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**1.01 SELF-ORGANIZED COUNTY. (Cr. #37-91)**

- (1) ELECTION TO BECOME SELF-ORGANIZED COUNTY. For the purpose of improving the ability of the County government to organize its administrative structure and to govern, the County elects to become a self-organized County and to act under the provisions of §59.03(1), Wis. Stats.
- (2) TERMS OF OFFICE FOR AND ELECTION OF COUNTY SUPERVISORS. The term of office of supervisor shall be 2 years. The terms of office for supervisors shall be concurrent. Supervisors shall be elected at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms and shall take office on the third Tuesday in April following their election. No person is eligible to become a candidate for the office of County supervisor who does not meet the residency requirements of §§59.03(3)(d) and 59.125, Wis. Stats.
- (3) METHOD FOR FILLING VACANCIES ON THE COUNTY BOARD. Vacancies in the office of County supervisor shall be filled by appointment of the County Board Chairman, subject to confirmation by the County Board. Prior to such appointment and upon written request by any County supervisor to the County Board Chairman, a public hearing shall be held in the supervisory district in which the vacancy occurs. If no public facility is available, the hearing shall be held in the Courthouse. Persons interested in being appointed shall submit a resume' and shall attend the hearing. A person so appointed and confirmed shall hold office until his successor is elected as provided in this chapter.
- (4) COMPENSATION OF COUNTY BOARD. The method of compensation for supervisors shall be determined by the County Board. The County Board shall be compensated pursuant to the provisions of §3.10(5) of this General Code. The County Board shall, at its annual meeting by a 2/3 vote of the members entitled to a seat, fix the compensation of the Board members to be next elected. The Board may also, at its annual meeting by a 2/3 vote of the members entitled to a seat, provide additional compensation for the Chairman. In addition to the salary, the supervisors shall receive mileage for each day's attendance at Board meetings, attendance at committee meetings or for other County business at the rate and in the manner as is set forth in §3.10 of this General Code.

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**1.02 OFFICIALS.**

- (1) ELECTED OFFICIALS. (Am. #91-2007) Elected officials of the County shall be Clerk, Treasurer, Register of Deeds, Clerk of Court, District Attorney, Sheriff and 21 Supervisors.
- (2) APPOINTED OFFICIALS. The following officials of the County shall be appointed in the manner and for the term indicated below, except as otherwise provided by Wisconsin Statutes and this Code.
  - (a) *Creation of Offices.* The positions of the appointed officials below and such other positions as may be created from time to time by the County Board, exist under §59.025, Wis. Stats.
  - (b) *Term of Office.* The term of office of appointed officials of the County shall be indefinite after satisfactory completion of the probationary period of employment.
  - (c) *Selection Process.* The individuals employed in the positions below and in such other appointed positions as may be created from time to time by the County Board shall be selected under Ch. 4 of this Code.
  - (d) *Designated Positions.* (Am. #22-92; #37-94; #103-99; #29-2000; #30-2000; #03-2001; #91-2007; Res. #86-2009)

Official	How Appointed	Term
Department on Aging Director	Commission on Aging subject to confirmation by County Board	Indefinite, §59.07(93), Stats.
Administrative Coordinator	County Board	Indefinite, §59.19, Stats.
Airport Manager	Rhineland-Oneida County Airport Commission	Indefinite, §114.14(2), Stats.
Auditor/Finance Director	Finance Comm. subject to confirmation by County Board	Indefinite
Buildings and Grounds Manager	Buildings and Grounds Committee, subj. to conf. by County Board	Indefinite
Community Resource Development Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
County Conservationist	Agricultural & Ext. Education/Land and Water Conservation Comm. subject to confirmation by County Board	Indefinite
Corporation Counsel	County Board	Indefinite, §59.07(44), Stats.

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County Coordinator	Labor Relations and Employee Services Comm. Subject to confirmation by County Board	Indefinite
Information Technology Services Director	Finance Comm., subj. to conf. by County Board	Indefinite
Emergency Management Director	County Board	Indefinite, §166.03(4), Stats.
Family Living Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
Forestry Administrator	Forestry & Outdoor Recreation Comm.	Indefinite, §28.11(3), Stats.
4H & Youth Agent	Agric. & Ext. Education/Land & Water Conservation Comm. & U.W. Ext. Coop.	Indefinite, §59.87(3), Stats.
Highway Commissioner	County Board	Indefinite §83.01(1), Stats.
Land Information Manager	Land Records Comm. subj. to conf. by County Board	Indefinite, §§59.12, 59.88(3), Stats.
Medical Examiner	Law Enforce. Comm. subj. to conf. by County Board	Indefinite, §59.34(1), Stats.
Planning & Zoning Administrator	Planning & Zoning Comm. subj. to conf. by County Board	Indefinite, §59.97(10)(b), Stats.
Public Health Director/Health Officer	Health & Social Services Comm. subj. to conf. by County Board	Indefinite, §141.05, Stats.
Social Services Director	Health & Social Services Comm. subj. to conf. by County Board	Indefinite, §46.22(2), Stats.
Solid Waste Director	Solid Waste Comm. subject to confirmation by County Board	Indefinite
Veterans Service Officer	County Board	Subject to

		§45.43(1)(a)(2), Stats.
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**1.03 VACANCIES.**

- (1) HOW OCCURRING. (Am. #37-91) Vacancies in elective and appointed positions are caused as provided in §17.03, Wis. Stats., except vacancies in the office of County supervisors shall be filled as provided in §1.01(3) of this chapter.
- (2) HOW FILLED. Vacancies in elective and appointed offices shall be filled as provided in §§17.21 and 17.22, Wis. Stats.

**1.04 SALARIES AND FRINGE BENEFITS. (Rep. & recr. #71-2000)**

- (1) The salaries and fringe benefits of appointed officials and County employees shall be provided pursuant to the provisions of Chapter 4 of this General Code.
- (2) The salaries and fringe benefits for the Clerk of Court, County Clerk, County Treasurer, Register of Deeds, and Sheriff shall be provided as set forth below:
  - (a) *Salaries.* Pursuant to §59.22(1)(a)1., Wis. Stats., the Board shall, before the earliest time for filing nomination papers for any elective office to be voted on in the County, other than County Board Supervisors, Circuit Judges and the District Attorney, establish the annual salary for each year of the regular term of office of each such officer with the salary for the first year to be effective commencing on the first Monday of January next succeeding his or her election and with any salary adjustment for each succeeding year to commence on the first Monday of January next following.
  - (b) *Life Insurance.* Each such officer shall be eligible to participate in the Wisconsin Public Employers Group Life Insurance Program with the County paying a portion of the premium cost equivalent to that being paid on behalf of nonrepresented employees.
  - (c) *Health Plan.* Each such officer shall be eligible to participate in the Oneida County Health Plan under the same provisions and conditions as those enjoyed by nonrepresented employees.
  - (d) *Retirement.* Each such officer shall be eligible to participate in the Wisconsin Retirement Fund pursuant to the provisions of Ch. 40, Wis. Stats., and, for purposes of this subsection, shall be considered a participating employee under the provisions of §5.05(5) of this General Code and under the same provisions and conditions as those enjoyed by nonrepresented employees.
  - (e) *Reimbursement for Expenses.* Each such officer shall be eligible for reimbursement of expenses out-of-pocket provided for in §3.10 of this General Code.

**1.05 RECEIPT OF GIFTS AND GRATUITIES.**

- (1) No County employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of value which he is not authorized to receive from any person, if such person:
  - (a) Has or is seeking to obtain contractual or other business or financial relationship with the County or the County Board; or
  - (b) Conducts operations or activities which are regulated by the County or the County Board; or
  - (c) Has interests which may be substantially affected by the County or the County Board.

- (2) The receipt of any gift, gratuity or anything of value as denoted above is contrary to the public policy of the County and is punishable as provided in §946.12, Wis. Stats. Any person who engages in such conduct shall also be subject to a penalty of not less than \$25 nor more than \$500 for each violation of this section.

**1.06 RESERVED.**

**Editor's note—**

Resolution #01-2002, adopted Jan. 1, 2002, repealed §1.06, which pertained to workshop attendance report, and derived from Ord. #61-93.

COUNTY OFFICIALS

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[1.27 AUDITOR/FINANCE DIRECTOR. \(Cr. #37-94; Am. Res. #117-2008\)](#)

[1.28 INFORMATION TECHNOLOGY SERVICES DIRECTOR. \(Cr. #37-94; Am. #03-2001\)](#)

[1.29 SOLID WASTE ADMINISTRATOR. \(Cr. #09-2006\)](#)

**1.10 DESIGNATION OF ADMINISTRATIVE COORDINATOR.**

- (1) Under §59.19, Wis. Stats., subject to [subsection] (5) the County Board Chairperson is hereby designated as the Administrative Coordinator of the County effective January 18, 2000. (Am. #29-2000)
- (2) Under §59.025, Wis.Stats., the County Board hereby assigns the powers and duties of overseeing, coordinating and managing the affairs of the various elected officials and department heads of the County to the County Board committee which is assigned jurisdiction. Each elected official and department head shall operate his respective department on a day-to-day basis and answer to the committee of jurisdiction over his respective department under this subsection for the administration of programs operated by his respective office or department.
- (3) Except as provided by this chapter or as authorized by the County Board or one of its committees, no administrative order of the Administrative Coordinator designated under subsection (1) above shall be effective unless the proposed order has been submitted for review and approval by the Finance Committee. If the Finance Committee does not object to the proposed order within 30 days, the order may be issued. If the Finance Committee objects by adopting a motion to prohibit issuance of the order, the Finance 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 Finance Committee, the proposed order may not be issued. If the full County Board adversely disposes of the Finance Committee action, the proposed order may be issued.
- (4) The Administrative Coordinator shall have such staff, office space and supplies as are allocated by the County Board.
- (5) The County Board reserves the right to designate any other officer, appointed or elected, as Administrative Coordinator at any time.

**1.11 RESERVED.**

**1.12 COUNTY CLERK.**

- (1) APPLICABLE STATUTES. See §59.17, Wis. Stats.
- (2) DUTIES PRESCRIBED BY LAW AND COUNTY BOARD. (Am. Res. #72-2012) The County Clerk shall perform those duties prescribed by State law and by resolution of the County Board. He shall be the official agent for the County in all matters pertaining to the Wisconsin Retirement Fund and may fill any vacancy which may occur in his office. The County Clerk shall also review all resolutions and ordinance amendments to ensure that they are in proper form.
- (3) DEPUTY. In the absence of the County Clerk, the Deputy Clerk shall perform the duties of the Clerk.
- (4) DESTRUCTION OF OBSOLETE PUBLIC RECORDS. The County Clerk shall offer the following public records to the State Historical Society under §44.09, Wis. Stats., and if such offer is not accepted by the Historical Society within 60 days after written notice, the Clerk may destroy them provided that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the Secretary of Revenue.
  - (a) Original papers, resolutions and reports appearing in County Board proceedings, 6 years following the date of first publication of the same in the official proceedings of the County Board.
  - (b) Tax rolls, after 15 years.
- (5) NONPAYMENT OF UNAUTHORIZED EXPENDITURES. (Cr. Res. #101-81) The County Clerk, in conjunction with the County Treasurer, shall not honor for payment any voucher which would cause a line item of a departmental budget to be overexpended. The County Clerk, in conjunction with the County Treasurer, shall notify the department head and the Finance Committee in writing when

payments cannot be honored in order to permit the department head to follow procedure described in this chapter.

**1.13 COUNTY TREASURER. (Rep. & recr. #37-94; Am. #2-98; Am. Res. #117-2008)**

- (1) APPLICABLE STATUTES. See §§59.62 and 59.25(1), 59.25(3) and 59.61(3), Wis. Stats.
- (2) DUTIES. The County Treasurer shall perform all duties required of him by law.
- (3) BOND. Oneida County shall execute and provide bond as prescribed by §59.21(1)(b), Wis. Stats.
- (4) PROPERTY TAX COLLECTION. (Am. #05-2006) The County Treasurer shall collect taxes in the manner prescribed in Ch. 74, Wis. Stats. Further, on or before the date prescribed in the chapter, the County Treasurer shall pay in full to the proper treasurer all special assessments and special charges included in the tax roll which have not previously been paid to, or retained by, the proper treasurer. Further, the County Treasurer shall administer the provisions of section 3.19 of this Code, adopting §74.485, Wis. Stats.
- (5) LAND SOLD FOR TAXES. The County Treasurer shall proceed in the manner prescribed in Ch. 75, Wis. Stats. The County Treasurer shall foreclose tax liens in the manner prescribed in §75.521, Wis. Stats.
- (6) RETENTION OF RECORDS. The County Treasurer shall comply with §59.52(6), (7), (16), (17) and (18) and with the County records retention Ordinance, §1.38.240.
- (7) NONPAYMENT OF UNAUTHORIZED EXPENDITURES. See §1.12(5) of this chapter.

**1.14 MEDICAL EXAMINER.**

- (1) HOW APPOINTED. The Medical Examiner shall be appointed by the County Board under §59.34 (1), Wis. Stats., upon the recommendation of the Law Enforcement Committee with such position established on a part-time basis.
- (2) POWERS AND DUTIES. (Am. #90-87) The Medical Examiner system is adopted under §59.34 (1), Wis. Stats. The Medical Examiner shall have the duties, powers and responsibilities as are generally set forth in §59.34, Wis. Stats., and such additional duties as are set forth below.
  - (a) *Deputy assistant medical examiners.* The Medical Examiner may appoint, subject to approval by the Law Enforcement Committee, Deputy Assistant Medical Examiners to serve on a part-time basis.
  - (b) *Supervision.* The Medical Examiner, Chief Deputy Medical Examiner and any other Deputy Assistants authorized will be under the jurisdiction of the Law Enforcement and Judiciary Committee and will be entitled to fringe benefits as may be required by the federal and State laws and as provided shall be paid every 2 weeks out of the County Treasury for the performance of all their official duties and in lieu of all other compensation. The Law Enforcement Committee shall make a recommendation for salary of the Medical Examiner and any deputy assistant medical examiners to the Personnel Committee a reasonable period of time prior to the annual County Board budget meeting.
  - (c) *Collection of fees.* The Medical Examiner and any deputy assistant shall collect all such fees which they are entitled by law to receive, as provided in §59.351, Wis. Stats.
  - (d) *Office and records.* The office of the Medical Examiner shall be maintained in facilities to be provided by the County in the City of Rhinelander, where the Medical Examiner shall keep proper books containing records of all inquests, setting forth the time and place of holding such inquests, the names of jurors serving thereon, together with a brief statement of the proceedings thereof.

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- (e) *Medical examiner's bond.* Before entering upon the duties of the office of Medical Examiner, the Medical Examiner shall deliver to the County Clerk a bond, subscribed by 2 or more sufficient sureties in the penal sum of \$5,000 as provided by §59.353, Wis. Stats.
- (f) *Statutory duties.* The Medical Examiner shall perform the following duties and shall exercise the following powers as provided by law:
  - 1. Take all inquests of the dead when required by Ch. 979, Wis. Stats., and testify in any court proceedings regarding his findings as required.
  - 2. Perform all duties of a pathological or medicolegal nature as may be required including making physical examinations and tests incident to any matter of a criminal nature when requested to do so, all as provided in §59.34(1), Wis. Stats.
  - 3. Sign all death certificates, report deaths of all motor vehicle and snowmobile victims monthly and obtain blood samples from motor vehicle victims.
  - 4. Hold in custody, report and dispose of all personal property of any deceased person whose body is taken in charge by the Medical Examiner.
  - 5. Conduct personal inquiries into and determine the cause and manner of death in any case where the body of a deceased person is to be cremated, as provided in §979.10(2), Wis. Stats.
  - 6. Investigate all reports of death in which there are unexplained, unusual or suspicious circumstance, as provided in §979.01, Wis. Stats.
- (g) *Additional duties.* The Medical Examiner shall perform the following additional duties:
  - 1. Manage the office of the Medical Examiner, which shall consist of the Medical Examiner and any Deputy Assistants or other staff authorized by the County Board and keep all records therein.
  - 2. Supervise the work of any deputies or other staff authorized and approve for payment all salaries to same.
  - 3. With the approval of the Personnel Committee, upon the recommendation of the Law Enforcement Committee, contract for secretarial and/or support services.
  - 4. Complete and file in such office a case investigation report on all deaths investigated pursuant to law, furnishing copies to the District Attorney or appropriate law enforcement agencies if applicable or requested and report all homicides to the District Attorney as required by law.
  - 5. Conduct or order autopsies as provided by law, keep records of all autopsies performed at his direction and approve for payment all charges for those so ordered.
  - 6. With approval of the Law Enforcement Committee, contract with pathologists for autopsy services on a per case fee or annual flat fee basis.
  - 7. Prepare and submit to the County Board the annual budget for the office and supervise all expenditures thereunder.
- (h) *Miscellaneous provisions.* The Medical Examiner and/or the Deputy Assistant Medical Examiners are authorized to use an emergency vehicle, if available, from the County Sheriff's Department for the purpose of traveling enroute to the scene of a fatal accident or a death, such vehicle to be equipped with lights and sirens as provided by law.

### 1.15 SHERIFF.

#### (1) DUTIES.

- (a) *Applicable Statutes.* See §§59.23 and 59.24, Wis. Stats.

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- (b) *Duties.* The Sheriff shall perform such other duties as prescribed by State law and by resolution of the County Board. He may also in times of emergency, after conferring with the County Board Chairman, or in his absence, the County Board Vice-Chairman, or in his absence the Law Enforcement Committee, call on other counties and municipalities to furnish law enforcement officers and equipment to assist the County Sheriff's Department in the protection of the life and property within the County.
- (2) **BILLS.** All bills of expense and vouchers of the Sheriff's Department shall first be submitted to the Law Enforcement Committee for initial approval before allowance.
- (3) **FEES.** (Rep. & recr. #111-2002)
- (a) *Civil Fees and Exceptions.*
1. *[Civil fees.]* Except as otherwise provided, the Sheriff and the members of his department may keep all civil fees but shall not receive any criminal, mental, or other fees for official County business. Matron's fees and fees to other persons not employees of the County called by the Sheriff into County service shall be paid.
  2. *Exceptions.* As authorized by §§814.70 and 814.705, the Sheriff shall charge \$20 per warrant fee.
- (b) *Jail Expense Reimbursement Policy and Charges.*
1. The Sheriff of Oneida County is authorized and directed to immediately implement a program for obtaining reimbursement of the costs of maintaining persons who have either been sentenced to jail or placed on probation and confined in jail for having committed a crime or who have been confined in jail as part of a pretrial detention order. The Sheriff is directed to recover the costs of maintaining prisoners in the Oneida County Jail pursuant to the terms and conditions of §302.372, Wis. Stats., as presently enacted or as may be amended from time to time.
  2. The actual per day cost of maintaining such person in the Oneida County Jail is determined to be \$12 for the first day of incarceration and \$7 for each day of incarceration thereafter for the entire period of time that the person is or was confined.
  3. The Sheriff, or other "jailer" under §302.372, Wis. Stats., shall choose, for each prisoner, whether to seek reimbursement under §302.372, Wis. Stats., or as otherwise provided in chs. 301 to 303, [Wis. Stats.,] but may not collect for the same expenses twice.
- (4) **SPECIAL DEPUTY'S BOND.** The County shall pay the cost of bonds for special deputies of the Sheriff's Department.
- (5) **INSTRUCTIONAL ALLOWANCE.** The County Board shall annually allot an amount to the Sheriff's Department for the attendance by Department personnel at schools of instruction conducted by the Federal Bureau of Investigation.
- (6) **TELETYPE SERVICE.** The Sheriff's Department budget shall include an appropriation for teletype service.
- (7) **POST OFFICE BOX.** The Sheriff's Department may rent a post office box for receipt of the Department's mail.

### **1.16 REGISTER OF DEEDS.**

- (1) **APPLICABLE STATUTES.** See §59.51, Wis. Stats.
- (2) **COMBINING OF RECORDS.** Pursuant to §59.51, Wis. Stats., the Register of Deeds shall record deeds, mortgages, miscellaneous instruments, articles of incorporation or other recorded documents in RECORDS, provided separate indexes of each instrument are maintained.

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- (3) **CERTIFIED LAND CORNER RESTORATION FORMS.** The Register of Deeds shall accept and record all completed certified land corner restoration forms submitted by registered surveyors at no cost to the individual. The office of the County Surveyor shall provide the forms and binders with which to maintain these records.
- (4) **ASSISTANTS.** The Register of Deeds may, with the approval of the County Board Chairman, hire extra part-time help as needed.
- (5) **OBSOLETE RECORDS.** The Register of Deeds is authorized to destroy all obsolete documents pertaining to chattels antedating by 6 years, including final books of entry under provisions of §59.51(14), Wis. Stats.

### **1.17 CLERK OF COURT.**

- (1) **APPLICABLE STATUTES.** See §§59.39 and 59.395, Wis. Stats.
- (2) **SELECTION OF JURORS.** (Cr. #64-92) Effective January 1, 1993, under §756.03(1), Wis. Stats., the selection of jurors shall be by the Clerk of Circuit Court under law and consistent with the State policy on jury service.

### **1.18 LAND INFORMATION MANAGER. (Am. #37-94)**

*Applicable statutes.* See §§59.88(3), 59.12, 59.60, Wis. Stats. Under the jurisdiction of the Land Records Committee, the Land Information Manager shall coordinate and administer the County's Land Information Program (59.88) and Corner Restoration and Map Filing herein and performs the duties of the County Surveyor under §59.60 and the duties relating to the perpetuation of landmarks pursuant to §59.635, Wis. Stats.

### **1.19. PLANNING AND ZONING DIRECTOR. (Rep. & recr. #09-2006)**

- (1) **ZONING DUTIES.** Under the jurisdiction of the Planning and Zoning Committee, the Planning and Zoning Director shall administer and manage the Countywide Comprehensive Zoning and Shorelands Protection Ordinance and make recommendations to the Committee and the County Board to update the ordinance as necessary to meet current and anticipated future conditions in the County to ensure that the purpose of the ordinance as set forth at §§59.969 and 59.692, [Wis. Stats.], thereof will continue to be met.
- (2) **PRIVATE ON-SITE WASTE WATER TREATMENT PROGRAM DUTIES.** Under the jurisdiction of the Planning and Zoning Committee, the Planning and Zoning Director shall administer and manage Chapter 13 of this General Code, Private On-Site Waste Water Treatment Systems, and make recommendations to the Committee and the County Board to update the ordinance as necessary to meet current and anticipated future conditions in the County to ensure that the purpose of the ordinance and the applicable statutes will continue to be met.
- (3) **ONEIDA COUNTY SUBDIVISION CONTROL ORDINANCE DUTIES.** Under the jurisdiction of the Planning and Zoning Committee, the Planning and Zoning Director shall administer and manage the provisions of Chapter 15 of this General Code and make recommendations to the Committee and the County Board to update the ordinance as necessary to meet current and anticipated future conditions in the County to ensure that the purpose of the ordinance and the applicable statutes will continue to be met.
- (4) **FLOODPLAIN ZONING DUTIES.** Under the jurisdiction of the Planning and Zoning Committee, the Planning and Zoning Director shall administer and manage Chapter 20 of this General Code, Floodplain Zoning, and make recommendations to the Committee and the County Board to update the ordinance as necessary to meet current and anticipated future conditions in the County to ensure that the purpose of the ordinance and the applicable statutes will continue to be met.

**1.20 VETERAN'S SERVICE OFFICER. (Am. #54-2015)**

- (1) The Veteran's Service Officer shall be under the jurisdiction of the Social Services Committee.
- (2) DUTIES. The Veteran's Service Officer shall:
  - (a) Attend scheduled meetings of the Social Services Committee and submit monthly reports of expenditures and activities.
  - (b) Submit annual reports to the County Board.
  - (c) Assist the Veteran Services Commission to complete the duties prescribed in Wisconsin Statute s. 45.81.

**1.21 FAMILY COURT COMMISSIONER.**

- (1) DUTIES. The Family Court Commissioner shall perform those duties in connection with divorce and other family matters as prescribed by State law.
- (2) OFFICE, ETC. The Family Court Commissioner shall provide his own office, office supplies and stenographic service.

**1.22 CORPORATION COUNSEL. (Am. #35-81; Rep. & recr. #37-94)**

- (1) APPLICABLE STATUTES. See §59.07(44), Wis. Stats.
- (2) DUTIES PRESCRIBED BY COUNTY BOARD. The Corporation Counsel shall perform such other duties as prescribed by resolution of the County Board. He shall specifically:
  - (a) Handle all civil matters which may arise, including suits, civil trials, drafting of deeds and contracts.
  - (b) Handle all ordinance violations except traffic ordinance violations, which shall be handled by the District Attorney, unless a conflict arises.
  - (c) Provide opinions for the County Board and its committees, including legal notes as required pursuant to §2.03(5), and review all resolutions and ordinance amendments to ensure that they are legal to be adopted. (Am. #24-2000; Res. #72-2012)
  - (d) Assist in drafting resolutions for the County Board and committees, individual supervisors or department heads at their request upon reasonable notice.
  - (e) Meet with the various committees of the County Board at their request and upon reasonable notice.
  - (f) Assist in labor and wage negotiations, as well as grievances and other union matters when requested.
  - (g) Provide legal counsel and representation to the various departments and agencies of the County.
  - (h) Reserved. (Am. #33-2008)
  - (i) Provide legal representation in behalf of the County in legal proceedings initiated under the Mental Health Act of the Wisconsin Statutes.
  - (j) The Corporation Counsel shall provide legal services to the Department of Social Services in administration of the IV-D Program for the County.

**1.23 DIRECTOR OF SOCIAL SERVICES.**

- (1) APPOINTMENT AND TERM. See §1.02 of this General Code.
- (2) DUTIES. See Chapter 11 of this General Code.

**1.24 HIGHWAY COMMISSIONER. (Rep. & recr. #40-82)**

- (1) PURPOSE. It is the purpose of this section to provide the County with a procedure by which the County Board can appoint by election a competent Highway Commissioner who meets the minimum qualifications for the position as established by the County Board.
- (2) APPOINTMENT AND TERM. The County Board appoints the Highway Commissioner by election and for a term as set forth in §1.02 of this Code and §83.01(1), Wis. Stats., pursuant to the procedures set forth in sub. (3).
- (3) PROCEDURES FOR SELECTION OF HIGHWAY COMMISSIONER. (a) The Highway Committee, with the assistance of the Personnel Director/Administrative Coordinator, shall review the position description for Highway Commissioner before recruitment for the position is initiated to determine whether revisions thereof should be made in the best interests of the County.
  - (b) Except as otherwise provided below, or by provisions of the Wisconsin Statutes, the purpose, policy and administrative standards for the recruitment and selection of the Highway Commissioner shall be consistent with the purposes, policies and standards set forth in §§4.06, 4.07, 4.08, 4.09 and 4.10 of this Code. The recruitment and selection procedures referred to in this section shall be initiated approximately 2 months prior to the meeting of the County Board at which the Highway Commissioner will be appointed by election as provided in par. (e).
  - (c) The Highway Committee, with the assistance of the Personnel Director/Administrative Coordinator, shall review all applications and establish a list of all qualified applicants who shall be invited to interview in executive session. The Highway Committee shall thereafter establish a list of finalists who shall be invited to a final interview as provided for in par. (d).
  - (d) The Highway and Personnel Committees shall thereafter interview all finalists for the position of Highway Commissioner in executive session. All County Board Supervisors shall be notified as to the time and place of the interviews so they may attend if they desire.
  - (e) At the beginning of the County Board meeting in August preceding the expiration of the term of the incumbent Highway Commissioner, an alphabetical list of the names of the qualified applicants who were interviewed as set forth in par. (c) will be made available to the County Board. The names of the finalists who were interviewed as set forth in par. (d) shall be identified by an asterisk (\*). The Chairman of the Highway Committee or a designee of the Highway and Personnel Committees shall nominate the top finalist as determined by the final interview. Other nominations by County Board Supervisors from the list of qualified applicants who were interviewed as set forth in par. (c) will be entertained and considered.
  - (f) Following the close of nominations, voting consistent with the provisions of §19.88, Wis. Stats., will take place until one of the nominees acquires a majority of the votes cast.
  - (g) Except for incumbent Highway Commissioners who are reappointed by election as provided herein, or except by specific direction to the contrary by the County Board, the individual appointed by election of the County Board shall, within 30 days, assume the position of employment of temporary Special Assistant to the Highway Commissioner and continue in such position until the first day of the term of office for which the individual was appointed by election as Highway Commissioner.

**1.25 COUNTY COORDINATOR. (Am. #37-94; #91-2007)**

The Oneida County Coordinator shall be the chief County officer of the County. The County Coordinator shall take care that every County Ordinance and state or federal law is observed, enforced and administered within Oneida County, at the specific direction of the Board and its oversight committees, if such Ordinance or law is subject to enforcement by the County Board or any other person acting subject to the authority of the County Board. The duties and powers of the County Coordinator shall include, without restriction because of enumeration or omission:

- (1) To provide consistent professional management services to the County Board and the employees of Oneida County. Represent the County as necessary and within the framework and general policy established by the County Board. The County Coordinator shall follow the directives of the County Board.
- (2) To coordinate and direct all County and management functions of Oneida County government not otherwise vested by law in boards or commissions or in elected officers, including the following, which shall not limit, by enumeration or omission, those powers and duties set forth elsewhere in this code or as otherwise stated by lawful authority not inconsistent herewith:
  - (a) The County Coordinator is responsible for personnel and labor relations duties as established by the Labor Relations and Employee Services Committee and County Board and under the supervision of the Labor Relations and Employee Services Committee shall administer the personnel policies as set forth in Ch. 4 of this Code. The County Coordinator shall also perform the duties of Loss Control Coordinator as set forth in Ch. 1 of this code.
  - (b) The County Coordinator shall advise the County Board of present County practices, and make such reports and recommendations for change as are deemed appropriate.
  - (c) The County Coordinator shall review and make recommendations to appropriate committees regarding long-range capital improvements, and County work and performance standards.
- (3) To perform all other duties required and directed by the County Board, however prescribed, subject only to the lawful limits of the authority of the County Board.
- (4) The County Coordinator serves at the pleasure of the Board, by a majority vote.

**1.26 U.W. EXTENSION AGENTS. (Cr. #37-94)**

- (1) COMMUNITY RESOURCE DEVELOPMENT AGENT. Under the jurisdiction of the Agricultural & Extension Education Committee, serve as University of Wisconsin-Extension faculty to provide education programs focusing on community, natural resources, and economic development.
- (2) FAMILY LIVING AGENT. Under the jurisdiction of the Agricultural & Extension Education Committee, serve as University of Wisconsin-Extension faculty to provide education programs focusing on family development.
- (3) 4-H YOUTH AGENT. Under the jurisdiction of the Agricultural & Extension Education Committee, serve as University of Wisconsin-Extension faculty to provide education programs focusing on family and youth development.

**1.27 AUDITOR/FINANCE DIRECTOR. (Cr. #37-94; Am. Res. #117-2008)**

- (1) The County Auditor/Finance Director is responsible for overall financial management, accounting, reporting, budgeting and internal auditing of the County. This position provides financial reports, analysis and advice to the County Board and employees. The department is responsible for processing accounting records, accounts payable, central purchasing, payroll and fringe benefits payments. The County Auditor/Finance Director is one of the team of Risk Managers. In addition, the

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Auditor/Finance Director is charged with reviewing all resolutions/ordinance amendments that are submitted to the County Clerk to ensure that a proper fiscal impact report is attached when necessary. (Am. Res. #72-2012)

- (2) INVESTMENT AUTHORITY. Under §59.62, Wis. Stats., the County Board hereby delegates to the County Auditor/Finance Director the authority to invest County funds, §66.04(2), Wis. Stats., and §3.18 of this General Code, with the following restrictions:
  - (a) The County Board shall review the County Auditor/Finance Director's exercise of this authority annually at the November meeting of the Board.
  - (b) The report shall be presented to the Committee periodically at a meeting frequency as determined by the committee chair.
- (3) DEPOSIT OF PUBLIC MONIES. To comply with §59.61, the County Auditor/Finance Director shall prepare an ordinance, to be acted upon by the County Board at their annual November meeting, designating public depositories. The County Auditor/Finance Director shall proceed in the manner prescribed in §34.05, Wis. Stats., and shall be limited as to liability as defined in §34.06, Wis. Stats.

### **1.28 INFORMATION TECHNOLOGY SERVICES DIRECTOR. (Cr. #37-94; Am. #03-2001)**

The Information Technology Services Director is responsible for the computer functions of the County. Duties include budgeting, testing, planning, trouble shooting, evaluating, staffing and designing applications for any County computer related activity.

### **1.29 SOLID WASTE ADMINISTRATOR. (Cr. #09-2006)**

Under the jurisdiction of the Solid Waste Committee, the Solid Waste Administrator shall administer and manage Chapter 8 of this General Code, Solid Waste Management, and make recommendations to the Committee and the County Board to update the ordinance as necessary to meet current and anticipated future conditions in the County to ensure that the purpose of the ordinance and the applicable statutes will continue to be met.

## **GENERAL PROVISIONS**

[1.30 PUBLIC RECORDS.](#)

[1.31 COUNTY DIRECTORY.](#)

[1.32 VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT.](#)

[1.33 JUNIOR FAIR.](#)

[1.34 SAFE DEPOSIT BOX.](#)

[1.35 COURTHOUSE HOURS. \(Rep. & recr. #83-95; Am. #22-97; #01-2002\)](#)

[1.36 PUBLICATION OF LEGAL NOTICES. \(Cr. #24-88\)](#)

[1.37 DISPOSAL OF ABANDONED PROPERTY. \(Cr. #58-91; Am. #92-2012\)](#)

[1.38 INVESTMENT POLICY. \(Cr. #3-98; Rep. & recr. Res. #105-2006; Am. Res. #117-2008; Am. Res. #32-2009\)](#)

[1.39. LEGAL REPRESENTATION. \(Rep. & recr. Res. #131-2004\)](#)

**1.30 PUBLIC RECORDS.**

(1) DEFINITIONS.

- (a) *Authority.* Any of the following County related offices having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
- (b) *Record.* Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes and/or diskettes), and computer printouts. Record does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for inspection or sale at a public library.

(2) LEGAL CUSTODIANS.

- (a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the County Clerk or the Clerk's designated deputy clerks shall act as legal custodians for the County Board and for any committees, commissions, boards or authorities created by ordinance or resolution of the County Board.
- (c) For every authority not specified in pars. (a) or (b), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee to act as the legal custodian.
- (d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee. This subsection does not apply to members of the County Board.
- (e) The designation of a legal custodian does not affect the powers and duties of an authority.

(3) PROCEDURAL INFORMATION. Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection, a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This section does not apply to members of the County Board.

(4) ACCESS TO RECORDS; FEES.

- (a) *Public rights.* The right of any person who requests inspection or copies of a record are governed by §19.35(1), Wis. Stats.
- (b) *Facilities to be provided.* Each authority shall provide any person authorized to inspect or copy a record which appears in written form under §19.35(1)(b), Wis. Stats., or any person authorized to and requesting permission to photograph a record the form of which does not permit copying pursuant to §19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.
- (c) *Fees.*

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1. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the records, unless a fee is otherwise specifically established or authorized to be established by law.
  2. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
  3. Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.
  4. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
  5. An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
  6. Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.
- (d) *Response to request.* Each authority, in acting upon a request for any record, shall respond as required by the following provisions which are set out in §19.35(4), Wis. Stats.
1. Each authority, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor.
  2. If a request is made orally, the authority may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If an authority denies a written request in whole or in part, the requester shall receive from the authority a written statement of the reasons for denying the written request. Every written denial of a request by an authority shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under §19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.
- (5) SEPARATION OF INFORMATION. If a record contains information that may be made public and also information that may not be made public or a question as to public access arises, each authority shall consult with the Corporation Counsel before releasing any information under this section. If in the judgment of the custodian and the Corporation Counsel, there is not feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.
- (6) LIMITATIONS ON RIGHT TO ACCESS.
- (a) As provided by §19.36, Wis. Stats., the following records are exempt from inspection under this section:
1. Records specifically exempted from disclosure by State or federal law or authorized to be exempted from disclosure by State law.
  2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.
  3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
  4. A record or any portion of a record containing information qualifying as a common law trade secret.

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- (b) As provided by §43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.
- (c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Corporation Counsel, may deny the request, in whole or in part, only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
  - 1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
  - 2. Records of current deliberations after a quasi-judicial hearing.
  - 3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any County officer or employee, or the investigation of charges against a County officer or employee, unless such officer or employee consents to such disclosure.
  - 4. Records concerning current strategy for crime detection or prevention.
  - 5. Records of current deliberations or negotiations on the purchase of County property, investing of County funds or other County business whenever competitive or bargaining reasons require nondisclosure.
  - 6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
  - 7. Communications between legal counsel for the County and any officer, agent or employee of the County, when advice is being rendered concerning strategy with respect to current litigation in which the County or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under §905.03, Wis. Stats.
- (7) DESTRUCTION OF RECORDS. Whenever it is necessary to gain needed vault and filing space, those County officials who have in their custody such obsolete records as are described in §59.715, Wis. Stats., may destroy the same, subject to §§59.716 and 59.717, Wis. Stats.
- (8) PRESERVATION THROUGH MICROFILM. Any County officer or the director of any department or division of County government may, subject to the approval of the County Board, keep and preserve public records in his possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in §16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law.
- (9) RECORDS RETENTION SCHEDULE. (Cr. #113-91; Am. Res. #147-2004; Am. #69-2005)
  - (a) *Purpose.* The purpose of this subsection is to establish a County-wide records retention schedule and authorize destruction of County records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period, unless such records have been photographically reproduced as original records pursuant to § 16.61(7), Wis. Stats. If there is not a specific law requiring a specific retention period, all records must be retained seven years, unless the Public Records and Forms Board fixes a shorter period. Notwithstanding the foregoing and subject to subsections 1.30(9)(d) and (e) below, recordings of a meeting, as defined in § 19.82(2), Wis. Stats., made for the purpose of making printed minutes of the meeting may be destroyed no sooner than 90 days after the printed minutes have been approved and published, including those published by filing in the Office of the County Clerk.
  - (b) *Definitions.*

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*Legal Custodian.* See §1.30(2) of this subchapter.

*Record.* See §1.30(1)(b) of this subchapter.

- (c) *Historical Records.* The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d), Wis. Stats., for records marked "W", which designates waived notice. SHSW must be notified prior to destruction of records marked "N", designating nonwaiver. Notice is also required for any record not listed in this subsection. "N/A" indicates not applicable and applies to all County records designated for permanent retention.
- (d) *Destruction After Request For Inspection.* No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under §19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See §19.35(5), Wis. Stats.
- (e) *Destruction Pending Litigation.* A legal custodian having actual knowledge that a record is subject to pending litigation shall not destroy that record until litigation is resolved and all appeals have been completed.
- (f) *Microfilming of Department Records.* Departments may keep and preserve public records through the use of microfilm, provided that the microfilm meets the applicable standards established in §16.61(7), Wis. Stats. Departments should consider factors, such as the retention period and estimated cost of the microfilming, in deciding which records to microfilm. After verification, paper records can be destroyed if these records are preserved on microfilm. For microfilmed records not identified as permanent, the above records retention periods apply.
- (g) *County-wide.* The following records are found through various departments in the County and are subject to uniform regulation, unless otherwise specified:

Record	Retention	Authority	SHSW
Contracts, leases, agreements	7 yrs.	§59.715(10)	W
Insurance policies:		§59.725(10)	W
Claims made	7 yrs. after expiration		
Occurrence	Permanent		
Cancelled checks	7 yrs. *	§59.715(18)	W
Receipts	7 yrs. *		W
Accounts payable - purchasing invoices/vouchers/detail listing/vendor listing	7 yrs. *		W
Accounts receivable/ receipts	7 yrs.*		W
Receipt journals	7 yrs. *		W

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Voucher/order register	7 yrs.		W
General journal	7 yrs. *		N
* Time reduced to 2 years in originating departments, provided the original records are maintained in the Finance Department.			
Construction plans for County buildings and bridges	Life of structure		N
Blueprints	Until superseded by as-built tracings		N
As-built tracings	Life of project		N
Personnel records	See par. (w)		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Equipment and furnishings inventories	Until superseded		W
Any record which is involved or is reasonably expected to be involved in litigation, claim, audit or other action	Until permission to destroy obtained from Corp. Counsel. See pars. (d) and (e).		W
Citations (copies)	2 yrs.		W

(h) *Child support.*

Record	Retention	Authority	SHSW
Expenditure reports and supporting documentation	3 yrs.	45 CFR 74.20-74.25	W
Statistical reports and supporting documentation	3 yrs.	45 CFR 73.20-74.25	N

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Client/case records including client/attorney information	Until youngest child reaches age 21		W
Records of required client notification	3 yrs.	45 CFR 73.20-74.25	W

- (i) *Commission on aging.* 1. All financial and programmatic records, supporting documents, statistical records and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45, Part 74, Subpart. D.

Record	Retention	Authority	SHSW
Records as defined above	3 yrs. from date the Office on Aging submits to HSS the last federal expenditure report for each grant award		W
Litigation, claims, audit or other action involving records	Completion of action and resolution of all issues or the regular 3 year period, whichever is later		W
Equipment records	3 yrs. from date of disposition or replacement or transfer. (Direction of awarding agency)		W
Indirect cost rate proposals and cost allocation plans	3 yrs. from the end of the contract covered by the plan or proposal		W
Nonexpendable property acquired with Title III or other federal or State funds	At least 3 yrs. after final sale or disposition		W

2. In case of litigation, claim, audit or other action involving records or records concerning nonexpendable property, such records may not be disposed of until authorization has been obtained by the awarding agency to dispose of records.

- (j) *Corporation counsel.*

Record	Retention	Authority	SHSW

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Case files/nonlitigation	3 yrs.		W
Case files/litigation	3 yrs. after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memos	7 yrs.		W
Legal opinions	Permanent		N/A

(k) *County clerk.*

Record	Retention	Authority	SHSW
Copies of notices of tax apportionment sent to local taxing districts	3 yrs.	§59.715(2)	W
Records of County claims forwarded to DNR	1 yr.	§59.715(3)	W
List of town, city and village officers certified to County Clerk	After date of expiration of term listed	§59.715(4)	N
Crop reports by local assessors	3 yrs.	§59.715(5)	N
Notices of application for taking of tax deeds and certificates of nonoccupancy, proofs of service and tax certificates filed	15 yrs.	§59.715(7)	W
Official bonds	6 yrs.	§59.715(8)	W
Reports of town treasurers on dog licenses sold and records of dog licenses issued	3 yrs.	§59.715(12)	W
Copies of notices to town assessors re: lands sold and owned by County	3 yrs.	§59.715(15)	W

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Oaths of office	7 yrs.	§59.715(19)	W
Marriage license applications and supporting papers	10 yrs.	§59.715(22)	W
Original papers, resolutions and reports concerning County Board proceedings	6 yrs. after date of publication	§59.717(1)	N
Committee minutes	6 yrs. after date of publication	§59.717(1)	N
Deeds	Permanent or listing of when and where recorded	§59.717(1)	N/A
Abstracts and certificates of title, title insurance policies	Permanent or as long as land owned		N/A
Cancelled bonds, coupons and promissory notes	Until completely audited		W
Bond and coupon record book, general obligation bonds	7 yrs. after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Apportionment maps	Until next apportionment	§59.03	W
U.S. Geological Survey maps	Until next set of maps received		W
Report on functional jurisdiction of roads	10 yrs. or until next report received		W
Certified mileage lists	Until next list received		W
Town plats	3 yrs.		W
Award of damage for scenic rights	Until recorded		W
Relocation orders/maps	Retain latest revision for each project		W
Mill rates from towns	2 yrs.		W

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Journal of proceedings	6 yrs. after date of publication		N
Cancelled registration cards	4 yrs. after cancellation	§7.23(1)(c)	W
Financial registration statements and reports	6 yrs.	§7.23(1)(d)	W
Registration and poll lists:		§7.23(1)(e)	W
Nonpartisan elections	2 yrs.		
Partisan elections	4 yrs. after election		
Federal elections records other than registration cards	22 months	§7.23(1)(f)	W
Detachable recording units	14 days after primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	§7.23(1)(g)	W
Electronic ballot tallies	22 months after date of election	§7.23(1)(g)	W
Ballots	30 days after election	§7.23(1)(h)	W
Official canvasses	10 yrs. after election	§7.23(1)(i)	W
Election notices and proofs of publication and correspondence	1 yr. after date of election, unless contested, then by court order	§7.23(1)(j)	W
All other election materials and supplies	90 days after election	§7.23(1)(k)	W
Records transferred by registrants who submit dissolution reports after primary and general elections	3 yrs. after their last election	§10.74(8)(e)	W
Accident reports, injury claims and settlements; injury frequency charts	8 yrs. after end of service		W

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- (l) *Courts.* All records maintained by the Clerk of Courts, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules, Ch. 72. Records not specified therein of a general County-wide nature shall be retained pursuant to par. (g).

Record	Retention	Authority	SHSW
Shelter care records	Until child's 21st birthday except permanent register of names of children and dates of admission and release	HSS 59.07(3)(b)	W
Secure juvenile facility records	10 yrs. after 18th birthday	HSS 346.13 and SCR 72	W

- (m) *Information Technology Services.* (Am. #03-2001) Provides information technology services for departments and stores record information electronically for departments. Electronically stored record information must be maintained pursuant to the guidelines established for the specific departmental records and County-wide records enumerated in this section.

- (n) *District Attorney.*

Record	Retention	Authority	SHSW
Traffic, misdemeanor, civil or related case records	3 yrs. after commencement of action	§59.715(24)(b)	W
Felony or related case records	After mandatory release date per §302.11 (1), Wis. Stats., or 10 yrs. after commencement of action, whichever is later	§59.715(24)(c)	W
Any other record evidencing DA's activities or functions	6 yrs.	§59.715(24)(d)	W
Trust account records	7 yrs.	SCR 20:1.15	W

- (o) *Finance Department.*

Record	Retention	Authority	SHSW
Payroll registers, other payroll reports and social	10 yrs.		W

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security and retirement earnings reports			
Withholding allowance certificates, employee wage and tax statements and other tax records	7 yrs.		W
Time cards, attendance records	7 yrs.		W
Insurance applications	7 yrs.		W
Garnishment records	5 yrs.		W
Rough work papers used in payroll calculations	3 yrs.		W
Deferred compensation payment records	8 yrs. after end of service		W
All accounts of County and books of account, budget and vendor listing	7 yrs.		W
General ledger	15 yrs.		N
Notices of tax apportionment from Secretary of State	3 yrs.	§59.715(1)	W
Illegal tax certificates charged back to local tax districts	3 yrs. after charging back	§59.715(6)	W
Claims paid by County and supporting papers	7 yrs.	§59.715(9)	W
Copies of receipts issued by treasurer	4 yrs. or until competently audited, which ever is earlier	§59.715(14)	W
Journal entries and any audits of journal entries	7 yrs.		W
Audit reports	15 yrs.		

(p) *Forestry/outdoor recreation.*

Record	Retention	Authority	SHSW
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Master park plan	Permanent		N/A
Plats	Permanent		N/A
Aerial photographs	Permanent		N/A
Committee agendas and summaries	6 yrs.		W
Citation and park patrol records	2 yrs.		W
Guidebooks, trail information	Until updated or no longer useable		W
Wisconsin Conservation Corps projects/crew information	3 yrs.		W
Annual work plans	3 yrs.		W
Dam information	Permanent		N/A
Equipment and vehicle registration reports	Until equipment and vehicles disposed of		W
General information	Until updated		W
Land acquisitions -deeds, abstracts	Permanent or until land disposed of		W

(q) *Highway department.*

Record	Retention	Authority	SHSW
Machinery, time sheets	1 yr. after machinery replaced		W
Permits	Permanent		N/A
State gas reports	3 yrs.		W
Accident reports (copies)	3 yrs.		W

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Insurance reports (copies)	3 yrs.		W
Stock control records	2 yrs.		W
Fuel usage reports	2 yrs.		W
Heavy equipment and vehicle inventory ledger	Until superseded		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		
Vehicle usage reports	2 yrs.		W

(r) *Land information.*

Record	Retention	Authority	SHSW
Plats	Permanent		N/A
Certified surveys	Permanent		N/A
Assessor's plats	Permanent		N/A
Aerial photographs	Until superseded		N
Original government survey plats and notes	Permanent		N/A
Subsequent County surveyor's maps and field notes and misc. files	Permanent		N/A
Retracement surveys	Permanent		N/A
Parcel maps	Until superseded		N
Corner restorations	Permanent; kept in Register of		N/A

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	Deeds' office		
Digital maps	Until superseded		N
Journal indexes	Permanent		N/A
Committee meeting minutes	6 yrs. after date of publication	\$59.717(1)	N
Committee meeting tapes used to create minutes	90 days after minutes are approved	\$19.21(7)	W

(s) *Maintenance.*

Record	Retention	Authority	SHSW
Blueprints	Permanent or until building disposed of		W
Shop drawings	Permanent		N/A
Equipment and machine maintenance	Life of equipment (if sold or traded, such records may be offered to purchaser)		W
Utility usage	5 yrs.		W
Inventory	Until superseded		W
Keying list	Until superseded		W
Material safety data sheets	7 yrs. after product is deleted from inventory		W

(t) *Medical examiner.*

Record	Retention	Authority	SHSW
Homicide or suspicious deaths	75 yrs.		W

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All other records	7 yrs., unless subject to litigation and then until litigation resolved		W
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(u) *Public Health.* (Am. #11-2006)

Record	Retention	Authority	SHSW
Nursing records of care, to include public health and immunization consent forms	10 yrs from date of discharge		W
Grants	5 yrs.		W
WIC program	3 yrs. after Final Expenditure Report. See 246.25-A2 Federal Register, Sept. '90.		N
Audit records of internal record audit	2 yrs. or until after surveyor leaves		W
Accident reports (copies)	3 yrs.		W
Insurance reports (copies)	3 yrs.		W
Fuel usage reports	2 yrs.		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		W
Vehicle usage reports	2 yrs.		W
Committee meeting tapes used to create minutes	90 days after minutes are approved	19.21(7)	W
Court orders/judgments/citations	Permanent		N/A

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Sanitary tests, permits, licenses and inspection reports	Permanent (either digitally or on paper)		N/A
Immunization records	Permanent- either digitally or on paper (except for influenza/pneumonia)		Recommended policies and procedures for immunization programs (10/98)
Health hazard complaints, investigation reports and abatement records	5years (ongoing/repeat cases - permanent)		

(v) *Personnel.*

Record	Retention	Authority	SHSW
Salary schedules	7 yrs.		W
Insurance records, incl. applications	7 yrs.		W
Performance evaluations and medical records	5 yrs.		W
Goal Review records	5 yrs.	W	
EEO-4 reports, obsolete job descriptions and any personnel or employment records made or kept including, but not limited to, application forms or test papers by applicants and other records of decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation and selection of training	3 yrs., except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action		W
Union contracts and grievance, mediation or arbitration records	Permanent		N/A
Unemployment compensation records	3 yrs.		W
Individual employee personnel files and retirement	8 yrs. after end of service		W

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records			
Directives and policies	7 yrs. after being updated or terminated		W

(w) *Planning and zoning department.*

Record	Retention	Authority	SHSW
Committee meeting minutes	Permanent		N/A
Committee meeting tapes used to create minutes	90 days after minutes are approved	§19.21(7)	W
Condominium approvals	Permanent		N/A
Court orders/judgments/citations	Permanent		N/A
State approved commercial building plans	Permanent		N/A
Decisions and supporting documents of Board of Adjustment	Permanent		N/A
Digital files	Permanent		N/A
"Hold" file with permit applications not issued	1 yr.		W
Soil tests, sanitary permits and inspection reports	Permanently (either digitally or on paper)		N/A
Landfill billing sheets	Permanently (either digitally or on paper)		N/A
Departmental complaints	3 yrs.		W
Maps (including district, wetlands and floodplains)	Until superseded		N

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Miscellaneous correspondence	3 yrs.		W
Ordinance amendments	Permanent		N/A
Permit applications: Location and occupancy permits:			N/A
Conforming	7 yrs.		
Nonconforming	Permanent		
Conditional use permits	Permanent		N/A
Permit computer printout	Permanent		N/A
Preliminary subdivision approvals	Permanent (finals recorded in Register of Deeds' office)		N/A
Private sewage system maintenance program	15 yrs.		W
Wisconsin Fund Grant applications	15 yrs.		W

(x) *Purchasing.*

Record	Retention	Authority	SHSW
Fleet car usage, purchase requisitions	1 yr. after Audit		W
Purchase orders	7 yrs.		W
Bids and proposals, successful	7 yrs. after contract expiration		W
Bids and proposals, unsuccessful	1 yr. after audit		W
Property inventory	Until superseded		W
Public works contracts; Notice to contractors:			

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Successful bidders	7 yrs.		
Unsuccessful bidders	2 yrs.		
Bidder's proof of responsibility:			
Successful bidders	7 yrs.		
Unsuccessful bidders	2 yrs.		
Bids:			
Successful bidders	7 yrs. after completion of project		
Unsuccessful bidders	2 yrs.		
Affidavit of organization and authority:			
Successful bidders	7 yrs. after completion of project		
Unsuccessful bidders	2 yrs.		
Contracts	7 yrs. after completion of project		
Master project files	20 yrs.		

(y) *Real property listing.*

Record	Retention	Authority	SHSW
Final real property assessment roll	15 yrs. No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue.	\$59.717(4)	W

(z) *Register of deeds.*

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Record	Retention	Authority	SHSW
Obsolete documents pertaining to chattels, including final books of entry	6 yrs.	§59.51(14)	W

(aa) *Sheriff.* (Am. Res. #37-2009)

Record	Retention	Authority	SHSW
Dockets, daily jail records and cash books	8 yrs.	§59.27(8)	N
Register of inmates (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(1)	W
Inmate medical records (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(2)	W
Inmate discipline records (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(3)	W
Registration of visitors (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(4)	W
Booking records	8 yrs.		N
Correspondence	8 yrs.		W
Incident reports	8 yrs.		W
Court orders	Release of inmate or 8 yrs., whichever is later		W
Receipts, money records, except cash books	8 yrs.		W
Accident reports (copies)	3 yrs.		W
Insurance reports (copies)	3 yrs.		W

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Fuel usage reports	2 yrs.		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		W
Vehicle usage reports	2 yrs.		W
Non-evidentiary squad camera recordings	180 days **	Public records board approval	W
Non-evidentiary E-911 center phone and radio recordings	1 year**	Public records board approval	W
Non-evidentiary corrections camera recordings	180 days**	Public records board approval	W

\*\*If the record is the subject of litigation or an open records request has been made, then the record shall not be destroyed until the litigation has been resolved and/or the open records request has been filled.

(ab) *Social services, department of.*

Record	Retention	Authority	SHSW
Case records and other materials of all public assistance kept as required under Ch. 49	If no payments have been made for at least 3 yrs. and a fact sheet and financial record retained per DHSS	§59.715(21)	N
Original fiscal records	7 years		W
Juvenile examination records, §48.59			W
Open public assistance case records:			W
All data forms; case determination sheets; work sheets; medical assistant certification sheets; sheets which document the	To cover most recent 6 yr. period	HSS 245.03 (1)(a)	

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verification of changeable items, such as income or health status; correspondence to and from applicants and recipients; and any other documents needed to support income maintenance agency decisions			
Sheets which document the verification of unchangeable items, such as social security numbers, birth dates and citizenship	As long as case is open	HSS 245.03 (1)(b)	
Financial record for all payments not on file in CRN	As long as case is open	HSS 245.03 (1)(c)	
Closed public assistance cases and denied cases:			N
Records specified in HSS 245.03(1)(a)	36 months following date of closing	HSS 245.03 (2)(a)	
Most recent date, records specified in HSS 245.03(1)(b) & (c) and materials relating to any lack of cooperation on the part of a recipient	6 yrs. from date of closing	HSS 245.03 (2)(b)	
Most recent date form and records specified in HSS 245.03(1)(b)	36 months from date of denial	HSS 245.03 (2)(c)	
Social service case files:			N
State required case documentation; initial contact sheet; notice of agency action; social services face sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility and activity	3 yrs. after case is closed	DHSS Memo (82-1A)	
State required and County developed case documentation; assessment or diagnostic forms, records and narratives; social and medical histories; copies of court reports pertinent to the case; release of	3 yrs. after case is closed		

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information forms; client progress notes; case review forms; client or service agreements; forms and documentation of eligibility or financial status			
Social services records for cases not opened for services; applications; referral actions not resulting in case opening; misc. requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 yr. after final action/determination		
Client collections files:			
Active client records	Active as long as liability exists, except for inpatient mental services when 3rd party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HSS 1.06(3)(d)	W
Inactive client records	5 yrs., except where liability for inpatient mental health services remains, then 10 years. after last transaction posted to the record	HSS 1.06(3)(e)	
Payee records	Permanent		N/A
Case management files	7 yrs.		W
Payee misc. documents	3 months after audit completed		W
Child placing agency records:			
Register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1.	
Individual case records for each child	7 yrs. after case closed	HSS	

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served and family		54.05(2)(a)2.	
Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 yrs.	HSS 54.05(2)(a)3.	
Individual records of studies adoptive applicants	7 yrs.	HSS 54.05(2)(a)4.	
Personnel records	7 yrs.	HSS 54.05(2)(a)5.	
Financial reports and audits	7 yrs.	HSS 54.05(2)(a)6.	
Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation checklists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 yrs. after the license or certificate is no longer active	HSS 54.05(2)(a)6.	
Licensing and certification records for above types of facilities where license or certificate was not approved	2 yrs. after final action/ determination	HSS 56.03(3)	
Adoption records; County agencies providing child welfare services under §48.56 or child placing agencies licensed under §48.60 should follow the detailed procedures for adoption information search and disclosure detailed in Ch. HSS 53.	Permanent	HSS 53.07(1)	
Third party recovery records	1 yr. after case closure; recommend microfilming essential information		W

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Fraud referral records:			N
Unfounded	3 yrs. after determination; recommend microfilming essential information		
Founded - referred DA	7 yrs. after determination; recommend microfilming essential information		
Founded - other	5 yrs. after determination; microfilming essential in formation		

(ac) *Treasurer.*

Record	Retention	Authority	SHSW
Bank statements	7 yrs.		W
General receipts and settlement receipts	7 yrs.		W
Municipal tax rolls	15 yrs.		N
Balancing reports	3 yrs.		W
Audit letters	3 yrs.		W
Accounts payable/detail listing/check register (copies)	3 yrs.		W
Bank reconciliations	7 yrs.		W
Outstanding checks	7 yrs.		W
Check register	7 yrs.		W
Deposit tickets	1 yr. after audit		W

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Bank credit/debit notices	1 yr. after audit		W
Cash drawer reconciliations	1 yr. after audit		W
Tax receipts	15 yrs.	\$59.715(16)	W
All other receipts of County Treasurer	7 yrs.	\$59.715(17)	W
Check register/Treasurer cash	7 yrs.		W
Certified special assessment roll	After assessment collected or 7 yrs., whichever is longer		W
Statement of new special assessments	5 yrs.		W
Special assessment payment register	Until all assessments collected or 7 yrs., whichever is longer		W

(ad) *Veterans service office.*

Record	Retention	Authority	SHSW
Regulations	Until supersede		W
Veterans' military separation records	Permanent		N/A
Grave registration files	Permanent; suggest microfilming after 6 yrs.		N
Veterans' benefit case files	2 yrs. after inactive		N
Wisconsin Dept. of Veterans' Affairs bulletins	Until superseded		W
News releases	6 yrs.		W

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(ae) *Review and approval by public records and forms board.* This subsection has been reviewed and approved by the Public Records and Forms Board.

### **1.31 COUNTY DIRECTORY.**

The County Clerk shall arrange for the annual printing of the County Directory.

### **1.32 VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT.**

The County shall be included in a Vocational, Technical and Adult Education District comprising an area large enough to provide a sound base for vocational, technical and adult education, subject to approval by the State Board of Vocational, Technical and Adult Education under the provisions of Ch. 38, Wis. Stats.

### **1.33 JUNIOR FAIR.**

- (1) ESTABLISHMENT. Pursuant to Resolution #12-72, dated February 15, 1972, the County establishes the Oneida County Junior Fair.
- (2) ADMINISTRATION. The Junior Fair shall be administered by a Board of Directors consisting of members of all youth groups in the County.
- (3) LIAISON MEMBERS. The Chairman of the Resource Development and Agriculture Committee, or his appointee, shall be a liaison member of the County Junior Fair Board.

### **1.34 SAFE DEPOSIT BOX.**

The County Medical Examiner shall rent from an established local bank a safe deposit box in the name of the County, subject to rules and regulations of such bank. Any 2 of the following officials shall have access to such box:

Medical  
District  
Chief of Police of the City of Rhinelander

Examiner  
Attorney

### **1.35 COURTHOUSE HOURS. (Rep. & recr. #83-95; Am. #22-97; #01-2002)**

- (1) The County offices shall be open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except on New Year's Day, the Friday before Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, December 24th and 25th. In the event any of the above listed days fall on a Saturday, the Courthouse will be closed the preceding Friday and if the day falls on a Sunday, the following Monday the Courthouse will be closed.
- (2) Department Heads may establish different working schedules, for bonafide business reasons, with the approval of their Committee of Jurisdiction and the Labor Relations and Employee Services Committee.
- (3) Cut-off Reception Time for the Filing and Recording of Documents with the Register of Deeds Office. Pursuant to s. 59.20(3)(c) of the Wisconsin Statutes, provision is hereby made that the cut-off reception time for the filing and recording of documents with the Oneida County Register of Deeds shall be one-half hour prior to the close of the official business day during which time the Register of Deeds Office is open to the public, in order to complete the processing, recording and indexing to conform to the day of reception. (Cr. #103-2005)

**1.36 PUBLICATION OF LEGAL NOTICES. (Cr. #24-88)**

All ordinances adopted by the County Board, the substance of proceedings of the Board and every other legal notice required by law to be published by the County pursuant to §985.01, Wis. Stats. shall be published in the Rhinelander Daily News. This section shall not be construed as a designation of the Rhinelander Daily News as the official County newspaper pursuant to §985.05, Wis. Stats. This section shall not prevent the Board, its committees, commission or any other subordinate body from determining on the record that a particular legal notice or other notice should also be published in one or more other newspapers or trade journals in order to give adequate notice in the area of the County affected or to the person affected.

**1.37 DISPOSAL OF ABANDONED PROPERTY. (Cr. #58-91; Am. #92-2012)**

The County may dispose of or utilize any personal property which has been abandoned or remained unclaimed for a period of one year after the taking of possession of the property by County officials or employees by the following means which are determined to be in the best interests of the County:

- (1) Such abandoned property shall be inventoried in a manner which will reasonably describe it, including identification numbers; where it was abandoned; the name and last known address of the owner, if known; and its estimated fair market value.
- (2) The inventory list shall be circulated to the various departments of the County and requests for use of specific items of personal property appearing on the list may be submitted to the Public Safety Committee for review and approval as being in the best interests of the County. An inventory of such property shall be maintained and updated on an annual basis for so long as such property is utilized by any of the various County departments. The name of the department, the person in such department who is responsible for the property, the consideration received, if any, for the utilization of such property and the manner in which the property is ultimately disposed of shall be included on the inventory list. Such inventory list of such utilized property shall be kept as a public record for a period of not less than two years for each piece of property.
- (3) Any property which is not utilized by a County department as provided for above shall be disposed of in a sale open to the public under the jurisdiction of the Sheriff and the Buildings and Grounds Committee or its designee and all receipts from the sale, after deducting the necessary expenses of keeping the property and conducting the sale, shall be paid into the County treasury. Forty-five days prior to any auction the Sheriff's Department shall submit to the Buildings and Grounds Committee a list of items available for sale to the public or distribution to County departments. The Committee shall thereafter disseminate the list to the County departments who shall thereafter make any requests for use of specific items to the Committee for final approval. (Am. #31-2000)
- (4) Any abandoned property in the care and custody of the Oneida County Sheriff Office shall be disposed of pursuant to the policies and procedures of the Oneida County Sheriff's Office that are consistent with state and federal laws.

**1.38 INVESTMENT POLICY. (Cr. #3-98; Rep. & recr. Res. #105-2006; Am. Res. #117-2008; Am. Res. #32-2009)**

- (1) INTRODUCTION. The timely deposit and investment of public monies is an important and integral part of any cash management program. This statement of policy is intended for the use and guidance of the designated County official or officials with investment authority and any investment advisers to whom County officials have delegated investment authority as defined in s.66.0603(2) of the Wisconsin Statutes. This investment policy shall be reviewed annually by the County investment officer and the Finance and Insurance Committee. The Finance and Insurance Committee shall approve any recommended changes, and the necessary resolution to modify the existing policy shall be presented to the Oneida County Board for its action.

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- (2) **STATEMENT OF PURPOSE.** The purpose of this investment policy is to establish guidelines for investments that are broad enough to allow the investment officer to function properly within the parameters of responsibility and authority. It is also intended to be specific enough to establish a prudent set of basic procedures to assure that investment assets are adequately safeguarded.
- (3) **GOALS AND OBJECTIVES.**
- (a) The primary objectives of Oneida County investment activities shall be the following in order of importance:
1. **Safety:** The safety of the principal shall be the foremost objective
  2. **Liquidity:** Funds shall be invested to provide sufficient liquidity to meet all reasonably anticipated disbursement requirements; and
  3. **Yield:** Funds shall be invested to maximize return consistent with the objectives in Items 1 and 2 and other limitations described in this policy.
- (4) **DELEGATION OF AUTHORITY.**
- (a) Pursuant to §§59.62(1)(2) and 59.25(3)(s) of the Wisconsin Statutes and to §1.13(6)(a)(b) of the Oneida County Code, the authority to invest and reinvest monies of Oneida County, to sell or exchange securities so purchased and to provide for the safekeeping of such securities is delegated to the County Auditor/Finance Director.
- (b) The Auditor/Finance Director or his/her designee shall have the authority to direct the Treasurer to transfer funds between accounts established for investment purposes.
- (c) As defined in §66.0603(2) of Wisconsin Statutes, the Auditor/Finance Director may delegate investment authority for any funds not immediately needed to a state or national bank, or bank, or trust company which is authorized to transact business in the State.
- (5) **PRUDENCE REQUIRED.** The standard of prudence will apply to all investments made on behalf of the County in accordance with the "prudent person rule" of s.881.01 of the Wisconsin Statutes which states:
- "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- (6) **DEPOSITORIES AND PROVIDERS OF GENERAL BANKING SERVICES.** The primary provider of banking services will be Associated Bank North, located in the City of Rhinelander, Oneida County, Wisconsin. In addition, the Auditor/Finance Director "shall" direct the Treasurer to place funds in other depositories defined in §59.61(3) of the Wisconsin Statutes.
- (7) **DEPOSITORY COLLATERALIZATION REQUIREMENTS.** With the passage of Wisconsin Act 25, effective August 1, 1985, the State of Wisconsin no longer provides an overall guarantee of public fund deposits. However, the State will continue to pledge general purpose revenues as described in Wisconsin Statutes §20.124(1)(a) for the payment of losses of public deposits until the balance of the appropriation is exhausted. However, no payment for a loss in excess of \$400,000 for any one public deposit in any individual public depository will be made. As the FDIC insures deposits up to \$250,000, a public deposit is protected up to \$650,000 in any one depository institution. Funds will only be placed in depository institutions that are FDIC insured.

Funds placed in any one depository institution above \$650,000, including demand deposits, time deposits, and certificates of deposit must be 100% collateralized as to principal and accrued interest with securities that are obligations of the U.S. Government or its agencies that are fully guaranteed by the U.S. Government. Securities held as collateral shall be delivered for safekeeping to a custodial bank selected by Oneida County. Securities held as collateral at the custodial bank will be marked to market at least monthly, with a monthly statement sent to the Investment Officer detailing all holdings.

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### (8) PERMITTED INVESTMENTS.

(a) All investments will be made in accordance with s.66.0603 of the Wisconsin Statutes governing the investment of public funds and as further restricted by this Investment Policy Statement. Permitted investments are:

1. Securities issued or guaranteed as to principal and interest by the U.S. Government or agencies thereof.
2. Fixed income securities with a minimum long-term debt rating of AA by Moody's or Aa by Standard & Poor's at the time of purchase and meeting the maturity criteria outlined above.
3. Investments in commercial paper and variable rate demand notes are restricted to corporations rated A-1 and A-2 by Standard and Poor's or P-1 or P-2 by Moody's at the time of purchase.
4. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in the State of Wisconsin if the time deposits mature in not more than three (3) years.
5. Floating rate securities, the coupons of which adjust to market interest rates with a minimum frequency of four (4) times annually, meeting quality and maturity criteria outlined above.
6. No-load money market mutual funds whose investments are limited to those meeting the above criteria in compliance with Section 66.0603.
7. The State of Wisconsin Local Government Investment Pool (LGIP).

(9) DIVERSIFICATION. Total holdings of any one issuer may not exceed 10% of the market value of the portfolio at the time of purchase, with the exception of U.S. Government issues and issues of U.S. Government agencies fully guaranteed as to both principal and interest by the U.S. Government.

### (10) MATURITIES.

- (a) Maturities of individual securities must be in compliance with Section 66.0603 of Wisconsin Statutes. Per this Section, time deposits may not exceed three (3) years, and debt that is not guaranteed as to principal and interest by the Federal Government or its Agencies, or a Wisconsin municipality must have a maturity not more than seven (7) years. Maturities may be further restricted by guidelines set forth below.
- (b) No individual issue shall exceed 5 year(s) in maturity from the date of purchase.
- (c) Floating rate securities, the coupons of which adjust to market interest rates with a minimum frequency of four (4) times annually, shall at a minimum be subject to the maturity constraints outlined in Item "A" above.

(11) LIQUIDITY. All securities must be readily marketable to ensure adequate portfolio liquidity.

### (12) REPORTING.

- (a) *Investment Advisers and Custodians.* All investment advisers and custodians retained by the County will provide detailed monthly statements to the County Auditor/Finance Director. Such reports will contain at a minimum a description of each security including units held, cost, market value and current yield as well as a detailed list, by date, of all transactions executed during the period.
- (b) *Auditor/Finance Director.* It will be the responsibility of the Auditor/Finance Director to establish and maintain records and accounts to:
1. Provide necessary internal controls.
  2. Detail investments as to purchase date, cost, maturity and interest rate.

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3. Maintain other records that may be required to accurately reflect all investment transactions.
- (c) [*Investments.*] The Auditor/Finance Director shall, when requested, make a report on County investments to the Oneida County Finance and Insurance Committee. In addition, the Auditor/Finance Director shall include a description of the County's investment Portfolio as part of his/her annual report to the County Board of Supervisors.

### **Editor's note—**

Res. No. 3-98, adopted Jan. 20, 1998, did not specifically amend the Code; hence, inclusion as § 1.38 was at the discretion of the editor.

### **1.39. LEGAL REPRESENTATION. (Rep. & recr. Res. #131-2004)**

- (1) IN COUNTY. Subject to the exceptions set forth below, the Corporation Counsel shall provide legal advice and representation to the County Board, its committees, boards, commissions, departments and staff pursuant to section 1.22 of this Code and § 59.42, Wis. Stats.
  - (a) *Emergency or Conflict of Interest.* In the event of an emergency, a conflict of interest or an appearance of a conflict of interest which may require the retainer of outside legal counsel, the chairpersons of the County Board, the Chairperson of Finance Committee and the Chairperson of the committee of jurisdiction, or in the absence of any chairperson, the vice chairperson, shall immediately meet with the Corporation Counsel, or in his/her absence, an Assistant Corporation Counsel, to determine whether an emergency exists requiring the immediate retainer of independent legal counsel. If such determination is made, the County Board Chair is authorized to make such retainer. The Chair shall thereafter inform the members of the County Board in writing. The retainer shall remain in effect until it is reviewed and approved at the next meeting of the County Board.
  - (b) *Interest/Grievance Mediation and Arbitration.* After consulting with the Labor Relations and Employee Services Committee and Corporation Counsel, or in his/her absence, an Assistant Corporation Counsel, the Director may retain independent legal counsel to assist in collective bargaining under §§ 111.70 and 111.77, Wis. Stats., and in workers compensation and employment discrimination matters.
  - (c) *Board of Adjustment.* The Corporation Counsel shall represent the Board of Adjustment except when there is a conflict of interest resulting from his/her representation of the County in a matter before the Board. In such event, the Board of Adjustment may retain independent legal counsel upon approval of the Finance Committee.
- (2) OUTSIDE OF COUNTY. For participation by Oneida County as a party-plaintiff or party-intervener in any action having a venue outside of Oneida County, the County Board shall first authorize the same. In the event the committee of jurisdiction determines that an emergency exists requiring the County to proceed as such party-plaintiff or party-intervener, the Committee may authorize the same subject to the requirement that it shall immediately submit a written report to the County Board for review and approval to continue such participation.
- (3) [RETAINING AN ATTORNEY.] The County Board may retain an attorney to perform the duties of the Corporation Counsel as the need arises pursuant to § 59.42 (3), Wis. Stats. In the event a determination is made under subsections (1) and (2) above to retain outside legal counsel, consideration shall be given to the availability of qualified counsel approved by the County's insurance carrier through any existing legal expense coverage endorsement to the County's liability policy.

## **COUNTY EMPLOYEES**

### [1.50 RISK MANAGEMENT PROGRAM. \(Cr. #100-2004 Am. #23-2007\)](#)

**1.50 RISK MANAGEMENT PROGRAM. (Cr. #100-2004 Am. #23-2007)**

- (1) **POLICY.** Oneida County is committed to providing a safe work environment for all its employees. The risk management team will give top priority to and provide the financial resources for the correction of unsafe working conditions and the analysis of unsafe work practices. A protocol has been established for this purpose and we expect to see our mission of minimizing workplace injuries and incidents fulfilled. Employees are encouraged to offer recommendations that will improve safety or working conditions. Department heads will also be actively involved in maintaining an effective safety program. All county employees are expected to perform their jobs to the best of their ability as well as perform them in a safe manner.
- (2) **OBJECTIVES.**
  - (a) Establish a comprehensive countywide safety policy and guidelines.
  - (b) Assist department heads in establishing department specific safety policies.
  - (c) Provide employees with the necessary supervision, training and guidance that will foster a positive attitude toward safety.
  - (d) Establish channels of communication through which employees will report unsafe working conditions to their supervisors.
  - (e) Provide personal protective equipment to employees where necessary to eliminate or reduce hazardous conditions.
  - (f) Insure compliance with all applicable safety standards and regulations as required by Federal and State Laws.
  - (g) Reduce the costs and claims incurred directly and indirectly by unsafe acts or hazardous conditions.
  - (h) Monitor, evaluate and analyze the effectiveness of the safety program.
- (3) **STRUCTURE.** The Risk Management Program authority will be delegated in the following manner:
  - (a) The Oneida County Board of Supervisors. The Board will approve all policies, objectives and the structure of the Risk Management Program.
  - (b) County Committee of Jurisdiction: Labor Relations and Employee Services Committee. Procedural changes, such as the use of additional and/or revised forms, records and reports shall be reviewed and approved by the Committee.
  - (c) The Risk Management Team: County Clerk,, County Coordinator, Finance Director, Public Health Department Director.
  - (d) Department Heads.
  - (e) County Employees.
    1. Risk Management Team. The Risk Management Team is designed to recognize and respond to the risk exposures encountered on a daily basis by county employees and the general public. The Team will recommend policies and establish procedures for the research, analysis, development, design and coordination of countywide Risk and Safety Programs and evaluate and recommend amendments to the policies as they deem necessary. All policies are subject to approval by the Labor Relations and Employee Services Committee and County Board. The Risk Management Team will ensure that there are programs and policies in place that will meet the requirements of all applicable federal and state laws and regulations. They will prepare, monitor and expend the risk and safety

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budget and report to the Labor Relations and Employee Services Committee. They will administer and coordinate County programs under the Worker's Compensation Act through the evaluation and review of accident reports and worker's compensation claims and will assist in the training of supervisory personnel regarding elements of County policies and statutory requirements. The Team will work closely with the county's insurance carriers to ensure that all claims, records and reports are completed accurately and timely and will develop a First Aid Log reporting system. The Team will review all county departments' First Aid Logs at a minimum of quarterly and will make recommendations for changes or modifications to work areas. Team members may represent the County at various meetings relating to Risk and Safety issues.

- a. County Coordinator.
  - 1) Coordinate Loss Prevention consulting activity and support provided by the Loss Prevention Services and Claim departments.
  - 2) Coordinate prompt claims reporting.
  - 3) Assist the Health Department Director with return-to-work duties as deemed appropriate by the county's insurance carrier and preferred doctors.
  - 4) Help supervisors and employees each fully understand their role and function within the return-to-work plan.
  - 5) Communicate changes in insurance coverage to all employees.
  - 6) Develop a Safety Orientation program and a procedure for disseminating safety policies to newly hired and present employees.
  - 7) Act as a liaison between benefit providers and any county employee in an effort to provide an amicable solution to any dispute.
  - 8) Meet regularly with and assist the County Clerk, Finance Director and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.
- b. Finance Director.
  - 1) Analyze and classify exposures and/or losses as to frequency and severity and measure the financial impact on Oneida County.
  - 2) Recommend appropriate techniques to minimize loss, such as avoidance, loss prevention and reduction retention through self-insurance, grouping of exposure units, insurance pools and transfer of property, activity or risk to another responsible party.
  - 3) Analyze and report on the status of current risk/safety budgets and projected expenditures.
  - 4) Meet regularly with the County Coordinator, County Clerk and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.
- c. County Clerk.
  - 1) Receive all liability/property/casualty claims on behalf of the county and submit to the appropriate insurance provider in a timely manner.
  - 2) Administer and coordinate insurance programs such as fidelity, surety, liability and property.
  - 3) Establish and maintain a countywide insurable asset underwriting system and be responsible for accurate reporting of insurable values on the insurance policies.

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- 4) Assist department heads, in conjunction with contracted risk management services, with obtaining proper levels of indemnity on contracts.
  - 5) Provide clerical support to Risk Management Team.
  - 6) Meet regularly with the County Coordinator, Finance Director and Health Department Director in analyzing claims and developing and coordinating risk and safety programs.
- d. Public Health Director.
- 1) Monitor the County Departments' incident recording system to include: first report of injury, incident reports, incident investigation and corrective actions. Inform Risk Management Team of progress on corrections and benchmarking achievements.
  - 2) Assist in training Oneida County employees in safety and health matters .
  - 3) Assist Department Heads, as requested, with evaluating and correcting unsafe work areas and unsafe employee work practices.
  - 4) Work closely with the County's Worker's Compensation Insurance carrier in an effort to minimize the frequency and severity of claims.
  - 5) Analyze all workers' compensation claims and administer and coordinate the County's return-to-work program.
  - 6) Meet regularly with the County Coordinator, Finance Director and County Clerk in analyzing claims and developing and coordinating risk and safety programs.
2. *Department Heads.* Each Oneida County Department Head has an important responsibility for safety in their department. They are the primary contact for their department's staff. Each Department Head should understand his/her responsibility in providing safe working conditions and teaching of safe work practices within their department. Department Heads responsibilities include but are not limited to the duties listed below.
- a. Develop base line safe work performance expectations and work practices. Prepare draft policies and procedures concerning safety issues and training programs within the department.
  - b. Complete a general safety orientation checklist with new employees and provide them or transferring employees with detailed job specific safety regulations.
  - c. Review with employees the necessity of using the proper personal safety equipment where/when required and provide detailed instruction on its proper usage. Insure that the proper safety equipment is available on the job site.
  - d. Identify and correct any unsafe working condition or unsafe work practice.
  - e. Investigate all incidents immediately and submit the required incident reports within 24 hours.
  - f. Maintain the Department First Aid Log and copy to the County Coordinator as necessary or as requested.
  - g. Provide the Risk Management Team copies of all departmental safety rules, procedures, programs, training, expenditures, violations and conditions as they are created or modified.
  - h. Prepare draft policies and procedures concerning safety training within their departments.
  - i. Enforce Oneida County's disciplinary protocol in cases of clear disregard of a safe work expectation.

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3. *County Employees.* County employees are expected to perform their job tasks to the best of their ability and in a safe manner. It is critical that employees learn, understand and practice safe work behavior and do not disregard the safety features of the various pieces of equipment used on their job site.
  - a. Practice safe work habits and follow safety procedures and regulations.
  - b. Maintain equipment in good working order and with all the required safety features in place and operational.
  - c. Keep work area orderly and free of obstructions.
  - d. Report defective equipment or safety devices to supervisor immediately when observed.
  - e. Report all injuries and incidents to supervisor/department head immediately regardless of how minor and assist in completing report forms as required or requested.
  - f. Actively participate in safety training provided by department.
  - g. Assist co-workers with proper safety techniques and procedures.
  - h. Remember, all accidents are preventable.