

**PUBLIC NOTICE AND AGENDA
KEWAUNEE COUNTY BOARD ORGANIZATIONAL MEETING**

**April 20, 2016
5:00 PM
County Board Chambers
Administration Center**

ORGANIZATIONAL SESSION – 2016

1. Call to Order by the Chairperson pro tem
2. Pledge of Allegiance led by the Chairperson pro tem
3. Reading of Certificate of Board Membership by the County Clerk
4. Oath of Office – Administered by the County Clerk
5. Roll Call
6. Election of the Chairperson
7. Election of the Vice-Chairperson
8. Approval of the Rules of Order for the Kewaunee County Board of Supervisors
9. Approval of the Duties of the Committees
10. Election of the Highway/Solid Waste Committee
11. Election of the Chairperson for the Highway/Solid Waste Committee
12. Appointment
 - a. Kewaunee County Health Committee – Julie Janicsek
13. Consideration of Resolutions:
 - a. Committee Days

14. Recess for Committee Appointment Interviews
15. Ratification of Committee Appointments:
 - a. County Board Standing Committees
 - b. Special Appointments to Boards, Commissions & Committees
 - c. Human Services Board Appointment
16. Recess for new committee members to set next committee meeting dates
17. Such other matters as authorized by Law
18. Set next meeting date
 - a. May 17, 2016 at 6:00 P.M. (previously scheduled)
 - b. June 21, 2016 at 6:00 P.M. (previously scheduled)
 - c. July 19, 2016 at 6:00 P.M. (proposed)
19. Adjourn

/s/Scott Feldt
Kewaunee County Administrator

/s/Jamie Annoye
Kewaunee County Clerk

Persons with disabilities needing special accommodations to attend or participate should contact the County Clerk's Office at (920) 388-7133 at least 24 hours prior to the meeting so that accommodations may be arranged.

**RULES OF ORDER
KEWAUNEE COUNTY BOARD OF SUPERVISORS**



April 2014

RULES OF ORDER OF BUSINESS

Pursuant to Resolution 2-5-02, the following procedure shall be used for election of a County Board Chairman when the County Board holds its organizational meeting. If a vacancy occurs in the office of Board Chairman, the Vice-Chairman shall conduct the meetings of the County Board until a successor is elected by the County Board.

“At a time set to convene the first meeting after each regular election at which members are elected for full terms, the County Administrator shall occupy the chair as Chairperson pro tem to call the meeting into order and conduct the election of a full-term chairperson.”

The order of business at the first meeting after each regular election at which members are elected for full terms shall be:

- Call to Order by the Chairperson pro tem
- Pledge of Allegiance led by the Chairperson pro tem
- Certification of Election Results by the County Clerk
- Oath of Office Administered by the County Clerk
- Roll Call of Supervisors by the County Clerk
- Election of the Full-Term Chairperson
- Election of the Vice-Chairperson
- Approval of the Rules of Order for the Kewaunee County Board of Supervisors
- Election of the Highway Committee
- Election of the Chair of the Highway Committee
- Ratification of Standing Committee Appointments
- Such Other Matters of Business as shall be placed on the Agenda by the County Clerk

Rule 1 The hour of the monthly meetings of this Board shall be at 6:00 P.M. unless otherwise ordered.

Rule 2 The Chairman shall take the Chair at the time to which the Board stands adjourned and the Board shall then be called to order. The Clerk of the Board shall provide a roll call of all members of the Board whose names shall be arranged alphabetically and the roll shall be called by names and not by districts. Any member thereof not answering roll call shall not receive compensation for such missed roll call;

also, to receive compensation for a roll call period, no excused absence shall be made within the first hour subsequent to each convening. If a member does not answer to the roll call, but joins the session at least one hour before adjournment such member shall receive compensation for such session. The record shall show at what time a tardy member reports to or leaves a session. A majority of the members elected shall constitute a quorum.

Rule 3 The Chairman shall preserve order, and shall decide questions of order, subject to an appeal of the Board.

Rule 4 The Chairman shall vote on all roll call questions taken by "Yeas" and Nays" except on appeals from his own decisions.

Rule 5 Unless otherwise ordered the monthly agenda shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve County Board Agenda
5. Appointments for Confirmation
6. Annual Reports and Appearances to Report to the Board
7. Committee Reports
8. Communications
9. Consideration of Petitions and Memorials, etc.
10. Citizen's Input (Shall be limited to 1-3 minutes per speaker for a period not to exceed 20 minutes.)
11. Consideration of Bridge Aid Petitions
12. First Reading of Ordinances (Vote to be taken at next County Board Meeting)
13. Consideration of Bills and Claims for Approval
14. Recess for Finance Committee to review and approve Resolution for County Board and Supplementary Payroll
15. Consideration of Resolutions and Resolution for County Board and Supplementary Payroll
16. Consideration of Ordinance read at previous Board Meeting
17. Consideration of other matters as authorized by law
18. Chairman's Comments

19. Set meeting date for next County Board Meeting
20. Adjournment

Rule 6 Every member, previous to his speaking, shall address himself to the Chair.

Rule 7 When two or more members address the Chair at once, 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.

Rule 8 No member shall speak more than thrice on the same subject without leave of the Board.

Rule 9 No motion shall be debated or put, unless the same is seconded. It shall be stated by the Chairman before the debate; and any such motion shall be reduced to writing, if any member desires it.

Rule 10 After a motion shall be stated by the Chairman, it shall be deemed in possession of the Board, but it may be withdrawn at any time before amendment or decision. But all motions, resolutions and amendments shall be entered at large upon the Journal, unless withdrawn.

Rule 11 When a question is under debate no motion shall be received except:

1. Adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a certain day
5. To commit to a standing committee
6. To commit to a select committee
7. To amend
8. To postpone indefinitely

And these separate motions shall have precedence in order in which they are named.

Rule 12 The motion to adjourn shall always be in order, except when a member is speaking; that, and a motion to lay on the table, and for the previous question, shall be decided without debate.

Rule 13 When the previous question is moved by a member of the Board; the Chair shall state, "Those that second the motion shall stand" and if more than two members shall stand the Chairman shall put the question in this form, "Shall the main question be not put?" and after this is carried it cuts off further debate and the next move will be on the amendments and the main questions.

Rule 14 If the question on debate contains several points, any member may have it divided.

Rule 15 A member, called to order shall immediately sit down, unless permitted to explain and the Board if appealed to shall decide the case. If there by no appeal, the decision of the Chair shall be submitted to.

Rule 16 Every written resolution or motion shall have signed thereon the name of the person, or the names of the members of the committee introducing the same.

Rule 17 A roll call vote of any question shall be taken by "Yeas" and "Nays" when called for by any member of the Board; and the roll call vote shall be called for in all cases when an appropriation of money is considered.

Rule 18 All questions shall be put in the order they were moved except privileged questions.

Rule 19 No motion for reconsideration shall be in order, unless one of those voting with the majority shall move such consideration.

Rule 20 The standing committees of the Board shall be as follows:
(with the designated number of Board Members)

- * FINANCE & PUBLIC PROPERTY (5)
- HUMAN SERVICES (6)
- * HEALTH, VETERANS SERVICE, & CHILD SUPPORT (5)
- * EXTENSION EDUCATION & ZONING (4)
- LAND & WATER CONSERVATION (4)
- * LAW ENFORCEMENT, EMERGENCY MANAGEMENT (4)
- * HIGHWAY/SOLID WASTE (5 members elected by County Board)
- * PROMOTION & RECREATION (5)

PERSONNEL, ADVISORY & LEGISLATIVE

“(This Committee shall consist of the Chairman of the Kewaunee County Board of Supervisors, Chairman of the Finance & Public Property Committee, Chairman of the Health, Veterans, & Child Support Committee, Chairman of the Extension Education & Zoning Committee, Chairman of the Land & Water Committee, Chairman of the Law Enforcement/Emergency Management Committee, Chairman of the Highway/Solid Waste Committee, Chairman of the Promotion & Recreation Committee, and a County Board member of the Human Services Board as appointed by the County Board Chair.)”

Rule 21 In all cases when an order, resolution or motion shall be entered on the Journal of the Board, the name of the members moving the same shall be entered on the Journal.

Rule 22

A. Resolutions offered for consideration by a Committee of the Board or an individual board member must be prepared, signed, approved by Corporation Counsel as to form, and shall contain a fiscal impact statement signed by the County Administrator or appropriate Department Head, and filed with the County Clerk in time to be included on the Board Meeting Agenda. A copy of all resolutions shall be sent to each Board Member prior to each meeting along with the meeting notice and agenda.

B. All ordinances shall be presented and read at one County Board Meeting and acted upon at the next regular monthly meeting.

Rule 23 Any rule of the Board may be suspended, altered, or amended by consent of two-thirds of the members present.

Rule 24 Written Committee Reports prepared by the Committee Secretary shall be filed with the County Clerk in a timely manner to be included with the mailing of the monthly meeting notices and agenda. No per diem shall be paid for any committee meeting until the minutes of such meeting have been filed with the County Clerk's Office.

Rule 25 Reports shall be taken up for action when that order of business is reached, as the Chairman may direct; but the Chairman may order any report to be laid aside and another one to be taken up at its pleasure.

Rule 26 When a report is taken up and is under consideration, the main question shall

be, "Shall the recommendation of the committee be concurred in by the Board?" But the recommendation of the committee shall always be open to amendment offered in the usual parliamentary form.

Rule 27 It shall always be in order for any member of the Board to call for the reading of any account by item, and on the request, a separate vote shall be had on the allowance of any item unless the Board is under the operation of the previous question.

Rule 28 No account or claim against the County shall be audited unless it is made out in items and duly verified, and be filed with the Clerk of the Board in the manner prescribed by law.

Rule 29 The Committee on finance shall be charged with the duty of reporting the necessary tax levies for the County.

Rule 30 Highway Committee election process:

1. The Clerk shall read the names of all Supervisors who announced their intention to run for election to the Kewaunee County Highway Committee. Nominations from the floor shall also be in order.
2. Each Supervisor shall receive a ballot on which shall be listed the names of all Supervisors nominated for the Kewaunee County Highway Committee. Each Supervisor shall vote for no more than five (5) names.
3. A nominee must receive the votes of a majority of Supervisors to be elected. The five nominated Supervisors receiving the highest vote totals shall be elected to the Kewaunee County Highway Committee.
4. In the event of a tie vote for the fifth highest vote total, there shall be a single runoff ballot between the tied nominees. If there is still a tie vote after the single runoff ballot, then the tie shall be broken by some random chance means, coin toss or cut of cards.

Rule 31 When budgeted funds from a line item are transferred into a different line item by the Finance Committee and the total dollar amount is greater than \$20,000.00, the concurrence of the full board is required. The concurrence of the full board is also

required when the Finance Committee approves an expenditure of greater than \$20,000.00 from the contingency or capital improvements funds or combination thereof, exempting the health and dental insurance.

Rule 32 Any proceedings not covered by the rules as adopted shall be governed by Robert's Rules of Parliamentary Order.

Rule 33 When a quorum of the regular members of any Committee of the County Board are not present at a meeting of that committee, the Chairman of the County Board, if present, can serve as a voting member of said committee to create a quorum. If a vote by any Committee of the County Board results in a tie, the Chairman of the County Board, if present, can cast a tie breaking vote. The Vice Chairman of the County Board has authority under this rule in the absence of the Chairman of the County Board.

Rule 34 All proposed resolutions and ordinances shall be deemed to be read in full by the clerk reading the title of said resolution or ordinance, if said document was sent to all members prior to the meeting date. Any members may request that said proposed resolution or ordinance be read in full. The Chairperson shall honor such a request and the clerk will read the entire document.

**RULES AND DUTIES
OF THE COMMITTEES OF THE COUNTY BOARD**



**KEWAUNEE COUNTY
July 2015**

FINANCE AND PUBLIC PROPERTY COMMITTEE

1. Review and audit all just claims and accounts submitted against the County and submit the same to the County Board for final review and audit. Approve claims and authorize payment for claims not previously authorized by an oversight committee. The several oversight committees are authorized to approve budgeted claims up to \$10,000 and authorize payment arising from their respective departments. The County Administrator shall have authority to approve budgeted claims up to \$10,000 and authorize payment when necessary to assure timely payment.
2. Approve or disallow all requests, reports, or resolutions of all committees involving expenditures of county funds in excess of the budget and requiring an appropriation.
3. Approve or disallow requests for transfer of funds from contingency account to budget accounts up to \$20,000.00. Have authority to authorize expenditures from the Capital Improvement Fund up to \$20,000.00. Review and recommend to the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.00.
4. Examine and audit all accounts and County Board members per diem, and mileage claims, and make a report of their findings to the County Board. If a County Board meeting is not held in a given month, approval by the Committee shall be authorization to pay the monthly Supplementary Payroll.
5. It shall check the various accounts and balances from time to time to see that all departments stay within their budgets and that budgets are not overdrawn.
6. Approve transfer of funds over \$1,000 between account line items with no change in overall budget.
7. Review annual County Budget as presented by the County Administrator and upon approval, recommend to the County Board for adoption.
8. Recommend to the County Board the working bank and the depository for all county funds.
9. Review all matters pertaining to defective and insufficient tax title and approve all tax deeds taken and all quit claim deeds issued.
10. Approve and recommend to the County Board the advertising and disposal of all county lands acquired by tax deed. Any sale of county right-of-way must be reviewed by the highway committee to determine how such sale would affect property that is adjacent to or part of a highway right future highway projects. A written opinion of the advisability of such sale would be forwarded from the highway committee to the finance committee.
11. Authorize the contract for the annual audit of all the departments of the county.

12. Approve County Treasurer and Administrator's recommendations to invest any funds not being used in accordance with Section 66.0603 (1m) of the Wisconsin Statutes.
13. Approve any plans for the maintenance, repair, improving, and remodeling of all county buildings excluding the Highway facilities.
14. Review and approve requests for the purchase of capital equipment and supplies for the above mentioned buildings in excess of \$2,500.00. The County Administrator shall have authority to authorize budgeted expenses up to \$2,500.00.
15. Review annually a complete inventory of all property owned by Kewaunee County and file a copy with the County Clerk.
16. Review and approve recommendations from the County Administrator to purchase adequate insurance to cover any and all county liability including without limitation workers compensation insurance. The committee shall from time to time consult with other standing committees of the County Board to determine special insurance needs of the various agencies and departments supervised by the other committees. Other standing committees may request special action by the committee for special needs.
17. Recommend to the County Board, all other types of insurance coverage deemed necessary, and purchase all the insurance coverage approved by the County Board.
18. Review and approve both the bond and the sufficiency of the sureties for all county officers and report in writing to the County Board their actions on all bonds.
19. To have charge of the property belonging to the Edward Decker Memorial Collection and pursuant to Resolution No. 25-10-96, the Committee shall act as the "Edward Decker Memorial Commission" as specified in Board Resolution dated June 9, 1909.
20. To perform all such other duties imposed by law or by order of the County Board.
21. Pursuant to Resolution No. 45-12-90, Finance and Public Property Committee is designated as the Data Processing Committee for Kewaunee County and shall be responsible for establishing priorities for existing and new data processing needs, survey county agencies for possible uses of computers
22. Acts as County Civil Rights Compliance Committee.

PERSONNEL, LEGISLATIVE AND ADVISORY COMMITTEE

1. The Personnel, Legislative and Advisory Committee is designated as the County's Human Resources Committee and shall, with aid of the County Administrator, develop Personnel Policies and Procedures. Said policies and procedures shall be published as the Kewaunee County Personnel Policy and shall be reviewed and amended as deemed necessary. The County Personnel Policy and Amendments shall be approved by the Kewaunee County Board.

2. Consistent with the Kewaunee County Personnel Policy set policies regarding the hiring of all County employees. Receive advice from other standing committees of the County Board with regard to hiring of personnel and filling vacancies in existing or newly created positions; to act as advisory committee to the County Board of all matters pertaining to salaries, wages, personnel, working conditions, and disciplinary actions affecting all county employees, whether appointive, elected or hired.
3. Consistent with the Kewaunee County Personnel Policy it shall approve job descriptions for all types of work within the county services. Such job descriptions shall be reviewed and revised from time to time.
4. Consistent with the Kewaunee County Personnel Policy the committee shall approve complete employment and discharge rules and procedures for all personnel in county employment.
5. Consistent with the Kewaunee County Personnel Policy it may establish and maintain eligibility lists of qualified candidates for any position except elective officers, within county employment, such lists to be compiled upon completion of procedures including testing, examination (written, and/or oral, interviews, prior employment investigation, etc.) of all applicants.
6. Consistent with the Kewaunee County Personnel Policy for filling vacancies, there is to be a notice of such vacancy published in the local newspaper for at least one issue, and such notice to set forth the description, personal qualifications, and compensation schedule pertaining to such vacancy.
7. Consistent with the Kewaunee County Personnel Policy it shall also act as a Review Board for all disputes between county personnel, and/or county personnel and outsiders. Review and approve procedures for such hearings and records required thereof.
8. Hear appeals on the filling of vacant positions denied by the County Administrator.
9. It shall annually review and recommend salary and wage requirements for each county job classification for inclusion in the annual budget.
10. The Personnel Committee or subcommittee thereof shall be the county committee to negotiate with the Highway Employees Union, Local 1470, of the AFL-CIO, the Kewaunee County Courthouse Union Local 2959 and Professional Union 2959A and the General Teamsters Local 662.
 - a.) The Committee Chairperson may designate a "Negotiating Subcommittee" to handle the negotiation responsibilities for union contracts.
11. To act as advisory committee to the County Board on all matters pertaining to Federal, State, or Regional Programs that are NOT specifically or directly connected to one of our regular committees of the County Board.
12. To review all legislative matters in which Kewaunee County has an interest and advise the County Board Members as to pending legislative matters in which the

county may have an interest and to otherwise promote the passage of legislation which the County Board feels is the best interest of Kewaunee County.

HIGHWAY & SOLID WASTE COMMITTEE

HIGHWAY

1. To set policy governing the county Highway Department as provided by Section 83.015 of the Wisconsin Statutes.
2. To determine the broad outline of the operation, the upkeep, and maintenance of all Highway Department vehicles, highway equipment, and all highway shop buildings.
3. To approve the purchase, trade, or sale of highway equipment, vehicles, and road machinery. Provide that no one complete unit of equipment of a value exceeding THIRTY THOUSAND DOLLARS (\$30,000.00) shall be purchased without further authority of the County Board.
4. Direct the administration, the construction, and the maintenance of highways and bridges, and if necessary, enter into contract in the name of the County for such construction and maintenance.
5. Meet periodically at the Highway Office to audit all payrolls, material claims, vouchers, and budget updates.
6. To act as the Highway Set-Back Zoning Committee of the county as per County Zoning Ordinance adopted by the Kewaunee County Board on April 19, 1950.

PLEASE NOTE: This Highway Set-Back Ordinance applies to the entire county, except the villages and cities. This Committee shall continue to carry out the provisions of this Ordinance including cases that are also subject to the Shoreland and Flood Plain Zoning Ordinance No. 104-1-69 being administered by County Zoning Administrator.

7. Any resolution to buy or sell real property must be presented to the Board with a certified survey map. Any sale or quit claim of property that includes or is adjacent to a road right of way must first be presented to the Highway Committee. The Highway Committee will issue a written opinion as to the impact the sale may have on future highway projects.
8. To perform all such other duties imposed by law or by order of the County Board.

SOLID WASTE

1. Provide for the administration of activities which establish operations and methods of waste management as are deemed appropriate, including collection, source operation, storage, transportation, transfer, processing, treatment, and disposal of solid waste.
2. Recommend purchase of lands for use in Solid Waste Management System.
3. Comply with all state and local regulations concerning solid waste disposal.

4. Approve and follow plan of operation as approved by Wisconsin Department of Natural Resources.
5. Secure all necessary licenses and permits as required by DNR on behalf of Kewaunee County.
6. Audit all payrolls, claims, and other vouchers arising from the landfill operations.
7. Provide facility and acquire and keep in good repair all equipment necessary for the solid waste disposal operation.
8. Develop an annual operating budget for submission to the County Administrator.
9. Set and charge fees for various types of waste disposals.
10. Provide for contracting of various management services.
11. Set hours of operation of solid waste disposal facility.
12. To perform all other such duties imposed by law or by order of the County Board.

PROMOTION AND RECREATION COMMITTEE

1. This committee shall serve as the oversight Committee for all Kewaunee County recreational facilities, areas, programs and activities.
2. This committee shall serve as the oversight Committee for the Kewaunee County Fairgrounds.
3. Meet monthly or as necessary with the County Department Head of the above facilities and programs to provide policy decisions and guidelines for the programs.
4. Review and approve budget recommendation to the County Administrator.

The purpose of the Promotional & Recreation Committee shall be the following:

- a. Develop a coordinated effort to assist in a unified approach to increasing tourism and recreational activities in Kewaunee County.
- b. Promote all natural, cultural and commercial resources in Kewaunee County.
- c. Develop and Supervise coordinated advertising programs that will increase awareness and encourage growth within Kewaunee County.
- d. Supervise and assist the Kewaunee County Promotions & Recreation Department as well as its director.
- e. Oversee the development of a Kewaunee County Promotions and Recreation webpage for the Internet. This webpage should include all tourism activities, industrial development opportunities, commercial business and lodging within the county as well as municipal and county government information.

- f. Promote industrial expansion and business retention within Kewaunee County and work with the Kewaunee County Economic Development Corporation to achieve this endeavor.
- g. The Committee will encourage the application for grant funds for all of the promotional and recreation programs.

HUMAN SERVICES

Any reference to a county board appointed under s.46.22(1m)(b) 1., 51.42(4)(a)1. or 51.437(7)(a)1., Kewaunee County Resolution 40-11-01 applies to the county human services board appointed under sub.(4)(b)1. in its administration of the powers and duties of the county board to which the reference is made. Except as provided in s.46.21(2m)(b)2.c., any reference in any law to the county board appointed under s.46.22(1m)(b)2., 51.42(4)(a)2. or 51.437(7)(a)2. applies to the county human services board appointed under sub.(4) (b)2. in its administration of the powers and duties of the county board to which the reference is made.

1. At the first meeting of the county human services board, elect from their number, a chairperson, a secretary and other officers as deemed necessary. Vacancies in these office shall be filled for the unexpired terms. The chairperson presides at all meetings when present, and countersigns all actions taken by the county human services board. In case of the absence of the chairperson for any meeting the members present shall choose a temporary chairperson.
2. Supervise the working of the county department of human services and shall be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the county department of human services.
3. Appoint committees consisting of residents of the county to advise the county human services board as it deems necessary.
4. Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
5. Prepare, with the assistance of the county human services director, a proposed budget for submission to the county administrator and a final budget for submission to the department of health and family services in accordance with s.46.031(1)for authorized services.
6. Advise the county human services director regarding purchasing and providing services and the selection of purchase of service vendors, and make recommendations to the county administrator regarding modifications in such purchasing, providing and selection.
7. Develop county human services board operating procedures.
8. Comply with state requirements.

9. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section.
10. Advise the county human services director regarding coordination of local services and continuity of care.
11. A county department of human services shall develop, under the requirements of s.46.036 DHFS, plans and contracts for care and services.
12. A county department of human services shall develop, under the requirements of s.49.34 DWD, plans and contracts for care and services under sub.ch.III of ch.49 to be purchased.
13. A county department of human services shall develop, under the requirements of s.301.08(2) DOC, plans and contracts for juvenile delinquency-related care and services to be purchased.
14. Decide if recommendations forwarded by the Aging Services Advisory Committee will be approved by this committee.

AGING SERVICES ADVISORY COMMITTEE

1. The name of this committee shall be called the Kewaunee County Human Services Aging Services Advisory Committee.
2. The Aging Services Advisory Committee shall be the body designated by the Kewaunee County Human Services Board within Kewaunee County to represent the opinions, interests and concerns of aging people within Kewaunee County. It shall be responsible for identifying and promoting ways in which aging people can contribute to this community's welfare. To assure all the above activities are carried out in a comprehensive and coordinated method, The Aging Services Advisory Committee shall plan and recommend services to the aging population in Kewaunee County. The Aging Services Advisory Committee's focus shall be on opportunities which are available in this community.
3. The duties and powers of the Aging Services Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Kewaunee County including the following:
 - a. Advocate on behalf of aging individuals to assist in enabling them to meet their basic needs.
 - b. Provide a visible and accessible point of contact for individuals to obtain information about public and private resources available in Kewaunee County, which can help meet the needs of older individuals.
 - c. Provide current information on the ages, income, population and demographic characteristics of the elderly in the county.

- d. Determine the areas that need services and utilize existing community programs through community cooperation and coordination that will provide an appropriate method for delivery of services.
 - e. Work cooperatively with the Area Agency on Aging for the most effective implementation of the County Plan. Advise on program reports required by the Area Agency on Aging and the Bureau of Aging.
 - f. Act as the mechanism through which the voices of the older person can be heard on issues in relation to the well being of the elderly in preparation of a County Plan that identifies needs, goals, activities and county resources for older individuals.
 - g. Work to ensure all older individuals, regardless of income, have access to information, services and opportunities available through Kewaunee County and also have the opportunity to contribute to the cost of these services. The services and resources of the Aging Services Unit are designed to reach those in greatest social and economic need.
 - h. Assist in representing needs, views and concerns of older individuals in local decision-making and assist older individuals in expressing their views to elected officials and providers of services in Kewaunee County.
 - i. Establish subcommittees and task forces in order to encourage community involvement, but in keeping with the purposes and objectives of the Advisory Committee and all other existing committees.
 - j. Participate in the selection of delegates to the Area Agency on Aging Board and its Advisory Board.
4. The Aging Service Advisory Committee shall consist of at least five (5) but no more than sixteen (16) members. At least 51% shall be persons 60 years and older. 49% of the members may be elected officials. The membership represents all income levels, geographical locations and minority backgrounds of the older population in Kewaunee County. The membership does not include individuals with a real or potential conflict of interest.

In Kewaunee County, the County Administrator or County Chairman shall appoint, subject to confirmation by the county Board of Supervisors, the Aging Services Advisory Committee members. A member of the Committee may be removed by the County Administrator or County Chairman for cause.

Six (6) members shall be residents of Kewaunee County who are not elected officials. The term of office of each citizen member shall be a three (3) year term. No member may serve more than two consecutive three year terms. They are appointed by County Administrator subject to confirmation by the County Board.

Five (5) members shall be members of the Kewaunee County Board of Supervisors. The County Board Chairman shall appoint these members to the Aging Services Advisory Committee. The term of office of each elected official shall be a two (2) year term, unless to fill an unexpired term. If a vacancy shall occur for any reason, the vacancy shall be refilled by appointment by the County Board Chairman.

County Board members will be appointed on even numbered years following election and will remain members as designated by the County Board Chairman. If County Board members are re-elected, some of those members should remain on the Committee for another term to ensure continuity on the Committee. No member may serve for longer than a six (6) year period in accordance with the Wisconsin Elders Act 235.

Any Committee member may be removed by the Kewaunee County Board Chairman upon recommendation of 2/3 of the Aging Services Advisory Committee on due notice in writing and hearing of the charges against the member.

5. The officers shall consist of a Chairperson, Vice-Chairperson and a Secretary.

The officers shall be elected each year at the Annual Meeting held in May.

In the event of a vacancy of any elected officer due to death, resignation, removal or otherwise, the vacancy may be filled by an election conducted by the full Committee. Any officer elected or appointed by the Aging Services Advisory Committee may be removed by a 2/3 vote of the entire Committee.

The Chairperson shall be the principal officer of the Committee and shall supervise and control all the business affairs of the Committee. The Chairperson or any other person authorized by the committee may sign any legal document, which the Committee has authorized to be executed.

The Vice Chairperson shall perform all the duties of the Chairperson in the event of his/her inability or refusal to act.

The Secretary shall keep the minutes of the meetings. Records and other important information shall be kept in the Aging Services Unit office.

6. The chairperson, with the approval of the Advisory Committee, may name members of Advisory Committee to serve on the Transportation Committee. This committee will oversee the 85-21 transportation grant and act as a liaison with the Advisory Committee on all transportation issues in Kewaunee County. This committee will meet on an as-needed basis.

The chairperson, with the approval of the Advisory Committee, may name members of the committee to serve on a Nutrition Committee. This committee will be responsible for the Elderly Nutrition Program in Kewaunee County. This committee will meet as needed.

The chairperson will develop other committees as needed.

7. All meetings will be conducted by following Robert's Rules of Order. The official meeting place of the Aging Services Advisory Committee shall be at the Kewaunee County Human Services, Aging Services Unit, 915 Second Street, Kewaunee, Wisconsin or as designated by the Aging Services Advisory Committee.

Regular Meetings shall be held on a date and time that is agreeable to the members of the Committee. Committee members must attend at least nine (9) meetings per year or be excused by the Committee Chairperson.

Special Meetings may be called by the Chairperson or at the written request of any two members.

An Annual Meeting shall be held in May of each year for the purpose of electing officers and transacting such other business as may come before the meeting.

Meetings must be advertised by legal notice in an appropriate official city or municipal newspaper. This assures that the public is alerted to the meeting sufficiently in advance to afford them an opportunity to attend.

Meetings will be held in a publicly accessible place and open to all persons.

All elections and decisions requiring a vote shall be taken by open ballot.

Public interest and input is a goal of this Committee. Each regular meeting will allow time for citizens to address the Committee. The time limit shall consist of five (5) minutes per person with a total of thirty (30) minutes.

The act of a majority of the Aging Services Advisory Committee present at a meeting at which a quorum is present shall be the act of the Committee. A quorum shall consist of 51% of the total membership.

8. These by-laws may be amended as deemed necessary by a majority of the Aging Services Advisory Committee. There must be prior notification of thirty (30) days when these by-laws are to be amended.

LAW ENFORCEMENT AND EMERGENCY MANAGEMENT

1. Review and approve all the accounts and claims filed against the County for Sheriff's fees; per diem and expenses; for the Kewaunee County Sheriff's Department.
2. It shall establish policy guidelines for the operations for the Kewaunee County Sheriff's Department.
3. Approve recommendations for non-routine maintenance and repair for the Kewaunee County Sheriff's Department automobiles, and authorize the receiving of bids or proposals when purchasing automobiles for the Kewaunee County Sheriff's Department.
4. To approve recommendations for the purchase and maintenance of the special Law Enforcement equipment required by the Kewaunee County Sheriff's Department. (This does not include regular office equipment and supplies.)
5. To oversee the upkeep and maintenance of Kewaunee County Sheriff's Department and Emergency Management owned equipment and supplies.
6. Review and approve recommendations to purchase and lease, provide maintenance service, and operational procedures for Kewaunee County Law Enforcement radio system.

7. Develop and promulgate Emergency Management plans for Kewaunee County consistent with the State of Wisconsin Emergency Management plan.
8. Review county-wide Emergency Management training programs and exercises.
9. Review of municipal Emergency Management plans within the Kewaunee County and integrate such plans with Kewaunee County.
10. Review and approve all bills and claims for Kewaunee County Sheriff's Department and Kewaunee County Emergency Management.
11. To perform all such other duties imposed by law or by order of the Kewaunee County Board of Supervisors.

HEALTH, VETERAN SERVICES & CHILD SUPPORT

BOARD OF HEALTH

1. All duties as specified in 251.04 of the Wisconsin Statutes are hereby incorporated.
2. Review and approve Public Health Director's recommendations on program policies and procedures subject to County Board approval.
3. Membership on the County Board of Health shall be in compliance with Wisconsin Statutes 251.04 with 3 citizen members and 5 County Board members all with voting authority. County Physician shall be Ex-Officio member.
4. Review and approve all monthly bills and claims.
5. Review and approve Director's recommendations on the application for grant funds.

VETERAN SERVICES

1. Committee will meet with County Veteran Service Officer.
2. Audit all bills incurred by the Veteran Service Office.
3. Review and recommend policies for the efficient operation of the Veteran Service Office.
4. Perform all other duties imposed by Law or the County Board.

CHILD SUPPORT

1. It shall meet with the Child Support Coordinator and insure the implementation and administration of the Child and Spousal Support, and Establishment of Paternity and Medical Support Liability Programs provided for by Title IV of the federal Social Security Act, in accordance with the language of s.59.53(5) Wisconsin Statute.
2. Audit all Child Support Office bills and claims.

LAND AND WATER CONSERVATION COMMITTEE

1. The Land & Water Conservation Committee (LWCC) shall provide local land and water conservation policy direction, general oversight, and support for Land & Water Conservation Department activities in accordance with chapter 92.07 and 92.09, Wis. Stats. The Land & Water Conservation Department (LWCD) shall administer local land and water conservation programs and activities.
2. LWCC membership, designated representation, and public participation shall be in accordance with chapter 92.06, Wis. Stats.
3. The LWCC may exercise general powers established through chapter 92.07, Wis. Stats.
4. The LWCC/LWCD shall serve as the lead management agency for all Kewaunee County soil conservation/water quality projects.
5. The LWCC shall audit all accounts and vouchers for the Land & Water Conservation Department.
6. The LWCC shall perform all such other duties imposed by law or by order of the County Board.

UNIVERSITY EXTENSION AND ZONING

1. Accept applications for the positions of Agricultural Agent, Family Living Agent, 4-H Youth Development Agent and Community Resource Development Agent and to enter into contract with the University of Wisconsin (as provided in 59.87 Wisconsin Statutes) for their employment.
2. It shall have charge of all matters relating to the offices, duties and activities of the Agricultural Agent, Family Living Agent, 4-H Youth Development Agent, Community Resource Development Agent and Small Business Agent.
3. It shall oversee all matters relating to the office, duties and activities of the County Zoning Administration including:
 - Shoreland Zoning Ordinance No. 104-1-69
 - Flood Plain Zoning Ordinance No. 118-7-80
 - Subdivision Ordinance No. 104-1-69
 - Private Sewage System Ordinance No. 117-6-80
4. It shall review and approve all the accounts and vouchers for the above departments.
5. To perform all such other duties imposed by law or order of the County Board.



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Scott Feldt
County Administrator

April 20, 2016

APPOINTMENT Kewaunee County Public Health Committee

TO: The Honorable Members of the Kewaunee County Board of Supervisors

Pursuant to Wisconsin Statutes 251.03 I hereby make the following appointment to the
Kewaunee County Health Committee:

Term April 20, 2016 - July 31, 2018

Julie Janicsek
621 Juneau Street
Kewaunee, WI 54216
920-388-3096

Sincerely,

A handwritten signature in black ink that reads "Scott Feldt".

Scott Feldt
Kewaunee County Administrator

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7101
WEB SITE <http://www.kewauneeco.org>



RESOLUTION NO.

COMMITTEE DAYS

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, pursuant to Section 59.13(2)(b) the Board may, by a two-thirds vote of the members
 2 present, establish the number of Committee Meetings for which compensation and mileage may be paid
 3 in any one year; and
 4

5 **WHEREAS**, The limitations established for committee meetings for the previous Board of Supervisors
 6 were as follows:
 7

- 8 1. The number of days for which compensation and mileage may be paid a committee member
 9 in any year is limited to 75 days not counting meetings of the Highway & Solid Waste
 10 Committee.
 11
- 12 2. The number of days for which compensation and mileage may be paid a committee member
 13 in any one year for service on the Highway and Solid Waste Committee is limited to 60 days.
 14
- 15 3. The County Board Chairman, or another Board member designated by the Chairman, shall be
 16 paid for all meetings and events he or she attends for Kewaunee County.
 17
- 18 4. All committee members of the County Board are granted permission to attend all
 19 conferences, conventions, and tours in which their committee participates including any
 20 district or state association meetings.
 21
- 22 5. The limitations provided above do not apply in the following instances:
 23
 - 24 a. Regular standing committees are assigned special duties by the County Board in addition
 25 to their regular duties as adopted by the County Board;
 - 26 b. Service on Special County Board Committees that are created from time to time;
 - 27 c. County Board Supervisors are attending conferences, conventions, tours or state and
 28 district association meetings;

29
 30 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors duly
 31 assembled this 20th day of April 2016, that the Board hereby approves the committee meetings
 32 limitations set forth above.

Respectfully Submitted,

KEWAUNEE COUNTY BOARD CHAIRPERSON

APPROVED AS TO FORM

Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:

	Y E S	N O	A B S E N T	A B S T A I N
Benes, P				
Cravillon, D.				
Dobbins, M.				
Doell, D.				
Haske, V.				
Jahnke, S.				
Kirchman, L.				
Luft, L.				
Mastalir, J.				
Paape, G.				
Pagel, J.				
Paidler, R.				
Rasmussen, C.				
Romdenne, T.				
Shillin, K.				
Sinkula, L.				
Teske, L.				
Thomas, D.				
Wagner, C.				
Weidner, R.				
TOTALS				