



Sawyer County

Agenda

Administration Committee Meeting
Thursday, August 11, 2022 @ 10:00 AM
Assembly Room/Virtual Meeting
Revised: Wednesday, August 10, 2022 11:23 AM

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

4 - 5	7. APPROVAL OF MINUTES FROM PREVIOUS MEETING	a. 7.14.22 Administration Minutes DRAFT
6 - 9	8. VETERANS SERVICE DEPARTMENT REPORT	a. Veterans Services Report
10	9. INFORMATION TECHNOLOGY DEPARTMENT REPORT	a. IT-2022-08-11-Administration-Committee
11 - 15	10. PETITION FOR ANNEXATION - CITY OF HAYWARD (DISCUSSION AND POSSIBLE ACTION)	a. 1) County Request for Annexation from City of Hayward 2) 15553 Hwy 77 Annexation Map 3) 2022 - Resolution Changing Supervisory District Boundaries in Districts Results From a City of Hayward Annexation 4) City Annexation Ordinance
16	11. HUMAN RESOURCES REPORT	a. Human Resource Report August 2022
17 - 22	12. POLICY REVIEWS (DISCUSSION AND POSSIBLE ACTION)	a. Ethics Complaint Process Ethics Draft
23 - 59		b. Sawyer County Board Plans & Policies Manual Board Policy Amended 6-2022 AA-LF notes addedupdates7-26-22Reformat
	13. COUNTY ADMINISTRATOR'S REPORT	
	14. FUTURE AGENDA ITEMS	
	15. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY	

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose

for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the July 14th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: **Tweed Shuman**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado	Mike Markgren
Lynn Fitch	Linda Zillmer
Mike Coleson	
Rose Lillyroot	
Gary Elliott	

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Buckholtz to approve the minutes of the June 9, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided and highlights outlined by Mr. Elliot. Mr. Elliot spoke at the Memorial Day service at Greenwood Cemetery.

Information Technology Department Report – Mr. Coleson advised that they assisted in installing the jail video equipment, and continue to work on the radio tower project. They are using it to improve internet service. He advised that the audio equipment for the new construction project came in over budget so they are bidding it out to a couple other firms.

Human Resources Report – A written report was provided. Ms. Lillyroot advised that we hired six individuals this past month to fill vacancies. We have received additional EMS notices of resignation which will bring us to a total of seven. We have two full-time jail openings with a potential third.

Elected Officials' Wage Options -- Mr. Albarado advised that he reviewed the topic with corporate counsel and there does not seem to be any options. Finance Committee directed him to seek a second opinion.

ARPA – Mr. Albarado reviewed the decisions made at the Finance Committee, at which time the committee decided to approve \$40,000 for the helipad project from ARPA funds and reserve the remaining funds for the construction project pending full Board approval. Copies of the helipad expenses of these funds will be requested.

Ethics Complaint Process -- Mr. Albarado presented a draft version of a policy for consideration as our policy does not identify the process of submitting a complaint. Samples of policies from other counties were used to create the draft that would apply to all board members, elected officials and employees. Committee member comments should be returned to the Administrator and a new draft will be on the August agenda.

Review Board Policy & Procedure Manual Committee Role & Responsibilities -- Review Board Policy & Procedure Manual Committee Role & Responsibilities – Mr. Albarado presented a draft proposal for this Committee for

consideration since one currently doesn't exist. Committee member comments should be returned to the Administrator and a new draft will be on the August agenda.

County Administrator's Report – A written report was provided. Mr. Albarado reported that he will provide a list of issues that Corporate Counsel has been working on. Highlights of the report were shared including a definition of First Amendment Auditors.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, August 11, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:57am

Minutes recorded by Lynn Fitch, County Clerk

DRAFT

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
15872 E. Fifth Street
Hayward, WI 54843



Administrative Committee Meeting, August 11, 2022

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

July: 583 phone calls, 308 letters/emails/faxes and 123 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 55 disability/pension claims to date and received retroactive payment of \$196,967.60 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. Elliott", written over a horizontal line.

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 08/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	550.00	750.00	42	1,275.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$550.00	\$9,750.00	5%	\$5,275.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$550.00	\$9,750.00	5%	\$5,275.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$0.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	112,886.00	.00	112,886.00	.00	.00	40,091.30	72,794.70	36	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	21.20	6.80	76	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	1,290.95	2,466.05	34	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	3,078.27	5,710.73	35	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	2,470.00	3,903.00	39	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	27.30	19.70	58	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	402.77	97.23	81	444.55
50226	Hardware/Software	.00	.00	.00	.00	.00	823.17	(823.17)	+++	74.83
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	230.78	2,269.22	9	245.35
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	27.95	172.05	14	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	324.56	575.44	36	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	1,238.26	1,361.74	48	2,416.16
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	30.00
50329	Subscriptions	350.00	.00	350.00	.00	.00	220.00	130.00	63	104.95
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	105.00
50336	Lodging	450.00	.00	450.00	.00	.00	.00	450.00	0	490.25
50339	Travel	.00	.00	.00	.00	.00	.00	.00	+++	(23.68)
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	150.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	974.08
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$974.08
50351	Vehicle Fuel	200.00	.00	200.00	.00	.00	787.21	(587.21)	394	1,564.45
State Account 54720 - Veteran's Office Totals		\$145,730.00	\$0.00	\$145,730.00	\$0.00	\$0.00	\$51,033.72	\$94,696.28	35%	\$115,730.50
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	5,004.00	1,996.00	71	6,624.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,004.00	\$1,996.00	71%	\$6,624.00



Budget Performance Report

Fiscal Year to Date 08/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration Totals		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$56,037.72	\$101,692.28	36%	\$122,354.50
EXPENSE TOTALS		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$56,037.72	\$101,692.28	36%	\$122,354.50
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	550.00	9,750.00	5%	5,275.00
EXPENSE TOTALS		157,730.00	.00	157,730.00	.00	.00	56,037.72	101,692.28	36%	122,354.50
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$55,487.72)	(\$91,942.28)		(\$117,079.50)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	10,500.00	.00	10,500.00	.00	.00	9,350.00	1,150.00	89	8,500.00
49300	Use of Prior Years' Fund Balance	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$9,350.00	\$8,650.00	52%	\$8,500.00
REVENUE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$9,350.00	\$8,650.00	52%	\$8,500.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	8,316.05
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	.00	1,298.00	0	.00
50247	Repairs-Buildings	9,582.00	.00	9,582.00	.00	.00	1,718.71	7,863.29	18	.00
50329	Subscriptions	100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
50335	Meal Expenses	720.00	.00	720.00	.00	.00	30.00	690.00	4	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	570.00	1,930.00	23	.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	68.40	231.60	23	83.95
State Account 54700 - Veteran's Grant Expenses Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$8,500.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$8,500.00
EXPENSE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$8,500.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		18,000.00	.00	18,000.00	.00	.00	9,350.00	8,650.00	52%	8,500.00
EXPENSE TOTALS		18,000.00	.00	18,000.00	.00	.00	2,387.11	15,612.89	13%	8,500.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,962.89	(\$6,962.89)		\$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	.00	.00	5,599.85	1,400.15	80	6,903.91
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,599.85	\$1,400.15	80%	\$6,903.91
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,599.85	\$1,400.15	80%	\$6,903.91



Budget Performance Report

Fiscal Year to Date 08/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 411 - Veteran's Transportation Grant										
EXPENSE										
Department: 00 - General										
State Account: 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
State Account: 54725 - Capital Outlay/Van Purchase	Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Department: 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
EXPENSE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Fund: 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		7,000.00	.00	7,000.00	.00	.00	5,599.85	1,400.15	80%	6,903.91
EXPENSE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	4,000.00
Fund: 411 - Veteran's Transportation Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,599.85	(\$5,599.85)		\$2,903.91
Grand Totals										
REVENUE TOTALS		35,300.00	.00	35,300.00	.00	.00	15,499.85	19,800.15	44%	20,678.91
EXPENSE TOTALS		182,730.00	.00	182,730.00	.00	.00	58,424.83	124,305.17	32%	134,854.50
Grand Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$42,924.98)	(\$104,505.02)		(\$114,175.59)

Mike Coleson
Sawyer County IT Director



August 11, 2022

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, Ron Kinsley, Thomas
Duffy, and Andy Albarado
IT Department Report

Agenda items

N/A

Projects completed

- LAW-D Radio project: assisting. Go live date August 1, 2022

Projects in progress

- Pre-construction planning: RFQ for Audio/Video. Due August 15, 2022.
- Fault-tolerant servers. Working with HBS. CIP project finally underway.
- Some work at Oasis building for Veterans and ADRC unit. Increased internet speed.
- Assist Treasurer with Wells Fargo system conversion
- Central Control camera call-ups: still working out some issues after the camera server conversion. Had to upgrade some network equipment.

Pending Projects

- Install Radio antenna for internet at highway. Coordinating with Maintenance

Helpdesk and support activities

About 5 onboards/terminations/moves

Average of 5 support requests per day. Remote / On-site comparison: about 5%-95%. Day-to-day support takes up 80% of our time.



CITY OF HAYWARD
15889 W Third Street
P.O. Box 969
Hayward, WI 54843
Telephone (715) 634-2311
Fax (715) 634-5868
www.cityofhaywardwi.gov

August 9, 2022

Lynn Fitch
Sawyer County Clerk
10610 Main Street Suite 10
Hayward WI 54843

Dear Lynn:

This letter is in reference to a parcel of land, 1.15 acres in size, originally located in the Town of Hayward, recently annexed to the City of Hayward (Tax ID: 010-941-22-4444). The current address of the property is 15535 W State Road 77, Hayward WI. The current population of this parcel is zero.

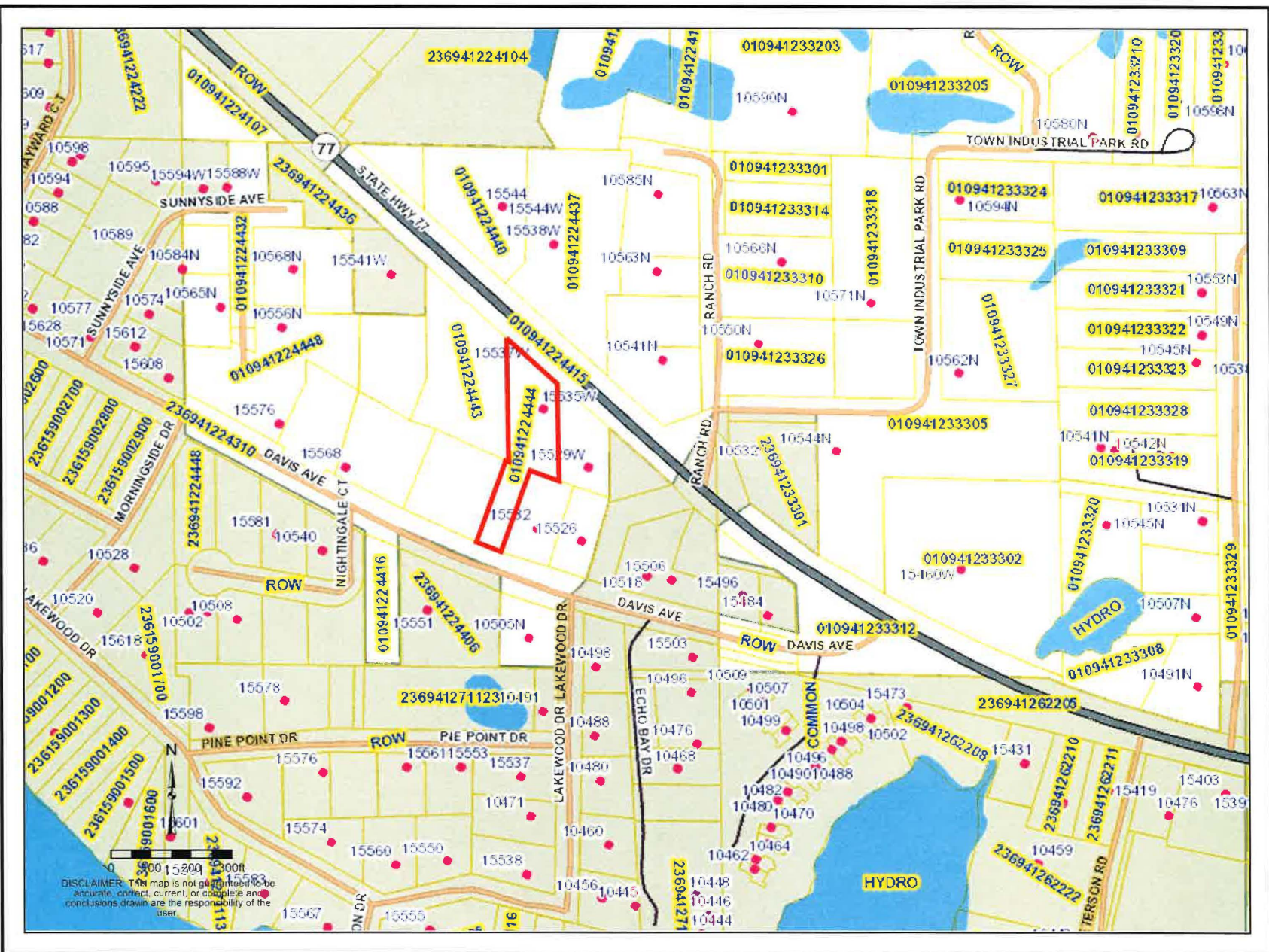
I respectfully request the County Board consider redrawing the County Supervisory District lines around this parcel. The parcel is currently located in County Supervisory District 4. My request is for this parcel to be included as part of County Supervisory District 7.

Redrawing the County Supervisory District lines would allow the City to place this parcel in Ward 4, Aldermanic District 4, rather than having to create an additional ward without any voters. Creating a new ward would result in a separate ballot for this parcel only, each time the County Supervisors are up for election. Only the County has the authority to move the annexed territory into the same supervisory district as the ward to which it is annexed.

I have included a map indicating this recently annexed parcel, as well as, a copy City Ordinance No. 555, which annexed this parcel of property to the City of Hayward. Please feel free to contact me if you have further questions. I wish to thank the County Board in advance for its consideration.

Sincerely,

Lisa Poppe
City of Hayward Clerk-Treasurer



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Resolution_____

**RESOLUTION CHANGING SUPERVISORY DISTRICT BOUNDARIES IN DISTRICTS 4 AND 7 RESULTING
FROM A CITY OF HAYWARD ANNEXATION**

WHEREAS, the revised reapportionment Section 59.10(3)(c), Wisconsin State Statutes, allows the County Board to consider changes in the boundaries of supervisory districts based on city annexations which occur after passage of the 10-year county reapportionment plan; and,

WHEREAS, duly annexed property formerly situated in Sawyer County Supervisory District 4 in the Town of Hayward, Sawyer County, Wisconsin in accordance with City of Hayward Ordinance 555 has been duly annexed and designated as Ward 4 in Supervisory District 7 in the City of Hayward, Sawyer County, Wisconsin with there being zero (0) electors residing therein; and,

WHEREAS, exact maps of the above-listed parcels, along with certified copies of the City of Hayward resolutions have been duly filed with the Clerk of Sawyer County; and,

WHEREAS, changes in said supervisory district boundaries are allowed by law, provided that the total number of supervisory districts is left unchanged; and,

NOW THEREFORE, BE IT RESOLVED, that this Board of Supervisors, duly assembled on this 18th day of August, 2022, does ordain as follows:

That the above-described duly annexed property, now within the City
of Hayward is hereby designated as Ward 4 and included in Supervisory
District 7 as enumerated above.

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to forward all notices required under Chapter 59, Wisconsin State Statutes, to the Secretary of State for the purpose of advising that office of said boundary changes.

This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on August 18, 2022, by this Sawyer County Administration Committee this 11th day of July, 2022.

_____	_____
Tweed Shuman, Chair	Ron Buckholtz, Vice Chair
_____	_____
Ron Kinsley, Member	Dale Schleeter, Member

Tom Duffy, Member	

34 _____
35 This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 18th day of August,
36 2022.

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38 _____	_____
39 Tweed Shuman	Lynn Fitch
40 Sawyer County Board of Supervisors	Sawyer County Clerk

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Ordinance No. 555

An Ordinance Annexing Territory to the City of Hayward, Sawyer County, Wisconsin

The common council of the City of Hayward does hereby ordain as follows:

Section 1: Territory Annexed.

In accordance with Section 66.0217 of the Wisconsin Statutes and the petition for direct annexation by unanimous approval filed with the City of Hayward clerk on the 15th day of July, 2022, signed by all the owners of all the real property located in the following described territory in the Town of Hayward, Sawyer County, Wisconsin, is hereby annexed to the City of Hayward, Sawyer County, Wisconsin:

A piece or parcel of land herein described as follows: That part of the Southeast Quarter of the Southeast Quarter (SE¼SE¼), Section Twenty-two (22), Township Forty-one (41) North, Range Nine (9) West, described as Lot Three (3) & Outlot Two (2), recorded in Volume Fifteen (15) of Certified Survey Maps, page 146, Survey No. 3704.

Parcel Identification Number: 010-941-22-4444
Property Address: 15535 W State Hwy 77, Hayward WI 54843
Recorded Acres: 1.150
Located in the Town of Hayward

The current population of such territory is zero (0).

Section 2: Effect of Annexation.

From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of Hayward for any and all purposes provided by law, and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Hayward.

Section 3: Zoning Classification

Pursuant to Section 66.0217(8)(a) of the Wisconsin Statutes, the territory described in Section 1 and annexed to the City of Hayward by this ordinance, is zoned as follows: Commercial-One (C-1)

Section 4: Ward Designation.

The territory described in Section 1 of this ordinance is hereby made a part of the fourth ward of the City of Hayward, subject to the ordinances, rules and regulations of the City of Hayward governing wards.

Section 5: Severability.

If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provisions or application.

Section 6: Payment to Town of Hayward.

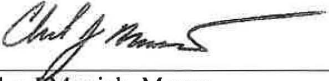
Pursuant to Wisconsin Statute Section 66.0217(14), the common council of the City of Hayward agrees to pay annually to the Town of Hayward, for 5 years, an amount equal to the amount of property taxes that the Town of Hayward levied on the annexed territory, as shown by the tax roll under Wisconsin Statutes Section 70.65 in 2022.

Section 7: Effective Date.

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

Motion By: Gillis Seconded By: Kennell

Ayes (8), Nays (0)



*Charles J. Munich, Mayor



*Lisa Poppe, City Clerk-Treasurer

Adopted: August 8, 2022
Published: August 17, 2022
Robert C & Jeanne K Hornak

Human Resource Report August 11, 2022

2022 Turnover

7/1/2022	Michael Markgren	Finance	FT
7/7/2022	Debra Rankin	Treasurer	FT
7/11/2022	Rhandi Ehn	Finance	FT
7/11/2022	William Wurm	Sheriff	PT
7/13/2022	Lance Boyle	Ambulance	Term
7/13/2022	Katherine Oseguera	Clerk of Court	FT
7/16/2022	Jordan Ortmann	Ambulance	Term
7/18/2022	Miriam Ubbelohde	Zoning	LTE
7/25/2022	John Mueller	Highway	Term
7/27/2022	Faith Skogen	Ambulance	Term

Interviewing for Adult Long-Term Care Unit Supervisor

Hired (3) part-time EMS positions and (1) full-time EMS position

Recruiting for part-time LTE Veteran Van drivers

Recruiting for EMS positions

Recruiting for bailiffs

Recruiting for Jail, Dispatch and Deputy positions

Recruiting for Mental Health Therapist

Ongoing personnel issues

Reviewing / Updating Policy Manual

SAWYER COUNTY CODE OF ETHICS

(1) STATEMENT OF POLICY:

All officials and employees of Sawyer County hold office for the benefit of the public. The proper operation of democratic government requires that:

- County officials and employees be impartial and responsible to the people;
- Government decisions and policy be made in proper channels of the governmental structure;
- Public office is not used for personal gain; and
- County operations facilitate the retention of public confidence in the integrity of its government.

In recognition of these goals, the County establishes a Code of Ethics for all County employees and public officials in order to assist them in identifying and avoiding those acts or actions that may conflict with the best interests of the County and create a substantial and material conflict between personal interests and public responsibilities. No County official or employee shall engage in any act which violates Wis. Stat. § 19.59, *Code of Ethics for Local Government Officials, Employees and Candidates*, Wis. Stat. § 946, *Bribery and Official Misconduct*, or which violates this ordinance.

-

This ordinance covers *all* employees and *all* County officials, whether paid or unpaid, and whether elected or appointed, including all members of boards, committees and commissions. This policy also covers *all* candidates for public office. Nothing herein contained is intended to deny to any individual the rights granted by the Constitution of the State of Wisconsin and the Constitution of the United States, state or federal laws, or bargaining agreements.

(2) DEFINITIONS:

- a. "ANYTHING OF VALUE" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the County, fees and expenses which are permitted and reported under § 19.56, *Honorariums, Fees and Expenses*, or *Political Contributions* reported under Wis. Stats. Chapter 11, or hospitality extended for a purpose unrelated to County business by a person other than an organization. Wis. Stat. § 19.42 (1). "Anything of value" does not include coffee mugs, pens, paper supplies, calendars or other such items often provided at seminars or training sessions. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of \$25.00. When in doubt about the value of an item, the employee or official should discuss the matter with Corporation Counsel. If an unsolicited item of value is received by an employee or official, the gift should be reported to his/her supervisor or Corporation Counsel for proper disposition and documentation.
- b. "ASSOCIATED" when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or

of which an individual or a member of his or her immediate family is an authorized representative or agent. Wis. Stat. § 19.42 (2).

- c. "CANDIDATE" means every person for whom it is contemplated or desired that votes be cast at any election held for a County office within this County, whether or not the person is elected or nominated, and who either tacitly or expressly consents to be so considered. A person does not cease to be a candidate, for purposes of compliance with this policy, after the date of an election and no person is released from any requirement or liability otherwise imposed under this policy by virtue of the passing of the date of the election.
- d. "EMPLOYEE" means all persons filling an allocated position of County employment and all members of boards, committees and commissions not included in definition of "Official," below.
- e. "IMMEDIATE FAMILY" means an individual's spouse; and an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support. Wis. Stat. § 19.42 (7).
- f. "OFFICIAL" means all County Department Heads, Supervisors and all other County elected officers, including candidates for County supervisor or any other County elective office, except judges.
- g. "PRIVILEGED INFORMATION" means written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders or custom as privileged.

(3) CONDUCT RELATED:

- (a) Impermissible Use of Public Office. No public official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Wis. Stat. § 19.59(1)(a).

Exception: This provision does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required under Wis. Stat. ch. 11. Wis. Stat. § 19.59(1)(a).

- (b) Donation, Solicitation, or Acceptance of "Anything of Value." No person may offer or give to a local public official or employee, directly or indirectly, and no local public official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official or employee. This paragraph does not prohibit a local public official or employee from engaging in outside employment, except as set forth in paragraph E.4. below. Wis. Stat. § 19.59(1)(b).
- (c) Prohibited Voting Practice and Influence. No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to

withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under Wis. Stat. § 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office. Wis. Stat. § 19.59(1)(br).

(d) Actual and Reasonable Expenses. No employee or person serving in a national, state or local office may accept any discount on the price of admission or parking charged to members of the general public, including any discount on the use of a sky box or private luxury box, at a stadium that is exempt from general property taxes under Wis. Stat. § 70.11(36). Wis. Stat. § 19.451.

(e) Additional Conduct Regulated. No local official or employee shall:

1. Take any official action substantially affecting a matter in which the official, employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest. Wis. Stat. § 19.59(1)(c)1.
2. Use his or her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official's or employee's immediate family, either separately or together, or an organization with which the official or employee is associated. Wis. Stat. § 19.59(1)(c)2.
3. This does not prohibit a local public official or employee from taking an action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance. Wis. Stat. § 19.59(1)(d).
4. Use County equipment, property, or services for personal benefit.
5. Engage in or accept private employment or render service for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties, unless otherwise permitted by law.
6. Without lawful authority, knowingly disclose of privileged information to any person not lawfully authorized to receive such privileged information. No official or employee shall use privileged information to advance their financial or personal interest or that of their immediate family.

(4) ADMINISTRATION OF ORDINANCE:

- (a) Ethics Board. The Sawyer County Ethics Board ("Board") shall administer and enforce the Code of Ethics. The Board shall consist of five members, appointed to staggered three-year terms, who shall serve with compensation. The five members shall include 3 County Board members and two citizens appointed by the County Administrator subject to County Board approval. All Board members shall be residents of Sawyer County. and. Board members shall be compensated at the per diem rate established for other County committees.

Ethics Board members shall be appointed by the County Administrator and no member shall serve more than two consecutive three-year terms. In cases where a member is appointed to serve out an unexpired term of a Board member, the appointed member may complete an unexpired term and then be appointed for two full terms.

The Corporation Counsel, or designee, shall provide legal assistance to the Board as the need arises. The Ethics Board shall elect its own Chair and Vice Chair and the Board shall be responsible for: 1) administering and enforcing the Code of Ethics; 2) investigating complaints; and 3) issuing advisory opinions.

- (b) Complaints. Any individual, either personally or on behalf of an organization or governmental body, may submit a complaint regarding an alleged Code of Ethics violation to the office of County Administrator and County Clerk who will forward it to the Corporation Counsel or designee. If the County Administrator or County Clerk is the subject of the complaint, the submission shall be made to the County Board Chair who will then forward it to the Corporation Counsel or designee. A complaint can also be forwarded directly to the Corporation Counsel should the situation be appropriate. All complaints shall be made in writing and include the following information:

1. Complainant's name, address, phone number, and County position, if any;
2. Name, address, and County position of person(s) named in complaint;
3. The specific policy or statutory provision which is alleged to have been violated;
4. Information supporting the allegation(s), including witnesses (providing both name and contact information).

- (c) Preliminary Review and Investigation. Within ten (10) days of receipt of the complaint, Corporation Counsel (or designee) shall forward a copy of the complaint to the subject of the complaint. After sending notice to the respondent, Corporation Counsel (or designee) shall within thirty (30) days:

1. Determine whether the complaint alleges facts sufficient to constitute a violation of the Code of Ethics.
 - i. Corporation Counsel (or designee) may dismiss the complaint if it is determined that the complaint does not allege facts sufficient to constitute a violation of the ordinance and/or that the complaint was made for harassment purposes. The complainant and the respondent will be notified of case dismissal in writing.
 - ii. Corporation Counsel (or designee) may initiate an investigation of possible violation(s). Each person who is the subject of the investigation shall be notified in writing of the exact nature and purpose of the investigation and the actions or activities to be investigated. If, in the course of the investigation, Corporation Counsel (or designee) believe that a

Commented [AA1]: "no member shall be a County employee or County official or be currently serving on any County commission or board"

violation, other than the violation alleged in the complaint, may have occurred, the complaint may be amended by Corporation Counsel (or designee) to include such additional violation(s).

iii. No action may be taken on any complaint which is filed more than one year after the time of the alleged violation of the Ethics Code.

2. Determine whether the complaint is in compliance with statutory restrictions on filing of certain complaints during election cycles.
3. Schedule and hold a hearing on the complaint before the Ethics Board, if necessary. Typically, a hearing is held within thirty (30) days of receipt of complaint.

(d) Hearings. The Ethics Board shall give the subject of the complaint at least 20 days' notice of the hearing date. Such hearings shall be conducted in accordance with the rules established by the Ethics Board in closed session, unless the subject of the complaint petitions for a hearing open to the public. The Ethics Board will conduct the hearing with the Chairman of the Board presiding.

1. Right to representation. During all stages of an investigation or proceeding conducted under this section, the subject of the complaint, or any person whose activities are under investigation, shall be entitled to be represented by counsel of his/her own choosing, at his or her own expense.
2. Due process. The subject of the complaint or his/her representative shall have an adequate opportunity to:
 - i. Examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing, as well as during the hearing;
 - ii. Present witnesses;
 - iii. Establish all pertinent facts and circumstances; and
 - iv. Question or refute any testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
3. Power to subpoena. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissions under § 885.01(3), Wis. Stats.
4. Vote of the Board. A majority vote of the Ethics Board shall be required for any action taken by the Ethics Board.

(e) Written Decision. Within thirty days (30) after the hearing, the Board, with Corporation Counsel's assistance, shall issue a written decision containing the findings of fact and the conclusions concerning the allegation(s) of Code of Ethics violation.

(f) Violations and Penalties. If the written decision contains a finding of a violation of the Code of Ethics, the Board shall direct one or more of the following actions:

1. Order the officer or employee to conform his or her conduct to the Code of Ethics;
2. Recommend to the County Board that the official or employee be censured, suspended,

removed from office or employment or other disciplinary action;

3. Subject violators to a civil forfeiture of not less than \$100 nor more than \$1,000 for each violation;
4. Refer the matter to the district attorney for enforcement proceedings pursuant to Wis. Stat. § 19.59.

(g) Records. All records of the Board shall be open to public inspection at any time, except that the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information, except that no such alterations shall be made to disclosure statements.

(5) ADVISORY OPINIONS:

If any County official or employee is requested or required to take action that may or may not violate the ethics ordinance, the employee/official shall not take any action until they have prepared a statement as to their concern and possible conflict of interest, and, provided a copy of this statement to their supervisor and to the Ethic Board. The employee/official may request either informal feedback or a formal, written Advisory Opinion on the matter, in order to determine whether corrective or mitigating action is appropriate.

Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may request a formal *Advisory Opinion* as to the interpretation of any provisions of the Code of Ethics.

The Ethics Board may make an advisory opinion public with the written consent of the individual requesting the opinion or the organization/governmental body on whose behalf it is requested and may make public a summary of an advisory opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the Ethics Board.

(6) DISCLOSURE OF ECONOMIC INTEREST:

The County Board may require County officials and County employees to file a disclosure statement of economic interests and/or a conflict of interest statement and establish a penalty for failure to file. It shall be a violation of this ordinance to knowingly omit or misstate required information on the disclosure statement.

(7) RETALIATION PROHIBITED:

Retaliatory acts taken against employees for reporting a complaint, requesting an Advisory Opinion, or assisting in the investigation of an alleged ethics violation, will not be tolerated by the County and will subject the offender to appropriate disciplinary action.

Sawyer County Board of Supervisors
Policy and Procedure Manual



Adopted June 16, 2016

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Appendix A: Supermajority of the County Board Page 26

Appendix B: Code of Ethics Page 29

Amendment/Addition Log:

- Adopted June 16, 2016
- Approved April 2018
- Approved May 2018
- Approved July 2018
- March 21, 2019
 - Added Part I Section C. 3.
- Approved April 21, 2020
- Amended February 18, 2021
 - Added Mission Statement
 - Amend Rule 1(3)
 - Amend Rule 2(9) and 2(10)
 - Added Part I, No.'s 21-22
- Amended March 16, 2021
 - Added Appendix A and identified Appendix B
- Amended April 22, 2021
 - Added Part I Section C.2: Public Safety/Court Systems (approved at 4/20/21 Board meeting)
 - Expanded Table of Contents
 - Added an Amendment/Addition Log
 - Added PACE Commission to list on Page 19
- Amended June 17, 2021
 - Added Part I Section D. Economic Development and UW Extension and Agriculture Committee (approved at 6/17/21 Board meeting)
 - Expanded Table of Contents
- Amended July 15, 2021
 - Amended Board Rule 2(10) to read September 16, 2021, instead of July 1, 2021, per extension approved
 - Amended Committee Section A(22) to read September 16, 2021, instead of July 1, 2021, per extension approved
- Amended October 21, 2021
 - Amended Virtual Meeting policies - deleted Rule 2(8)-2(10) and created Rule 2(8) a-f of County Board meetings
 - Amended Virtual Meeting policies – deleted Part I, Section A No. 20-22 and created new No. 20 a-f of Committee meetings
- Amended April 21, 2022
 - Remove bullet point in Rule 5: Organizational Meeting: "Election of members of the committee which has jurisdiction over the Highway Department"

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Mission Statement: The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.

Sawyer County, Wisconsin Self-Organized County

Section A: Authority.

This ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes. To give Sawyer County the largest measure of self-government under that Statute, the contents of the Sawyer County Board of Supervisors Policy and Procedure Manual shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the State of Wisconsin Constitution or to any enactment of the State Legislature that is of statewide concern and which uniformly affects every County.

Section B: Title.

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

Section C: General Provisions.

1. For the purpose of improving the ability of the county government to organize its administrative structure, Sawyer 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 of Supervisors. Supervisors are county officers and shall be elected for two-year terms in the election to be held on the first Tuesday in April in even numbered years and shall take office 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 Sawyer County Board of Supervisors Policy and Procedure Manual.
 - c) Compensation of County Board Members. The method of compensation for County Board Supervisors shall be determined by the County Board. The County Board shall at or before its annual meeting in odd numbered years by a two-thirds vote of 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 in odd numbered years by a two-thirds vote of members entitled to a seat, provide additional compensation for the County Board Chairperson. In addition to the per diem, the County Board Supervisors shall receive mileage for attending Board meetings and other official meetings in accordance with the Sawyer County Board of Supervisors Policy and Procedure Manual.
2. The County Clerk shall file a certified copy of the Self- Organized County ordinance with the Wisconsin Secretary of State upon passage by the Sawyer County Board.

Section D: Conflicting Ordinances.

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

Section E: Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Sawyer County Board of Supervisors would have passed the other provision 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 provision to other persons or circumstance shall not be affected thereby.

Section F: Effective Date

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

Sawyer County Board of Supervisors Governing Rules of the County Board

Role of a County Board Member

Service as a Board Member is an honor and a trust requiring the holder to serve the public through use of judgement for the benefit of the public. A Board Member is sworn to uphold the Constitution of the United States of America and the State of Wisconsin. A Board Member is responsible to impartially carryout the laws of our nation, our state, and the county.

County Board Members come from society at large. It is probable that Board Members will hold different views, have different perspectives and see things differently. However, it is not these individual traits that must prevail. It is the collective action of the Board that must prevail. Board Members are required to courteously work together for the public good of the whole county.

Board Members are expected to individually contribute to a collaborative effort to set the county's mission and advance the county's priorities. Examples of such activity include:

1. Participating in the process of debate and voting on proposed ordinances, resolutions and motions at the county board and committee meetings.
2. Serving on one or more standing committee(s) or other committee(s), boards and commissions
3. Spending the time needed to understand the issues that come before the board and their committees by preparing for such discussion in advance of the meetings.
4. Setting policy for the county, accepting that the County Administrator and county employees are responsible to carry out the policy. As such, a board member should not interfere with the County Administrator's duties to oversee the daily operations of the county.
5. Being responsive to the issues raised by their constituents.
6. Conducting themselves so that all aspects of their public life reflect positively on the board and its members.
7. Avoiding the appearance of a conflict of interest, bring to the Ethics Board attention any potential conflict.

Rule 1: Board Members

1. The County Board shall consist of fifteen (15) board districts.
2. Board Members shall serve a two-year term beginning and expiring at the convening of the organizational meeting on the third Tuesday in April in the even numbered years.
3. If a vacancy occurs on the Board, the Chair shall, within 30 days of the vacancy, appoint a person who is a qualified elector and resident of the Board district to fill the vacancy subject to

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confirmation by majority vote of those Board members voting. The appointed person shall serve for the unexpired portion of the term to which the person is appointed. In the event a successor is appointed prior to April 1st of the year preceding the next scheduled County Board Supervisor election, the Board shall order a special election to fill the vacancy, and the person appointed shall serve until their successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. Vacancy occurs upon the death of an incumbent, written resignation, removal or ceasing to be a resident of the district or for any other reason set forth in state statute.

4. No county officer or employee is eligible to hold the office of County Board Supervisor, but a Supervisor may be a member of a town board, city council or village board of trustees.
5. The Chair and Vice Chair may be removed by a majority vote of those members voting.

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. Virtual Meetings and Attendance at County Board Meetings. All County Board meetings shall be held in person and there is a presumption that all County Board members shall attend County Board meetings in person. However, the County Board recognizes that

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some circumstances may require virtual attendance. County Board meetings may be held virtually, and County Board Members may virtually attend in-person County Board meetings, pursuant to the following rules:

- All virtual County Board meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
- The County Board Chair may authorize a fully-virtual County Board meeting if deemed necessary, within the County Board Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person so long as the County's meeting premises are accessible.
- A County Board Member may virtually attend a County Board meeting if the County Board Member provides notice to the County Board Chair and County Clerk no later than 24 hours prior to the County Board meeting, except in emergency circumstances.
- The County Board Chair shall attend any County Board meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.
- Any County Board Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.
- In the event of a County Board Member's non-compliance or abuse of this Rule 2(8), the County Board Chair shall review these Rules and expectations with the County Board Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

Commented [LF4]: We have not adhered to this

Rule 3: Organizational Meeting

- At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
- Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
- Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
- A person receiving a majority vote of Members present shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

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Rule 4: Chairperson Powers and Duties

- The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
- In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.
- If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by

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separate votes for each. Only persons nominated shall be voted for. A person receiving a majority vote of Members present shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

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4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.

5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.

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6. The Chair can be a member of standing committees and will be an ex officio member of all other committees of the County Board.

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7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.

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8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.

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9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

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Rule 5: Order of Business

1. Organizational Meeting
 - Call to order
 - Administration of oath of office
 - Roll call by the County Clerk
 - Pledge of allegiance
 - Certification of compliance with the open meeting law
 - Approval of agenda
 - Approval of minutes of last meeting
 - Election of Chairperson and Vice Chairperson

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- Adoption of Rules of Order
- Follow order of business as established for other meetings

2. Other meetings

- Call to order
- Roll call by County Clerk
- Pledge of allegiance
- Certification of compliance with the open meetings law
- Approval of agenda
- Public comment See Rule 8
- Approval of minutes of last meeting
- Presentations when appropriate
- Public hearing when needed
- Committee reports, resolutions and ordinances
- Election and appointments as needed
- Correspondence, reports from conferences and meetings, other matters for discussion
- Adjourn

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Rule 6: Resolutions and Ordinances

1. All resolutions or ordinances must be in writing.
2. Resolutions or ordinances sponsored by committees, or by at least two Board Members, shall be delivered to the County Administrator 6 calendar days before the Board meeting.
3. Resolutions or ordinances sponsored by at least two Board Members and not previously considered by a committee of the Board shall, without motion to adopt or discussion, be referred by the Chair to the appropriate committee. This rule may be waived by a two-third vote of those members voting.
4. Any resolution or ordinance presented for consideration must bear the signature of the Members offering the resolution or ordinance, or if being presented by a committee, the signatures of those committee members approving the resolution or ordinance.

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Rule 7: Voting and Procedure

1. Unless provided for elsewhere, Robert's Rules of Order shall govern the procedures of the Board.
2. When a Board Member wishes to speak, they will activate the red light on their speaker, wait to be recognized by the chair, and address the chair. When two or more Members activate the red light at the same time, the Chair shall designate the Member who is to speak first. In all cases, a Member who activates the red light first shall speak first after being recognized by the Chair. Members speaking to the Board shall confine their remarks to the subject at hand and shall not deal in personalities. When called to order, the Member speaking will not proceed further without express permission of the Chair.
3. Any unanimous vote shall be considered and recorded as an affirmative unanimous roll call vote

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when so directed by the Chair.

4. Any Board Member can request a roll call vote. Whenever there is a roll call vote, the County Clerk shall call the roll by name. The County Clerk shall take roll call votes in rotating fashion.

5. No vote shall be taken on any orally presented motion or amendment to a resolution or ordinance until the County Clerk has written it out in full and read it back to the Board.

6. When a motion is made and seconded, it shall be stated by the Chair or designee prior to debate (except for motions to adjourn, postpone, table or commit). Thereafter, it is in the possession of the Board for debate. If agreed to by all the sponsors, the motion may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered into the minutes.

7. Each Board Member will be allotted two opportunities to speak on an action being discussed by the Board.

8. If a motion before the Board contains several points, any Member may have it divided so that each point may be voted upon separately.

9. Any Member wanting to terminate the debate may call for the previous question ("call the question"). The Chair will ask if there is an objection to closing debate. If a Member objects to calling the question, the Chair may call for a motion to end debate. If the motion is made and seconded, the Chair should immediately call for a vote on the motion to close debate. Such a motion requires a two-thirds vote of Members attending to pass.

10. Once debate on a motion has begun, no other motions are permitted except the following, all of which need a second:

	<u>Debatable</u>	<u>Votes to Pass</u>
To adjourn	No	Majority
To table	No	Majority
Call the question	No	2/3rds
Postpone to certain day	Yes	Majority
To refer to a committee	Yes	Majority
To amend	Yes	Majority
To postpone indefinitely	Yes	Majority
To consider	Yes	Majority
Majority shall mean the majority of those voting.		
Two-thirds shall mean two-thirds of members voting.		

See appendix A for a more complete list of resolutions requiring a supermajority vote of the Board.

11. A motion to adjourn or to table does not authorize a Member to move for adjournment or to table when another Member has the floor or when the Board is voting.

12. All motions amending or changing the current year budget as approved by the Board shall clearly state the reason for the amendment or change, the dollar amounts involved and the source of funding. Such motions require a two-thirds vote of the board membership to pass

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(10). Voting shall be by roll call.

13. It is in order for a Member who voted on the prevailing side, or a member excused from the previous board meeting, to move for reconsideration of the vote on any question in the same or next regular meeting of the Board.

14. If the Chair is participating in debate, the Chair shall upon the request of any Member, relinquish the gavel to the Vice Chair who shall not participate in the debate.

15. Other than election of Board officers, all votes will be public by voice (ayes and nays), show of hands, paper if the Board Members name is on the ballot, or by electronic voting if implemented.

16. All Members are required to vote unless there is a conflict of interest or excused by the Chair.

17. A Member with a conflict of interest shall not vote, and prior to the matter being debated, seek authority from the Chair to abstain.

Rule 8: Public Participation in Board Meetings

The public is encouraged to attend Board meetings and participate in its proceedings. Such participation must be balanced with the orderly and efficient proceeding to the Board meetings. Members of the public will be given the opportunity to address the Board during the Public Comment portion of the meeting.

Those wishing to speak will sign up before the Board meeting indicating their name and topic they wish to address. They will be recognized by the Chair at the appropriate time. Once recognized, the person wishing to speak will approach the podium and state their name and subject upon which they will speak. The time allocated to any person addressing the board will be 3 minutes or less at the discretion of the Chair, with all public comment limited to a maximum of 30 minutes.

Rule 9: Suspension of the Rules

These rules may be amended by resolution at any regular session of the Board by a two-thirds vote of those Members voting.

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Sawyer County Board of Supervisors Board Compensation

Section A: Per Diem

1. Compensation of County Board Members shall be determined by the County Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. Compensation will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair.
 - a. All Board and County Board committee meetings.
 - b. Meetings of other entities or committees to which the board member has been appointed.
 - c. Formally schedule meetings such as the interviewing candidates to fill an open position or to provide guidance.
2. Travel time is not counted as meeting time except to attend the Wisconsin Counties Convention, other conventions and training sessions that involves a significant commute. Per diem / compensation will be calculated as in Section A 1. Above.

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Section B: Mileage and Other Travel Expenses

A Board Member may charge mileage for travel to drive from their homes to any meeting, convention or training session for which they are eligible to receive a per diem. The mileage rate will be the same as that paid to county employees who drive their own car when no county car is available. When traveling to events involving a significant commute, board members are encouraged to car pool.

All other travel related expenses will be reimbursed according to what is set forth in the Personnel – Administrative Manual or as set by Board.

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Section C: Board Chairperson Compensation

Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the County Board Chairperson.

Section D: Change in Board Compensation

Wisconsin State Statutes Section 59.10 (3)(f) provides that the County Board at its Annual Meeting on odd number years (County Board elections are held in even number years) may, with a two-thirds vote of all members, fix the per diem of the Board Members to be next elected.

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Sawyer County Board of Supervisors Committees, Boards and Commissions

Part I Standing and Ad hoc Committees of the Board

Section A: General Rules for All Committees

1. At its first meeting, a committee shall elect a chair and a vice chair. Following nominations, which need not be seconded each nominee may address the committee for three minutes. **A voice vote will be used to elect the committee chair and vice chair by separate votes on each.** Only persons nominated may be voted for. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.
2. When approved by the County Clerk, the committee may appoint a recording secretary. The recording secretary shall submit all agendas, minutes, and other records of all committee meetings to the County Clerk.
3. The committee chair, or in their absence, the vice chair shall call the meeting to order and preside over the meeting following the order of business as prescribed in Board Rule 5.
4. If the office of committee chair is vacated a new committee chair and vice chair will be elected as in item 1 above.
5. If the committee does not have a quorum, the meeting can take place for discussion only or the chair of the committee can reschedule the meeting. If a makeup meeting is to be scheduled, the time required to properly notice the meeting should be considered when setting the new meeting date.
6. Board Rule 7 shall apply to committee meetings.
7. No board member may serve on more than three standing committees **nor less than two standing committees unless the board member requests to be on fewer than two.**
8. Ex-officio members are excluded from the quorum count, unless a quorum would not otherwise be present, in which case ex officio members or other County Board Members shall be deemed regular members.
9. Each committee shall approve goals and objectives for all programs and activities of the departments the committee oversees.
10. After approval by the Board as to purpose and members, each committee may create ad-hoc subcommittees.
11. The committee chair working with the County Administrator will be responsible for the preparation of the written agenda. The agenda, related resolutions, ordinances and other

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attachments and minutes from the preceding meeting will be distributed to the committee members **at least five calendar days before the scheduled meeting**. In rare instances it may be necessary to add items to the committee agenda subsequent to the agenda being distributed. In such case, the documentation concerning that agenda item will be distributed to committee members as soon as possible.

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12. The County Clerk is responsible for publishing committee agendas and proceedings in compliance with the open meeting policy.

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13. Board Members not on the committee will be considered as part of the public and have the right to speak when called on by the committee chair. If the Board Member is attending at the

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invitation of the committee chair, they may participate in the discussion on the relative agenda item.

- 14.** Each committee shall act on all resolutions and ordinances which come before it that affect any department or agency that reports to it.
- 15.** Resolution and ordinances presented for consideration at any meeting must be in writing. If approved by the committee, to be forwarded to the County Board they should bear the signatures of committee members voting for the resolution or ordinance.
- 16.** Approved resolutions and ordinances must be forwarded to the County Administrator within two days of the committee meeting.
- 17.** The chair of each committee shall present that committee's resolutions and ordinances to the Board.
- 18.** Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda, or at the time of consideration for items on the agenda. The committee chair will call on the member of the public at the appropriate time. The committee chair has the discretion to limit the amount of time each person may speak and the total amount of time devoted to public comment.
- 19.** A member with a conflict shall not vote and prior to the matter being debated, seek authority from the chair (vice chair in the case of the committee chair) to abstain. It is the State Attorney General's opinion that such member shall leave the meeting room during debate and voting.
- 20.** Virtual Meetings and Attendance at Committee Meetings. All Committee meetings shall be held in person and there is a presumption that all Committee members shall attend Committee meetings in person. However, the County Board recognizes that some circumstances may require virtual attendance. Committee meetings may be held virtually, and Committee Members may virtually attend in-person Committee meetings, pursuant to the following rules:

 - a) All virtual Committee meetings, attendance and participation shall be subject to and shall comply with all applicable laws, including, but not limited to, Wisconsin's open meetings laws set forth in Wis. Stat. Ch. 19. All County Board meeting notices and agendas shall have instructions for virtual access.
 - b) The Committee Chair may authorize a fully-virtual Committee meeting if deemed necessary, within the Committee Chair's discretion. A County Board Member may still attend a fully-virtual meeting in person so long as the County's meeting premises are accessible.
 - c) A Committee Member may virtually attend a Committee meeting if the Committee Member provides notice to the Committee Chair and County Clerk no later than 24 hours prior to the Committee meeting, except in emergency circumstances.**
 - d) The Committee Chair shall attend any Committee meeting in person unless a fully-virtual meeting is called pursuant to (a) above, or in the event of emergency or other extraordinary circumstance.**
 - e) Any Committee Member virtually attending a meeting shall comply with all rules of conduct, etiquette and ethics as required by these Rules and other applicable laws.

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- f) In the event of a Committee Member's non-compliance or abuse of this Rule No. 20, the Committee Chair and County Board Chair shall review these Rules and expectations with the Committee Member. If non-compliance continues, the matter shall be reviewed by the County Ethics Committee.

DRAFT

Section B: Standing Committees

1. Except for the Health and Human Services committee, Members shall be appointed for two-year terms by the Chair after spring election, and prior to the May meeting. The Chair's appointment shall be confirmed by a majority of the Board voting. The standing committees are:

- a. Administration Committee consisting of the County Board Chair and Vice Chair sitting as Chair and Vice Chair of the committee plus three appointed members.
- b. Public Safety/Court System Committee consisting of five appointed members.
- c. Land, Water & Forest Resources Committee consisting of six members five of which will be members of the Sawyer County Board and one representative of the Sawyer County farm service agency (Wisconsin statute s. 59.56 (3) (b).).
- d. Health and Human Services Board consisting of nine members, five of which will be County Board Members, shall be appointed by the County Administrator with confirmation by the majority of the Board voting. See the Health and Human Services Board section for more details about board selection and board terms.
- e. Public Works Committee consisting of five appointed members.
- f. Economic Development/UW-Extension Committee consisting of five appointed members.
- g. Zoning Committee consisting of five appointed members.
- h. Finance Committee consisting of five appointed members.

Roles and responsibilities of the standing committees are as follows:

This section will be drafted by the standing committees and approved by the majority of board members voting.

2. Roles and responsibilities of the standing committees are as follows:

This section will be drafted by the standing committees and approved by the majority of board members voting.

A) Administration Committee

Mission: Develop, guide and implement policies that address overall management, coordination, and operation of County government. Including County Administration and administrative support function.

Composition: County Board Chair and Vice-Chair and three additional Board members appointed by Chair

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and confirmed by a majority of the Board

Committee of Jurisdiction for: Administration, Human Resources, Veterans Services, and Information Technology

Primary Responsibilities:

- Address policy related to administrative and operational elements of County.
- Address Human Resource issues and policy.
- Approve Personnel Policy manual changes and forward as needed to Board for approval.
- Review and maintain Board policies, and make recommendations to Board on updated or new Board policies.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments and County subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval

B.) Public Safety/Court Systems

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Mission / Purpose: Provide leadership for Sawyer County by coordinating with the Public Safety and Justice Departments for the County, which provide for the safety of the citizens and guests of Sawyer County; monitoring outcomes, reviewing, and recommending to the County Board policies related to the public safety initiatives of the County.

Membership: The Public Safety Committee shall be comprised of five (5) County Board Supervisors appointed by the Chair of the Sawyer County Board of Supervisors at the April meeting of the full county board in even numbered years.

Term: Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

Officers: The committee will elect amongst itself a chair to conduct meetings consistent with published agendas and a vice-chair to assist in the absence of a chair.

Reporting Relationship: The Public Safety Committee shall be accountable to the County Board.

Committees of Jurisdiction: The Public Safety Committee shall serve as the County liaison and have the primary responsibility of conferring with and providing guidance, including review of policies and developing budgets, to the following County departments:

Sheriff
Ambulance
Coroner
Emergency Services
Clerk of Courts
District Attorney
Circuit Court
Child Support

And receive reports from:
Criminal Justice Collaboration Council

The duties and responsibilities of the Public Safety Committee include but are not limited to:

1. Identify the need for and recommend to the County Board policies related to the public safety of the County.
2. Review programs and associated budget requirements prior to their being considered for inclusion in the County budget.
3. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
4. Serve as the initial contact point for individuals and/or organizations who wish to introduce or review County Board policy regarding County public safety.
5. Initiate a study to determine future criminal justice issues.
6. Fulfill all statutory requirements assigned by the County Board.

C) Land, Water & Forest Resources Committee,

Mission: Develop, guide and implement policies that protect and ensure the sustainability of our bio-diverse community.

Composition: Six members appointed by the Chair with approval of the board.

Five members will be members of the Sawyer County Board. Two of which are to be members of the Committee of jurisdiction for agriculture and extension education (Sawyer County Economic Development Committee) and a representative of the Sawyer County farm service agency (Wisconsin statute s. 92.06 (1)(b) 1. & 2)

Committee of Jurisdiction for: Land, Water, Forestry, Land Records, Land Information, Surveyor and Register of Deeds

Primary Responsibilities:

- Approve the sale of property acquired by tax foreclosure.
- Approve semiannual forestry stumpage bids.
- Approve bids for trail work on trails overseen by the Forestry Department.
- Approve events to be held on County forest land
- Approve Forestry, Land and Water Conservation and Land Information plans that are required by governmental bodies.
- Oversee management of the County Forest per Wisconsin statute 28.11
- Hear reports from Sawyer County Trails Alliance, LCO Conservation, Wisconsin DNR Forestry and National Resources Conservation Services.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Approve contracts and agreements, and where the counter party requires board approval, forward to the County Board for approval.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Approve changes or amendments to the previously adopted annual budget (excluding line item transfers) for departments subject to the committee's jurisdiction. This action will be passed on to the Finance Committee and then the County Board.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.

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D) Health and Human Services Board

The Health and Human Services Board is governance and responsibilities are covered in the Health and Human Services Board Bylaws – which can be found in Appendix

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E) Public Works Committee

Mission: Develop, guide and implement policies that address management and operation of County facilities and infrastructure.

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Composition: Five members appointed by the Chair with approval of the board.

Committee of Jurisdiction for: Maintenance, Airport, Highway

Primary Responsibilities:

- Act as the designated Highway Committee per Wisconsin State Statute 83.015
- Act as the designated Airport Committee, and address policy and operation of the airport.
- Address policy related to operation of County facilities.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Review utilization of County facilities, space needs, and capital improvements.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Review and approve Airport agreements (Management Contracts, Contracts for Services, and Leases). Such approvals are forwarded to the County Board for approval.
- Monitor building projects including new construction and remodeling.

F.) Economic Development and UW Extension and Agriculture Committee

The following provisions shall apply to the Sawyer County Board of Supervisor's ("County Board") standing committee entitled the Economic Development and UW Extension and Agriculture Committee (the "Committee"):

Mission/Purpose: Provide the leadership for implementation of the Education and Economic Development for Sawyer County. To provide leadership in monitoring outcomes, reviewing, and recommending to the County Board all policies related to educational and economic development initiatives of Sawyer County.

Statutory Authority and Responsibilities: Wis. Stat. § 59.56(3).; Wis. Stat. § 92.06(1)(b)1.

Membership: Shall be comprised of five (5) elected County Board Supervisors appointed by the Chair of the County Board at the April meeting of the County Board in even numbered years and approved as required by the County Board Policy and Procedure Manual (as may be amended). Pursuant to Wis. Stat. § 92.06(1)(b)1, at least two (2) members of the Committee shall also be members of the County Land, Water & Forest Resources Committee.

Term: Committee members shall serve for a two (2) year term concurrent with their terms of office as County Board Supervisors.

Reporting Relationship: The Committee shall have responsibility for outcome, monitoring and oversight of the performance of economic development initiatives supported by Sawyer County. The Committee shall have the primary responsibility of conferring with and acting as liaison for the following organizations for purposes of economic development:

- Northwest Regional Planning Commission
- Hayward Lakes Visitor and Convention Bureau
- Sawyer County Snowmobile/ATV Alliance
- Silent Sports
- American Birkebeiner
- UW Extension
- Sawyer County Fair Association
- SC/LCO Economic Development Corporation

Duties and Responsibilities of the Committee include but are not limited to:

1. Foster the implementation of Sawyer County's initiatives related to economic development.
2. Identify the need for, and recommend to the County Board, policies related to education and economic development initiatives appropriately supported by Sawyer County.
3. Review new programs and associated budget requirements prior to their being considered for inclusion in Sawyer County's annual budget.
4. Facilitate broad-based discussion of issues and policies relating to education and economic development by encouraging public involvement.
5. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding Sawyer County's economic development.

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6. Review and recommend operational procedures and practices to appropriate administrative committee(s) and department(s) of the County.
 7. Review and recommend to the County Board programmatic and facility plans consistent with the community's expectations for the University of Wisconsin-Extension.
 8. Serve as Sawyer County's Extension and Education Committee, as defined in Wis. Stat. § 59.56(3)(b) by performing the following responsibilities:
 - o Establish UW/ Sawyer County based extension policy; and
 - o Provide budget oversight of UW/Sawyer County based extension department; and
 - o Provide input and monitor the performance of the UW Extension programming; and
 - o Create policies and strategies that accomplish educational needs in an efficient and cost-effective manner; and
 - o Provide a leadership role with the County Board and other community partners to preserve and enhance access to the resources of the public university; and
 - o Assess future community educational needs; and
 - o Facilitate a partnership between Sawyer County and the University of Wisconsin.
 9. Additional duties as assigned by the County Board.
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G) Zoning Committee

The Zoning Committee governance and responsibilities can be found in the Zoning Committee Bylaws which are located in Appendix

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H) Finance Committee

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Roles and Responsibilities of the Finance Committee

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Budget

1. Approves budget guidelines departments should follow when preparing the budget as proposed by the County Administrator
2. Acts as a sounding board for the County Administrator when determining modifications to service levels are needed to balance the budget.
3. Reviews and approves balanced budget submitted by the County Administrator forwarding it to the Board for approval. All major budget decisions noted for Board approval.
4. Reviews projected large (the greater of \$25,000 or 20% of budget annualized) adverse (lower revenue or higher expenses) impacts to the approved budget as submitted by the County Administrator. Projected large adverse budgeted items noted for the Finance Committee will be reviewed with the appropriate committee by the County Administrator These items will be included in the Finance Committee's report to the Board if not included in the report of the responsible committee.
5. Approves unbudgeted items (other than line-item transfers) including transfers from the contingency account. Resolution forwarded to Board for approval

Internal Controls

1. Approves selection of independent auditor as recommended by the County Administrator
2. Reviews with the independent auditor the final draft audit and approves such audit report.
3. Reviews the County Administrators proposed corrective action on internal control and other weakness noted by the independent auditor and monitors the progress towards correcting these deficiencies.
4. Reviews significant internal control breaches. Breaches would include duplicate payments, errors in recording transactions or any other events where the assets of the county are not safeguarded or the financial statements do not accurately reflect the county's operations

Policies:

1. Approves policies and changes there to as submitted by the County Administrator in the areas of finance, treasury and other elements of asset protection forwarding them to the Board for approval.

Other Actives:

1. Reviews and approves requests for borrowing forwarding them to the Board for approval.

Section C: Ad Hoc Committees

The Chair will recommend creation of an ad hoc committee and shall appoint members of that committee with the approval of the majority of those board members voting. Prior to voting, the purpose of the ad hoc committee will be clearly stated. Once that purpose has been accomplished, the committee will automatically disband.

Part II Boards, Commissions and other Committees

Section A: Other Boards and Commissions

County board members and/or other members where indicated will be appointed by the County Administrator, confirmed by a majority of the board members voting to the following committees and boards:

INTERNAL

Criminal Justice Coordinating Committee – two appointed board members
Ethics Board – three appointed board members and two Sawyer County citizens
Labor Negotiations – two appointed board members
Land Information Council – one appointed board member
Zoning Board of Appeals - no board members

QUASIAging and Disability Resource Center of the North - one appointed board member

Indianhead Community Action Program - one appointed board member
Local Emergency Planning Committee - one appointed board member
Northern Regional Trail Advisory Committee-NoRTAC – one appointed board member
Northern Waters Library Service - one appointed board member
Northwest Regional Community Development Block Grant Housing Program – one appointed board member
Northwest Regional Planning Commission two appointed board members of which second member is an alternate.
NW Wisconsin CEP - one appointed board member
PACE Commission – one appointed board member

EXTERNAL

American Birkebeiner Foundation - one appointed board member
Hayward Lakes Visitor/Convention Bureau - two appointed members of which one must be a board member
LCO Library - one appointed board member
Sawyer County Fair - one appointed board member
Sawyer County Housing Authority Commission - two board members. By State Statute all members appointed to the commission must be approved by the County Board
Sawyer County/LCO Economic Development Corporation – two appointed board members
Sawyer County/LCO Joint Committee – two appointed board members
Sawyer County /LCO Transit - three appointed members
Senior Resource Center (Aging unit) – two appointed board members
Traffic Safety Committee – one appointed board member
Visions Northwest – one appointed member

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Land Information Council – one appointed board member¶

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Northern Regional Trail Advisory Committee-NoRTAC – one appointed board member Northern Waters Library Service - one appointed board member¶
Northwest Regional Community Development Block Grant Housing Program – one appointed board member¶
Northwest Regional Planning Commission two appointed board members of which second member is an alternate.¶
NW Wisconsin CEP - one appointed board member ¶
PACE Commission – one appointed board member¶

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Weiss Community Library Board - one appointed board member
Winter Library Board - one appointed board member

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Sawyer County Board Open/Closed Meetings

Section A: Policy

It is the policy of the Sawyer County that the public is entitled to the fullest and most complete information regarding the affairs of county government as is compatible with conduct of county affairs and the transaction of county business. All meetings of the Board, committees, boards and commissions shall be held in public buildings or any place accessible to members of the public and shall be "open sessions" as provided by s. 19.83, Wis. Stats. To that end:

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open Meeting Law. Every meeting shall be preceded by a public notice. Discussion shall be held and action shall be initiated, deliberated upon and acted upon only in open session.
2. Every public notice of a meeting of board meeting, standing or ad hoc committees shall set forth the time, date, place and subject matter of the meeting, including the intended consideration at any contemplated closed session. The notice must be in enough detail so that it is reasonably clear to members of the public and the news media the business to be transacted. Public notice of every meeting shall be given at least 24 hours prior to commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorted notice can be given, but no less than 2 hours prior to the meeting. The "good cause" provision should be used sparingly and only when truly necessary.

Section B: Closed Session

The County Board or any committees, upon motion duly made and carried by roll call vote may convene in closed session. This motion may not be adopted unless the Chair announces to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemption by which such closed session is claimed. Such announcement will be recorded in the minutes. No business may be taken up at any closed session except that which relates to matters germane to the closed session. If the agenda does not give notice of a closed session a member who believes that the agenda item under discussion in an open session should be discussed in closed session may make a motion to convene in closed session. In such case, the closed session will be placed at the end of the agenda. This provision should be used sparingly.

The Chair will state which, if any, non-board members may attend a closed session.

A closed session may be held for any of the following purposes:

1. Deliberating after any judicial or quasi-judicial trial or hearing.
2. Considering dismissal, demotion, licensing, or discipline of any county employee, unless an open session is requested by the person charged or otherwise under discussion.
3. Considering employment, promotion, and compensation or performance evaluation of any county employee.
4. Considering strategy for crime detection or prevention.

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session.
6. Considering financial, medical, social or personal histories or disciplinary action of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such person.
7. Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation.
8. Consideration of requests for confidential written advice from the government accountability board or from any county or municipal ethics board.

If the Board or committee intends to meet in open session after a closed session, the public notice must indicate this intent. If not, the Board or committee cannot convene within 12 hours of recess of the closed session.

No member of the county board shall be excluded from any closed session of the County Board or any standing committee of the Board. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include censure and payment of damages the Board suffers by reason of the unlawful breach of secrecy.

The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board, or commission involved until such time as the purpose necessitating such closed session no longer exists.

APPENDIX A

Supermajority Votes of the County Board

Copied on 3/16/21 from: <https://localgovernment.extension.wisc.edu/counties-in-wisconsin/>

In most cases, adoption of a motion on the floor of the county board requires a simple majority vote, i.e. more than half. From time to time, though, state statutes and parliamentary authorities subject the county board to a higher threshold. Rather than a simple majority, these motions require at least a two-thirds (2/3) vote or even a three-fourths (3/4) vote for approval.

The following tables list the actions requiring a supermajority vote. There is no attempt to describe any procedures that need to be followed prior to these actions being taken. It often takes more than simply adopting a motion at a county board meeting for board action to be legal. For example, while it is true that the vote requirement for removing certain county officers is two-thirds, the board would first need to comply with section 17.16 of the Wisconsin statutes which contains the procedures that must be followed.

Motion before the County Board	Statute	Vote Required
Removal from office of the county clerk, county treasurer, county surveyor, or county board supervisor	17.09(1)	Not less than 2/3 of all supervisors entitled to a seat on the county board.
Removal from office of county officers appointed by the county board.	17.10(2)	Not less than 2/3 of the supervisors entitled to seats on the county board.
Make application to withdraw land from county forest program	28.11(11)(a)1	Not less than 2/3 of county board membership.
Also, if application is denied county board may appeal to a review committee.	28.11(11)(a)4	Not less than 2/3 of county board membership.
And, if application is approved, county board must approve resolution to withdraw the land.	28.11(11)(a)6	Not less than 2/3 of county board membership.
Financing harbor improvements..... assume the obligation of paying the principal and interest of such evidences of indebtedness as are then outstanding.	30.34(3)(b)	Not less than 2/3 of county board membership.
Withdrawal from a public library system.	43.18(1)(am)	Not less than 2/3 of county board membership.
Removal for misconduct or neglect of a trustee of a county institution.	46.18(3)	Not less than 2/3 of county board membership.
Removal of a county social services board member appointed by the county board.	46.22(1m)(c)2	Not less than 2/3 of county board membership.
Removal of a member of a county human services board.	46.23(4)(c)1	Not less than 2/3 of county board membership.

Motion before the County Board	Statute	Vote Required
Removal of a member of a county community programs board.	51.42(4)(a)1.a	Not less than 2/3 of county board membership.
Removal of a member of a county developmental disabilities services board.	51.437(7)(a)1	Not less than 2/3 of appointing authority.
Fix the compensation of the board members to be next elected.	59.10(3)(f)	Not less than 2/3 of county board membership.
Override a veto of the county executive.	59.17(6)	Not less than 2/3 of the members-elect of the board.
Discontinue furnishing abstracts.	59.44(5)	Not less than 2/3 of county board membership.
Purchase membership in an association of county boards.	59.52(22)	Not less than 2/3 vote.
Authorization to take certain actions related to public transit in counties.	59.58(3)(i)	Not less than 2/3 vote of county board membership
Amending a zoning ordinance in an airport affected area.	59.69(5)(e)5m	Not less than 2/3 of the members of the board present and voting.
Removal of a member of a solid waste management board.	59.70(2)	Not less than 2/3 vote of the appointing authority.
Changes or amendments to a previously adopted budget.	65.90(5)(a)	Not less than 2/3 of county board membership.
Withdrawal from a regional planning commission.	66.0309(16)	Not less than 2/3 vote of the members elect.
Authorization to expend in excess of funds available or appropriated.	66.0607(7)	Not less than 2/3 of county board membership.
Relief from conditions of gifts and dedications.	66.1025(1)	Not less than 2/3 vote of the members elect.
Declaration as premier resort area.	66.1113(2)(a)	Not less than 2/3 of the members of the county board who are present when the vote is taken.
Motions requiring a 3/4s vote		
Change in restricted use of land.	27.065(15)	Not less than 3/4 of the county board.
Financing harbor improvements through bonds or notes.	30.35(1)	Not less than 3/4 of the county board.
Amendment or repeal of previously adopted ordinance related to fixing the number of deputy sheriffs and their salaries	59.26(8)(d)	Not less than 3/4 of the members elect.
Bypassing bidding requirements for certain public works projects done directly by the county.	59.52(29)(a)	Not less than 3/4 of the county board.
When protest filed against a proposed zoning ordinance amendment.	59.69(5)(e)5g	Not less than 3/4 of the members present and voting.
One of the ways that a county can meet the conditions to issue debt	67.045(1)(f)	Not less than 3/4 of the members elect

This table includes some of the common motions under Robert's Rules of order, Newly Revised that require more than a majority for approval.

Motion before the County Board	Robert's Rules of Order	Vote Required
Limit or extend the limits of debate on a pending question	Chapter 15	2/3 of members voting
Limit or extend the limits of debate for the duration of the meeting.	Chapter 15	2/3 of members voting
Objection to consideration of a question	Chapter 26	2/3 of members voting
Previous question (end debate and vote on the pending question)	Chapter 16	2/3 of members voting
Suspend the rules	Chapter 25	2/3 of members voting

Compiled by Dan Hill, Local Government Specialist.
Reviewed by Philip Freeburg, Local Government Law Educator.

Appendix B

Sawyer County Board of Supervisors Code of Ethics

It is in the best interests of the members of the Sawyer County Board of Supervisors to be aware of and properly disclose all conflicts of interests and appearance of conflict of interests. Such action will improve the standards of public service. Such action will straighten the faith and confidence of the citizens of Sawyer County in their county board members.

Wisconsin State Statute Section 946.13 sets forth conduct which is deemed unlawful. This code is not a criminal code. This code covers acts which may not be illegal but which might cast doubt on the integrity of the Board and on County Board Members.

Generally, a conflict of interest may occur if:

1. The Board Member or any member of their family may receive a financial or other significant benefit as a result of their position on the county board. Significant benefit is anything of value that could reasonably be expected to influence a board members official action or judgement, or could reasonably be considered as a reward for any official action or inaction.
2. The Board Member has the ability to influence a decision for personal gain or advantage.
3. The Board Member has a financial or other significant interest, which impairs or might appear to impair the individual's independence in the discharge of their responsibilities as a Board Member.

Although each circumstance will be different, some examples of conflict of interests include:

1. Self-benefit. Using your position or relationship as a board member to promote your own interests or those of your family.
2. Influence peddling. Soliciting or receiving benefits for yourself or your family from outside entities in exchange for using your influence to advance the interests of that entity within the County operations.
3. Other business relationships and dealings. Voting for purchases or contracts with entities in which you or your family have a significant financial or other interest or relationship.
4. Outside commitments. Participating in social or political activities is not restricted as long as you participate as an individual or as requested by the Chair or board.
5. Use of Sawyer County property for personal advantage. Using or taking Sawyer County resources, including facilities, equipment, personnel and supplies for private use or other unauthorized use
6. Recording or reporting false information. Misrepresenting, withholding or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes in order to derive personal benefit
7. Using inside information. Using information obtained as a board member to promote your own interests or those of your family
8. Closed session proceedings. Disclosing information discussed in closed sessions to others not part of the closed session.

Real or potential conflicts of interest should be disclosed to the Ethics Board. When deciding what kind of relationships should be disclosed consider the situation from the perspective of an outsider and

whether the relationship is of such a nature that it could raise an allegation of an apparent or actual conflict of interest. When making the decision about disclosure, err on the side of transparency. This will alleviate or avoid future misunderstandings.

Any county board member having a conflict of interest in any matter before the board should disclose that conflict and refrain from voting. Any Board Member who has reason to believe that the vote of another Board Member would be a conflict of interest shall request that board member to abstain from voting.

The recourse of the Board Member requested to abstain from voting is to request a ruling from the Chair. Any Board Member dissatisfied with the Chair's decision has the right to apply for a hearing before the Ethics Board.

Each Board Member will be required to annually sign a Conflict of Interest Statement. Each Board Member is required to disclose to the Ethics Board real or perceived conflicts that arise after the Conflict of Interest Statement is submitted.

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The Ethics Board will be appointed by the County Administrator with confirmation by a majority of Board Members voting.

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Since the Ethics Board deliberations deal with personnel matters, the Ethic Committee shall deliberate in closed session. All deliberations of the Ethics Board will be documented. This documentation and the Conflict of Interest Statements are open for inspection by any Board Member on the condition items contained therein will not be disclosed to any person not on the Board.

Each year, all Board Members will be required to sign a Conflict of Interest Statement similar to Appendix B.

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Appendix B (continued)

**Sawyer County
Board of Supervisors Conflict of Interest Statement**

I have read the Code of Ethics in the Sawyer County Board of Supervisors Policy and Procedure Manual and make the following statement:

☐ I do not have any actual or what may be perceived as conflicts of interest.

OR

☐ I have the following potential, actual or perceived, conflict(s) of interests where there is the potential for items coming before the Board for a vote.

Name (Please Print) _____

Signature _____ Date _____