) **Limit on Speaking.** No member shall speak more than three times on the same subject without leave of the Board.
- (10) **Seconding a Motion; Required.** No motion shall be debated or put to vote unless seconded. It shall be stated by the Chair, or designee, before debate; and such motion shall be reduced to writing if any member desires it.
- (11) **Motion; Withdrawal.** After a motion is stated, it shall be deemed in possession of the Board; but may be withdrawn at any time before amendment or decision. But all motions, resolutions, and amendments shall be entered at large in the minutes unless withdrawn.
- (12) **Motion Ranking.** When a question is under debate, no motion shall be received except:
 - 1st – To adjourn.
 - 2nd – To lay on the table.
 - 3rd – To call for the previous question (close debate).
 - 4th – To postpone to a day certain.
 - 5th – To commit to a standing committee.
 - 6th – To commit to a select committee.
 - 7th – To amend.
 - 8th – To postpone indefinitely.

And these several motions have preference in the order in which they are named.

- (13) **Motions to Adjourn, Lay on the Table, and Close Debate.** The motion to adjourn shall always be in order, except when a member is speaking. A motion to lay on the table, and to vote on the previous question, shall be decided without debate.
- (14) **Petitions and Memorials.** Petitions, memorials and other papers addressed to the Board may be presented by the Chair or by a member.
- (15) **Separation of a Question.** If the question before the Board contains several points, any member may call for the separation of the question and a separate vote on such points.

- (16) **Calling a Member to Order.** Any member called to order shall immediately conform, unless permitted to explain; and the Board, if appealed to, shall decide the case. If there is no appeal; the decision of the Chair shall be submitted to.
- (17) **Resolutions; Written, Signed.** Every written resolution shall have signed thereon the name of the person(s), or the names of the members of the committee introducing the same. A resolution, once submitted for placement on the agenda and publicly posted, may not be removed from the agenda for the Board's consideration unless 2/3 of the submitting committee members or signers approve.
- (18) **Method of Voting.** A vote on any question shall be taken by voice vote, or a roll call vote when called for by any member of the Board; and a roll call vote shall be called for in all cases when an appropriation of monies is considered.
- (19) **Order of Motions.** All questions shall be put in the order they were moved, except privileged questions.
- (20) **Reconsideration.** No motion for reconsideration shall be in order, unless at the same meeting, or the following meeting, one of those voting with the prevailing side shall move such reconsideration.
- (21) **Minutes; Specificity.** In all cases when an order, resolution or motion shall be entered in the minutes of the Board, the name of the member moving the same shall be entered in the minutes.
- (22) **Suspension of Board Rules.** No rules of the Board shall be suspended, altered or amended without the consent of two-thirds of the members present.
- (23) **Resolutions; Written Requirement.** Resolutions shall be in writing on a separate sheet of paper and filed with the clerk of the Board.
- (24) **Order of Resolutions.** Resolutions shall be taken up in the order in which they are presented and taken up for action when that order of business is reached, as the Chair may direct; but the Board may order any report to be laid aside and another taken up at its pleasure.
- (25) **Audit of Account or Claims.** No account or claim against the county shall be audited unless it is made out in items and duly verified, and filed with the clerk of the Board, in the manner prescribed by law.
- (26) **Reports.** All reports of offices made to this Board shall be filed with the County Clerk on or before March 1st of each year. These reports shall avoid detailed fiscal data and contain statistics relative to the department and shall be kept to one (1) page in length, whenever possible. The County Clerk shall properly assemble and index all reports and distribute a copy to each member of the County Board. Any member of the Board may request the person filing a report to appear personally, but in the absence of such request persons filing

reports shall not appear before the Board. The Chair shall have the right to limit such personal appearances to such times as may be reasonable.

- (27) **Referral of Initial Matters to Committee.** As petitions, resolutions, and other instruments are brought before the Board which have not been considered by the Committee, the Chair shall refer the matter to the proper committee, unless other action is taken on the part of the Board.
- (28) **Public Appearance at Meeting.** Anyone desiring to appear before the County Board shall notify the County Board Chair at least seven calendar days prior to the session and indicate the purpose of the appearance. The Chair shall determine if the appearance 1) is appropriate for the Board Agenda, 2) will provide relevant information on a subject within the Board's jurisdiction, or 3) should be referred to a Committee for consideration. The Board can with a motion and a second, and by a majority vote of the Board, allow someone wishing to appear before the Board to speak on any agenda item.
- (29) **Non-Member Speaking at Meeting.** With the approval of the Board Chair, and subject to limitations, a Board Member or other person presenting on a subject before the Board, may call upon another person present at the meeting to provide a response to a request for information.
- (30) **Resolution Submission Deadline.** Resolutions, and all other County Board agenda items, shall be submitted to the County Clerk by Monday of the week prior to the County Board meeting. The County Clerk shall assign a number to each resolution and provide copies of the meeting materials to all supervisors, the Corporation Counsel, and the Administrative Coordinator, or designee.
- (31) **Parliamentary Rules.** In the absence of a County Board Rule, the County Board and all Committees meetings shall be governed by Robert's Rules of Order (most recent published edition), unless contrary to Wisconsin Statutes.
- (32) **Trainings and Seminars.** This Rule shall cover County Board Members and Members of County Board Committees whether elected or appointed, herein after referred to as "Members".
 - (a) Members may attend any meeting, seminar or training which the County Board or respective committee directs or approves to attend as provided by Section 59.13(2), Wis. Stats., committee members shall receive compensation for their services as the board allows, not exceeding the per diem and mileage allowed to members of the board and the committee members shall receive such compensation, mileage and reimbursement for other expenses as the board allows for their attendance at any institute or meeting which the board directs them to attend. No supervisor shall be allowed pay for committee service while the board is in session, nor for mileage except in connection with services performed within the time limited under this subsection.

- (b) Upon completion of said meeting, seminar or training, members shall report to the relevant committee and, if requested by the County Board Chair, report to the County Board.
- (c) Committees may authorize individual committee members to attend meetings or conduct fact-finding activities which are related to committee responsibilities and duties.
- (d) Attendance at the Wisconsin Counties Association Annual Convention shall be allowed for all County Board Supervisors.
- (e) In order to receive reimbursement for travel expenses, including per diem, meals, mileage and related expenses or lodging and registrations, if not prepaid or prearranged by the County, Members shall complete and have approved by the respective committee Chairperson a "Request To Attend Workshop/Seminar/Convention/Meeting" form. (See attached form)
- (f) The Board Chair shall be authorized to call special training meetings in his or her discretion. Board Members shall attend any such special training meetings.

(33) **Closed Session Agenda Items.**

- (a) All requests for closed sessions pursuant to Wis. Stat. § 19.85 shall be first reviewed by corporation counsel to determine whether a closed session is appropriate.
- (b) In the event a closed session is deemed appropriate, the closed session language on the agenda shall be first reviewed by corporation counsel prior to posting the agenda.

(34) **Office Succession.**

- (a) In the case of the resignation or death of the Chair of the County Board or of any Committee, the Vice-Chair shall automatically become the Chair for the remainder of the unexpired term, unless removed by the Board or Committee.
- (b) The Vice-Chair of the County Board or of any Committee shall perform the duties of the Chair during any temporary absence or disability of the Chair.

(35) **Conflict of Interest; Disclosure.**

- (a) No county board supervisor shall participate in any board or committee proceedings where the matter considered directly or indirectly involves or affects the employment of a relative (e.g., personnel policies, budget, benefits, wages, etc.) Such county board supervisor shall not participate in any discussion of the topic and shall abstain from voting.

- (b) A county board supervisor who has a financial interest in any proposed action before the County Board, or any committee thereof, shall disclose the nature and extent of such interest to the County Clerk and the County Board or committee prior to or during the initial discussion of such action and shall refrain from participating in the discussion of and voting on such action.

(36) Second Reading Required for Resolutions and Ordinances.

- (a) Unless otherwise provided by law, all resolutions and ordinances presented to the county board of supervisors for adoption shall be read twice with the final adoption occurring after the second reading. At least 24 hours shall intervene between the first reading and the second reading of such resolutions and ordinances. A proposed resolution or ordinance shall be read-only, with no discussion, at the first reading, and may be amended at the second reading without requiring any additional reading. Unless otherwise provided by law, an ordinance shall be effective upon publication.
- (b) Exception. All resolutions to approve the payment of vouchers and any other bills and all zoning ordinances shall be specifically exempt from the second reading requirement contained in (a).

(37) Unintended Quorum.

- (a) County board supervisors shall be entitled to attend the meetings of subunits of the county board, even if they are not members of the subunit. It is possible that the attendance of one or more non-member supervisors at a subunit meeting may result in the creation of a quorum of another subunit of the county board. Such a quorum is unintended and the non-member supervisors are not meeting for the purpose of the other subunit and shall not exercise the responsibility, authority, power, or duties of such other subunit.

(38) Posting Agendas on County Website.

- (a) In addition to agenda posting requirements listed in Wisconsin's Open Meeting law, the County Clerk shall, to the extent practicable, post all meeting agendas (including agenda amendments) on the county's website. In the event that a meeting agenda is not posted on the county's website, it shall not prevent the meeting from taking place so long as the legal requirements of Wisconsin's Open Meeting law were otherwise satisfied.

(History: Res. 2016-06-04)

2.03 EMERGENCY SPECIAL MEETINGS OF THE COUNTY BOARD

- (1) The following definition applies to this section:

- (a) 'Declared Emergency.' The County Board Chair may declare an emergency as determined in his or her discretion.
- (2) In response to a Declared Emergency, the County Board Chair may call a special meeting.
- (3) If the County Board Chair calls a special meeting pursuant to this section, he or she shall notify the County Clerk of the date, time and location of the special meeting. The County Clerk, upon receiving such notice, shall immediately notify each County Board Supervisor of the date, time and location of the special meeting by the quickest means available.

(History: Res. 2012-04-01; Res. 2016-06-04)

2.04 COMMITTEES OF THE COUNTY BOARD

- (1) **Appointment of Standing Committees.** The Board Chair shall appoint all standing committees at the April meeting in even numbered years and the committees will serve for a term of two (2) years, unless otherwise stated.
- (2) **Appointment of Special Committees.** The Chair may appoint special committees to examine and report on matters beyond the jurisdiction of a Standing Committee.
- (3) **Election of Officers; Committees.** All committees shall elect from within its membership a Chair, Vice-chair, Secretary and such other officers as are deemed necessary. No county board supervisor shall serve as Chair of more than two (2) committees at any one time.
- (4) **Open Meetings Law Compliance; Committees.** The Chair of each committee, subcommittee, special committee, standing committee, or county board shall have the primary responsibility for complying with ss. 19.81 - 19.90 Wis. Stats., known as the "Open Meeting Law."
- (5) **Limitations on Serving on Committees.**
 - (a) No County Board Supervisor or non-board citizen committee member shall serve on a committee if a relative is an employee in a department governed by such committee
 - 1. For the purposes of subpart (a), "relative" includes: parent, spouse, domestic partner (as defined in Wis. Stat. § 770.01(2)), child, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, stepsister, stepbrother, aunt, uncle, nephew, niece, grandparent, and grandchild.

(6) **Committee Meeting Agendas.**

- (a) Committee meeting agendas are the responsibility of the committee chair and department head. Committee members may submit items to be placed on the agenda prior to the scheduled meeting.
- (b) The chair of a committee shall be authorized to redirect any proposed agenda item to another committee if the subject matter of such proposed agenda item is not appropriate for the chair's committee.

(7) **Special Committee Meetings.**

- (a) The chair of a committee may in his or her discretion call a special committee meeting.
- (b) A special committee meeting shall also be held upon a written request of a majority of the committee members delivered to the County Clerk, specifying the time and place of the meeting. The time for the meeting shall not be less than 48 hours from the delivery of the request.

(8) **Committee General Duties and Responsibilities.** All standing and special committees shall have the following general duties and responsibilities, in addition to those specifically identified below. Nothing herein is to be interpreted as restricting the responsibility for all normal and possible added duties of such committee.

- (a) Report to the County Board all major developments within their respective departments.
- (b) Insure each department complies fully with the directives of the County Board and requirements of state and federal laws.
- (c) Counsel with the department heads, in an advisory capacity, to help effect necessary improvements.
- (d) Assist each department in preparing their annual budget.
- (e) Insure that funds are spent for the purpose for which they were appropriated.
- (f) Examine major department purchases and contracts.
- (g) Adopt, implement, and periodically review policy and procedures for their department within personnel guidelines.
- (h) Refer all matters to the appropriate committee.
- (i) Review only such vouchers and expenses of a department as required by law.
- (j) Conduct department head performance reviews in accordance with County policy.
- (k) Perform such other duties as the County Board may direct.
- (L) To make every effort to schedule meetings at such times that all members may be present.

(9) **Standing Committees of the Board.** Standing Committees of the Board, and their composition and duties, shall be as follows:

(a) *Executive/Finance Committee - Self-Filling/Appointed.*
County Board Chair, County Board Vice-Chair, Three (3) additional Board Members

1. Act on behalf of the Board when legal and when previously delegated by the Board.
2. Direction and supervision of the Veterans' Service, Corporation Counsel, Administrative Coordinator, and Information Systems.
3. Oversight of the County Clerk, Register of Deeds and Treasurer Offices.
4. Review and update County Board Rules during the odd numbered year prior to elections.
5. Review Department, Agency and County policies for consistency as needed.
6. Administer claims against the county under Sec. 59.07 Wis. Stats.
7. Formulate a budget, hold public hearings, publish a budget summary, and approve budget transfers in accordance with Wis. Stat. § 65.90.
8. Approve General Fund allocations.
9. Monitor budget performance and county sales tax.
10. Monitor delinquent real estate taxes.
11. Identify overruns and recommend transfers from the General Fund.
12. Review and authorize all General Fund requests in excess of \$1,000.
13. Administer the Travel & Expense Reimbursement policy.
14. Jointly recommend salaries for elected officials in accordance with WI Stat. 59.22.
15. Review requests to fill positions per County policy.
16. Solicit bids and make recommendation on the selection of the County's auditing firm.
17. Designate public depository per WI Stat. 59.61.
18. Designate a newspaper for publishing required legal notices.
19. Review and approve the County's HIPAA policies.

(b) *Personnel/Bargaining Committee – Self-Filling/Appointed*
County Board Chair, Four (4) additional Board Members including one member of each of the following committees: Highway, Law Enforcement/Emergency Management, Human Services, and Environment and Land Use.

1. Direction and Supervision of Human Resources.
2. Ensure compliance with federal and state employment and insurance regulations.
3. Work with labor advisors in contract negotiations. Recommend contract settlements.
4. Recommend policies and procedures.
5. Participate in employee grievance and arbitration hearings.
6. Recommend to the Board creation of new positions.
7. Review and recommend requests for reclassification of union positions.
8. Review requests to fill positions per County policy.

9. Evaluate and recommend policy and carrier changes for Section 125 benefits, health insurance, workers' compensation insurance, property insurance, and liability insurance.
10. Administer the non-union Classification and Compensation Plan.
11. Jointly recommend salaries for elected officials in accordance with WI Stat. 59.22.

(c) *Agriculture/University Extension - Appointed*
Five (5) Board Members

1. Direction and supervision of the UW-Extension Office in accordance with Wisconsin Stat. 59.56(3)(g).
2. Direction and supervision of the Community Television Office.
3. Hiring, evaluating and terminating extension educators in cooperation with University Extension.
4. Oversee programming in four broad areas: agriculture, family living education, 4-H and youth development and community, natural resource and economic development education.
5. Establish policies and procedures for the use of the TCCTV facility and equipment.
6. Monitor expenditures of the TCCTV non-lapsing contribution account.
7. Museum Committee may meet with the Agriculture/University Extension Committee quarterly and may have up to three (3) citizen members.

(d) *Highway – Elected*

Five (5) Board Members. The Highway Committee shall consist of five members and be elected at the April meeting of even numbered years by the board under Sec. 83.015 (1) Wis. Stat. and serve for a term of two years. Vacancies may be filled by the chairperson of the county board until the next meeting of the county board when a successor will be elected.

1. Supervision and direction of the county Highway Department.
2. Purchase and sell county road machinery as authorized by county board resolution dated November 12, 1985.
3. Determine whether each piece of county aid construction shall be let by contract or shall be done by day labor.
4. Enter into contracts in the name of the county.
5. Make arrangements for proper prosecution of the construction and maintenance of highways provided for by the county board.
6. Enter private lands with their employees to remove weeds and brush and erect or remove fences that are necessary to keep highways open for travel during the winter.
7. Direct the expenditure of highway maintenance funds received from the state or provided by county tax.
8. Perform other duties imposed by law or by the county board.

(e) *Law Enforcement/Emergency Management - Appointed*
Five (5) Board Members

1. Direction and supervision of the Emergency Management office.
2. Oversight of the Sheriff's Department, Jail, and County Communication Center.
3. Review and recommend to the Executive/Finance Committee annual budgets for the Sheriff's Department, Jail, County Communication Center, and Emergency Management Office.
4. Review monthly activities of the Emergency Management Department.
5. Recommend and establish policies and procedures governing the Sheriff's Department, Jail, and County Communication Center.
6. Conduct jail inspections pursuant to WI Stat. 59.54(15).
7. Ensure compliance with WI Stat. 323.14 for emergency management and the Trempealeau County emergency management ordinance.
8. Acts as consultants to the Sheriff's Department with regards to department direction.
9. Direction and supervision of Child Support Office.
10. Oversight of the Clerk of Court, Coroner, Circuit Court and District Attorney offices.

(f) *Property - Appointed*
Five (5) Board Members

1. Direction and supervision of the Maintenance Department.
2. Administer County Property under Sec. 59.06 (1) Wis. Stats.
3. Oversight of custodial services except that a special committee (Building Committee) may be appointed for Capital Improvement.
4. Administer courthouse emergency procedures policy, including authority to make necessary revisions to the policy.

(g) *Human Services Board – Appointed.*

Five (5) Board Members, three (3) citizen members – one who receives or has received human services, and one who receives or whose relative receives senior services. Terms of office will commence on the third Tuesday of April. Terms are for three years but are to be set up as staggered terms so one-third of member's terms expire each year as nearly as practicable. Accordingly, initial appointments are for one, two or three years as determined by the County Board Chair. The terms of the County Board members expire if they are not reelected or their positions on the County Board otherwise become vacant. Appointees to all vacant positions are for the unexpired term.

1. Supervise the working of the department and be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the county department.

2. Review and recommend to the Executive/Finance Committee annual budgets for the Agency.
3. Per WI Stat. 46.23 the Human Services Board chairperson presides at all meetings when present, and countersigns all actions taken by the County Human Services Board.
4. Appoint the County Human Services Director.
5. As it determines necessary, appoint committees consisting of residents of the county, which shall advise the Human Services Board on any matters for which they are created. Members of such committees shall serve without compensation unless otherwise approved by the County Board.
6. Consult with the department director concerning the preparation of the annual budget, the annual report of the operation of the Department and the appointment of necessary personnel per county policy.
7. Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
8. Determine, subject to the approval of the County Board of Supervisors and with the advice of the Department Director, whether services are to be provided directly by the Department or contracted for with other providers and make such contracts. The County Board of Supervisors may elect to require the approval of any such contract by the County Board of Supervisors.
9. Develop County Human Services Board operating procedures.
10. Be responsible for administering Wisconsin Statutes 46.80, 46.81, 46.82 and 85.21 in regard to Aging, Senior Services and Specialized Transportation Assistance.
11. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section.
12. Elect a member to the Board of Area Agency on Aging in the planning and Service Area. A delegate shall also be appointed at that time.
13. Evaluate services delivery.
14. Cooperate to the extent feasible with school boards, health planning agencies, law enforcement agencies, and other health and human service agencies, committees and planning bodies in the geographic area served by the County Department of Human Services.
15. Assume the powers and duties of the County Department of Human Services under Wis. Stat. 46.23(5) and 46.82(4).
16. Develop coordination of local services and continuity of care.
17. Utilize available community resources and develop new resources necessary to carry out the purposes of WI Stats. Chapter 51.

(h) *Board of Health* – Appointed.

Five (5) County Board Members who serve two year terms. Three (3) Non-Board Members who meet the qualifications of Section 251.03 Wis. Stats. who will serve staggered three year terms. Terms of members who are first appointed to this Board

will be shortened to end on the third Tuesday of April, 2012 for County Board Members and on the third Tuesday of April in 2011, 2012 or 2013 for the members with staggered terms.

Duties:

1. Supervise the working of the Department and be a policy making body determining the broad outlines in principals governing the administration of the functions, duties, and powers assigned to the department.
2. Consult with the Department Director concerning the preparation of the annual budget, the annual report of the operation of the department and the appointment of necessary personnel per County policy.
3. Assume the powers and duties of the County Health Department under Wis. Stats. 251.04.
4. Establish long-range goals and intermediate-range plans, detail priorities and estimate costs.
5. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
6. Plan for the department's participation in alleviating the health impacts of emergencies/disasters such as disease outbreaks, floods, tornadoes, and chemical spills.
7. Evaluate the emergency medical services for Trempealeau County and act as advisors to the County Board on this issue.
8. Employ a local health officer who meets the requirements of Section 251.06, Wis. Stats.

(i) *Environment and Land Use Committee – Appointed*

Five (5) Board Members, two (2) of which also serve on the Agriculture and Extension Committee, three (3) of which represent predominantly rural areas of the County, and two (2) of which represent predominantly urban areas of the County, Two (2) Non-Board Members, one (1) of which is primarily engaged in livestock agriculture and one (1) of which represents the interests of the Town Boards, The Farm Service Agency (FSA) Board Chair (or his/her designee), whom shall receive copies of all meeting agendas and serves as a member of the committee on such agenda items as required by WI Stat. 92.

Board Members of the Environment and Land Use Committee shall serve 2-year terms commencing in April of even numbered years, Non-Board Members shall serve 2-year terms commencing in April of odd numbered years.

A quorum for this committee is defined as a majority of the authorized number of committee members. The authorized number of committee members shall be seven (7) unless the meeting agenda includes items as required by WI Stat. 92, at which time the authorized number of the committee members shall be eight (8).

1. Direction and supervision of the Department of Land Management.
2. Set policies for the Department of Land Management.

3. Develop and maintain a County Comprehensive Land Use Plan.
4. Develop, implement, and maintain a County Comprehensive Zoning Ordinance.
5. Develop, implement, and maintain a County Land and Water Resource Management Plan.
6. Develop, implement, and maintain a County Department of Land Management Plan.
7. Ensure compliance with the Agricultural and Non-Agricultural Performance Standards and Prohibitions of NR 151.
8. Ensure compliance with WI Stats. 20, 59, 60, 91, 92 and 281, and Administrative Rules A-E 7, NR 120, NR 151, ATCP 50, and ATCP 51.
9. Conduct Public Hearings as required.
10. Carry out the duties of the Land Conservation Committee and the Planning & Zoning Committee as referenced in WI Stats. and local ordinances.

(j) *Audit - Self-Filling*

County Board Chair, Two (2) County Board Members to serve on a rotation basis for each meeting. If any member is absent from a meeting, the Board Chair shall designate another board member to fill in for the meeting.

1. Review and approve/disapprove all bills.
2. Propose members' claims for approval.
3. Propose dog damage claims for approval.

(k) *Parks, Tourism, & Economic Development Committee - Appointed*

Five (5) Board Members and Three (3) Citizen Members. One Citizen Member shall represent the interests of the county parks, one Citizen Member shall represent the interests of tourism, and one Citizen Member shall represent the interests of economic development. The Board Members shall serve a 2-year term commencing in April on even numbered years. The Citizen Members shall serve staggered 3-year terms.

1. Direction and supervision of the Parks, Tourism, & Economic Development Department.
2. Set policy for the Parks, Tourism, & Economic Development Department.
3. Develop short-term and long-term goals for the Parks, Tourism, & Economic Development Department.
4. Create and update mission statement and vision statements for the Parks, Tourism, & Economic Development Department.

- (10) **Self-Filling Positions; Duplication.** If two or more positions of a self-filling committee are filled by the same person (which would result in unfilled position(s)), the vacant position(s) shall be filled by appointment of the County Board Chair from the remaining members of the committee which is not represented. The committee first listed in the Board Rules shall be deemed to have filled its position(s) on the self-filling committee.

- (11) **Committee Agendas; County Clerk's Duties.** The County Clerk's Office shall receive agendas for all committee meetings, and provide a copy to the Administrative Coordinator's Office, or designee. The County Clerk's Office will check content, post properly, and notify appropriate news media of the meeting.
- (12) **Committee Meeting Minutes; County Clerk's Duties.** Original minutes of the committee meeting, after committee approval, shall be filed with the County Clerk and become part of the permanent record of the County Board. A copy of all committee meeting minutes shall be provided to all supervisors and the Administrative Coordinator, or designee. No preliminary or draft minutes shall be distributed to persons other than committee members prior to approval of the minutes by the committee.
- (13) **Committee; Budget Oversight.** Each Committee or Board is responsible for the overall direction and oversight of the approved budget of the department that the Committee or Board oversees.

(History: Res. 2016-06-04)

2.05 ADMINISTRATIVE COORDINATOR

- (1) Pursuant to sec. 59.19, Wisconsin Statutes, the County Clerk of Trempealeau County is hereby designated as the Administrative Coordinator of Trempealeau County, effective November 15, 2011.
- (2) Pursuant to sec. 59.03(1) of the Wisconsin Statutes, the County Board of Supervisors of Trempealeau County hereby assigns the power and duties of overseeing, coordinating and managing the affairs of the various county departments to the county board committee which is assigned jurisdiction over the department under the standing rules of the county board. The director of each such department shall operate the department on a day-to-day basis, and shall answer to the committee with jurisdiction over his or her department under this paragraph for the administration of programs operated by the department.
- (3) No administrative order of the Administrative Coordinator shall be effective unless the proposed order has been submitted for review by the county board executive committee. If the executive committee does not object to the proposed order within 30 days, the order may be issued. If the executive committee objects by adopting a motion to prohibit issuance of the order, the executive committee report shall be referred to the next county board meeting for action by the full county board. If the full county board sustains the action of the executive committee, the proposed order may not be issued. If the full county board adversely disposes of the executive committee action, the proposed order may be issued.
- (4) The Administrative Coordinator shall have such staff, office space and supplies as are allocated to him or her by the county board.

- (5) The county board hereby reserves the right to designate any other officer, appointed or elected, as Administrative Coordinator at any time by amending this ordinance.

(History: Res. 12/15/1986; Res. 2011-11-03; Res. 2016-06-04)

2.06 HIGHWAY COMMISSIONER TERM

Upon being first elected, the Trempealeau County Highway Commissioner shall serve until the first Monday in January of the second year succeeding the year of the election, and if re-elected the term shall be for an indefinite term.

(History: Res. 2001-10-04; Res. 2016-06-04)

2.07 CHIEF DEPUTY POSITION

- (1) The statutory position of Undersheriff as called for in Section 59.26, Wisconsin Statutes is hereby abolished.
- (2) The position of Chief Deputy Sheriff is hereby created. Such person shall be empowered with the duties and authority of Undersheriffs as set forth in Wisconsin Statutes.
- (3) Such person may have other related duties as may be from time-to-time assigned to the position by the Sheriff and/or the County Board of Supervisors or the committee assigned to work with the Sheriff's Department.
- (4) In the event of the Sheriff's absence, death, disability, resignation, removal or other vacancy in the office of Sheriff, the Chief Deputy Sheriff shall execute the powers and duties of the office of Sheriff until a successor is appointed or elected.
- (5) The Chief Deputy Sheriff shall be a non-represented deputized officer of the Sheriff's Department. The person in this position is granted the same statutory rights as deputies with respect to suspension or dismissal and is subject to the same disciplinary consequences and subject to the management rights of the Sheriff and the County as any other department administrative staff. After the initial appointment, the position of Chief Deputy Sheriff shall be filled in the same manner as other non-union supervisory staff in the Sheriff's Department.

(History: Res. 2007-12-18; Res. 2016-06-04)