

# PRICE COUNTY BOARD OF SUPERVISORS POLICY AND PROCEDURE MANUAL



Effective April 21, 2020  
Amended April 20, 2021

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## **MISSION STATEMENT AND PURPOSE**

It is hereby acknowledged that the purpose of County government is to provide the highest quality, cost effective services to the citizens and taxpayers of Price County. It is, therefore, the duty of County government to provide services to the public with the highest level of courtesy, cooperation and efficiency. County Board Supervisors are expected to discharge their duties with professionalism and integrity and to work efficiently with other supervisors, departments and the public.

This manual serves as the introduction to the organization, duties, rules and responsibilities of Price County Supervisors. All supervisors, duly elected and sworn in as Price County Supervisors, agree to follow the contents set forth in this manual.

### **ORDINANCE CODE CHAPTER 191, ARTICLE I SELF-ORGANIZED COUNTY**

Section 1 Authority.

This Ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes.

Section 2 Title.

This ordinance shall be known as the Price County Self-Organized County Ordinance.

Section 3 General Provisions.

- (1) For the purpose of improving the ability of the county government to organize its administrative structure, Price County elects to become a self-organized county and to act under the provisions of section 59.10 (1), Wisconsin State Statutes.
  - (a) Terms of office for election of County Board supervisors. Supervisors are county officers and shall be elected for two-year terms at the election to be held on the first Tuesday in April and shall take office on the third Tuesday in April of that year.
  - (b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Price County Board Policy and Procedure Manual.
  - (c) Compensation of County Board. The method of compensation for supervisors shall be determined by the County Board. The county shall, at or before its annual meeting by a two-thirds vote of the members entitled to a seat, fix the compensation of the board members to be next elected. The board may also, at or before its annual meeting, by a two-thirds vote of the members entitled to a seat, provide additional compensation for the chairperson. In addition to the salary, the supervisors shall receive mileage for attendance at board meetings and for attendance at official meetings in accordance with the Price County Board Policy and Procedure Manual.
- (2) The County Clerk shall file a certified copy of the Self-Organized County Ordinance with the Secretary of State, State of Wisconsin, upon passage by the Price County Board of Supervisors.

Section 4 Conflicting Ordinances.

Any prior Price County ordinance or parts thereof in conflict with the provisions of this ordinance insofar as they regulate the establishment of Price County as a self-organized county are hereby repealed and rescinded effective with the effective date of this ordinance.

Section 5 Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the County Board of Supervisors of Price County would have passed the other provisions of this ordinance irrespective of whether one or more provisions may be declared invalid, and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons or circumstances shall not be affected thereby.

Section 6 Effective date.

This ordinance shall take effect upon passage and publication as provide by law.

## ORDINANCE CODE CHAPTER 191 ARTICLE II SUPERVISORY DISTRICT REAPPORTIONMENT

The Price County Board of Supervisors, in regular session this 16<sup>th</sup> day of August, 2011, Pursuant to Wisconsin State Statute 59.10 Does Hereby Ordain as Follows:

That Price County be divided into thirteen (13) supervisory districts for the purpose of electing the County Board.

That one supervisor be elected from each district, commencing with the Spring Election 2012.

That said thirteen supervisory districts be comprised as follows:

District Number	Municipality	Wards	Population	District Population
1	City of Park Falls	5	570	
	City of Park Falls	6	571	
2	Town of Catawba	1	269	1,141
	Village of Catawba	1	110	
	Town of Georgetown	1	171	
	Town of Kennan	1	356	
	Village of Kennan	1	135	
3	Town of Flambeau	1	489	1,041
	Town of Lake	1	457	
	City of Park Falls	3	185	
4	Town of Hill	1	333	1,131
	Town of Ogema	1	713	
5	Town of Eisenstein	2	193	1,046
	Town of Fifield	1	697	
	Town of Fifield	2	204	
6	Town of Emery	1	297	1,084
	Town of Hackett	1	169	
	Town of Knox	1	341	
	Town of Spirit	1	277	
7	City of Park Falls	1	623	1,136
	City of Park Falls	2	422	
	City of Park Falls	4	49	
	City of Park Falls	7	42	
8	Town of Elk	1	826	1,048
	Town of Harmony	1	222	
9	Town of Worcester	1	544	1,047
	Town of Worcester	3	503	
10	Town of Eisenstein	1	437	1,108
	Town of Lake	2	671	
11	City of Phillips	2	114	1,081
	City of Phillips	3	488	
	City of Phillips	4	479	
12	Town of Prentice	1	475	1,135
	Village of Prentice	1	660	
13	Town of Elk	2	162	1,067
	City of Phillips	1	399	
	Town of Worcester	2	506	
Total County Population 2010 census				14,159

**EXHIBIT A**  
**GOVERNING RULES OF PRICE COUNTY BOARD OF SUPERVISORS**

**RULE I: NUMBER OF SUPERVISORS**

The County Board shall consist of thirteen (13) supervisors representing thirteen (13) supervisory districts.

**RULE II: MEETINGS OF THE COUNTY BOARD**

- A. The Annual Meeting of the County Board shall be held on the Tuesday after the second Monday in November, unless another date is established, pursuant to and in accordance with Wisconsin State Statute, §59.04.
- B. The Organizational Meeting of the County Board shall be held on the third Tuesday in April in election years.
- C. Meetings, other than the one on the Tuesday after the second Monday in November and the third Tuesday in April, shall be held on the third Tuesday of February, May, June, August and September and either the second or third Tuesday of October of each year at which the County Board will approve a budget for the next fiscal year to be forwarded to the public hearing at the annual meeting. The date of the October meeting will be determined based on the publication requirements for the public hearing.
- D. Special meetings may be called by the Board in accordance with Wisconsin State Statutes.
- E. All meetings shall be called to order at 9:00 a.m. Chairperson has option to change meeting day and time.
- F. At the first meeting after an election for County Board Supervisors the Board shall elect, by secret ballot, a Chairperson and Vice-Chairperson.

**RULE III: CHAIRPERSON - POWER AND DUTIES**

- A. The Chairperson of the County Board, or in his/her absence, the Vice-Chairperson, shall take the chair at the hour to which the Board convenes and shall call the Board to order and direct the calling of the roll by the Clerk.
- B. In the absence of both the Chairperson and Vice-Chairperson, the County Clerk shall proceed until a Chairperson pro tem is elected.
- C. The Chairperson shall be responsible for the preparation of the written agenda of the County Board in conjunction and with the assistance of the County Administrator and the County Clerk.
- D. The Chairperson shall act as ex officio member of all committees of the County Board.
- E. The Chairperson, as ex officio member, shall have the power to vote in such committee when requested by the committee chairperson to fill a position caused by the absence of a member of said committee.
- F. The Chairperson shall receive all requests and communications not specifically addressed to any committee or official of the County and refer such matters to the appropriate committee or official.
- G. The Chairperson shall be entitled to vote on all questions coming before the Board, and is encouraged to do so. The Chairperson, like any other member, may choose not to vote, i.e. abstain, on any issue.
- H. The Chairperson shall sign all ordinances and resolutions of the County Board and countersign County orders and contracts when directed.

- I. The Chairperson shall transact all necessary County Board business with local and other County offices.
- J. The Chairperson shall appoint all the members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.
- K. The Chairperson shall have the authority to delegate to Department Heads and/or County Board members the right to represent Price County at legislative hearings, conventions or other meetings or events pertaining to County business.

**RULE IV: ORDER OF BUSINESS AT COUNTY BOARD MEETINGS**

A. Organizational Meeting:

- 1. At the Organizational Meeting, the Chairperson, or in his/her absence, the Vice-Chairperson, of the previous board shall call the new meeting to order. If neither is present, the County Clerk shall call the meeting to order. The Order of Business shall be:
  - a. Roll call in a manner prescribed by Rule VI.
  - b. In even numbered years subsequent to a General Election for County Board Supervisors, the Board at its Organizational Meeting in said even numbered years, shall elect a permanent Chairperson, a permanent Vice-Chairperson, a Highway and Transportation Committee consisting of five (5) members of the County Board and three (3) members of the Executive Committee.
    - i. When a vacancy occurs on the Highway and Transportation Committee, an election will be held to fill the vacant position with all members in the region of the vacancy to be eligible.
  - c. Such other business as may be legally brought before the Organizational Meeting in the order prescribed under rules for General Meetings.

B. Electronic Meetings:

- 1. Definitions:
  - a. An *electronic meeting* is one in which some or all the participating members communicate with the others through electronic means such as the Internet or by telephone.
  - b. A deliberative assembly is defined in Robert's Rules of Order (RRoR) on pages 1-2. All meetings of the Price County Board of Supervisors or its committees, boards or commissions are required to be a deliberative assembly. For purposes of this policy, an electronic meeting is a deliberative assembly if, at a minimum, the meetings provide conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
- 2. Policy:
  - a. Electronic meetings are allowed for properly noticed meetings of the Price County Board of Supervisors or any of its committees, boards or commissions when conditions exist that prohibit compliance with Wisconsin open meetings laws (Wis. Stat. 19.81).
  - b. It is the responsibility of the County Clerk to assure that all electronic meetings are noticed in compliance with the Wisconsin open meetings law regarding public accessibility.
  - c. It is the responsibility of the meeting chairperson to determine if the meeting will be an electronic meeting and to assure that the equipment necessary to conduct such meeting is in place and functional prior to the commencement of the meeting.
  - d. It is the responsibility of the committee member to notify the chairperson and the County Clerk if it is their intention to attend a meeting electronically. This notice needs at least a 24 hour notice. (amended at County Board meeting September 15, 2020).
  - e. It is the option of the meeting chairperson to allow or disallow public comment as an agenda item per the County Board policy on meeting agendas and whether or not to invite a member of the public to physically attend a meeting that is being held electronically to participate in discussion on a particular agenda item.
  - f. All electronic meetings of Price County Standing Committees shall have a majority of its members physically present at the meeting location. All other committees, boards, councils

and commissions need only a quorum to conduct an electronic meeting requiring only the committee chair to be physically present.

- g. Only members physically present at the meeting shall participate in any closed session.
- h. The person chairing the meeting must be physically present at the meeting location.
- i. Any technical difficulties, which would prohibit the member(s) from participating in the meeting by electronic means, shall cause the meeting to be suspended until such difficulties are corrected or, if the difficulties persist and a quorum is lost, adjourned.
- j. All members participating electronically shall:
  - i. Participate in the entire meeting.
  - ii. Be recognized to speak by addressing the chair accordingly.
  - iii. Participate in voting as if physically present at the meeting.
  - iv. Receive a meeting per diem for participating.

## **RULE V: GENERAL ORDER OF BUSINESS AT COUNTY BOARD MEETINGS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Elections (when needed)
6. Approval of Minutes from prior meeting
7. Communications and Announcements
8. Public Comments (As per Board Policy and Procedure manual, each person who wishes to speak is limited to no more than two (2) minutes on an item not listed on the agenda and no more than three (3) minutes on an item listed on the agenda. There is a ten (10) minutes limit per topic and a fifteen (15) minute limit at any meeting for Public Comment.)
9. Presentations
10. Public Hearings (when needed)
11. Ordinances
12. Resolutions (Referred from Committee)
13. Resolutions (Pending Referral from Committee)
14. Miscellaneous Business
15. Elections and Appointments
16. Reports on File
17. Committee of the Whole
  - A. County Administrator
  - B. Board Chair
  - C. Committee Chair Reports
18. Adjournment

## **RULE VI: VOTING**

- A. Voting shall be by secret ballots for elections of officers, by signed ballot for election of Highway and Transportation Committee and three (3) members of the Executive Committee, and by ayes and nays on other questions except that the roll shall be called, and each vote recorded on all motions involving resolutions and ordinances coming before the County Board, unless the Board has approved a Consent Agenda as part of their order of business.
- B. When the vote on any question is a tie, it shall be deemed to have failed. Any member voting on either side of the question may move to reconsider said question by a two-thirds (2/3rds) vote, but such motion shall be made and acted upon at the same meeting.
- C. No vote shall be taken on any orally presented motion or amendment to a resolution until the Clerk has written it out in full and read it back to the Board, so as to give the Board a clear statement and the proceedings a clear record.

- D. No motion shall be debated or put to a vote unless it has been seconded.
- E. After a motion shall be stated by the Chairperson, it shall be deemed in possession of the Board. It may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered upon the minutes of the meeting.
- F. If a motion before the Board contains several points, any member may request it be divided so that each point may be voted upon separately.
- G. In all cases, all motions shall be entered in the minutes of the Board, with the name of the member moving the same and his/her second entered into the minutes.
- H. All motions, except privileged motions, shall be put in the order in which they are moved unless otherwise directed by the Board.
- I. Any supervisor may request a roll call vote. Whenever the vote is by roll call, the Clerk shall call the roll by name. Any supervisor may request a signed ballot vote.

### **RULE VII: MEMBERS WISHING TO SPEAK**

Whenever any member wishes to speak to the Board, he/she shall raise his/her hand, address the Chairperson and be recognized. When two or more members raise their hands at once, the Chairperson shall designate the member who is to speak first and in all cases the member who shall first raise his hand and address the Chair shall speak first. He/she shall confine his/her remarks to the subject matter at hand and shall not deal in personalities. When called to order, he/she shall not be allowed to proceed further without the express permission of the Chairperson. The Chairperson shall have the prerogative to alternate between pro and con speakers.

### **RULE VIII: RIGHTS OF NON-MEMBERS DESIRING TO ADDRESS THE BOARD**

Any citizen, not a member of the Board, may be allowed to address the Board provided permission is asked of the Board by a Board member to allow the non-member to speak, subject to the following:

- A. When permission is requested, the Board is advised of the nature of the business upon which the non-member wishes to address the Board. On occasion, a non-member may be granted permission by the Chairperson to speak.
- B. If the subject matter relates to a matter that is on the agenda before the Board, the non-member shall be allowed three (3) minutes to address the Board.
- C. If the subject matter relates to a matter that is not on the agenda before the Board, the non-member shall be allowed two (2) minutes to address the Board.
- D. No non-member may address the Board twice on any given subject at the same meeting unless in response to a question presented to that non-member by any member of the Board, without permission from the Chairperson.

### **RULE IX: REPORTS, RESOLUTIONS OR ORDINANCES**

- A. Any reports or resolutions sponsored by committees or individual members shall be in writing and filed with the County Clerk **not less than five (5) business days prior** to the meeting of the County Board, except for Chairperson Activity Reports.



- B. The Clerk shall cause said reports or resolutions to be emailed to members for their information and consideration not less than five (5) days prior to the meeting. Copies will be available to Board members prior to the scheduled Board meeting.
- C. All resolutions brought before the County Board must be introduced by a Price County Board Supervisor or a committee of the Price County Board. It should be so stated in the resolution which committee or County Board Supervisor has introduced said resolution. All supervisors or Committee Chairpersons should be prepared to answer all questions pertaining to their resolution
- D. All resolutions introduced must be signed by the committee members approving the resolution. Since timing of committee meetings does not always allow for signed copies of resolutions to be available for the County Board packet, unsigned resolutions may be presented in the packet with the understanding that committee signatures will be obtained at a meeting of the committee which will be held before the date of the County Board meeting.
- E. The County Board Chairperson may submit a resolution to the County Board without Committee approval.
- F. Resolutions not previously submitted to the Clerk within the time limit set forth in subsection A shall be referred to an appropriate committee by the Chairperson without a motion to adopt or any discussion thereon. However, if the resolution or report is submitted by a Committee, the resolution shall be placed on the agenda for the next County Board meeting unless a member moves to waive this rule and allow immediate action thereon. Said motion must be approved by a two-thirds (2/3rds) vote of the County Board.
- G. Any resolution or ordinance sponsored by an individual, and not previously reviewed or studied by an appropriate committee shall, without motion to adopt or discussion thereon, be referred by the Chairperson to an appropriate committee. The Committee, to whom such a resolution or ordinance is referred, shall report its recommendation thereon at the next regularly scheduled meeting of the County Board. Notwithstanding the provisions of Rule X, this rule may be suspended and the subject resolution or ordinance may be immediately acted upon by the County Board only upon motion of a member, approved by a two-thirds (2/3rds) vote and then, only if, as part of said motion and vote, it is established that an emergency exists or that immediate action is absolutely necessary and that no reason exists for allowing study on the subject resolution or ordinance by a committee of the County Board.
- H. Any resolution presented for consideration at any meeting must bear the signature of the member offering same or if by a committee, the signatures of the committee members approving the resolution.
- I. A properly noticed public hearing shall be held prior to the consideration of any ordinance for adoption by the Board.

**RULE X: SUSPENSION OF RULES**

Unless otherwise indicated, no rule shall be suspended, altered or amended without the consent of two-thirds (2/3rds) of the members present.

**RULE XI: GOVERNING RULES**

On all parliamentary questions raised during any given session of the Board of Supervisors and which are not covered by the foregoing rules, will be governed by the appropriate rules of the most current revised Robert's Rules of Order.

**EXHIBIT B  
STRUCTURES AND RESPONSIBILITIES OF THE STANDING COMMITTEES OF THE  
PRICE COUNTY BOARD OF SUPERVISORS**

**A. GENERAL PROVISIONS:**

1. All committees of the County Board shall keep minutes of their meetings including times, dates, members in attendance, matters considered, including all information on bids submitted for approval and the action thereon, in a committee file and tendered **to the County Clerk and posted on the County website within five (5) business days**. These minutes shall be public record unless the Committee convenes in Closed Session as provided for in Wisconsin State Statutes, Chapter 19.85.
2. Any committee which is to consider any resolution or ordinance which affects any County department or office shall notify said department or office prior to final action on said resolution or ordinance and allow a representative of that department an opportunity to be heard regarding said resolution or ordinance before said committee takes final action thereon.

**B. RULES FOR SUPERVISORS OF PRICE COUNTY**

**I. Rules for Supervisors**

The rules stated herein shall be applicable to all county supervisors.

1. Each supervisor shall be paid seventy-five dollars (\$75.00) per diem for each County Board meeting attended and fifty dollars (\$50.00) per diem for all other authorized committee/board/commission meetings attended. If more than one meeting is held on any one day, that is not a day that a County Board Meeting is held, the per diem for such subsequent meeting will be \$25.
2. Each supervisor shall, for each day such supervisor attends a meeting of the County Board of Supervisors, receive mileage for each mile traveled by such supervisor in going to and returning from such meeting by the most usual traveled route at a rate determined by the County Board of Supervisors.
3. The County Board may, at or before its annual meeting, by a two-thirds (2/3rds) vote of all members, fix the compensation of the board members to be next elected. The Board may also provide additional compensation for the chairperson.
4. Any County Board supervisor of the county may be reimbursed by the county for any out-of-pocket expense incurred in the discharge of their duties in addition to their per diem, including without limitation, traveling expenses within or without the county or state, postage and telephone calls. (See #16). Items such as the cost of maintaining a personal email address, access to the internet, making copies, etc. and other "in-home" expenses are not reimbursable.
5. Persons seeking reimbursement from the county shall make reasonable efforts to keep expenses within the standard allowances established by the County Board of Supervisors. A person can be reimbursed only the amount that person actually paid out and the standard allowance established is not to be construed as a minimum payment that person is entitled to for a given expense. Persons are encouraged to keep expenses as low as possible. Original itemized receipts must be submitted for all reimbursable expenses.
6. The County Board of Supervisors establishes the following as standard allowances for all of its members:

Mileage	IRS rate	
Lodging	State rate or best rate available for area	
Meal 1	5:00 a.m. – 11:00 a.m.	\$10.00
Meal 2	11:00 a.m. – 4:00 p.m.	\$12.00
Meal 3	4:00 p.m. – 5:00 a.m.	\$23.00

These limits cannot be overridden by the Committee of Jurisdiction and an original receipt must accompany all reimbursement requests. The meal amounts may include sales tax and gratuity of up to 15% of purchase or up to meal limit, whichever is less. Meal reimbursement requests may not include alcoholic beverages.

Meal reimbursement is not allowed if meal is provided free of charge through the hotel, conference or meeting venue.

7. No supervisor shall be reimbursed by Price County for the expense of a meal unless such individual is outside of Price County or had been outside of Price County discharging their duties or attending courses of instruction related to their county office.
8. A County Board Supervisor is entitled to additional mileage allowance if he or she actually traveled additional miles in fulfilling his or her duty as a board member, or committee member. Thus, under appropriate circumstances, it is possible for a supervisor to receive the mileage allowance for attendance at a County Board meeting and also be reimbursed at the standard mileage allowance rate for additional miles actually traveled and other expenses actually incurred in the performance of County Board committee duties on the same day.
9. Mileage compensation is based on the actual number of miles traveled and is paid to the driver only. Current proof of insurance is required to be filed with the County Clerk's office.
10. All members of County Board committees/boards/councils shall receive per diem rates as set by the County Board, plus mileage and reimbursement for other expenses as the Board allows for their attendance at any school, institute or meeting which the Board or appropriate committee directs them to attend. A per diem is allowed for any full or part day required for any such activity related to the duties of a supervisor. Travel days are not included. No more than two per diems may be claimed for any such event.
11. Per diem, mileage and expense reimbursement will be offered to all citizen members of standing County Board committees and boards as well as members appointed by the County Board to any committee/board/council to which they are member representative of the County Board, except when such appointment is directly related to their employment where their employer covers their pay and other expenses as a condition of their employment.
12. The number of days for which compensation and mileage may be paid a committee member in any year, is one hundred fifty (150) days.
13. A County Board supervisor is not entitled to per diem or reimbursement for appearing before a committee of which such supervisor is not a member unless such supervisor is directed by the County Board or County Board Chairperson to appear or unless such supervisor is appearing for another County Board committee with its consent on a matter with the authorized concern of the committee of which such supervisor is a member.
14. A supervisor may not serve on more than two (2) of the following committees/boards during a term – Executive Committee, Highway & Transportation Committee and Health & Human Services Board.
15. A supervisor shall not serve as chairperson of more than two (2) of the standing committees.
16. Supervisors who sell goods or services or considers selling goods or services to Price County shall make themselves aware of the provisions of Wisconsin State Statute §946.13.
17. In the matter of door prizes and drawings at conferences attended by supervisors or any other instance where a door prize or drawing is part of any event a supervisor is attending in their official capacity, Supervisors shall abide by Resolution 4-08, Door Prize / Drawings Policy.
18. Supervisors shall, in order to improve and protect county government, be responsible for the conduct of the office they hold and the committees on which they serve in the best interest of the taxpayers of Price County.
19. Members of the County Board cannot refuse to perform their duty because they cannot be compensated therefore incurring the penalty provided for in Wisconsin State Statute §59.10, which is entitled "Neglect of Duty".

20. All first-term supervisors are required to attend an educational seminar on the requirements of being a county board supervisor, including meeting protocol and county budgeting, within the first four months of the April organizational meeting. The Wisconsin Counties Association in conjunction with the UW-Extension provide such training.
21. It is recommended that all supervisors are aware of the Federal Emergency Management Association (FEMA) roles and responsibilities and take the following trainings: G-402 – Incident Command System (ICS) Overview for Executive and Senior Officials and G-270.4 – Recovery from Disaster; The Local Government Role.

## **II. Rules that Apply Specifically to the County Board Chairperson**

1. County Board chairperson shall be paid an annual salary of \$6,000 plus per diem as allowed to all other County Board Supervisors for meetings attended. Meeting per diem is limited to County Board meetings and any authorized standing committee/board/commission meeting for which the chairperson is an appointed member and does not include any other meeting, school, institute or conference attendance. County Board chairperson is allowed mileage from home to his/her office located in the Courthouse.
2. The board chairperson shall not chair or be vice-chairperson of any committee or board other than the Executive Committee.

## **C. GENERAL RULES FOR ALL COMMITTEES**

1. All committees or boards, whether elected or appointed, shall serve two-year terms starting the third Tuesday in April of every even-numbered year, except members of the Health and Human Services Board who are appointed in November each year to start serving on January 1.
2. Committees, at their first meeting, shall elect one of its members as Chairperson and one as Vice-Chairperson, except the Executive Committee, as the County Board Chairperson and Vice-Chairperson are the Chairperson and Vice-Chairperson of that committee.
3. The County Board Chairperson shall appoint all members of the standing committees of the Price County Board of Supervisors, with the exception of elected committees.
4. All communications pertaining to the business of any board, committee or council will be done through County email. All members (including citizen members) will be issued, and expected to use, a Price County email account. Members should not conduct any board, committee or council business via a personal email account.
5. All committees are to meet upon call of the committee chairperson. Although, if any of these committees feel it is to be in the best interest of the county to set the regular monthly meeting dates, the committee may do so. Any additional meetings **must have** the County Board Chairperson approval.
6. All committees shall limit the number of scheduled meetings to no more than ten (10) per year with the exception of the Executive Committee. Any departmental issues needing to be addressed outside of the meeting schedule of the committee of jurisdiction shall be referred to the County Board for action.
7. The committee chairperson must within **five (5) business days** after committee meetings, place on file with the County Clerk, a written record of the meeting listing the following:
  - A. Title of Committee
  - B. Date, time, and location of meeting
  - D. Members present
  - E. Minutes of the meeting
  - F. Starting time and time of adjournment
  - G. Name of secretary/recorder

8. No committee shall spend any funds or make any purchase which has not been budgeted unless request is made to the Executive Committee and approval is given by the County Board. Any spending that will result in a department exceeding its approved expenditure budget, shall be reported to the Executive Committee, at the earliest possible date, for determination of funding options. In addition, any such spending that will cause a department to exceed its approved expenditure budget by 10% or greater, shall be referred to the Board for funding determination upon recommendation of the Executive Committee. Further, for all General Fund Accounts (account code 100) any such spending that exceeds the approved expenditure budget by \$25,000 or 10% or greater, whichever is less, shall be referred to the County Board for funding determination upon recommendation of the Executive Committee. Budgets designated for wages and benefits (object codes 111-156) cannot be used to offset operating expenses.
9. Voucher approval process:
  - a. Department Heads will have the authority to approve vouchers for payment within the itemized Department budget.
  - b. Committee of Jurisdiction has the responsibility to review Department payments either by report or voucher, as determined by each individual Committee of Jurisdiction and Department Head.
10. Any requests for legal services must be approved by the County Administrator or County Board Chairperson.
11. The chairperson of each committee shall notify the County Clerk of all meetings scheduled to be held. Notices for all meetings shall be posted **at least** three days before such meeting in **at least** three public locations, one of which is to be the Courthouse bulletin board. It is the responsibility of the committee chairperson, or the committee vice-chairperson in cases where the committee chairperson is unavailable, to establish and approve the meeting agenda and see to its proper posting. Committee chairpersons are expected to communicate with the department heads and County Clerk via email for agenda preparation and posting. Any meeting agenda not approved by the committee chairperson to allow for posting at least three days prior to a scheduled meeting shall cause the meeting to be considered cancelled.
12. The County Clerk or their designee shall be responsible for developing meeting agenda format and keep minutes of all board, committee and council meetings.
13. All personnel grievances shall be forwarded to the County Administrator.

#### **D. Public Records Requests**

In order to assure compliance with the Price County Public Records Policy and to consolidate the record keeping of all public records requests and the County's response to any such request, any Price County Supervisor receiving a public records request shall notify the Price County Clerk immediately of the receipt of such request and forward the request, in its original form, at the earliest opportunity, to the Price County Clerk for record keeping and response. The Price County Clerk, as the recording secretary of the Board and custodian of all of its records, shall respond to any public records request on behalf of the County Board according to Price County Policy.

However, should any supervisor have records in their personal possession that are the subject of a public records request, please advise the County Clerk of the existence of such records to allow the inclusion of these records in the County response, if applicable.

Under this policy, the only response to any public records request of any Price County Board Supervisor shall be generated from the Price County Clerk.

## MAKE-UP OF PRICE COUNTY BOARD

### COMMITTEES, BOARDS AND COMMISSIONS

COMMITTEE	No. Members	Composition
ADMINISTRATION	5	Appointed: 5 County Board Members
BUILDINGS AND GROUNDS	5	Appointed: 5 County Board Members
EMERGENCY MANAGEMENT	5	Appointed: 5 County Board Members
EXECUTIVE	5	County Board Chairperson, Vice-Chairperson Elected: 3 County Board Members
FORESTRY AND PARKS	5	Appointed: 5 County Board Members
HEALTH AND HUMAN SERVICES BOARD	9	Appointed: 5 County Board Members, Plus 4 at-large members
HIGHWAY AND TRANSPORTATION	5	Elected: 3 County Board Members, representing North, Central, and South areas, 2 County Board Members at-large
LAND INFORMATION COUNCIL	11	Appointed: Register of Deeds, Treasurer, Real Property Lister, 1 County Board Member, Price County Land Information Office, Realtor, Public Safety or Emergency Communications, Surveyor
LAND USE AND UW-EXTENSION	7	Appointed: 5 County Board Members, 1 FSA Member, 1 Public School Administrator
LAW ENFORCEMENT	5	Appointed: 5 County Board Members

### ADMINISTRATION COMMITTEE

This committee shall consist of five (5) members appointed by the County Board Chairperson. Membership of this committee shall not constitute a quorum of the Executive Committee.

Roles and responsibilities of the committee:

1. All matters pertaining to salary, working conditions, employee benefits and job descriptions for all County employees. Negotiate with the Sheriff Deputies Union and recommend approval of negotiated labor contracts to the County Board.
2. Recommend to the County Board, the salaries of all elected officials prior to the earliest date of circulation of nomination papers for such elected positions.
3. Consider and make recommendations to the County Board regarding departmental organization, number of positions, reorganization and staffing levels.
4. Recommend salaries and wages for all county employees to the County Board as provided for in Wisconsin State Statute §59.22.

5. Perform regular reviews of all Personnel Policies and Procedures and make general updates as necessary. Major policy changes will be presented to County Board for approval as they occur. The Employee Handbook and Personnel Administration Manual shall be presented and approval by the County Board at least once every two years.
6. Serve as the Grievance Committee, per Wisconsin State Statute §59.26(8)(b).
7. Maintain the Price County Board of Supervisor Policy and Procedure Manual.
8. Review and recommend the annual budget for, and review and approve the monthly expenditures of the County Health Insurance Plan and the Employee Assistance Program and will also review and approve Cafeteria Plan administration fees.

### **BUILDINGS AND GROUNDS COMMITTEE**

This committee shall consist of five (5) members appointed by the Price County Board Chair.

Roles and responsibilities of the committee:

1. Provide guidance and input on all capital and/or non-budgeted projects for county-owned buildings and grounds: Courthouse, Normal Building Annex, Safety Building, Fairground’s complex, Fred Smith House and the Wisconsin Concrete Park buildings and grounds.
2. Serve as an advisory body, as needed, on other buildings and grounds issues.
3. Review and approve monthly vouchers.

Meetings shall be called periodically at the request of the Price County Administrator or the Committee Chairperson but be limited to six (6) meetings per calendar year.

### **EMERGENCY MANAGEMENT COMMITTEE**

The Emergency Management Committee is authorized under Chapter 323 of the Wisconsin State Statutes and consists of (5) members appointed by the County Board Chairperson.

<u>Primary</u> County Board Chairperson Administration Committee Chairperson Health and Human Services Board Chairperson Highway & Transportation Committee Chairperson Law Enforcement Committee Chairperson	<u>Alternate</u> County Board Vice Chairperson Administration Committee Vice Chairperson Health and Human Services Board Vice Chairperson Highway & Transportation Committee Vice Chairperson Law Enforcement Committee Vice Chairperson
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The County Emergency Management Committee shall be an advisory and planning group and shall advise the County Emergency Management Coordinator and the County Board of Supervisors on all matters pertaining to emergency management.

The County Emergency Management Committee shall meet upon call of the chairperson of the County Board. A meeting may be requested through the County Board chairperson or emergency management committee vice chairperson.

The County Board Chairperson shall be the chairperson of the emergency management committee and a vice chairperson shall be elected from the remaining members.

By including the County Board Chairperson, there is automatic representation from the Executive Committee.

In the event that more than one of the primary positions listed above is filled by the same person, or a primary committee member is not available for any reason at the time a meeting is called, the alternate will fill that position on the committee for the duration of a declared emergency or disaster, in order to maintain a consistent

membership of (5) persons. The County Board Vice Chairperson shall serve as an alternate for any of the five designated positions.

This committee shall be responsible for the following:

1. Issue a declaration of emergency or disaster for Price County based on the recommendations from the Emergency Management Coordinator or Sheriff.
2. Provide advice and guidance to the Emergency Management Coordinator as necessary.
3. Authorize expenditures and contracts related to an emergency or disaster.
4. Ease purchasing restrictions in the interest of time during a declared emergency or disaster.
5. Assist with emergency public communications.
  
6. Approve the opening of the Price County Emergency Operations Center and/or Joint Information Center based on the recommendations from the Emergency Management Coordinator or Sheriff.
7. Provide one member as the county Emergency Operations Center Officer in Charge while the EOC is activated.
8. Enact the Emergency Personnel Policy for Price County Employees
9. Authorize requests from local municipalities to the county for mutual aid assistance.
10. Authorize requests from Price County to the state of Wisconsin or other entities for mutual aid assistance.
11. Ensure compliance of county departments and employees with the Price County Emergency Operations Plan and other written ordinances, resolutions and policies.
12. Work in cooperation with the county emergency management coordinator and local municipalities and emergency services to respond to and recover from an emergency or disaster.
13. Review and recommend a budget for long term recovery efforts to be approved by the Executive Committee and the County Board.
14. Be involved in the planning of long term recovery procedures
15. Be involved in mitigation planning that will limit damage to public infrastructure in future events.

## **EXECUTIVE COMMITTEE**

The membership of the Executive Committee shall consist of five (5) County Board supervisors. One is the County Board Chairperson and another is the County Board Vice-chairperson, of which the County Board Chairperson will be the committee Chairperson and the County Board Vice-chairperson will be the committee Vice-chairperson. The other three members are elected by the County Board. The term of the committee members begins with the Organizational Meeting in April of the election year and lasts for two years.

The Executive Committee shall meet once a month or as deemed necessary by the committee Chairperson.

The Executive Committee's primary responsibility is to supervise all financial matters of the county and control expenditures so they fall within the authorized budget's limitations.

Roles and responsibilities of the committee:

1. Oversee all insurance and bond coverage within the county government, excluding health insurance and workers' compensation insurance.
2. Approve or reject any or all vouchers as submitted to the committee for approval at each meeting.
3. Review the annual budget prior to presentation to the County Board for approval and provide guidance to the County Administrator for budget development.
4. Monitor reports provided by the County Administrator regarding monthly budget compliance.
5. Act as committee of jurisdiction for the following offices:
  - County Administrator
  - County Clerk



- County Treasurer
  - Register of Deeds
  - Surveyor
6. Review and recommend budgets for the following areas:
    - Contingency Fund
    - County Board
    - Executive/Finance
  7. Act as responsible committee for investments of county monies pursuant to the Wisconsin State Statutes, §66.0603(2).
  8. Transfer contingent funds money not to exceed 10% of an authorized departmental budget pursuant to the Wisconsin State Statutes, §65.90(5)(b).
  9. Assign fund balance as required in GASB Statement No. 54.
  10. Review audit and financial reports for the governmental unit.
  11. Review, prior to County Board action, any resolution relating to the overall financial activities of Price County.
  12. Review resolutions as presented by Departments under its jurisdiction prior to presentation to the County Board.
  13. Serve as the committee of jurisdiction for all proposed resolutions not falling within the jurisdiction of any other standing committee of the Board.
  14. Perform other duties as required by resolution or County Board action.
  15. On behalf of the County Board, provide direct supervision to the County Administrator.
  16. Absent the activation of the Emergency Management Committee, provides governance and oversight to the Emergency Management Coordinator in those areas specified by County ordinance.
  17. Review all claims against the County, excluding those assigned to another committee, and forward to the County Board with a recommendation for approval or denial.

## **FORESTRY AND PARKS COMMITTEE**

This committee shall consist of five (5) members appointed by the County Board Chairperson.

Roles and responsibilities of the committee:

1. Adhere to the operating policies and procedures of the county forest program as outlined in the 15 year Comprehensive Land Use Plan and according to applicable Wisconsin State Statutes.
2. Negotiate for the acquisition or sale of lands, establish and maintain a forest headquarters for housing of equipment and supplies, maintain a system of roads, and sell timber stumpage in accordance with the County Forest 15 year Comprehensive Land Use Plan.
3. Cooperate with the Department of Natural Resources on all matters pertaining to wildlife, fish, fire prevention, and forest management as outlined in the 15 year Comprehensive Land Use Plan.
4. Approve the Price County Forest and Parks Recreation Plan and forward to the County Board for their consideration.

5. Ensure the successful operation of the all-terrain vehicle programs.
6. Evaluate all requests for leasing of mineral rights on county forest lands and make recommendations to the County Board.
7. Review financial reports and approve monthly expenditures for the Forest and Parks Department.
8. The Forest and Parks Administrator shall act as agent and coordinate all activities and directives on behalf of the Forestry and Parks Committee.
9. Keep informed on issues regarding County forest and park activities and function as a conduit for issues requiring County Board action.

## **HEALTH AND HUMAN SERVICES BOARD**

### **Authorization**

Authorizing legislation for Health and Human Services Board (HHSB) composition, appointment, terms, as well as powers and duties is found in Wisconsin State Statutes §46.23 and §251.

### **Composition**

This board shall consist of nine (9) members, all of whom have recognized ability and have demonstrated interest in health and human services. Five (5) members shall be County Board Supervisors and four (4) members shall be citizens-at-large. At least one (1) citizen-at-large member shall be an individual who receives or has received human services or shall be a family member of such an individual. No public or private provider of services may be appointed to the county health and human services board. A good-faith attempt will be made to have equal representation from the northern, central, and southern geographic regions of Price County. In appointing the members who are not elected officials or employees, a good-faith effort shall be made to appoint a registered nurse and a physician. The Chairperson and Vice-chairperson shall be County Board Supervisor members.

### **Election/Appointment**

All members of the HHSB are appointed by the County Administrator, subject to confirmation by the County Board of Supervisors per Wisconsin State Statute §46.23(4)(b)(2). Appointments shall occur at the November meeting of the County Board for expiring terms, at the April organizational meeting of the County Board in election years and following a vacancy on the Health and Human Services Board due to resignation or removal.

### **Terms**

Members of the Health and Human Services Board shall serve for terms of three (3) years. Terms will be staggered so that one-third of the members shall have expiring terms each year. Terms shall begin on January 1 and extend through December 31 of the third year. Vacancies in terms shall be filled by appointment and for the length of the unexpired term. There are no term limits identified for Health and Human Services Board members.

A Health and Human Services Board member elected to the board may be removed from office for the following reasons:

- *For cause, by a two-thirds vote of each County Board of supervisors participating in the appointment on due notice in writing and hearing of the charges against the member; and*
- *If the member, when appointed, was a member of the County Board of supervisors and was not reelected to that office, on due notice in writing.*

### **Meetings of the Board**

Meetings of the Health and Human Services Board shall be held at a minimum quarterly and may meet more frequently based upon need. The agenda is the responsibility of the Health and Human Services Board Chairperson. Each Unit Manager will have direct access to the Health and Human Services Board by recommending items for inclusion on the agenda, subject to the Chairperson's approval.

### **Powers and Duties**

The Health and Human Services Board shall have all the powers and duties ascribed to it under Wisconsin State

Statutes §46.23(5m)(a)-(g) and §251.04(1)-(8) as well as any other related statutes, codes, administrative rules and local ordinances. Consistent with a HHSB appointed under Wisconsin State Statute §46.23(4)(b)(2), the Health and Human Services Board shall:

1. Appoint committees consisting of County residents to advise the HHSB as it deems necessary.
2. Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
3. Prepare, with the assistance of the Human Services Director, proposed and final budgets as defined in Wisconsin State Statute §46.23(5m)(c).
4. Advise the Human Services Director regarding purchasing and providing services and the selection of purchase or service vendors and make recommendations to the County Administrator regarding modifications in such purchasing, providing and selection.
5. Develop HHSB operating procedures and comply with all State requirements.
6. Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under Wisconsin State Statute §46.23.
7. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
8. Develop policy and provide leadership that fosters local involvement and commitment that emphasizes public health needs per Wisconsin State Statute §251.04(6)(b).
9. Assure that measures are taken to provide a healthy environment for individuals per Wisconsin State Statute §251.04(7).
10. Recommend appointment of a Health Officer to the County Board Chairperson. The Health Officer must meet the qualifications set forth in Wisconsin State Statute §251.06. The appointment, made by the County Board Chairperson, requires confirmation by a simple majority vote of the County Board and is subject to the personnel policies and procedures established by the County Board.
11. Provides governance and oversight to the Animal Control Program.
12. Keep informed on issues regarding County health and human services and function as a conduit for issues requiring County Board action.

## **HIGHWAY AND TRANSPORTATION COMMITTEE**

This committee shall consist of five (5) members of the County Board elected to serve two-year terms starting the third Tuesday in April in each even numbered year. Members shall be from the following districts:

- a. One (1) County Board Supervisor from the north, representing Districts 1, 3, 5, 7 and 10
- b. One (1) County Board Supervisor from the central area, representing Districts 8, 9, 11 and 13
- c. One (1) County Board Supervisor from the south, representing Districts 2, 4, 6 and 12
- d. Two (2) County Board Supervisors from at large.

Roles and responsibilities of the committee:

Review and approve monthly expenditures for the Highway and Airport Departments.

### **HIGHWAY**

1. Perform all duties prescribed by Wisconsin State Statute §83.015(2)(b).

2. Review receipts, purchases and disbursements made with county, state, or federal highway funds.
3. Perform such other duties as required by order or resolution passed by the County Board.

#### **AIRPORT**

4. Review the planning, operation and maintenance of airport facilities, equipment and grounds.
5. Serve as liaison on airport matters between Price County and the State and Federal government, and its agencies.

#### **DAMS**

6. Policy decisions regarding Price County owned dams named as: Jobes, Musser, Prentice, Sailor Creek Flowage, Solberg and Murray (Weimers).
7. Review and approve monthly expenditures.
8. Acts as liaison between Price County and the Department of Natural Resources in all matters regarding Price County dams.
9. The development and maintenance of an emergency response plan for emergency situations regarding dams operation and flood control for Price County owned dams.
10. Oversight and recommendation of capital projects and allocation of funding to support such projects.

#### **LAND INFORMATION COUNCIL**

Wisconsin State Statute §59.72(3m), states that a Land Information Council shall consist of not less than eight members and shall consist of the:

1. Register of Deeds
2. Treasurer
3. Real Property Lister or their designees

and the following members appointed by the board of supervisors for terms prescribed by the Board of Supervisors:

4. A member of the Board;
  5. A representative of the Price County Land Information Office;
  6. A realtor or a member of the Realtors Association employed within the Price County;
  7. A public safety or emergency communications representative employed within Price County;
  8. The Price County Surveyor or a registered professional land surveyor employed within Price County;
- and,

Any other members of the Price County Board of Supervisors or public that the County Administrator designates.

The council receives funding through a "Users Fee" that is attached to each document that is recorded in the Register of Deeds office. Land modernization grants are applied for annually by the council to complete specific projects and support our effort to make our records available to the public.

The Land Information Council has established several major priorities. We will continue to establish land corner monuments, using Public Land Survey Systems (PLSS), throughout Price County. The goal would be to establish and document, for public availability, all quarter corners within Price County. Council funds are used to hire surveyors to establish specific ground control information. The Land Information Council oversees the Price County Geographic Information System (GIS) and its Web content. The council also uses its funds to purchase and support computer hardware and software pertaining to Price County land modernization.

Minimum Duties:

1. Remain trained by providing education where needed to stay current on most land modernization issues.

2. Facilitate coordination with other county offices as they pertain to land modernization.
3. Review and submit grant applications.
4. Coordinate project oversight of contractual projects.
5. Promote council's program and projects through exposure.
6. Generate revenues through the sale of council's data, grants and user fees.

## **LAND USE AND UW-EXTENSION COMMITTEE**

This committee, created under Wisconsin State Statutes §59.56(3)(b) and §92.06(1), has jurisdiction over the following County departments:

- Land Conservation
- UW-Extension
- Zoning

There shall be five (5) County Board members appointed to this committee plus the following members for specific requirements contained in the Wisconsin State Statutes. These additional members are participants and voting members for agenda items specifically related only to the area for which they are appointed. Those additional members are as follows:

1. Land Conservation: One (1) member of the County Farm Service Agency Committee (FSA) created under 16USC 590(h) other county agricultural stabilization and conservation committee.
2. UW-Extension: One (1) member that is a public school administrator and a resident in Price County.

Each meeting shall identify in its agenda the department areas to be covered as separate items with recognition of the committee members present and an adjournment of each department segment. A quorum shall be established based upon the members appointed to that department area of the agenda. For five appointed committee members, a quorum is three members. For six appointed committee members, a quorum is four members. No business shall be conducted unless a quorum is present. Each member of the committee shall be reimbursed for necessary expenses and shall be paid the same per diem as the members of the County Board which sit on this committee.

Roles and responsibilities of the committee:

1. Approve monthly expenditures for the Zoning, UW-Extension and Land Conservation Departments.
2. Represent the County interest with a partnership between the County, state and federal agencies, and the University of Wisconsin.
3. May provide county representation at district and state meetings of County Extension Committees and Land Conservation Committees, such as the Wisconsin Extension Association (WEXA) and the Northwest Area Wisconsin Land and Water Conservation Association (WLWCA).

## **ZONING**

4. Approve land division requests and subdivision plats as required by the Subdivision Control Ordinances.
5. Act upon and hold public hearings on necessary requests for conditional use permits.
6. Hold public hearings upon and make recommendations to the County Board on requests to rezone or amend the various ordinances under their jurisdiction.
7. Approve appraisals on parcels to be sold by the county and to establish minimum bids for these parcels as directed by the Price County Land Sales Ordinance.

8. As per Wisconsin State Statute §59.69(2)(a) this committee is authorized to act, subject to Board approval, in all matters pertaining to county planning and zoning.

### **LAND CONSERVATION**

9. Administer the county farmland preservation program.
10. Administer the wildlife damage abatement program.
11. Ensure the successful operation of the snowmobile program in Price County.
12. Follow specific duties, powers and responsibilities granted to Land Conservation Committees under state law, which are found in Wisconsin State Statutes §92.06 and §92.07.

### **UW-EXTENSION**

13. Supervise the work of the UW-Extension staff.
14. Reflect the interest of County residents in determining department programming per Wisconsin State Statute §59.56(3)(f).
15. Review and approve position descriptions of UW-Extension Faculty/Academic staff and appoint UW-Extension staff per Wisconsin State Statute §56.53(3)(c)(1).
16. Reach agreement with the University of Wisconsin Extension on the contracts to staff UW-Extension positions in Price County and forward the contract agreement to the Price County Administrator with a recommendation for approval.
17. Recommend an annual budget to the Price County Board for approval and the appropriation of the requested funding.
18. Specifically have the responsibility to formulate and execute the UW-Extension program per Wisconsin State Statute §59.56(3) and for the purposes of Wisconsin State Statute §59.56(3)(g).

### **LAW ENFORCEMENT COMMITTEE**

This committee shall consist of five (5) members appointed by the Price County Board Chairperson.

Roles and responsibilities of the committee:

1. Serves as committee of jurisdiction for the following departments:
  - a. Circuit Court
  - b. Clerk of Courts
  - c. County Coroner
  - d. District Attorney
  - e. Sheriff's Department
2. Review the monthly reports and approve vouchers for the departments of jurisdiction.
3. Recommend the purchase of equipment as needed by the Sheriff's Department and supervise purchases of other equipment where Board approval is necessary.
4. Keep informed on issues regarding law enforcement and the circuit court and function as the conduit for issues requiring Board action.

## **OTHER BOARDS, COMMITTEES AND COMMISSIONS**

ADRC-N REGIONAL BOARD  
BOARD OF CANVASSERS  
BOARD OF ETHICS  
CONDEMNATION COMMISSION  
COUNCIL ON AGING ADVISORY COMMITTEE  
INDIANHEAD FEDERATED LIBRARY SYSTEM  
NORTHWEST WISCONSIN INTERNATIONAL TRADE,  
BUSINESS AND ECONOMIC DEVELOPMENT COUNCIL (ITBEC)  
NEWCOM  
NORTHCENTRAL TECHNICAL COLLEGE DISTRICT BOARD  
NW WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM (CEP)  
NORTHWEST REGIONAL CDBG HOUSING COMMITTEE  
NORTHWEST REGIONAL PLANNING COMMISSION  
NORTHWEST WISCONSIN REGIONAL ECONOMIC DEVELOPMENT ASSOCIATION  
NORTHWEST WISCONSIN REGIONAL ECONOMIC DEVELOPMENT FUND ADMINISTRATION COMM.  
NUTRITION ADVISORY COUNCIL  
OGEAMA LIBRARY BOARD  
PARK FALLS AREA COMMUNITY DEVELOPMENT CORPORATION  
PARK FALLS LIBRARY BOARD  
PARK FALLS TIF DISTRICT BOARD  
PHILLIPS LIBRARY BOARD  
PHILLIPS TIF DISTRICT BOARD  
PINE LINE RAIL TRAIL CORRIDOR COMMISSION  
PRENTICE TIF DISTRICT BOARD  
PRICE COUNTY LIBRARY BOARD OF TRUSTEES  
PRICE COUNTY REVOLVING LOAN FUND BOARD  
PRICE COUNTY TRANSPORTATION COORDINATION COMMITTEE  
PRICE TAYLOR RAIL TRAIL CORRIDOR COMMISSION  
TRAFFIC SAFETY COMMISSION  
VETERANS SERVICE COMMISSION  
ZONING BOARD OF ADJUSTMENT

### **LOCAL EMERGENCY PLANNING COMMITTEE**

This committee shall consist of the following:

Elected State and Local officials, law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel, broadcast, and print media, community groups, and owners and operators of facilities subject to the requirements of SARA Title III.

1. This committee shall be responsible as mandated by State and Federal regulations.
2. This committee shall implement programs and undertake activities which are designed to prepare the county to cope with emergencies involving the accidental release of hazardous substances which are consistent with but in addition to the minimum requirements of Wisconsin State Statute §323.60 and 42 USC 11000 to 11050.
3. This committee shall be responsible for review and recommendation of the committee budget. The Executive Committee shall oversee the annual budget and monthly expenditures.

**SUBCHAPTER V  
OPEN MEETINGS OF GOVERNMENTAL BODIES  
(2019-2020 WISCONSIN STATUTES)**

See relevant Wisconsin State Statute in Law Library.

**19.81 Declaration of policy.**

- (1) In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.
- (2) To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.
- (3) In conformance with article IV, section 10, of the constitution, which states that the doors of each house shall remain open, except when the public welfare requires secrecy, it is declared to be the intent of the legislature to comply to the fullest extent with this subchapter.
- (4) This subchapter shall be liberally construed to achieve the purposes set forth in this section, and the rule that penal statutes must be strictly construed shall be limited to the enforcement of forfeitures and shall not otherwise apply to actions brought under this subchapter or to interpretations thereof.

**19.82 Definitions. As used in this subchapter:**

- (1) "Governmental body" means a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a local exposition district under subch. II of ch. 229; a long-term care district under s. 46.2895; or a formally constituted subunit of any of the foregoing, but excludes any such body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining under subch. I, IV, or V of ch. 111.
- (2) "Meeting" means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter, any gathering of the members of a town board for the purpose specified in s. 60.50 (6), any gathering of the commissioners of a town sanitary district for the purpose specified in s. 60.77 (5) (k), or any gathering of the members of a drainage board created under s. 88.16, 1991 stats., or under s. 88.17, for a purpose specified in s. 88.065 (5) (a).
- (3) "Open session" means a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times. In the case of a state governmental body, it means a meeting which is held in a building and room thereof which enables access by persons with functional limitations, as defined in s. 101.13 (1).

**19.83 Meetings of governmental bodies.**

- (1) Every meeting of a governmental body shall be preceded by public notice as provided in s. 19.84, and shall be held in open session. At any meeting of a governmental body, all discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session except as provided in s. 19.85.
- (2) During a period of public comment under s. 19.84 (2), a governmental body may discuss any matter raised by the public.

**19.84 Public notice.**

- (1) Public notice of all meetings of a governmental body shall be given in the following manner:
  - (a) As required by any other statutes; and
  - (b) By communication from the chief presiding officer of a governmental body or such person's designee to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated under ss. 985.04, 985.05 and 985.06 or, if none exists, to a news medium likely to give notice in the area. Communication from the chief presiding officer of a governmental body or such person's designee shall be made to the public using one of the following methods:
    1. Posting a notice in at least 3 public places likely to give notice to persons affected.



2. Posting a notice in at least one public place likely to give notice to persons affected and placing a notice electronically on the governmental body's Internet site.
3. By paid publication in a news medium likely to give notice to persons affected.
- (2) Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.
- (3) Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.
- (4) Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.
- (5) Departments and their subunits in any University of Wisconsin System institution or campus are exempt from the requirements of subs. (1) to (4) but shall provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed written requests for such notice.
- (6) Notwithstanding the requirements of s. 19.83 and the requirements of this section, a governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The presiding officer of the parent governmental body shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the parent body.

19.85 Exemptions.

- (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:
  - (a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.
  - (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
  - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - (d) Except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention.
  - (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - (ee) Deliberating by the council on unemployment insurance in a meeting at which all employer members of the council or all employee members of the council are excluded.
  - (eg) Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
  - (em) Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1) (b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.

- (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- (h) Consideration of requests for confidential written advice from the elections commission under s. 5.05 (6a) or the ethics commission under s. 19.46 (2), or from any county or municipal ethics board under s. 19.59 (5).
- (2) No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.
- (3) Nothing in this subchapter shall be construed to authorize a governmental body to consider at a meeting in closed session the final ratification or approval of a collective bargaining agreement under subch. I, IV, or V of ch. 111 which has been negotiated by such body or on its behalf.

19.851 Closed sessions by ethics or elections commission.

- (1) Prior to convening under this section or under s. 19.85 (1), the ethics commission and the elections commission shall vote to convene in closed session in the manner provided in s. 19.85 (1). The ethics commission shall identify the specific reason or reasons under sub. (2) and s. 19.85 (1) (a) to (h) for convening in closed session. The elections commission shall identify the specific reason or reasons under s. 19.85 (1) (a) to (h) for convening in closed session. No business may be conducted by the ethics commission or the elections commission at any closed session under this section except that which relates to the purposes of the session as authorized in this section or as authorized in s. 19.85 (1).
- (2) The commission shall hold each meeting of the commission for the purpose of deliberating concerning an investigation of any violation of the law under the jurisdiction of the commission in closed session under this section.

19.86 Notice of collective bargaining negotiations. Notwithstanding s. 19.82 (1), where notice has been given by either party to a collective bargaining agreement under subch. I, IV, or V of ch. 111 to reopen such agreement at its expiration date, the employer shall give notice of such contract reopening as provided in s. 19.84 (1) (b). If the employer is not a governmental body, notice shall be given by the employer's chief officer or such person's designee.

19.87 Legislative meetings. This subchapter shall apply to all meetings of the senate and assembly and the committees, subcommittees and other subunits thereof, except that:

- (1) Section 19.84 shall not apply to any meeting of the legislature or a subunit thereof called solely for the purpose of scheduling business before the legislative body; or adopting resolutions of which the sole purpose is scheduling business before the senate or the assembly.
- (2) No provision of this subchapter which conflicts with a rule of the senate or assembly or joint rule of the legislature shall apply to a meeting conducted in compliance with such rule.
- (3) No provision of this subchapter shall apply to any partisan caucus of the senate or any partisan caucus of the assembly, except as provided by legislative rule.
- (4) Meetings of the senate or assembly committee on organization under s. 71.78 (4) (c) or 77.61 (5) (b) 3. shall be closed to the public.

19.88 Ballots, votes and records.

- (1) Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.
- (2) Except as provided in sub. (1) in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such manner that the vote of each member is ascertained and recorded.
- (3) The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in subch. II of ch. 19.

19.89 Exclusion of members. No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of a governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body.

19.90 Use of equipment in open session. Whenever a governmental body holds a meeting in open session, the body shall make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. This section does not permit recording, filming or photographing such a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants.

19.96 Penalty. Any member of a governmental body who knowingly attends a meeting of such body held in violation of this subchapter, or who, in his or her official capacity, otherwise violates this subchapter by some act or omission shall forfeit without reimbursement not less than \$25 nor more than \$300 for each such violation. No member of a governmental body is liable under this subchapter on account of his or her attendance at a meeting held in violation of this subchapter if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

19.97 Enforcement.

- (1) This subchapter shall be enforced in the name and on behalf of the state by the attorney general or, upon the verified complaint of any person, by the district attorney of any county wherein a violation may occur. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.
- (2) In addition and supplementary to the remedy provided in s. 19.96, the attorney general or the district attorney may commence an action, separately or in conjunction with an action brought under s. 19.96, to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.
- (3) Any action taken at a meeting of a governmental body held in violation of this subchapter is voidable, upon action brought by the attorney general or the district attorney of the county wherein the violation occurred. However, any judgment declaring such action void shall not be entered unless the court finds, under the facts of the particular case, that the public interest in the enforcement of this subchapter outweighs any public interest which there may be in sustaining the validity of the action taken.
- (4) If the district attorney refuses or otherwise fails to commence an action to enforce this subchapter within 20 days after receiving a verified complaint, the person making such complaint may bring an action under subs. (1) to (3) on his or her relation in the name, and on behalf, of the state. In such actions, the court may award actual and necessary costs of prosecution, including reasonable attorney fees to the relator if he or she prevails, but any forfeiture recovered shall be paid to the state.
- (5) Sections 893.80 and 893.82 do not apply to actions commenced under this section.

19.98 Interpretation by attorney general. Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances.

## **CLOSED MEETINGS**

See relevant Wisconsin State Statute in Law Library.

### Statutory Reference

The Wisconsin State Statutes §19.81 - 19.98, Open Meeting Law, also apply to closed sessions. However, statute section 19.85 refers to the exemptions under which an open session can convene into a closed session. All closed sessions must begin in open session.

### Procedure

Any meeting of a governmental body, upon motion duly made and carried may be convened into closed session under a number of statutory exemptions. The proper procedure to go into closed session is as follows:

- meeting convenes in open session first
- notice to the public indicates that the governmental body will convene in open session first and go into closed session
- topic of closed session and the specific statute section must be indicated in the public notice
- chief presiding officer announces to those present at the meeting at which a motion is made to go into closed session, the nature of the business to be conducted or considered during the closed session and the specific statutory exemption by which the closed session is authorized
- the motion made to go into closed session must be carried by a majority vote of the governmental body
- the vote on the motion to go into closed session must be a roll call vote so that the vote of each member is ascertained and recorded for the minutes
- the announcement by the presiding officer to go into closed session must be recorded for the minutes

- the only business that may be conducted during the closed session is that business contained in the announcement of the chief presiding officer of the closed session

#### Open Session

Once a governmental body moves into closed session, it cannot meet again in open session for 12 hours following the end of the closed session. If a governmental body wants to meet in open session following the closed session, the meeting announcement and agenda must so indicate to the public that an open session will follow the closed session. Failure to do so will result in the 12 hour rule applying.

#### Voting

When members of the governmental body vote, no secret ballot may be used. This applies to both open and closed sessions. The only exception to this rule is when an election of officers is the issue being decided.

When meeting in closed session, the vote of each member on that issue under discussion must be recorded and appear in the minutes of that body and be available for public inspection.

#### News media Equipment

When meeting in closed session, a governmental body has the right to ban the use of cameras, video or audio equipment from the meeting; this applies to both members of the press and the public. However, the press and its equipment cannot be banned from meetings held in open session.

During a meeting in open session, any equipment that is used by the news media, or the general public, must be used in a way that is not distracting to or does not interfere with the conduction of business during the meeting.

#### Remember, A Closed Session May Be Held For

- deliberating on a matter which was subject to a judicial or quasi-judicial hearing before the government body
- considering dismissal, demotion, or disciplinary measures against a public employee, or licensing a person, or hearing charges against a person
- deliberating or negotiating the purchase of public property, the investment of public funds, or conducting other kinds of business involving competitive bids or bargaining, including collective bargaining
- considering financial, medical, social, or personal histories or disciplinary data of specific persons
- conferring with legal counsel on matters which are likely to be in litigation

#### For Further Information

- refer to the Wisconsin State Statutes §19.85 (1) for exemptions under which a meeting of a governmental body may be convened in closed session
- refer to the legal counsel of your governmental body

## **PRICE COUNTY PUBLIC RECORDS POLICY**

### **PURPOSE**

Price County is required by Statute to comply with the public records requirements of the State of Wisconsin. Those requirements are defined in Wisconsin Statutes §§ 19.21 & 19.31 to 19.37.

### **POLICY**

In recognition of the fact that representative government is dependent upon an informed electorate, it is the policy of Price County that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

Each department in the County is considered an authority with regard to public records requirements and may therefore have custody of certain records pertaining to the function of that office. Statutory offices have records requirements as defined by the State Statute creating such office. The record keeping requirements of other County offices or departments may be governed by State Statutes in addition to the functional requirements of that office or department.

Pursuant to Wis. Stat. § 19.33, legal custodians of records subject to public records requirements include but are not limited to: elected officials, the chairperson of a committee of elected officials or the co-chairpersons of a joint committee of elected officials or the designee of any of these positions.

#### A. DEFINITIONS

1. "Authority" means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporation and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
2. "Department head" refers to any person recognized by statutes, title, and/or by job description as the supervisor/manager of a particular unit or subunit of Price County government.
3. "Legal Custodian" an individual vested by an authority with the full legal power to render decisions and carry out the duties of the authority
4. "Personal Material" any record or part thereof which contains only those communications which are totally unrelated to the affairs of government.
5. "Record" means 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, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originators 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 or her office; materials to which access is limited by copyright, patent or bequest; and published materials in possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.
6. "Requestor" means any person who requests inspection or copies of a record either orally or in writing.
7. "Sufficient Request" A request is deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.
8. "Timely Access" means access to records for purposes of inspection or copying as soon as practicable after the request has been made, taking into consideration the other responsibilities and duties of the legal custodian, personnel limitations, and the nature and quantity of the request. Where access cannot be granted within five (5) business days of the request, the requester shall be so informed in writing along with the date by which the information shall be provided, the reason for the delay, and the requester's right to appeal the delay.

#### B. LEGAL CUSTODIANS

1. In Price County, each department or statutory office is designated as the custodian of all records kept by that department or office. Each custodian shall designate a person to act as legal custodian in his or her absence or the absence of his or her designee.
2. The chairperson of a committee of elected officials, or the designee of the chairperson, is the legal custodian of the records of the committee unless a department or office is designated as custodian. A department or office so designated is custodian of the agendas, minutes and meeting materials for the meetings of the committee of jurisdiction to which it reports and by which it is governed. Such designation of custodian is made per Appendix 1-1 of this policy.
3. The co-chairpersons of a joint committee of elected officials, or the designee of the co-chairpersons, are the legal custodians of the records of the joint committee unless a department or office is designated as custodian. A department or office so designated is custodian of the agendas, minutes and meeting materials for the meetings of the committee of jurisdiction to which it reports and by which it is governed. Such designation of custodian is made per Appendix 1-1 of this policy.
4. Each Price County Board Supervisor is the sole custodian of only those records that each supervisor maintains in order to carry out their responsibilities of office. There is no specific requirement for any supervisor to maintain any particular record(s). Price County is not dependent on any Supervisor for the maintenance of any official Price County record(s).

5. The custodial duties of the County Board Chairperson, with regard to the County Board, are designated to the Office of the County Clerk in addition to the statutory custodial duties of that office. The Office of the County Clerk shall also maintain a record of all committee agendas and minutes.

C. POWERS AND RESPONSIBILITIES OF LEGAL CUSTODIANS

1. Legal custodians are vested with full legal power to make all necessary decisions relative to the release, inspection, and reproduction of public records and to carry out the duties and responsibilities required by both the Wisconsin Public Records Law and this policy
2. Access. It is the responsibility of the custodian to ensure timely complete and full access of all records in accordance with this Policy and Wis. Stats. §§19.31-19.39. To this end the custodian shall insure that all records are properly managed, indexed and filed so as to provide for access. In the event that a sufficient request for access is denied, the legal custodian shall notify the requester of the denial in whole or in part, the reasons therefore, and the right of the requester to appeal.
3. Security. The legal custodian of public records shall be responsible for establishing a security system to ensure the preservation of records. The custodian shall establish such rules and regulations as deemed necessary and appropriate and not inconsistent with State Statutes to ensure that records in his or her possession remain in his or her possession and are not altered or damaged.
4. Redaction. The legal custodian is responsible for editing all records and redacting any information necessary to ensure that no part of the record which is properly confidential or excluded from public records requests is made public.
5. Advice. The legal custodian may seek the advice and assistance of the Corporation Counsel and any other County employee when necessary to carry out his or her duties and responsibilities under this policy and the Wisconsin Public Records Law.
6. Indemnification of the Legal Custodian. Any costs or fees incurred by a legal custodian of records shall be directly reimbursed by the County to the custodian and shall not be treated as the personal liability of the legal custodian.

D. PROCEDURE FOR RELEASE, INSPECTION AND REPRODUCTION OF RECORDS

1. Notice. Each Price County office or department shall post a notice of procedural information regarding open records requests, in compliance with Wis. Stat. §19.34 and will provide copies to the public upon request.
  - a. Copies of the notice of procedural information for each Price County office or department shall be kept by the Office of the County Clerk and made available to the public during its normal business hours.
  - b. The notice of procedural information may be modified from time to time by County Board or Finance Committee action, but absent such modification, the decisions of the legal custodian shall be in conformity with its provisions.
2. Fee Schedule. The fee schedule set by the County and each custodian is to cover the actual costs relating to the location and reproduction of any of the public records of the County. This schedule shall be reviewed occasionally by the County Board or the Finance Committee and adjusted as the need arises.
3. Exceptions to release, inspection and reproduction of records.
  - a. The public's right to access to public records may be limited according to law in certain circumstances where the material is deemed confidential or is not a public record. In addition, the public's right to access is limited pursuant to the provision of §19.36 of the Wisconsin Statutes, a copy of which may be obtained from the legal custodian, and permits withholding information in certain circumstances relating to the application of other laws, law enforcement records, contractor's records, computer programs and data, and trade secrets.
  - b. The legal custodian is not required to create a new record by means of extracting information from existing records and compiling the information in a new format.

E. RECORDS PRESERVATION

The records of the County shall be retained and preserved by each legal custodian as required by all applicable laws. No record of the County shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

F. AMENDMENTS AND REPEAL

Amendments to §§19.31 through 19.39 of the Wisconsin Statutes shall be incorporated by reference as of the time such amendment to said State Statutes takes effect.

G. SEVERABILITY

If any provision of this Policy is invalid or unconstitutional, or in conflict with the Wisconsin Statutes, said provision shall not affect the provisions or application of the Policy which can be given effect without the invalid or unconstitutional provision.

**ORDINANCE CODE CHAPTER 62  
ETHICS, CODE OF**

§ 62-1 Findings and intent.

The Price County Board believes that a Code of Ethics for the guidance of County Board Supervisors will help its members avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the people of this County in their elected County Board Supervisors. This Code of Ethics is not intended to be a punitive approach to ethics; rather, it is a listing of those essentials which all County Board Supervisors shall observe.

§ 62-2 Prohibited conduct.

The Price County Board is aware that the Wisconsin Statutes set forth various items of conduct which are deemed to be unlawful in § 946.13, Wis. Stats. This code is not intended to be an adoption of a criminal code. The items which are intended to be covered herein do not require an intention to do wrong; rather, they are the mere acts themselves, which in doing, might cast some doubt upon the integrity of the County Board and upon individual County Board members. Therefore, the following conduct on the part of a County Board member shall be deemed unethical:

A. No County Board Supervisor should:

- (1) Use his position to obtain preferential treatment or obtain financial gain for himself or his immediate family, or for any business with which he is associated.
- (2) Disclose or use inside information concerning Price County to promote a private financial gain.
- (3) Vote for the adoption or defeat of any legislation in which the individual Supervisor has a personal financial interest.

B. Any Supervisors directly or indirectly involved in a zoning change should disclose their position as soon as the Supervisor becomes aware of the requested zoning change.

§ 62-3 Contracts permitted under state law.

Nothing contained in this Code of Ethics prohibits a Supervisor from entering into a contract that is permissible under state law and is within the statutory limit imposed by § 946.13, Wis. Stats. However, in such situations, the County Board Supervisor is not to vote and is not to attempt to influence any other County Board Supervisor's vote.

§ 62-4 Disclosure of interest.

Any County Board Supervisor having an interest in any business matter before the Board should disclose any connection or conflict and should refrain from voting. Any Board Supervisor who has reason to suspect that the vote of another County Board Supervisor on an issue presently before the Board would be in conflict with the provisions of this code shall request that the Supervisor with the potential conflict abstain from voting on the issue. The recourse of the Supervisor requested to abstain from voting shall be to request a temporary ruling from the County Board Chairperson. Any Supervisor dissatisfied with the County Board Chairperson's ruling has the right to apply for a hearing before the Ethics Committee.

§ 62-5 Ethics Committee.

The Ethics Committee is, upon written request of any County Board Supervisor or when the Ethics Committee believes a possible conflict of interest arises, empowered to require any County Board Supervisor to complete a form to be designed by the Ethics Committee to be known as the "County Supervisor's Statement" to be filed with the Ethics Committee.

- A. The Price County Ethics Committee shall consist of the Price County Board Chairperson, unless at any time unable to act, then the Vice Chairperson shall so act in the place of the Chairperson, and one citizen from Price County who is not a County Board Supervisor, and one citizen from a county other than Price County. The County Board Chairperson is to make an appointment or reappointment at the April organizational meeting in even-numbered years. Said members shall be compensated at the current per diem rate and expenses afforded County Board members. [Amended 8-15-2000 by Res. No. 5904]
- B. The Ethics Committee has the authority to direct that a County Board Supervisor not vote on a particular issue.

**STATUTORY REFERENCES**  
**CHAPTER 59**  
**WISCONSIN COUNTIES**  
**SUBCHAPTER I DEFINITIONS**

59.001 Definitions.

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- 59.02 Powers, how exercised; quorum.
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