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Resolution # 34-2014

**GENERAL CODE OF ONEIDA COUNTY, WISCONSIN
ORDINANCE AMENDMENT #**

**Ordinance Amendment offered by Supervisors of the Administration
Committee.**

WHEREAS, Oneida County seeks to be more efficient in the delivery of services to the public; and

WHEREAS, resolution #55-2011 implemented adopted changes by the County Board regarding committees in Oneida County; and

WHEREAS, the Highway Commissioner is also the department head of the Solid Waste Department; and

WHEREAS, it is more efficient for the Highway Commissioner to report to one Committee of Jurisdiction; and

WHEREAS, moving Solid Waste from the County Facilities Committee and join it with the Public Works Committee.

**NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS
DOES ORDAIN AS FOLLOWS:**

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect after the April 2014 County Board meeting and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Sections 2.30 through 2.62 of the General Code of Oneida County, Wisconsin are repealed and recreated as follows [additions noted by underline, deletions noted by strikethrough]:

2.30 COMMITTEES

(1) APPOINTED.

- (a) Enumerated. (Am. #62-93; #44-94; #29-2000; #31-2000; #4-2007) The following standing committees shall be appointed by the Chair at the organizational meeting of the Board in the year she/he is elected and shall consist of the number of members listed herein. The Chair may appoint a Committee on Committees to assist him/her. All appointed committee members shall serve 2-year terms and be County Board supervisors, except where State law provides for other non-Board members, all State mandated non-County Board members will be selected using the process set out in paragraph (3) below:

TABLE INSET:

Conservation & UW-EX Education	5 members plus one FSA
Health and Aging	4 members plus 3 lay persons for Health Issues 5-7 older individuals for Aging Issues
County Facilities	5 members
Public Safety	5 members

Administration	5 members
Forestry, Land, and Outdoor Recreation	5 members and Town Designee
Labor Relations/Employee Services	5 members
Land Records	5 members
Law Enforcement Grievance	2 members plus 3 lay persons
Planning and Zoning	5 members
Social Services	5 members

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(b) Conservation and UW-EX Education Committee. (Am. Res. #90-2004; #19-2008; #86-2009) The Conservation and UW-EX Committee shall consist of five members of the County Board and a designee of the USDA Farm Service Agency (FSA), and shall have such powers and duties as prescribed in Ch. 92, Wis. Stats., as amended from time to time.

(c) Land Records Committee. (Am. #31-2000; #19-2008) This Committee shall consist of 5 members of the County Board.

(d) Labor Relations/Employee Services. (Am. #31-2000; #19-2008) This Committee shall consist of 5 members of the County Board.

(2) ~~Highway~~ PUBLIC WORKS AND SOLID WASTE COMMITTEE. The County ~~Highway~~ PUBLIC WORKS AND SOLID WASTE Committee shall consist of 5 members and shall be elected by the County Board at the organizational meeting of the Board in the year the Board is elected, with such committee members serving 2-year terms. The procedure for nomination and election of ~~Highway~~ PUBLIC WORKS AND SOLID WASTE Committee members shall be the same as that for the nomination and election of the County Board Chair, except that the use of secret ballots shall not be permitted.

(3) APPOINTMENT OF CITIZEN MEMBERS TO COMMITTEES AND COMMISSIONS. (Am. #4-2007)

(a) Department Head Responsibilities:

1. Review terms of citizen members and determine expiration date of term.
2. Provide the County Clerk's Office with the following no less than 30 days before expiration date of term or immediately upon receiving the resignation of a citizen member:
 - a. Name of person presently in position
 - b. Expiration date of term
 - c. Qualifications of the position
 - d. Appointing authority (County Board Chair, County Board, Governor, etc.)
3. For any Committee or Commission without a department head, the County Coordinator shall act as the department head for purposes of this section.

(b) County Clerk's Responsibilities:

1. Upon request for reappointment of citizen member:
 - a. Confer with department head and appointing authority regarding reappointment.
 - b. Assist as requested-meeting agenda and/or letter of confirmation to citizen appointee, County Board Chair, COJ Chair, department head(s) and others as necessary.
2. Upon resignation of citizen member:
 - a. Receive resignation of citizen member from department head.

- 89 b. Confer with department head and appointing authority
- 90 regarding qualifications necessary for applicant to fill
- 91 opening.
- 92 c. Advertise opening as appropriate.
- 93 d. Receive applications and determine eligibility.
- 94 e. Schedule interviews or begin other selection process.
- 95 f. Clerk will assist as requested-prepare meeting agendas
- 96 and correspondence as necessary.
- 97 3. No timely applications for vacancy:
- 98 a. If no qualified individual applies for the open position, the
- 99 County Board Chair, COJ Chair and department head will
- 100 actively solicit a qualified person to fill the opening.
- 101 b. Application(s) will be forwarded to the County Clerk's
- 102 Office.
- 103 c. The Clerk will list the applicants and schedule interviews
- 104 on behalf of the County Board Chair if necessary or assist
- 105 with an alternate selection process.
- 106 d. Clerk will assist as requested-prepare meeting agendas
- 107 and correspondence as necessary.
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109 **2.31 RULES GOVERNING COUNTY BOARD COMMITTEES, BOARDS AND**
 110 **COMMISSIONS.**

- 111 (1) GENERALLY. The various Committees, Boards and Commissions shall have
- 112 such powers and duties as are vested in them by County Code or State law.
- 113 (2) RESIGNATIONS. If a supervisor resigns in writing for good cause from one or
- 114 more of his/her elected or appointed committees and such resignation is
- 115 accepted by the County Board Chair, she/he need not be reassigned to another
- 116 committee until the following organizational meeting of the County Board.
- 117 (3) TEMPORARY VACANCIES. (Am. #22-91) Whenever a member of any
- 118 committee or commission created by the County Board is unable to perform
- 119 his/her duties due to illness or other disability, the County Board Chair may
- 120 declare such position temporarily vacant and may appoint another person to fill
- 121 the vacancy so created as is permitted by Wisconsin Statute until the incumbent
- 122 member who holds the regular appointment is able to return and perform his/her
- 123 duties.
- 124 (4) ATTENDANCE AT COMMITTEE MEETINGS.
- 125 (a) In keeping with their responsibility to the residents of the County and to
- 126 fellow County Board members, all County Board members shall be
- 127 required to attend all meetings of any committee to which they have been
- 128 appointed. If a committee member knows she/he will not be able to attend
- 129 a scheduled meeting, permission for the absence shall be obtained from
- 130 the committee chair; or in his/her absence, the County Board Chair; or in
- 131 his/her absence, the County Board Vice-Chair. If 3 unexcused absences
- 132 are recorded in any committee to which a member has been appointed
- 133 within any 12-month period, the same shall be brought to the attention of
- 134 the County Board by the County Clerk at the request of any Board
- 135 member.
- 136 (b) If it is determined pursuant to §2.31(4) (a) that a quorum of members will
- 137 not be present for a scheduled committee meeting but the purpose of the
- 138 meeting will not warrant an adjournment and that the meeting should
- 139 proceed, a request can be made by the committee chair to the County

140 Board Chair or, in his/her absence the County Board Vice-Chair or, in
 141 their absence a member of the County Board, preferably one having prior
 142 experience on the committee, to attend. The individual attending shall be
 143 counted for purposes of determining whether a quorum is present and
 144 shall have all rights and privileges of a committee member for purposes of
 145 that meeting.

146 (5) MINUTES OF MEETINGS, REPORTS TO THE COUNTY BOARD. (Am. #97-
 147 2004) Each committee shall keep minutes of each meeting and shall file such
 148 minutes with the County Clerk within 10 days after approval or correction of the
 149 minutes by the committee at the meeting following. and an electronic copy of the
 150 approved minutes shall be sent to the county webmaster to be posted on the
 151 county website. The minutes shall include the time of opening and closing, the
 152 names of attending members, date and place of the meeting, matters discussed
 153 and other pertinent information, except the minutes of the Social Services
 154 Committee need be only a summary of the meeting showing when and where the
 155 meeting was held, the members present, other persons present and general
 156 information as to business conducted, but excluding any matters deemed
 157 confidential in nature. Committees shall report to the County Board at any Board
 158 meeting on the committee's activities when requested to do so by the County
 159 Board Chair.

160 (6) COMPLIANCE WITH OPEN MEETING LAW.
 161 (a) The County Board and its committees, boards and commissions shall
 162 comply with Ch. 19, Subch. IV, Open Meetings of Governmental Bodies,
 163 Wis. Stats., which is incorporated herein by reference.
 164 (b) Committees shall, whenever practicable, use the "Notice of Meeting" form
 165 prepared by the County Clerk's office in the scheduling of meetings.
 166 (c) Legal questions of compliance with the law shall, whenever practicable,
 167 be referred to the Corporation Counsel in advance of the posting.

168 (7) COMMITTEES OF JURISDICTION, REPORTS
 169 (a) DESIGNATION OF COMMITTEE OF JURISDICTION. (Am. #13-94; #37-
 170 94; #53-97; #29-2000; #31-2000; #03-2001; Res. #86-2009) The elected
 171 officials and department heads of the County shall report to the following
 172 committees of jurisdiction and are encouraged to meet with such
 173 committees on a regular basis, and shall meet when specifically
 174 requested:

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 176 TABLE INSET:
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<i>Elective County Official</i>	<i>Committee of Jurisdiction</i>
Circuit Court Judges	Public Safety
Clerk of Circuit Court	Public Safety
County Clerk	Administration
County Treasurer	Administration
District Attorney	Public Safety
Register of Deeds	Land Records
Sheriff	Public Safety

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 179 TABLE INSET:
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<i>Appointed Official</i>	<i>Committee of Jurisdiction</i>

Administrative Coordinator	County Board
Aging Unit Director	Aging and Health
Auditor/Finance Director	Administration
Building and Grounds Manager	County Facilities
Corporation Counsel	Public Safety
Community Resource Development	Conservation & UW-EX Education
County Conservationist	Conservation & UW-EX Education
County Coordinator	Labor Relations/Employee Services
Emergency Management Director	Public Safety
Family Court Commissioner	Public Safety
Family Living Agent	Conservation & UW-EX Education
Forestry Administrator	Forestry, Land, and Outdoor Recreation
4-H and Youth Agent	Conservation & UW-EX Education
Highway Commissioner	Highway <u>Public Works and Solid Waste</u>
Highway Safety Coordinator	Highway
Information Technology Services Director	Administration
Land Information Manager	Land Records
Medical Examiner	Public Safety
Planning and Zoning Administrator	Planning and Zoning
Public Health Director/Health Officer	Health and Aging
Register in Probate	Public Safety
Solid Waste Administrator	County Facilities
Social Services Director	Social Services
Veterans Service Officer	Veteran's Service Commission

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(b) REPORTS. (Am. #69-2005)

- (1) Budget Reports. Elected officials and department heads shall be familiar with the provisions of §3.11 of this Code with respect to their anticipated and actual revenues and expenditures throughout the fiscal year.
- (2) Personnel. Elected officials and appointed department heads shall operate their departments with authorized personnel and within approved budget allocations for the fiscal year. Personnel needs which could not have been reasonably foreseen and anticipated, and the potential fiscal impact, shall be reported to the committee of jurisdiction and the Personnel Committee.
- (3) Purchasing. Purchases of supplies, materials, equipment and nonprofessional services shall be made pursuant to the provisions of §3.09 of this General Code.

2.32 ADMINISTRATION COMMITTEE

The Administration Committee shall:

- (1) Administer matters pertaining to the finances of the County such as the budget. The Committee is authorized to transfer funds between budgeted items of individual County office or department accounts if such budgeted items have been separately appropriated and to supplement appropriations for a particular office, department or activity by transfers from the Contingency Fund, subject to and under the provisions of §65.90(5), Wis. Stats.

- 205 (2) Be advised on illegal tax matters to be brought before the County Board by the
206 County Treasurer.
- 207 (3) Supervise the County depository and the investment of available funds pursuant
208 to an investment policy approved by the County Board. By resolution to the
209 County Board, the Finance Committee shall recommend an investment policy to
210 be followed by the Committee and the County Auditor/Finance Director as its
211 investment officer. Any changes to the investment policy shall be approved by
212 the County Board. (Am. #2-98; Am. Res. #01-2009)
- 213 (4) Make or have made audits when deemed necessary.
- 214 (5) Review County programs and services and develop and implement policies and
215 procedures to ensure that proper types and levels of insurance coverage are
216 maintained and make appropriate recommendations to the County Board. At its
217 first meeting in January of each year, or as soon thereafter as is reasonably
218 possible, the Committee shall establish minimum insurance coverages as
219 required by §3.04(6) of this Code after consulting with the County's insurance
220 and risk counselors. The Committee shall cause written notice of any change in
221 its insurance coverage requirements to be immediately sent to its committees,
222 boards and commissions and all department heads. (Am. #15-2000)
- 223 (6) Establish and regularly monitor a loss-prevention program to encourage
224 improvements in public using County facilities, services or equipment.
- 225 (7) Retain insurance and risk counselors whenever the Committee determines such
226 professional expertise is necessary as in the best interest of the County.
- 227 (8) Execute necessary contracts upon approval of the County Board.
- 228 (9) Review and make recommendations to the County Board as to all general
229 claims, except any insured liability claims against the County shall be referred by
230 the County Clerk through the Corporation Counsel to the insurance counselor
231 retained by the County and/or the appropriate insurance carrier.
- 232 (10) Review and approve claims for damages by dogs to domestic animals.
- 233 (11) Recommend any County ordinances to the County Board and consult with the
234 Corporation Counsel as to creation, repeal, recreation, amendment or
235 administration of County ordinances.
- 236 (12) Review all resolutions brought before the County Board as to legality or wording
237 and make recommendations on all resolutions brought before the County Board
238 where there is a question of legality or wording of such resolutions.
- 239 (13) Recommend any changes in this General Code and consult with the Corporation
240 Counsel and County Clerk as to changes in the Code.
- 241 (14) Serve as a liaison with the Wisconsin Counties Association on legislative
242 matters.
- 243 (15) Serve as a liaison with area legislators.
- 244 (16) Report to the County Board on legislative matters pertaining to County
245 government.
- 246 (17) COPIES OF CODE. The Committee may authorize the County Clerk to order
247 additional copies and any supplements thereto of the General Code for sale to
248 the general public at a sum set by the Committee.
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250 **2.33 AIRPORT COMMISSION**

- 251 (1) ORGANIZATION AND APPOINTMENT. The Airport Commission shall consist
252 of 3 commissioners. Each commissioner shall serve for a term of 6 years
253 commencing on May 1 of the year of appointment. The appointments shall be
254 made by the County Board Chair acting, in a manner consistent with this chapter,
255 for and in behalf of Oneida County and by the Mayor of the City of Rhinelander

- 256 for and in behalf of the City. The power of appointment shall alternate between
257 the County Board Chair and the Mayor, including the filling of vacancies.
- 258 (2) **POWERS AND DUTIES.**
- 259 (a) Generally. See Ch. 114 and Ch. 59, Wis. Stats., as amended from time to
260 time, and Ch. 19 of this General Code.
- 261 (b) Investment of Funds. The Airport Commission may, in its discretion,
262 invest airport monies obtained from bond investors in the State
263 Investment Pool.
- 264 (3) **COMPENSATION.** The members of the Airport Commission shall be reimbursed
265 for any actual and necessary expenses incurred by them, but shall receive no
266 compensation for their service.

267 **2.34 CIVIL SERVICE COMMISSION**

268 See Ch. 5 of this General Code.

269 **2.35 COMMITTEE DESIGNATION FOR ADMINISTRATIVE REVIEW PROCEDURE**

- 270
- 271 (1) **PURPOSE.** The purpose of this section is to afford a constitutionally sufficient,
272 fair, and orderly administrative procedure and review in connection with
273 determinations made by County authorities which involve constitutionally
274 protected rights of specific persons which are entitled to due process protection
275 under the 14th Amendment to the U.S. Constitution.
- 276 (2) **REVIEW OF ADMINISTRATIVE DETERMINATIONS.** As pertains to the County,
277 the provisions of §68.01, Wis. Stats., are adopted and included herein by
278 reference.
- 279 (3) **DETERMINATIONS REVIEWABLE.** The following determinations are reviewable
280 under this section:
- 281 (a) The provisions of §§68.02(1), (2), (3) and (4), Wis. Stats., are
282 adopted and included herein by reference.
- 283 (b) Any determination made by a city, village, town, special purpose district
284 or board or commission thereof, located within the County which is
285 reviewable by the County authorities under the Wisconsin Statutes.
- 286 (4) **DETERMINATIONS NOT SUBJECT TO REVIEW.**
- 287 (a) The Oneida County Department of Social Services has, by County Board
288 resolution, adopted its own administrative review procedures and, thus,
289 shall not be subject to the provisions of this section.
- 290 (b) As pertains to the County, the provisions of §68.03, Wis. Stats., are
291 adopted and made a part hereof by reference.
- 292 (5) **COUNTY AUTHORITY DEFINED.** "County authority" includes every board,
293 commission, committee, agency, officer, employee, or agent thereof making a
294 determination under §68.01, Wis. Stats., and every person, board, commission,
295 committee, or agency of the County appointed to make an independent review.
- 296 (6) **PERSONS AGGRIEVED.** A person aggrieved includes any individual,
297 partnership, corporation, association, public or private organization, officer,
298 department, board, commission, or agency of the County, whose rights, duties,
299 or privileges are adversely affected by a determination of a County authority.
- 300 (7) **PROCEDURE.** The provisions of §§68.07, 68.08, 68.09(1), (3), (4) and (5),
301 68.10, 68.11, 68.12, 68.13, 68.14, and 68.15, Wis. Stats., are adopted and made
302 a part hereof by reference.
- 303 (8) **DESIGNATION OF REVIEW AUTHORITY.**
- 304 (a) Initial Review. If the initial determination has been made by an officer,
305 employee, or agent of the County, the initial review shall be made by the
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- 307 committee, board, or commission having primary jurisdiction over that
308 individual. If the initial determination was made by a committee, board,
309 commission, or agency of the County, then the initial review shall be
310 made by the same committee, board, commission, or agency.
- 311 (b) Appellate Review. The impartial decision maker under the provisions of
312 §68.11(2), Wis. Stats., as adopted and made a part hereof by reference
313 shall be the Chairperson of the Finance Committee and 2 members of the
314 Finance Committee as designated by the Chairperson, provided that they
315 have not participated in the making or reviewing of the initial
316 determination. However, if the Chair of the Finance Committee upon
317 receipt of the appeal, and after conferring with the Finance Committee,
318 determined that an impartial person or 3-person panel with expertise
319 should be appointed, he may do so.
- 320 (9) COMPENSATION OF REVIEW AUTHORITY. Individuals acting in a review
321 capacity shall be entitled to the same per diem and reimbursement for expenses
322 incurred as is provided under the provisions of §3.10 of this Code.
- 323 (10) TIME LIMITATIONS.
- 324 (a) Time Within Which to Initiate Grievance. A person aggrieved shall initiate
325 the grievance review under the provisions of this section by no later than
326 60 days from the date she/he knew or should have known of the
327 occurrence out of which the alleged grievance has occurred.
- 328 (b) Time Limit for Initial Review. The initial review under subsection (8)(a)
329 shall be scheduled and conducted within 30 days of the filing of the
330 review request by the person aggrieved and the initial determination shall
331 be made in writing with copy provided to the aggrieved person no more
332 than 30 days thereafter.
- 333 (c) Time Limit for Appellate Review. If the aggrieved person wishes to seek
334 an appeal, he must do so in writing within 30 days of the written
335 determination given at the initial review. Upon receipt of such request for
336 appellate review, the appellate review under subsection (8) (b) shall be
337 scheduled and conducted within 30 days thereafter. A final determination
338 shall be made in writing with a copy provided to the aggrieved person no
339 more than 30 days thereafter.

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341 **2.36 CONDEMNATION COMMISSION**

342 See §32.08, Wis. Stats.

343
344 **2.37 CONSERVATION & UW-EX EDUCATION**

345 This Committee shall:

- 346 (1) Act as the Conservation & UW-EX Education Committee with such powers and
347 duties as prescribed in Ch. 59.56(3), Wis. Stats., as amended from time to
348 time.
- 349 (2) Act as the County-appointed committee to process Lake District petitions and
350 conduct the public hearing required by Wis. Stats. § 33.26(1).

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352 **2.38 COUNTY FACILITIES**

353 This Committee shall

- 354 (1) Buy, sell and dispose of all personal property no longer used in the several
355 County departments.
- 356 (2) Dispose of obsolete books from the Law Library in any reasonable manner and
357 may follow the recommendations of the Circuit Judge or any committee she/he

- 358 may designate.
- 359 (3) Maintain County real property and improvements located thereon and maintain
 360 the County's personal property except for that real and personal property that is
 361 under specific jurisdiction of another Committee.
- 362 (4) Be authorized to negotiate and execute contracts for janitorial service and
 363 supervise the County Custodian and general relief workers.
- 364 (5) The Security and Facilities Committee appointed pursuant to SCR 70.39(3) (c) by
 365 the presiding Oneida County Judge shall serve as a subcommittee of the
 366 Building and Grounds Committee with the duties and responsibilities set forth in
 367 SCR 70.38 and 70.39 and shall make appropriate recommendations to the
 368 Building and Grounds Committee in order to enhance security in the Courthouse
 369 and related facilities and to take other action as is authorized by law. (Cr. #19-
 370 2002)
- 371 (6) Perform all functions necessary to administer Ch. 8 of this General Code.
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373 **2.39 FORESTRY, LAND, AND OUTDOOR RECREATION COMMITTEE**

374 This Committee shall:

- 375 (1) Perform all functions necessary to administer Ch. 14 of this General Code.
- 376 (2) Act as the Mining Oversight/Local Impact Committee and perform the following
 377 duties:
- 378 (a) Act as a liaison between the County Board and the Conservation & UW-
 379 EX Committee, Administration Committee, and Planning and Zoning
 380 Committee in all matters pertaining to mineral exploration, prospecting,
 381 mining and reclamation of mineral resources located in the County. Such
 382 liaison responsibility shall not be in place of the continuing responsibilities
 383 of the above identified committees in their primary areas of jurisdiction
 384 which shall continue.
- 385 (b) Act as the County's local impact committee pursuant to §293.33, Wis.
 386 Stats.
- 387 1. The Committee shall act as the County's Local Impact Committee
 388 for the purposes identified in §293.33, Wis. Stats., except that in
 389 carrying out such purposes, the Committee shall not proceed
 390 without the approval of the committees identified in sub. (1) above
 391 in their primary areas of jurisdiction which shall continue.
- 392 2. The Committee or its designees from the Committee may serve
 393 on a joint committee under §293.33, Wis. Stats., and consistent
 394 with its responsibility for carrying out the purposes referred to
 395 above, the Committee or its designees from the Committee may
 396 submit requests for funds as authorized by §293.33, Wis. Stats.
 397 (Am. #62-93)
- 398 3. From time to time the Committee may seek authorization from the
 399 County Board to include ex officio nonvoting members as
 400 representatives of affected units of government, business and
 401 industry, manpower, health, protective or service agencies school
 402 districts or environmental and other interest groups or other
 403 interested parties who, upon approval by the County Board, shall
 404 be entitled to per diem and expenses as permitted by §3.10 of this
 405 General Code.
- 406 (c) Act as the lead committee in the preparation of applications for funding
 407 assistance from whatever source, subject to final review and approval of
 408 the County Board.

- 409 (d) In conjunction with the recommendation of the primary committee
410 of jurisdiction, recommend to the County Board contracts for professional
411 services which, upon the review and approval of the County Board, may
412 be provided to the County Board and the primary committee of
413 jurisdiction.
- 414 (e) Ex officio nonvoting members of this Committee shall include the
415 Planning and Zoning Administrator, Forestry Administrator, University
416 Extension Community Resource Development Agent, a designee of the
417 Economic Development Corporation.
- 418 (f) A designee of any town in which mineral exploration, prospecting mining
419 or reclamation is taking place shall be a voting member of the
420 committee. This designee shall be entitled to per diem and mileage
421 at the current County rate for each meeting attended and not reimbursed
422 from any other source.

424 **2.40 HEALTH AND AGING COMMITTEE**

425 For purposes of Health Department agenda items the Committee shall have the
426 following composition and duties:

427 (1) APPOINTMENT

428 (a) The County Board Chair shall appoint 4 County Board members and 3 lay
429 persons, subject to confirmation by the County Board, who shall act as
430 the County Board of Health under Ch. 251, Wis. Stats. A good faith effort
431 shall be made to appoint a registered nurse, a physician and another
432 citizen of the County who have a demonstrated interest or competence
433 in the field of public health or community health. These members are
434 part of the Health and Aging Committee for purposes of Board of Health
435 agenda items only.

436 (b) Staggered Terms of Appointments. To comply with §251.03(4), Wis.
437 Stats., initially, one of the lay persons shall be appointed for a term of 3
438 years, one for a term of 2 years and one for a term of one year.
439 Thereafter, their successors shall be appointed or reappointed for 3-year
440 terms.

441 (2) POWERS AND DUTIES.

442 (a) The Board of Health shall act as the County Board of Health for purposes
443 of compliance with Ch. 251, Wis. Stats.

444 (b) Lay persons of the Board of Health shall have voting privileges and shall
445 be entitled to reimbursement for expenses under §3.10 of this General
446 Code as if they were members of the County Board.

447 (c) The Board of Health shall be considered the County Board of Health for
448 purposes of compliance with Ch. 251, Wis. Stats. The Board of Health
449 shall have the minimum powers and duties of a County Board of Health
450 as set forth in §251.04, Wis. Stats. Subject to approval by the County
451 Board, the Board of Health may adopt such additional regulations as it
452 determines are necessary to protect and improve public health in the
453 County, provided such regulations are no less stringent than and do not
454 conflict with State statutes and rules of the State Department of Health
455 and Family Services.

456 (3) ADDITIONAL PROVISIONS. See Ch. 11 of this General Code for additional
457 provisions pertaining to the Health and Aging Committee and Health Department.

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459 For Department on Aging agenda items the Committee shall have the following

460 composition and duties:

- 461 (4) COMPOSITION AND APPOINTMENT. (Am. #114-2008) In addition to the 4
462 County Board Supervisors, the Health and Aging Committee shall have 5-7 older
463 individuals, appointed by the County Board Chair, subject to confirmation by the
464 County Board. Older individuals shall constitute at least 50 percent of the
465 membership of this commission and individuals who are elected to any office
466 may not constitute 50 percent or more of the membership of this commission.
- 467 (5) TERM. The term of office of the older individuals of the Health and Aging
468 Committee shall be for 3 years. No member shall serve more than 2 consecutive
469 terms.
- 470 (6) ORGANIZATION. The Health and Aging Committee may adopt its own bylaws
471 and procedures for handling Department on Aging policy and procedures
472 provided they are not inconsistent with the bylaws of the Area Agency on Aging.
- 473 (7) AREA AGENCY ON AGING. The Health and Aging Committee shall elect a
474 member to the Board of Directors to the Area Agency on Aging in the planning
475 and service area. Such member shall advise the Area Agency on Aging of the
476 Health and Aging Committee's selection of priorities as listed in the State
477 Operating Plan under Title III.
- 478 (8) POWERS AND DUTIES. (Am. #103-99) The Health and Aging Committee on
479 shall, in addition to the powers and duties identified in subsections (a) through (k)
480 set forth below, have and exercise the powers and duties identified in
481 §46.82(4)(d), Wis. Stats., and shall direct the Oneida County Aging Unit, hereby
482 identified as the "Oneida County Department on Aging" with respect to the
483 powers and duties of the aging unit under §46.82(3), Wis. Stats., as amended
484 from time to time, and as is more particularly set forth in subsection (7), below.
- 485 (a) Act as the clearinghouse for all County (public and private) programs on
486 aging and the Area Agency on Aging.
- 487 (b) Provide current information on the ages, income, population and
488 demographic characteristics of the elderly in the County to the Area
489 Agency on Aging.
- 490 (c) Delineate areas which need services, and utilize existing community
491 programs through community cooperation and coordination which will
492 provide an efficient method for delivery of services.
- 493 (d) Indicate the need for particular legislation with back-up data.
- 494 (e) Make available to County Supervisors the information and research
495 relating to the effects of proposed legislation.
- 496 (f) Act as the mechanism through which the voices of the older person can
497 be heard on any issue relating to the well-being and enhancing the
498 function of the program.
- 499 (g) Establish subcommittees to encourage community involvement, but in
500 keeping with the purposes and objectives of the Commission.
- 501 (h) In cooperation with the Area Agency on Aging, encourage the
502 development of new and expanded programs for older adults consistent
503 with delineated areas of need.
- 504 (i) Cooperate with the Area Agency on Aging, related public and private
505 agencies and the senior citizens in planning efforts.
- 506 (j) Make an annual report of its activities to the County Board and make
507 such other reports as the County Board from time to time may require.
- 508 (k) Prepare annually a budget for necessary and reasonable expenditures to
509 be incurred by the Commission in accomplishing its goals and mandates
510 subject to review and approval of the County Board.

- 511 (9) PER DIEM AND EXPENSES. Members of the Health and Aging Commission
 512 that act on the Department of Aging agenda items shall receive per diem,
 513 mileage and other necessary expenses incurred in performing their duties
 514 under §3.10 of this General Code.
- 515 (10) AGING UNIT; POWERS AND DUTIES. (Cr. #103-99)
- 516 (a) Powers and Duties. In accordance with State statutes, rules promulgated
 517 by the State of Wisconsin, Department of Health and Family Services,
 518 and relevant provisions of 42 USC 3001 to 3057n and as directed by the
 519 County Board, the Oneida County Department of Aging Unit shall have
 520 the duties set forth at §46.82(3)(a), Wis. Stats.
- 521 (b) Other Powers and Duties. The Department on Aging may perform any
 522 other general functions necessary to administer services for older
 523 individuals as authorized by §46.82(3) (b), Wis. Stats., as amended from
 524 time to time.
 525

526 **2.41 HIGHWAY PUBLIC WORKS AND SOLID WASTE COMMITTEE**

527 The Highway Committee shall have such powers and duties as are prescribed by Ch.
 528 83, Wis. Stats., as amended from time to time.
 529

530 **2.42 HOUSING AUTHORITY** (Am. #1-2009 (Res. #18-2010); Res. #106-2009)

531 APPOINTMENT. The Housing Authority shall consist of five members, appointed by the
 532 County Board Chair, subject to confirmation by the County Board. No member shall be
 533 connected in any official capacity with any political party, nor shall more than two be
 534 officers of the County. The term of office of the members of the Authority shall be for five
 535 years, except of those first appointed, one shall serve for one year, one for two years,
 536 one for three years, one for four years and one for five years respectively. Each member
 537 shall hold office until his/her successor has been appointed and has qualified. Vacancies
 538 shall be filled for the unexpired term in the same manner as other appointments. Three
 539 members shall constitute a quorum.
 540

541 **2.43 LABOR RELATIONS/EMPLOYEE SERVICES COMMITTEE**

542 This Committee shall:

- 543 (1) Recommend an annual wage and salary plan in the form of a resolution to be
 544 passed by a majority of the County Board, setting forth a salary schedule for all
 545 union, nonunion elected and appointed positions. The schedule shall set forth
 546 each position classification or position, last year's salary, and any adjustments
 547 thereto, proposed increases expressed in both dollar and percentage terms, and
 548 any proposed changes to the fringe benefits presently in effect.
- 549 (2) Have general supervision of all employment policies of the County including
 550 such things as paid time off and leaves of absences.
- 551 (3) Upon the request of the Social Services Committee, act upon requests of the
 552 Director of Social Services to promote and permit efficient management of
 553 personnel practices and procedures concerning reclassifications, promotions and
 554 demotions, in order to comply with §§46.22(1)(d), 49.33(4)--(7), Wis. Stats., Ch.
 555 PW-PA 10, Wis. Adm. Code, as may be amended from time to time, and to
 556 comply with applicable Merit Rule, Civil Service System and Affirmative Action
 557 provisions that may apply.
- 558 (4) Review requests for position reclassifications and make recommendations for
 559 addition or deletion of positions for departments of the County.
- 560 (5) Cooperate with department heads in the enforcement of County personnel
 561 policies.

- 562 (6) Conduct all labor negotiations and recommend results to the County Board. In
563 negotiating with representatives of the collective bargaining unit for the Highway
564 Department, the Committee shall provide reasonable notice to the Highway
565 Committee of all scheduled negotiation meetings and the Highway Committee
566 should provide a knowledgeable member or representative to attend such
567 meetings. (Am. #01-2002)
- 568 (7) Examine and investigate employee grievances and enforce necessary discipline
569 in cooperation with department heads.
- 570 (7.5) Submit an annual report to the County Board.
- 571 (8) Supervise and have charge of all employee insurance matters pertaining to
572 hospital and surgical care plans and life insurance. If any changes in coverage or
573 premiums become known to the Committee, it shall provide notice in writing to
574 members of the County Board. (Am. #01-2002)
- 575 (9) Consider and make recommendations to the County Board regarding
576 departmental organization, establishment, reorganization and staffing levels. In
577 the event a vacancy occurs in a position, for whatever reason, the department
578 head shall submit a written report to the Personnel Director for evaluation and
579 review. The Personnel Director shall submit a written recommendation on the
580 vacant position to the Personnel Committee for final determination. (Am. #01-
581 2002)
- 582 Cross references: See also Ch. 4 of this General Code.

584 **2.44 LAND INFORMATION COUNCIL**

585 This Committee shall:

- 586 (1) MEETINGS: The Land Information Council shall meet no more than once per
587 calendar year.
- 588 (2) COMPOSITION: The Land Information Council shall be selected by the County
589 Board Chairman and confirmed by the County Board. All appointees shall serve
590 a two year term. The Land Information Council shall consist of the following
591 members or their designees:
- 592 (a) Register of Deeds
- 593 (b) Treasurer
- 594 (c) Real Property Lister
- 595 (d) Chair of the Land Records Committee
- 596 (e) A representative of the land information office.
- 597 (f) A realtor or a member of the Realtors Association employed within the
598 county.
- 599 (g) A public safety or emergency communications representative employed
600 within the county.
- 601 (h) The county surveyor or a registered professional land surveyor employed
602 within the county.
- 603 (3) DUTIES: The land information council shall review the priorities, needs, policies,
604 and expenditures of the land information office and advise the county on matters
605 affecting the land information office. The Land Records Committee shall
606 continue to be the committee of jurisdiction of the Land Information
607 Office/Department.
- 608 (4) PAYMENT: Only County Board Supervisors appointed the Land Information
609 Council shall be entitled to per diem and mileage reimbursement.
- 610 (5) WILLINGNESS TO SERVE If no person is willing to serve on the Land
611 Information Council as a representative from the categories of sections (f), (g) or
612 (h) above, the board may create or maintain the council without those members.

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2.45 LAND RECORDS COMMITTEE (Cr. #37-94)

The Land Records Committee shall:

- (1) Act in conjunction with the department head of the Land Information Office on matters pertaining to the Land Information Office on matters pertaining to the Land Information Program, Corner Restoration Program and the Wisconsin Land Information Program.
- (2) Act in conjunction with the department head of the Real Property Listing Office on matters pertaining to listing of real estate parcels.
- (3) Maintain liaison with the Register of Deeds on matters pertaining to land records.
- (4) Approve for payment the bills and expenses of the Land Information, Real Property Listing and Register of Deeds Offices.
- (5) Work with the Land Records staff in development of a sound lake records modernization program.

2.46 LAW ENFORCEMENT GRIEVANCE COMMITTEE (Am. #23-92)

- (1) COMPOSITION AND APPOINTMENT. This Committee shall consist of 2 County Supervisors and 3 citizen members appointed by the County Board Chair. Supervisors shall neither be on the Personnel nor Law Enforcement Committee nor shall any citizen member be affiliated with any law enforcement agency or municipal government. Committee members shall be appointed on the basis of recognized and demonstrated interest in civic affairs. The Supervisor members shall serve during their term of office; citizen members at large shall serve 3-year staggered terms.
- (2) COMPENSATION. Members of the Committee shall receive per diem, mileage and other necessary expenses incurred in performance of their duties under §3.10 of this General Code.
- (3) POWERS. See Ch. 5 of this General Code.

2.47 LIBRARY BOARD

- (1) COMPOSITION. Pursuant to §43.57, Wis. Stats., a County Library Board consisting of 7 persons shall be established,
- (2) POWERS AND DUTIES. See §43.58, Wis. Stats.
- (3) PER DIEM AND EXPENSES. Pursuant to §43.57(5)(b)2., Wis. Stats., persons serving on the Library Board shall receive per diem, mileage and other necessary expenses incurred in performing their duties, pursuant to §3.10 of this General Code.

2.48 ONEIDA COUNTY FAIR. (Rep. & recr. #53-2004; Am. Res. #64-2009, #86-2009)

- (1) An Exhibition and Education Subcommittee (Subcommittee) shall be established for the Conservation & UW-EX Education Committee, which shall consist of the Chairperson of the Oneida Conservation & UW-EX Education Committee or the Chairperson's designee from the Committee, plus 9 additional citizen members preferably to be drawn from 4-H, Scouting, Camp Fire, public and/or private schools, and senior citizens.
- (2) The committee of jurisdiction for the Subcommittee shall be the Conservation & UW-EX Education Committee. The Conservation & UW-EX Education Committee shall approve members of the subcommittee on an annual basis.

- 664 (3) The County Board shall designate the Subcommittee to plan, organize and carry
665 out Junior, Open and Senior Citizens Division exhibitions and educational
666 components of the Oneida County Fair.
- 667 (4) The Subcommittee shall submit their annual budget to the Conservation & UW-
668 EX Education Committee for review and approval per the Oneida County
669 budgeting schedule. Thereafter, the budget shall be submitted for review and
670 approval by the Administration Committee and the County Board for the
671 following year for the Oneida County Fair.
- 672 (5) Citizen members serving on the Subcommittee will not receive per diem or other
673 compensation from the County.
- 674 (6) Insurance covering the Oneida County Fair, the Subcommittee and registered
675 Fair volunteers will be included in the overall County insurance.
- 676 (7) The Subcommittee shall make an annual report to the County Board, and provide
677 monthly activity and financial reports to the Conservation & UW-EX Education
678 Committee and Administration Committee.

679

680 **2.49 PLANNING AND ZONING COMMITTEE**

681 The Planning and Zoning Committee shall:

- 682 (1) Act in conjunction with the Zoning Administrator on all matters pertaining to
683 zoning and planning in the County.
- 684 (2) Approve the bills and expenses of the Zoning and Planning Office.
- 685 (3) Assist the Zoning Administrator, at his/her request, in delineating the limits of the
686 areas having special flood or mudslide hazards on available local maps of
687 sufficient scale to identify the location of building sites.
- 688 (4) Provide such information as the Zoning Administrator may request concerning
689 present uses and occupancy of the floodplain or mudslide area.
- 690 (5) Maintain for public inspection and furnish upon request, with respect to each area
691 having special flood hazards, information on elevations (in relation to mean sea
692 level) of the lowest floors of all new or substantially improved structures.
- 693 (6) Cooperate with federal, State, local agencies and private firms which undertake
694 to study, survey, map and identify floodplain and mudslide areas and neighboring
695 counties and communities with respect to management of adjoining floodplain or
696 mudslide areas to prevent aggravation of existing hazards.
- 697 (7) Submit on the yearly date of the County's initial eligibility an annual report to the
698 Zoning Administrator on the progress made during the past year within the
699 County in the development and implementation of floodplain and mudslide area
700 management measures.
- 701 (8) Take such other action as may be necessary to carry out the objectives of the
702 floodplain zoning program

703

704 **2.50 PUBLIC SAFETY COMMITTEE**

- 705 (1) COMPOSITION AND APPOINTMENT. (Am. #33-2008) This Committee shall
706 consist of five members appointed by the County Board Chair.
- 707 (2) POWERS AND DUTIES.
- 708 (a) Approve the bills and expenses of the Sheriff's Department and offices of
709 District Attorney, Medical Examiner, Clerk of Court, Corporation Counsel,
710 Circuit Court, Family Court Commissioner, Emergency Management and
711 Register in Probate.
- 712 (b) Assist in the preparation of the annual budget for the Sheriff's Department
713 and offices of District Attorney, Medical Examiner, Clerk of Court,
714 Corporation Counsel and Circuit Court.

- 715 (c) Make purchases for the Sheriff's Department of other equipment and
- 716 supplies not under the jurisdiction of the Buildings and Grounds
- 717 Committee, where County Board approval is not necessary.
- 718 (d) Perform all duties necessary to carry out the functions of the Committee
- 719 under Chapters 6 and 12.04 of this General Code.
- 720 (e) Oversight of Oneida County Ambulance Services.
- 721 1. The Committee shall negotiate contracts for the provision of
- 722 County-wide ambulance service pursuant to the provisions of
- 723 §11.10 of this Code. If the contracts are breached or private
- 724 service cannot be continued, the Committee may provide for
- 725 ambulance service for the County until the next County Board
- 726 meeting.
- 727 2. The Committee shall buy and sell ambulance vehicles which shall
- 728 be insured by the County and which the Committee may make
- 729 available to the ambulance service provider.
- 730 3. The Committee shall purchase, install and maintain mobile radio
- 731 units in the ambulance vehicles.
- 732

733 **2.51 SOCIAL SERVICES COMMITTEE (Cr. #19-98)**

- 734 (1) APPOINTMENT. The Committee shall consist of 5 members of the County Board
- 735 who shall be appointed by the County Board Chair, subject to confirmation by the
- 736 Board, for purposes of compliance with §46.22(1m)(b), Wis. Stats.
- 737 (2) POWERS AND DUTIES.
- 738 (a) The Committee shall act as the County Social Services Board for
- 739 purposes of compliance with Ch. 46, Wis. Stats.
- 740 (b) The Committee shall have the powers and duties of the County Social
- 741 Services Board as set forth in §46.22(1) (b), Wis. Stats.
- 742 (c) All the powers and duties of the Family Care Committee pursuant to
- 743 Resolution #61-2009
- 744 (3) ADDITIONAL POWERS AND DUTIES. See Ch. 46, Wis. Stats, as amended
- 745 from time to time and Chapter 11 of this General Code.
- 746
- 747

748 **2.52 TOURISM COUNCIL (Cr. #61-2006)**

- 749 (1) COMPOSITION: (Am. #14-2008) The Oneida County Tourism Council shall be
- 750 composed of:
- 751 (a) Two (2) Oneida County Board Supervisors appointed by the Chairperson
- 752 of the County Board.
- 753 (b) The UW-Extension CNRD Agent.
- 754 (c) The County International Trade, Business and Economic Development
- 755 Council (ITBEC) delegate.
- 756 (d) One representative from each of the following local chambers of
- 757 commerce: Rhinelander, Minocqua-Arbor-Vitae-Woodruff, Three Lakes,
- 758 Hazelhurst, Lake Tomahawk, Pelican and Pelican Lake.
- 759 (e) Chambers representing towns within Oneida County may be included on
- 760 the Tourism Council upon majority approval of the members listed in (a)
- 761 through (d) above.
- 762 (2) ORGANIZATION: The Oneida County Tourism Council shall, at its first meeting
- 763 after the County Board organizational meeting, elect a chairperson, a vice
- 764 chairperson and a secretary. Such officers shall serve for a term of two (2) years.
- 765 The Council may adopt its own By-Laws and procedures provided they are not

- 766 inconsistent with the By-Laws of the Oneida County Board of Supervisors or
767 Wisconsin State Statutes.
- 768 (3) POWERS AND DUTIES: The Oneida County Tourism Council, in addition to the
769 powers and duties identified in (a) through (j) set forth below, has and exercises
770 the powers and duties identified in Wis. Stats. sec. 59.56(10) to advertise the
771 advantages, attractions and resources of the County.
- 772 (a) Develop an annual marketing plan for Oneida County tourism promotion
773 efforts.
- 774 (b) Prepare an annual budget for approval by the Finance Committee and the
775 County Board.
- 776 (c) Seek grant funds to supplement tourism and promotion budget.
- 777 (d) Report bi-monthly to the County Coordinator with written operations and
778 finance reports and report annually to the County Board on the Council's
779 operations and finances.
- 780 (e) Assess for collection each individual local chamber of commerce
781 contribution to the tourism and promotion budget with said contribution
782 fee being a minimum of \$500 and a maximum of \$1,500, the contribution
783 fee should be based upon the size of each local chamber of commerce.
- 784 (f) Contract with professional agencies to develop and implement a tourism
785 marketing plan.
- 786 (g) Track annual occupancy rates at select area lodgings and room tax
787 collection by community.
- 788 (h) Submit all bills to County Coordinator which shall then be taken to finance
789 for approval.
- 790 (i) Track tourism inquiries made to Oneida County.
- 791 (j) Track yearly expenditures by tourists in Oneida County.
- 792 (4) COMPENSATION: Only Oneida County Board Supervisors shall be entitled to
793 per diem, mileage and any other form of County reimbursement. The Oneida
794 County Tourism Council may pay compensation in the form of administration
795 fees so long as:
- 796 (a) The compensation to be paid is set by the bid process.
- 797 (b) The administrative fees shall not exceed 30% of the Oneida
798 County Tourism Council's annual budget.
- 799 (5) ADDITIONAL PROVISIONS: The Oneida County Tourism Council is bound by
800 the rules governing County Board committees, boards and commissions as set
801 forth in Oneida County Code sec. 2.31.
- 802
- 803 **2.53 TRAFFIC SAFETY COMMISSION**
- 804 (1) APPOINTMENT. The Traffic Safety Commission shall consist of commissioners
805 prescribed by §83.013, Wis. Stats., and others as may be required or determined
806 necessary. Members of the Commission shall be appointed by the County Board.
- 807 (2) ORGANIZATION. The Commission shall hold at least 4 meetings a year. The
808 Commission shall elect annually a chair and shall appoint a secretary to keep a
809 record of attendance, minutes and all official proceedings.
- 810 (3) COMPENSATION. Each member of the Commission shall serve without
811 compensation except a per diem from the State.
- 812 (4) DUTIES. The Traffic Safety Commission shall:
- 813 (a) Secure voluntary coordination and reinforcement of highway safety
814 activities conducted by the political subdivisions of the County in the
815 functional areas of driver education; codes and laws; traffic courts;
816 alcohol in relation to highway safety; identification and surveillance of

817 accident locations; traffic records; emergency medical services; highway
 818 **6.01 EMERGENCY MANAGEMENT.**
 819 (1) **POLICY AND PURPOSE.**
 820 (a) Emergency management organization. To insure that the County will be
 821 prepared to cope with emergencies resulting from enemy action and
 822 natural or man-made disasters, an Emergency Management Organization
 823 is created to carry out the purposes provided in Ch. 166, Wis. Stats.
 824 (b) Definitions. As used in this section:
 825 Emergency Management. All those activities and measures designed or
 826 undertaken:
 827 a. To minimize the effects upon the civilian population caused or
 828 which would be caused by enemy action.
 829 b. To deal with the immediate emergency conditions which could be created
 830 by such enemy action.
 831 c. To effectuate emergency repairs to, or the emergency restoration of, vital
 832 public utilities and facilities destroyed or damaged by such enemy action.
 833 Enemy action. Any hostile action taken by a foreign power which
 834 threatens the security of the State or a portion thereof.
 835 Natural disaster. Includes all other extraordinary misfortunes affecting the
 836 County, natural or man-made, not included in the term "enemy action."
 837
 838 (2) The Public Safety Committee shall be an advisory and planning body and shall
 839 advise the County Emergency Management Director and the County Board on all
 840 matters pertaining to emergency management. It shall meet upon call of the
 841 chairman.
 842

843 [The remainder of section 6.01 is to remain unchanged]
 844

845 Approved by the Administration Committee this 7th day of April, 2014
 846

847 **Consent Agenda item: YES NO**
 848

849 Vote Required: Majority = _____ 2/3 Majority = _____ 3/4 Majority =
 850 _____
 851

852 The County Board has the legal authority to adopt: Yes _____ No _____ as
 853 reviewed by the Corporation Counsel, _____, Date:
 854 _____
 855

856
 857 Offered and passage moved by: _____
 858 Supervisor
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 860 Supervisor
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_____ Ayes

_____ Nays

_____ Absent

_____ Abstain

_____ Enacted

by the County Board of Supervisors this 15th day of April, 2014.

_____ Defeated

Mary Bartelt, County Clerk

Ted Cushing, County Board Chair