

**NOTICE OF MEETING**  
**EXECUTIVE COMMITTEE**  
**March 19, 2014 - 4:30 PM**

508 New York Ave  
Sheboygan, WI 53081

Room 306

**\*Agenda\***

Call to Order  
Certification of Compliance with Open Meeting Law  
Approval of Minutes

Executive Committee - Regular Meeting - Feb 19, 2014 4:30 PM

Public Input and Comments on Agenda Items/Non-Agenda Items

Correspondence - None at time of mailing

Resolutions or Ordinances Referred by County Board

Consideration of Resolution No. -- 36 - Authorizing the Finance Committee and Finance Director to Balance Over Budget Departmental Accounts

Discussion Items

Consideration of Revisions to Chapter 2 of the Code of Ordinances

Consideration of Grievance Procedure Revisions

Consideration of Appointments to the Joint County Library Planning Committee

County Administrator's Report  
Approval of Attendance at Other Meetings or Functions  
Review and Approve Vouchers  
Adjournment

Prepared by:  
Kay Lorenz  
Recording Secretary

Roger Te Stroete  
Committee Chairperson

NOTE: Members of the public are invited to offer comments on topics which may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

If listed as an agenda item, the "Administrator's Report" is a summary of key activities for the previous month and planned for upcoming months including performance evaluations, liaison committee issues and County Board issues. No action will be taken by the Executive committee resulting from the report unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Board Chairman/County Administrator's Office at 920-459-3103 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MINUTES

Administration Building  
508 New York Avenue  
Sheboygan WI

**February 19, 2014**                      **Called to Order: 4:30 P.M.**                      **Adjourned: 7:19 P.M.**

MEMBERS PRESENT:                      Roger Te Stroete, Thomas Wegner, William Goehring, George Marthenze, Peggy Feider

ALSO PRESENT:                              Adam Payne, Carl Buesing, Kay Lorenz, Greg Schnell, Aaron Brault, Janet Weyandt, Ed Procek, David Leffin

Chairman Te Stroete called the meeting to order and verified that the meeting notice was posted on February 14, 2014 at 1:45 P.M. in compliance with the open meeting law.

Supervisor Wegner made a motion to approve the minutes of the January 29, 2014 Executive Committee meeting. Motion seconded by Supervisor Goehring. Motion carried.

The Committee discussed Resolution No. 32 – Changing County Road “LS” Within County Highway System. Supervisor Marthenze made a motion to recommend Resolution No. 32 be adopted. Motion seconded by Supervisor Wegner. Motion carried unanimously.

The Committee discussed Resolution No. 34 – Accepting Donation of Land from Sheboygan County Conservation Association at Broughton Sheboygan County Marsh. Supervisor Goehring made a motion to recommend Resolution No. 34 be adopted. Motion seconded by Supervisor Feider. Motion carried unanimously.

The Committee discussed Ordinance No. 14 – Abolishing Coroner Position and Replacing with Medical Examiner Position. Supervisor Marthenze made a motion to recommend Resolution No. 14 be enacted. Motion seconded by Supervisor Wegner. Motion carried unanimously.

The Committee reviewed the fourth quarter 2013 variance reports for the County Board and County Administrator.

Corporation Counsel Carl Buesing discussed the current draft of proposed changes to Chapter Two of the Code of Ordinances. Discussion will continue at the March meeting.

County Administrator Adam Payne provided a proposed revision to Chapter 48 – Employee Grievance Procedure for the Committee’s review, an update on the wetland mitigation bank proposal, and distributed correspondence relating to a generous donation to Sheboygan County.

Vouchers were reviewed. Supervisor Goehring made a motion to approve the vouchers with the exception of the November 13, 2013 Human Resources meeting mileage and per diem for Supervisor Brian Hoffmann. Motion seconded by Supervisor Marthenze. Motion carried.

The next meeting will be held Wednesday, March 19, 2014 at 4:30 p.m.

Minutes Acceptance: Minutes of Feb 19, 2014 4:30 PM (Approval of Minutes)

Supervisor Wegner made a motion to go into closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider the annual performance evaluation of the County Administrator. Motion seconded by Supervisor Marthenze. Motion carried on unanimous roll call vote.

Supervisor Wegner made a motion to go back into open session. Motion seconded by Supervisor Feider. Motion carried on unanimous roll call vote.

Supervisor Marthenze made a motion to approve the annual evaluation and forward it to the Human Resources Committee for final action. Motion seconded by Supervisor Wegner. Motion carried.

Supervisor Wegner made a motion to adjourn. Motion seconded by Supervisor Marthenze. Motion carried.

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William Goehring, Secretary

Kay Lorenz, Recording Secretary

SHEBOYGAN COUNTY RESOLUTION NO. 36 (2013/14)

Re: **Authorizing the Finance Committee and Finance Director to Balance Over Budget Departmental Accounts**

**WHEREAS**, it is anticipated that there may be certain departmental expense accounts which will be over budget for 2013 due to unexpected or unusual expenses, and there may be other expense or revenue accounts which are under/over budget, and

**WHEREAS**, while the exact amount of the variances cannot be determined until the books for 2013 have been closed, the approximate amount for each Department is attached to this Resolution and represent, in total for all funds, the favorable net amount of \$3,134,523.00;

**NOW, THEREFORE, BE IT RESOLVED** that negative variances in the departmental appropriation units, "Salaries and Benefits," "Operating Expenses," "Interdepartmental Charges," and "Capital Outlay" are hereby authorized.

**BE IT FURTHER RESOLVED** that after the books are closed for 2013 the Finance Committee and Finance Director report to this County Board any significant differences from the variances reported here.

Respectfully submitted this 18th day of March, 2014.

**FINANCE COMMITTEE**

\_\_\_\_\_  
William C. Goehring, Chairperson

\_\_\_\_\_  
Greg Weggeman, Vice-Chairperson

\_\_\_\_\_  
Thomas Wegner, Secretary

\_\_\_\_\_  
Devin LeMahieu

\_\_\_\_\_  
George Marthenze

Opposed to Introduction:

\_\_\_\_\_

\_\_\_\_\_

**Budget Comparisons - 2013**  
**Appropriation Units**

Department	Revenue			Wages & Benefits			Operating Expenses			Interdepartmental			Operational	Capital Outlay		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Vairance	Budget	Actual	Variance	Variance	Budget	Actual	Variance
<b>General Fund</b>																
Treasurer	\$ 607,832	\$ 778,779	\$ 170,947	\$ 359,223	\$ 372,593	\$ (13,370)	\$ 117,493	\$ 76,399	\$ 41,094	\$ 159,826	\$ 146,434	\$ 13,392	\$ 212,063	\$ 52,000	\$ 31,996	\$ 20,004
ROD	\$ 624,793	\$ 668,638	\$ 43,845	\$ 354,003	\$ 351,757	\$ 2,246	\$ 173,259	\$ 175,796	\$ (2,537)	\$ 145,031	\$ 139,594	\$ 5,437	\$ 48,991	\$ -	\$ -	\$ -
Finance	\$ 1,009,894	\$ 1,106,384	\$ 96,490	\$ 749,843	\$ 787,685	\$ (37,842)	\$ 81,714	\$ 71,643	\$ 10,071	\$ 190,437	\$ 184,158	\$ 6,279	\$ 74,997	\$ -	\$ -	\$ -
UW Sheboygan	\$ 110,584	\$ 110,734	\$ 150	\$ -	\$ -	\$ -	\$ 104,090	\$ 98,139	\$ 5,951	\$ 17,584	\$ 17,136	\$ 448	\$ 6,549	\$ -	\$ -	\$ -
Coroner	\$ 118,839	\$ 126,164	\$ 7,325	\$ 68,130	\$ 72,961	\$ (4,831)	\$ 48,730	\$ 49,677	\$ (947)	\$ 5,429	\$ 5,661	\$ (232)	\$ 1,314	\$ -	\$ -	\$ -
County Board	\$ 222,046	\$ 222,046	\$ -	\$ 149,165	\$ 135,973	\$ 13,192	\$ 45,912	\$ 40,147	\$ 5,765	\$ 26,969	\$ 26,297	\$ 672	\$ 19,629	\$ -	\$ -	\$ -
Co Airport	\$ 428,866	\$ 431,933	\$ 3,067	\$ 209,435	\$ 206,151	\$ 3,284	\$ 78,040	\$ 83,591	\$ (5,551)	\$ 108,721	\$ 111,696	\$ (2,975)	\$ (2,176)	\$ -	\$ -	\$ -
Family Court	\$ 349,113	\$ 357,462	\$ 8,349	\$ 231,818	\$ 227,807	\$ 4,011	\$ 48,365	\$ 50,964	\$ (2,599)	\$ 68,930	\$ 51,197	\$ 17,733	\$ 27,493	\$ -	\$ -	\$ -
Clerk of Crts	\$ 2,094,190	\$ 1,977,178	\$ (117,012)	\$ 1,235,811	\$ 1,259,676	\$ (23,865)	\$ 421,147	\$ 374,100	\$ 47,047	\$ 437,232	\$ 430,264	\$ 6,968	\$ (86,861)	\$ -	\$ -	\$ -
DA	\$ 958,828	\$ 933,745	\$ (25,083)	\$ 646,130	\$ 641,283	\$ 4,847	\$ 53,506	\$ 44,513	\$ 8,993	\$ 259,192	\$ 257,222	\$ 1,970	\$ (9,272)	\$ -	\$ -	\$ -
Child Support	\$ 1,096,229	\$ 1,090,069	\$ (6,160)	\$ 657,465	\$ 653,035	\$ 4,430	\$ 70,583	\$ 70,196	\$ 387	\$ 368,181	\$ 357,565	\$ 10,616	\$ 9,274	\$ -	\$ -	\$ -
UW Extension	\$ 481,128	\$ 500,408	\$ 19,280	\$ 124,865	\$ 123,445	\$ 1,420	\$ 277,834	\$ 257,018	\$ 20,816	\$ 78,429	\$ 78,412	\$ 17	\$ 41,533	\$ -	\$ -	\$ -
Co Planning	\$ 2,145,213	\$ 2,156,226	\$ 11,013	\$ 868,810	\$ 817,588	\$ 51,222	\$ 823,378	\$ 753,659	\$ 69,719	\$ 433,531	\$ 348,905	\$ 84,626	\$ 216,579	\$ 52,795	\$ 41,516	\$ 11,279
Sheriff	\$ 17,331,067	\$ 17,435,148	\$ 104,080	\$ 11,525,619	\$ 11,812,466	\$ (286,847)	\$ 2,297,791	\$ 2,266,723	\$ 31,069	\$ 3,177,403	\$ 3,083,854	\$ 93,549	\$ (58,149)	\$ 330,254	\$ 348,936	\$ (18,682)
County Clerk	\$ 415,000	\$ 424,051	\$ 9,051	\$ 210,259	\$ 217,509	\$ (7,250)	\$ 161,063	\$ 164,194	\$ (3,131)	\$ 62,771	\$ 55,993	\$ 6,778	\$ 5,449	\$ -	\$ -	\$ -
Bldg Services	\$ 3,239,125	\$ 3,303,150	\$ 64,025	\$ 1,490,769	\$ 1,424,354	\$ 66,415	\$ 1,099,296	\$ 1,029,262	\$ 70,034	\$ 577,176	\$ 566,584	\$ 10,592	\$ 211,066	\$ 92,475	\$ 51,393	\$ 41,082
Human Resources	\$ 468,034	\$ 468,079	\$ 45	\$ 306,454	\$ 324,262	\$ (17,808)	\$ 114,836	\$ 87,701	\$ 27,135	\$ 71,744	\$ 61,220	\$ 10,524	\$ 19,896	\$ -	\$ -	\$ -
Veterans' Serv	\$ 150,915	\$ 154,666	\$ 3,751	\$ 111,237	\$ 110,767	\$ 470	\$ 14,856	\$ 14,288	\$ 568	\$ 24,822	\$ 24,824	\$ (2)	\$ 4,787	\$ -	\$ -	\$ -
Nondepart'l	\$ 2,094,080	\$ 788,901	\$ (1,305,179)	\$ -	\$ -	\$ -	\$ 1,873,870	\$ 1,507,495	\$ 366,375	\$ 101,639	\$ 101,211	\$ 428	\$ (938,376)	\$ -	\$ -	\$ -
Veterans' Comm	\$ 61,912	\$ 61,912	\$ -	\$ 4,387	\$ 4,338	\$ 49	\$ 56,583	\$ 53,134	\$ 3,449	\$ 942	\$ 949	\$ (7)	\$ 3,490	\$ -	\$ -	\$ -
Corp Counsel	\$ 321,835	\$ 321,985	\$ 150	\$ 91,251	\$ 90,553	\$ 698	\$ 205,589	\$ 205,994	\$ (425)	\$ 25,015	\$ 24,962	\$ 53	\$ 477	\$ -	\$ -	\$ -
County Administrator	\$ 215,260	\$ 212,905	\$ (2,355)	\$ 173,235	\$ 173,342	\$ (107)	\$ 7,365	\$ 5,228	\$ 2,137	\$ 34,660	\$ 34,270	\$ 390	\$ 65	\$ -	\$ -	\$ -
<b>Total - General Fund</b>	<b>\$ 34,544,783</b>	<b>\$ 33,630,562</b>	<b>\$ (914,221)</b>	<b>\$ 19,567,909</b>	<b>\$ 19,807,546</b>	<b>\$ (239,637)</b>	<b>\$ 8,175,280</b>	<b>\$ 7,479,860</b>	<b>\$ 695,421</b>	<b>\$ 6,375,664</b>	<b>\$ 6,108,409</b>	<b>\$ 267,255</b>	<b>\$ (191,181)</b>	<b>\$ 527,524</b>	<b>\$ 473,841</b>	<b>\$ 53,683</b>
<b>Special Revenue</b>																
Community Programs	\$ 13,061,154	\$ 14,348,566	\$ 1,287,412	\$ 3,071,441	\$ 2,894,085	\$ 177,356	\$ 8,057,537	\$ 9,133,622	\$ (1,076,085)	\$ 1,907,176	\$ 1,597,200	\$ 309,976	\$ 698,659			\$ -
H&HS Admin	\$ 2,888	\$ 6,330	\$ 3,442	\$ 1,460,867	\$ 1,163,743	\$ 297,124	\$ 264,300	\$ 103,979	\$ 160,321	\$ (1,689,219)	\$ (1,268,175)	\$ (421,044)	\$ 39,843	\$ 6,699	\$ 6,699	\$ -
Office on Aging	\$ 1,370,386	\$ 1,356,213	\$ (14,173)	\$ 287,669	\$ 288,269	\$ (600)	\$ 748,542	\$ 724,116	\$ 24,426	\$ 264,175	\$ 212,910	\$ 51,265	\$ 60,918	\$ 95,000	\$ 64,179	\$ 30,821
Public Health	\$ 3,207,532	\$ 3,774,454	\$ 566,922	\$ 1,849,761	\$ 2,023,037	\$ (173,276)	\$ 235,288	\$ 346,728	\$ (111,440)	\$ 1,122,483	\$ 982,128	\$ 140,355	\$ 422,561			\$ -

Attachment: Attachment for Res 36 (1932 : 36 - Authorizing the Finance Committee and Finance Director

**Budget Comparisons - 2013**  
**Appropriation Units**

Department	Revenue			Wages & Benefits			Operating Expenses			Interdepartmental			Operational	Capital Outlay		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Variance	Budget	Actual	Variance
Social Services	\$ 9,106,611	\$ 9,220,120	\$ 113,509	\$ 3,347,487	\$ 3,298,474	\$ 49,013	\$ 3,910,667	\$ 3,333,940	\$ 576,727	\$ 1,848,457	\$ 1,658,723	\$ 189,734	\$ 928,983	\$ -	\$ -	\$ -
Economic Support	\$ 2,288,390	\$ 2,273,907	\$ (14,483)	\$ 1,347,496	\$ 1,293,810	\$ 53,686	\$ 258,023	\$ 227,685	\$ 30,338	\$ 682,871	\$ 671,290	\$ 11,581	\$ 81,122	\$ -	\$ -	\$ -
<b>Total - Special Revenue</b>	<b>\$29,036,961</b>	<b>\$30,979,590</b>	<b>\$ 1,942,629</b>	<b>\$11,364,721</b>	<b>\$10,961,418</b>	<b>\$ 403,303</b>	<b>\$13,474,357</b>	<b>\$13,870,070</b>	<b>\$ (395,713)</b>	<b>\$ 4,135,943</b>	<b>\$ 3,854,076</b>	<b>\$ 281,867</b>	<b>\$ 2,232,086</b>	<b>\$ 101,699</b>	<b>\$ 70,878</b>	<b>\$ 30,821</b>
<b>Health Care Centers</b>																
Rocky Knoll	\$13,913,185	\$13,408,485	\$ (504,700)	\$ 8,054,476	\$ 7,718,439	\$ 336,037	\$ 3,202,238	\$ 3,112,509	\$ 89,729	\$ 2,581,675	\$ 2,391,425	\$ 190,250	\$ 111,316	\$ 106,198	\$ 142,270	\$ (36,072)
<b>Total - HCC</b>	<b>\$13,913,185</b>	<b>\$13,408,485</b>	<b>\$ (504,700)</b>	<b>\$ 8,054,476</b>	<b>\$ 7,718,439</b>	<b>\$ 336,037</b>	<b>\$ 3,202,238</b>	<b>\$ 3,112,509</b>	<b>\$ 89,729</b>	<b>\$ 2,581,675</b>	<b>\$ 2,391,425</b>	<b>\$ 190,250</b>	<b>\$ 111,316</b>	<b>\$ 106,198</b>	<b>\$ 142,270</b>	<b>\$ (36,072)</b>
<b>Internal Services</b>																
Employee Benefits	\$14,098,344	\$13,511,775	\$ (586,569)	\$13,325,798	\$10,889,369	\$2,436,429	\$ 772,071	\$ 1,310,248	\$ (538,177)	\$ 475	\$ 475	\$ 1,312,158	\$ -	\$ -	\$ -	\$ -
Property Ins & Phones	\$ 675,900	\$ 682,185	\$ 6,285	\$ -	\$ -	\$ -	\$ 675,900	\$ 678,017	\$ (2,117)	\$ -	\$ -	\$ 4,168	\$ -	\$ -	\$ -	\$ -
Info Technology	\$ 1,993,331	\$ 2,000,690	\$ 7,359	\$ 564,391	\$ 527,278	\$ 37,113	\$ 1,217,364	\$ 1,071,208	\$ 146,156	\$ 136,843	\$ 214,482	\$ (77,639)	\$ 112,989	\$ 99,000.00	\$ 12,430.00	\$ 86,570
Highway	\$16,382,700	\$15,716,827	\$ (665,873)	\$ 5,501,457	\$ 5,753,914	\$ (252,457)	\$ 8,130,852	\$ 7,126,893	\$ 1,003,959	\$ 1,992,641	\$ 1,972,076	\$ 20,565	\$ 106,194	\$959,250.00	\$ 1,303,649.00	\$ (344,399)
<b>Total - Internal Servs</b>	<b>\$33,150,275</b>	<b>\$31,911,477</b>	<b>\$ (1,238,798)</b>	<b>\$19,391,646</b>	<b>\$17,170,561</b>	<b>\$ 2,221,085</b>	<b>\$10,796,187</b>	<b>\$10,186,366</b>	<b>\$ 609,821</b>	<b>\$ 2,129,484</b>	<b>\$ 2,186,558</b>	<b>\$ (56,599)</b>	<b>\$ 1,535,509</b>	<b>\$ 1,058,250</b>	<b>\$ 1,316,079</b>	<b>\$ (257,829)</b>
<b>Debt Service</b>	<b>\$ 6,269,479</b>	<b>\$ 8,040,993</b>	<b>\$ 1,771,514</b>	\$ -	\$ -	\$ -	<b>\$ 6,315,950</b>	<b>\$ 8,293,595</b>	<b>\$ (1,977,645)</b>	\$ -	\$ -	\$ -	<b>\$ (206,131)</b>	\$ -	\$ -	\$ -
<b>Total Expenditure Variance</b>			<b>\$ 2,215,778</b>													
<b>Total Revenue Variance - All Funds</b>			<b>\$ 1,056,424</b>													
<b>Operational Change Positive/(Negative)</b>			<b>\$ 3,272,202</b>													
<b>Less Carryovers</b>			<b>\$ (137,679)</b>													
<b>Total Change Positive(Negative)</b>			<b>\$ 3,134,523</b>													

Attachment: Attachment for Res 36 (1932 : 36 - Authorizing the Finance Committee and Finance Director



## CHAPTER 2

RULES OF ORDER TO GOVERN THE SHEBOYGAN  
COUNTY BOARD OF SUPERVISORS

- 2.01 RULE I - TIME AND PLACE OF MEETING
- 2.02 RULE II - QUORUM
- 2.03 RULE III - PRESIDING OFFICER
- 2.04 RULE IV - ORDER OF BUSINESS
- 2.05 RULE V - AGENDA
- 2.06 RULE VI - VOTING
- 2.07 RULE VII - GENERAL APPOINTMENTS
- 2.08 RULE VIII - COMMITTEES
- 2.09 RULE IX - COMMITTEE APPOINTMENTS
- 2.10 RULE X - COMMITTEE ORGANIZATION AND MEETINGS
- 2.11 RULE XI - EXECUTIVE COMMITTEE
- 2.12 RULE XII - DUTIES OF COMMITTEES
  - (1) Executive Committee
  - (2) Finance Committee
  - (3) Health and Human Services Committee
  - (4) Health Care Centers Committee
  - (5) Human Resources Committee
  - (6) Law Committee
  - (7) Planning, Resources, Agriculture, and Extension Committee
  - (8) Property Committee
  - (9) Transportation Committee
- 2.13 RULE XIII - REFERRAL OF RESOLUTIONS AND ORDINANCES
- 2.14 RULE XIV - RESERVED
- 2.15 RULE XV - RULE CHANGES
- 2.16 RULE XVI - PRIVILEGE OF THE FLOOR
- 2.17 RULE XVII - PARLIAMENTARY PROCEDURE
- 2.18 RULE XVIII - REIMBURSEMENT FOR SERVICES
- 2.19 RULE XIX - DEBATE
- 2.20 RULE XX - NEWS MEDIA COVERAGE
- 2.21 RULE XXI - PUBLIC ADDRESSES TO THE BOARD
- 2.22 RULE XXII - CONFLICT OF INTEREST
- 2.23 RULE XXIII – COMPLAINTS



## CHAPTER 2

RULES OF ORDER TO GOVERN THE SHEBOYGAN  
COUNTY BOARD OF SUPERVISORS

2.01 RULE I - TIME AND PLACE OF MEETING. The County Board of Supervisors shall meet in regular session on the following dates:

- (1) The third Tuesday in April. This meeting shall be the Organizational meeting in even numbered years.
- (2) The second and fourth Tuesdays in April, in even numbered years.
- (3) The third Tuesday in May, June, July, and August.
- (4) The Tuesday preceding the final Tuesday in October [being the commencement of the Annual Meeting, to the extent required by Wis. Stat. § 59.11, and being the date of the Initial Budget Presentation pursuant to Chapter 5 of this Code].
- (5) The final Tuesday in October [being a continuation of the Annual Meeting and being the time of the Budget Review and Public Hearing pursuant to Chapter 5 of this Code]. No other business shall be conducted at this meeting.
- (6) The first Tuesday in November. The meeting shall be the concluding day of the Annual Meeting and the Budget Adoption day pursuant to Chapter 5 of this Code.
- (7) The third Tuesday in December, January, February, and March.
- (8) The fourth Tuesday in September.

The Board shall meet in special session upon written request of a majority of the Supervisors in accordance with Wis. Stat. § 59.11(2). Any special session request shall include a proposed Agenda to be considered at the special session.

All Board meetings shall begin at 6:00 p.m., and all meetings shall be held with open doors in the County Board Chambers at the Courthouse in the City of Sheboygan, Wisconsin, and all persons conducting themselves in an orderly manner may attend.

2.02 RULE II - QUORUM. A majority of the members elected shall constitute a quorum.

2.03 RULE III - PRESIDING OFFICER. The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson or at the direction of the Chairperson, the Vice Chairperson shall preside. In the absence of both, the County Clerk shall call the Board to order and the Board shall elect one of its members as temporary chairperson.

The Chairperson shall first call the members to order at the hour fixed for the meeting and then order the County Clerk to call the roll of members, and if a quorum be present, the Journal of the preceding meeting shall be presented so that any mistakes can be corrected. (The Journal for the last meeting of the Board term shall be approved by the Chairperson.)

The Chairperson shall preserve and may speak on points of order in preference to other members and shall be required to vote on all questions and matters pertaining to the Board.

No Chairperson of the Board of Supervisors shall serve more than two (2) consecutive terms in that specific capacity. A term shall be defined as a period of two (2) full years.

Pursuant to Wis. Stat. § 59.12(1), at the Organizational Meeting, the Chairperson from the prior preceding Board shall preside until a successor is elected.

#### 2.04 RULE IV - ORDER OF BUSINESS.

- (1) For the Organizational Meeting, the order of business shall be:
- (a) Call to order.
  - (b) Certification of compliance with Open Meeting Law.
  - (c) Pledge of Allegiance.
  - (d) Invocation.
  - (e) Roll call.
  - (f) Administration of the oath of office.
  - (g) Introduction of Department Heads and Introductory Statements by County Administrator.
  - (h) Adoption of Rules.
  - (i) Election of Chairperson.
  - (j) Election of Vice-Chairperson.
  - (k) Election of additional Executive Committee members.
  - (l) Introductory Statements by Elected Chairperson and Vice-Chairperson.
  - (m) Adjournment to the next meeting.
- (2) The order of business for all other meetings except the budget review session, special sessions, and the Organizational Meeting shall be as follows:
- (a) Call to order.
  - (b) Certification of compliance with Open Meeting Law.
  - (c) Pledge of Allegiance.
  - (d) Roll call.
  - (e) Approval of Journal.
  - (f) Committee and other appointments.
  - (g) Presentations.
  - (h) Public Addresses to the Board.
  - (i) Letters, Communications, and Announcements.
  - (j) County Administrator's report.
  - (k) Public Hearings.
  - (l) Reports of Committees on referrals of Resolutions and Ordinances and action thereon in the following order:
    1. Executive Committee.
    2. Other standing committees in alphabetical order.
    3. Special committees.
  - (m) Elections.
  - (n) Other Committee reports and action thereon, if any.
  - (o) Introduction of Resolutions, discussion, and action thereon. (All new Resolutions referred to Committees shall be read, titles only.)
  - (p) Introduction of Ordinances, discussion, and action thereon. (All new Ordinances referred to Committees shall be read, titles only.)
  - (q) Grievance Appeals.
  - (r) Adjournment.

- 2.05 RULE V - AGENDA. The Agenda for all County Board meetings shall be prepared by the County Clerk subject to the approval of the County Board Chairperson and Vice Chairperson. All

Resolutions and Ordinances which at the previous board meeting were referred to Committee must be placed on the Agenda to be submitted to the Board unless ~~at the time of the referral~~ a longer period of time for reporting out was authorized by the County Board Chairperson or by action of the County Board.

The County Clerk shall at least five (5) days before each meeting of the Board [except when the Board is in its Annual Meeting session or in special session] mail to each Board member the Agenda. When the Board is in its Annual Meeting session or in special session, such mailing shall be at least two (2) working days prior to the Board meeting. Members may, in coordination with the County Clerk, receive the Agenda by electronic mail in lieu of regular mail. In the event that most members receive the Agenda by electronic mail, the County Clerk, with the approval of the Executive Committee, may modify the Agenda timelines under this Rule V provided that any modifications are in compliance with the Open Meetings Law. Any documents accompanying the Agenda as electronic mail attachments shall be considered as drafts if so identified and may not be relied upon for accuracy. Revised documents may be substituted for documents identified and drafts at any time up to the meeting by the County Clerk.

All matters to be included on the Agenda shall be in the office of the County Clerk by 4:00 p.m. of the day preceding the mailing date.

Any matter which was not timely presented to the Clerk's office and which it is desired to have presented to the County Board may be added to the Agenda on the day of the session by majority vote of the Board if compliance with the Open Meetings Law has been accomplished.

- 2.06 RULE VI - VOTING. All voting required to be publicly recorded shall be done simultaneously through the voting machine and when voting is closed, such votes shall be recorded as cast.
- 2.07 RULE VII - GENERAL APPOINTMENTS. All appointments requiring confirmation or approval by the County Board except appointments of Board members to Committees shall be submitted at the time of submitting the Agenda to the County Board members so that the same may be acted on at the meeting to which said appointments are first presented. If the appointments are not submitted at such time, they shall be required to lay over until the next session of the Board.
- 2.08 RULE VIII - COMMITTEES. The following shall be the standing (liaison) committees of the County Board:
- (1) Executive Committee (Capital Improvement Committee).
  - (2) Finance Committee.
  - (3) Health and Human Services Committee (County Health and Human Services Board).
  - (4) Health Care Centers Committee (Trustees).
  - (5) Human Resources Committee.
  - (6) Law Committee (Emergency Management Committee).
  - (7) Planning, Resources, Agriculture, and Extension Committee (County Solid Waste Management Board and Committee on Agriculture and Extension Education).
  - (8) Property Committee.
  - (9) Transportation Committee (Highway Committee).

The above Committees shall also serve as the statutory committees as indicated in parentheses.

Special committees may be created by the County Board for such special purposes or limited time as the Board determines.

The Grievance Committee required by Wis. Stat. § 59.26(8)(b) shall be composed of five (5) persons, consisting of the Chairperson, Vice-Chairperson, and Secretary of the Law Committee, or their designees, and the Chairperson and Vice-Chairperson of the Human Resources

Committee, or their designees. The jurisdiction of this Grievance Committee shall be limited to that set forth in Wis. Stat. § 59.26(8)(b) and shall apply to suspension, demotion, or dismissal of sworn law enforcement personnel ~~and all employees of the Sheriff's Department who are not members of a bargaining unit. All other grievances arising from the Sheriff's Department shall be handled by the Human Resources Committee in accordance with past practice.~~ The Grievance Committee shall be considered a special committee rather than a standing committee.

- 2.09 **RULE IX - COMMITTEE APPOINTMENTS.** All Committee appointments, unless otherwise required by Wisconsin Statutes or otherwise voted by the Board, shall be nominated by the Executive Committee and confirmed by the majority vote of the Board.

The Executive Committee shall meet within three (3) days following the Organizational Meeting of the County Board and on such days thereafter as may be necessary for the purposes of making the initial nominations for Committee appointments.

The length of term that a County Board member serves on a Committee shall be determined by the Executive Committee to provide the broadest background in the best interest of the County and Committee operations, provided that consideration shall be given to the rotation of membership on Committees.

No member shall serve on more than three (3) Committees. First preference for third Committee assignments shall go to the elected Executive Committee members except for the County Board Chairperson who serves as an ex officio member of each Committee.

A County Board member shall not serve on a Committee that provides liaison oversight to a Department or office that employs a sibling, spouse, or child of the County Board member.

- 2.10 **RULE X - COMMITTEE ORGANIZATION AND MEETINGS.** Unless otherwise specifically provided, the organizational structure and duties of each Committee shall be as herein stated:

- (1) Membership. Each Committee shall have five (5) Supervisor members except for the Health and Human Services Committee which shall have six (6) Supervisor members. The County Board Chairperson shall be ~~an~~ ana non-voting ex-officio member of all Committees and shall not be counted for quorum purposes.
- (2) Organization. Each Committee shall as its first order of business elect its own chairperson, vice-chairperson, and secretary. No person shall serve as chairperson on more than one (1) standing committee nor shall any chairperson serve more than two (2) consecutive terms as chairperson of the same committee. A term shall be defined as a period of two (2) full years.
- (3) Committee Secretary. The secretary shall keep records and minutes of all Committee sessions and shall be permitted assistance in his or her duties when deemed necessary by the Committee. The Departments or offices for which such Committee acts as liaison to the Board shall, upon the Committee secretary's request, provide any required secretarial services to the Committee. Any Committee which does not act as liaison to the Board for a Department or office and all special Committees may request secretarial services be provided and the County Administrator shall direct a Department Head or elected official, as the County Administrator determines is appropriate under the circumstances, to provide such services. In the event extraordinary expenses are incurred (for non-wage items such as materials, supplies, printing, postage, etc.), the Executive Committee may authorize reimbursement therefor out of the County Board account.
- (4) Term. The Committee shall be organized for a two- (2-) year term.

- (5) Meetings. The organizational meetings shall be called by County Board action. Thereafter, all regular meetings shall be scheduled by Committee action. All **regular** Committee meetings may not be scheduled earlier than 4:00 p.m. without a 2/3 vote of all Committee members. **Special** meetings may be called with notice to all members by the Committee chairperson or on the written request of three (3) Committee members.
- (6) Quorum. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- (7) Minutes. All Committee secretaries shall as soon as is reasonably possible and convenient file a duplicate copy of the minutes of every meeting in the office of the County Clerk, and said minutes shall be available for review and informational purposes by all County Board members and the general public.
- (8) Joint Meetings. Committees may hold joint meetings. If Committees hold joint meetings, the following procedures apply:
  - (a) A majority of the sum of the members of each Committee constitutes a quorum for the joint meeting.
  - (b) All members of each Committee shall vote on all business at the joint meeting, and a majority of the sum of the members present voting affirmatively shall be required to pass any measure.
  - (c) Nothing precludes each Committee from holding its own separate meeting before or after a joint meeting if properly noticed.
  - (d) In the event of a disagreement between Committee Chairs, the Chairperson of the Committee whose Committee name is first in the alphabet shall preside over the joint meeting.

2.11 **RULE XI - EXECUTIVE COMMITTEE.** The Executive Committee shall consist of five (5) members elected by the Board at the Organizational Meeting. This Committee shall be composed of the County Board Chairperson, Vice-Chairperson, and three (3) Board members. The Chairperson of the Board shall preside over the Executive Committee and the Vice-Chairperson of the Board shall be Vice-Chairperson of the Executive Committee.

2.12 **RULE XII - DUTIES OF COMMITTEES.** Each Committee shall carry out the duties specifically delegated to it by the County Board together with such duties as may be authorized by Wisconsin Statutes. Notwithstanding the general duties delegated to a Committee, any action otherwise undertaken by a Committee may be reversed or modified by action of the full County Board. In carrying out Committee Liaison responsibilities, each standing Committee shall audit and authorize for payment all proper claims and expenses for such office or Department and shall review the annual budget requests from the operations of such office or Department prior to submittal of the same to the Finance Committee. A general statement of the respective Committee duties is as follows:

- (1) Executive Committee. It shall be the duty of the Executive Committee:
  - (a) To assist the Chairperson in the administration of the County Board's business and make recommendations as may expedite the business of County government as may from time to time be warranted.
  - (b) To serve as liaison with the County Administrator and in that capacity to confer with the County Administrator from time to time concerning the operation of such office and the administration and management of all County Departments and offices.
  - (c) To nominate for confirmation by the County Board the membership of all Committees not otherwise selected.

- (d) To recommend changes in the standing rules as may from time to time be necessary.
  - (e) To review all criticism of Board and Committee operations and otherwise meet with and advise other Committees and their officers when so requested, and to meet with individual Board members to review with them procedural Board matters.
  - (f) To review legislative matters in which the County may have an interest and advise the Board accordingly and to promote the passage of legislation which the County Board feels is in the best interests of Sheboygan County.
  - (g) To provide guidance to the County Administrator and participate in the development of the County budget and the Five-year Capital Plan as set forth at Chapter 5 of this Code.
  - (h) To act in areas not otherwise delegated by these rules.
  - (i) To review, audit, and give final approval to Board members' per diem, mileage charges, and reimbursement of expense claims.
  - (j) To function as the Ethics Board pursuant to Chapter 1 of this Code.
  - (k) To act as the County Economic Development Committee to provide oversight to the County's Community Development Block Grant for Economic Development program.
- (2) Finance Committee. It shall be the duty of the Finance Committee:
- (a) To carry out the financial policy of the County as established in the County Budget, Board Ordinances and Resolutions, and make recommendations as to the interpretation and administration of such policy.
  - (b) To serve as liaison with the Finance and Information Technology Department, County Clerk, and County Treasurer and in that capacity to confer with them from time to time concerning the operation of their offices and Departments. To the extent that the functions of the Finance and Information Technology Department affect constitutional officers, it shall coordinate with such officers the responsibilities of such office and the work of the centralized accounting department.
  - (c) To examine and schedule all accounts, claims, demands, or causes of action against the County, unless otherwise delegated.
  - (d) To audit the claims of all Departments not otherwise delegated and to keep supervisory check over those audited by other Committees.
  - (e) The Committee shall have the authority to authorize payment of any and all dog damage claims so long as at the time of the consideration of the claim that the Town Chairperson, Village President, or Mayor of the municipality wherein the claim arises, or his delegated representative, may participate (without voting rights) in the consideration of the claim; and so long as said claim shall not exceed One Thousand Dollars (\$1,000.00). The Committee shall further be authorized to approve payment of Circuit Court claims within its authority of Subparagraph (c) above.
  - (f) Pursuant to Chapter 5 of this Code, to prepare the budget for the County, arrange for its publication and notice of hearing thereon.
  - (g) To examine the financial condition of the County each month and when necessary advise the County Administrator and Department Heads thereof.
  - (h) To designate the depositories for all County funds pursuant to Wis. Stat. §§ 34.01(1) and 34.05.
  - (i) To recommend temporary investments and otherwise advise the County Treasurer in the management of County funds.
  - (j) To authorize expenditures not included in the budget pursuant to Chapter 5 of this Code.



- (k) To make settlement with all officers and Department Heads at the end of their respective terms or upon the termination of their employment as the case may be.
  - (l) To have jurisdictionoversight of all matters relating to taxes and assessments, illegal taxing, and all questions pertaining to tax certificates.
  - (m) To have charge of all *In Rem.* proceedings instituted by the County on tax delinquent property.
  - (n) To have chargeoversight of advertising and disposal of all County lands acquired by tax deed.
  - (o) To invite in connection with any discussions concerning the sale of property, the Board Member elected from the area in which the property is located. Such Board members shall have the full powers of a regular committee member in connection with any votes or discussion relating to the sale of said property in the area represented by said Board members.
  - (p) To consult with the County Treasurer when carrying out its responsibilities under the provisions of Subsections (l) through (o), above.
  - (q) The Finance Committee is authorized to contract for audit services as it deems appropriate. In making audit determinations, the Committee shall consult with the Committees of the Departments being audited for their recommendations as to the nature of the audit to be performed and the determination of who shall make such audit.
  - (r) To have chargeoversight of all property and liability insurance policy issues for the County, including all issues relating to the procurement and sufficiency of bonds pursuant to Wis. Stat. § 59.21. The Chairperson shall be a voting member of the Committee when carrying out this function. The Committee may seek bids for a combination of liability and worker's compensation insurance policies, but the administration of worker's compensation insurance and the awarding of a purchase order for the same shall remain within the jurisdiction of the Human Resources Department under the oversight of the Human Resources Committee.
  - (s) Pursuant to Wis. Stat. § 74.69(3), to make determinations for the County Board of postal service delay or error.
- (3) Health and Human Services Committee. It shall be the duty of the Health and Human Services Committee:
- (a) To serve as the County Health and Human Services Board as provided in Wis. Stat. §§ 46.23(4) and 251.02 and as more particularly set forth in Chapter 10 of this Code of Ordinances.
  - (b) To serve as liaison for the Health and Human Services Department and the Veterans' Service Office and in that capacity to confer with them from time to time concerning the operation of their offices.
- (4) Health Care Centers Committee (Trustees). The Health Care Centers Committee shall consist of the five (5) trustees appointed (pursuant to Wis. Stat. § 46.18). It shall be the duty of the Health Care Centers Committee:
- (a) To manage the County Health Care Centers and carry out the duties and responsibilities required by Wisconsin law.
  - (b) To be responsible for the administration of ~~Sunny Ridge Health Care and Rehabilitation Center,~~ the Rocky Knoll Health Care Center buildings, and related property.
- (5) Human Resources Committee. It shall be the duty of the Human Resources Committee:
- (a) To consider and review all adjustment of salaries of County officers and employees and recommend the same to the County Board, unless otherwise provided.



- (b) To have general supervision of all personnel policies of the County including such things as methods of recruitment, sick leave, vacations, paid holidays, and leaves of absence and to authorize the granting of increases for all employees within the provisions of Chapter 47 of this Code if such increases have had prior approval of the Department's Liaison Committee.
- (c) To cooperate with the County Administrator and the Department Heads in the enforcement of County personnel policies.
- (d) To serve as liaison with the Human Resources Department and Corporation Counsel and in that capacity to confer with them from time to time concerning the operation of their offices and Departments.
- (e) To examine and investigate grievances and enforce necessary discipline in cooperation with the County Administrator and Department Heads as may from time to time be required under collective bargaining agreements or County policies.
- (f) To act in an advisory capacity to the Finance Director in the administration of the Wisconsin Retirement Fund.
- (g) To have oversight of all insurance such as medical expense, life, dental, worker's compensation, or otherwise which would be benefits to the employees of Sheboygan County and to authorize payment of benefits by County check countersigned by the County Board Chairperson, Treasurer, and Clerk.
- (h) To act as the negotiating committee for all labor negotiations under Wis. Stat. § 111.70.
- (i) To present to the October County Board meeting an annual report of the actual cost of health insurance for claims paid during the preceding September through August twelve- (12-) month period which shall include the actual cost converted to a monthly rate for the following category groups:
  - ~~1.~~ ~~Retirees age 65 and over;~~
  - ~~21.~~ Retirees under age 65;
  - ~~32.~~ Active employees.
    - A. Full-time employees;
    - B. Part-time employees, including County Board Supervisors.

Said report shall also include a recommended monthly single and family rate for the current year for each of the above and any other required classifications for County Board approval.

- (6) Law Committee. It shall be the duty of the Law Committee:
  - (a) To serve as liaison between the Sheriff, Clerk of Courts, Child Support Enforcement Agency, District Attorney, ~~Coroner~~Medical Examiner, and Circuit Court Commissioner and in that capacity to confer with them from time to time concerning the operation of their offices and Departments.
  - (b) To audit and approve all claims and expenses pertaining to the jail, meals to prisoners and contracts therefor, charges of transportation of patients and prisoners to various institutions, claims of any law enforcement officer for services, and to submit a quarterly summary of its audits to the Finance Committee.
  - (c) To consider for confirmation the persons appointed by the Sheriff to positions of employment as may be required and approved for the good operation of said office.
  - (d) To act as the Emergency Management Committee for the County pursuant to Wis. Stat. § 166.03(4)(c). In such capacity, it shall be the duty of the Committee:
    - 1. To adopt an effective program of emergency management within the County consistent with the state plan of emergency management.
    - 2. To prepare budget requests for funds for the program and audit the expenditures thereof.

3. To ~~control~~oversee and direct the activities of the Emergency Management Director and otherwise carry out the provisions of Wis. Stat. § 166.03(4).
- (7) Planning, Resources, Agriculture, and Extension Committee. It shall be the duty of the Planning, Resources, Agriculture, and Extension Committee:
- (a) To serve as liaison with the County Planning Department and conservation, snowmobile, and recreation clubs; and in that capacity to confer with them from time to time concerning the operation of their offices and to provide oversight for the supervision, management, and control of the operation of the Marsh Park, Gerber Lakes, and County-owned or operated public access to public waters, and County-administered recreation trails.
  - (b) To work toward the coordination of the zoning and building ordinances and land use planning of the various municipalities.
  - (c) To develop data regarding the industrial needs, advantages, and sites in the County, to otherwise promote the industrial and commercial activity of the County and to provide the continued improvement of the industrial and commercial climate of the County.
  - (d) To cooperate with the Transportation Committee in the oversight of wayside and highway parks and access highway rights-of-way.
  - (e) To have the responsibility and authority for carrying out the purposes of the County Solid Waste Management System and when acting in that capacity, it shall be known as the County Solid Waste Authority [Wis. Stat. § 59.70(2)].
  - (f) To serve as liaison between the County Board and the Board of Adjustments.
  - (g) To act as the County Rural Planning Committee pursuant to Wis. Stat. § 27.019.
  - (h) To exercise the oversight responsibilities of the non-motorized transportation pilot program with the Transportation Committee. The Chairperson of the Planning, Resources, Agriculture, and Extension Committee shall act as the Chair of any joint meeting held with the Transportation Committee for this purpose.
  - (i) To act as the Committee on Agriculture and Extension Education [Wis. Stat. § 59.56(3)].
  - (j) To serve as the Land Conservation Committee of Sheboygan County (Wis. Stat. § 92.06). [The chairperson of the County USDA Farm Service Agency Committee created under 16 U.S.C., § 590h(b), shall also be a member when the Committee is acting in this capacity, all in accordance with Wis. Stat. § 92.06(1)(b)(2).]
  - (k) This Committee is hereby specifically delegated the authority to enter into agreements and memoranda of understanding on behalf of Sheboygan County with regard to those matters within its statutory authority enumerated in the above mentioned under Wis. Stat. chs. 91 and 92.
  - (l) To consider applications for Farmland Preservation Agreements under the provisions of Wis. Stat. §§ 91.11 through 91.23 and to make the determination for the County Board as to whether the applications should be granted or rejected. In the event the Committee rejects an application, the Committee shall include a written statement of the reasons for its recommendation for rejection. The Committee shall use only the statutory criteria in making its rejection. The Committee shall use only the statutory criteria in making its determination unless this County Board by resolution has specifically established other criterion which enhances the agricultural preservation purposes of the law, which additional criterion shall be on file with the County Clerk and available to any applicants if such other criterion is so established.
  - (m) To serve as liaison with the Register of Deeds.
  - (n) To cooperate with the University of Wisconsin and the local U.W. College staff whenever necessary and requested in the development of the educational phases of the U.W. College or other related matters.

- (8) Property Committee. It shall be the duty of the Property Committee:
- (a) To serve as liaison with the Building Services Department as it provides building services to the Administration Building, Detention Center, Human Services Building, Courthouse, Law Enforcement Center, Taylor Park, Aging & Disability Resource Center, ~~the former Sunny Ridge building and campus,~~ and the Museum and in that capacity to confer with the administrative officials from time to time concerning the operation of their facilities.
  - (b) To have charge of permanent improvements, repairs, leases, rentals, and maintenance concerning all County buildings and grounds, including parking lots, not otherwise assigned by these rules.
  - (c) To audit and approve all claims referred to them for building repairs and capital improvements for any of the aforesaid buildings and grounds.
  - (d) To serve as liaison to the property related to the U.W. College.
  - (e) To have charge of the U.W. College buildings and the property surrounding said buildings known as the U.W. site and the access roads adjacent thereto.
- (9) Transportation Committee. It shall be the duty of the Transportation Committee:
- (a) To act as the statutory Highway Committee (Wis. Stat. § 83.015) and to carry out the provisions of Wis. Stat. § 83.015(2).
  - (b) To serve as liaison with the Transportation Director and in that capacity to confer with the Transportation Director from time to time concerning the operation of that office and the Highway Division of the Transportation Department.
  - (c) Pursuant to Wis. Stat. § 83.035 to supervise contracts entered into with Cities, Villages, and Towns within the County borders to construct and maintain streets and highways in such municipalities.
  - (d) To serve as the liaison committee for the Airport Division of the Transportation Department supervising all operations and in that regard to lease, regulate, and manage the Airport property; to enforce existing leases, contracts, and operational agreements relating to said Airport; to negotiate all new contracts and leases that may arise from time to time with regard to operations and management of the Airport.
  - (e) To exercise the oversight responsibilities of the non-motorized transportation pilot program with the Planning, Resources, Agriculture, and Extension Committee.

- 2.13 **RULE XIII - REFERRAL OF RESOLUTIONS AND ORDINANCES.** Except as otherwise provided, all Resolutions and main motions (other than procedural or memorial) and all Ordinances submitted to the Board shall first be referred by the Chairperson to a Board Committee or Committees for a recommendation. The Committee or Committees shall report their recommendation as to said matter to the Board at the next regular meeting of the Board except when the Board is in the annual meeting when said report shall be made within two (2) session days after referral.

The referral decision of the Chairperson may be modified if on motion and majority vote the Board decides to refer the matter in a different manner.

The sponsor of any Resolution or Ordinance which contemplates the expenditure of County funds shall submit the proposal to the Finance Department for a fiscal analysis of the proposal. The fiscal analysis shall accompany the Resolution or Ordinance when introduced.

Resolutions and Ordinances shall be automatically placed on the Agenda by the Clerk when the report of the Committee is due and shall thereupon be considered by the Board. Where the Committee Report recommends adoption or enactment subject to amendatory language, the Resolution or Ordinance may be brought forward on the Board floor by a motion to adopt or enact, by a motion to adopt or enact as amended in accordance with the Committee Report, or by

a motion to "file." A motion may also be made to grant the Committee additional time upon 2/3 vote of the Board members present or if authorized by the County Board Chairperson. Where a motion is made to "file" a Resolution or Ordinance indefinitely without further action, the file motion is debatable.

Resolutions and Ordinances may be withdrawn (pulled) from Committee without action by the said Committee at any time by 2/3 vote of the Board members present as to Ordinances and majority vote as to Resolutions, provided that adequate notice of anticipated withdrawal action is made to the Clerk and Chairperson so that the Agenda reflects the anticipated withdrawal action. The Board member who moves for the measure to be withdrawn shall offer an explanation as to why the measure should be withdrawn from Committee.

No Resolutions or Ordinances may be introduced at the final meeting of the term of a Board (second Tuesday in April in even numbered calendar years) or at the first regular meeting of a term of a Board (fourth Tuesday in April in even numbered calendar years).

- 2.14 RULE XIV - RESERVED.
- 2.15 RULE XV - RULE CHANGES. No standing rule shall be rescinded, changed, or suspended except by a 2/3 vote of the Board.
- 2.16 RULE XVI - PRIVILEGE OF THE FLOOR. The privilege of the floor is limited to County Board members and its Clerk, County Administrator, and Corporation Counsel unless the same is granted by majority consent of the Board. The Chairperson may grant privilege of the floor to County Department Heads or elected officials or others with pertinent information to answer questions regarding matters before the Board unless objection thereto is voiced by any member present, and if such objection is made, a motion and majority vote will then be required. Any person granted privilege of the floor by vote of the Board shall limit his or her remarks to ten (10) minutes unless for good cause such time limitation is extended by the Chairperson.
- 2.17 RULE XVII - PARLIAMENTARY PROCEDURE. Except as modified by the herein rules or as required by the Wisconsin Statutes, the rules of parliamentary practice in Robert's Rules of Order shall govern in all cases where they are applicable, and a copy of said Robert's Rules of Order shall be placed on the desk of each member.
- 2.18 RULE XVIII - REIMBURSEMENT FOR SERVICES. Each Board member shall for each day he or she attends a meeting of the Board receive mileage as determined by Chapter [545](#) of this Code for each mile traveled in going and returning from said meetings by the most usual traveled route and he or she shall be entitled to compensation at the rate as determined by County Board Resolution for all mileage necessarily and actually traveled in connection with all Committee services.

Each Board member shall, by the 20th day of each month, submit to the County Clerk's office an expense account statement indicating County Board and Committee Meetings attended, together with mileage and other allowable expenses incurred during the preceding 16th to 15th thirty- (30-) day period. The County Clerk's office shall review the statement for accuracy and compliance with County Ordinances and shall prepare a proper voucher authorizing payment. Such payment shall be made monthly subject to reimbursement for any payments not approved upon subsequent audit by the Executive Committee.

Non-board members who serve on standing or special committees shall be entitled to meals and mileage reimbursement as provided for in Chapter 45 of the County Code of Ordinances unless there is a specific prohibition against such reimbursement.

- 2.19 RULE XIX - DEBATE. The Board recognizes the fundamental right of each of its members to be heard on every debatable issue and to that end no call of the question nor other motion to limit debate shall be in order so long as any member shall desire to speak to the same question if such member has not already addressed the issue for more than ten (10) minutes or has been recognized to speak three (3) times on the issue.
- 2.20 RULE XX - NEWS MEDIA COVERAGE. In furtherance of the declaration of the open meetings policy of Wis. Stat. § 19.81 which provides that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business; and whenever the Board or its Committees are meeting in open session, such body shall make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as provided by Wis. Stat. § 19.90.
- (1) Use of Equipment. Recording, filming, or photographing shall not be carried on in a manner that interferes with the conduct of the meeting or the rights of participants.
  - (2) Sound and Light Criteria. Only audio and visual equipment which does not produce distracting light or sound may be used to cover County proceedings. Artificial lighting devices shall not be used in connection with equipment except in those circumstances where such auxiliary devices are necessary and then only with the advance consent of the Chairperson.
  - (3) Location of Equipment and Personnel. Operators of camera equipment and news reporters shall have free access to all areas open to the public. The Executive Committee may make provisions for placement of equipment and accommodations for news reporters and equipment operators within the Board area. Operators and news personnel may set up their equipment within such area prior to the proceedings but shall not move about so as to distract during the proceedings themselves.
- 2.21 RULE XXI - PUBLIC ADDRESSES TO THE BOARD. Public addresses to the Board and at Committee meetings, as applicable, which are permitted shall be subject to the following limitations:
- (1) Persons desiring to address the Board shall register such intention with the County Clerk's Office after the prior County Board meeting, but not later than 5:00 p.m. on the Monday preceding the County Board meeting.
  - (2) Not more than ten (10) persons shall be permitted under the provisions of this rule to speak at any County Board meeting.
  - (3) Reservation for public addresses shall be granted on a first come, first served basis. Persons who have not previously addressed the Board shall have priority over other registrants.
  - (4) Announced candidates for public office may be granted the privilege to address the County Board during the term of the candidacy, provided, in the judgment of the Chairperson, subsections (5), (6), and (7) are strictly followed.
  - (5) Addresses shall be on subjects relevant to County government.
  - (6) Addresses shall be limited to five (5) minutes.
  - (7) No personal attacks shall be made on any individual nor shall disrespect for the County Board rules of procedure or its decorum be engaged in.

The Chairperson shall be responsible for enforcing the conditions of public appearances.

- 2.22 RULE XXII - CONFLICT OF INTEREST. If a Supervisor has a conflict of interest deemed illegal by state law or by the County Code of Ethics such that the Supervisor should abstain from voting on a matter in committee and/or at a Board meeting, such Supervisor must abstain from direct and indirect participation in all proceedings related to such matter. If a Supervisor concludes that no illegal conflict exists in a matter but intends to abstain from voting on such matter to avoid the appearance of a conflict, the Supervisor shall also abstain from direct and indirect participation in all proceedings related to such matter. A violation of this Rule shall constitute a violation of the Code of Ethics and shall be subject to Chapter 1 of this Code.
- 2.23 RULE XXIII - COMPLAINTS. Complaints or concerns about Sheboygan County employees which come to the attention of a County Board member shall be referred to the County Administrator. The County Administrator may investigate the matter in such manner as he or she determines is appropriate or may refer the matter to another person or persons for investigation. If the complaint relates to the County Administrator, it shall be referred to and investigated or referred by the County Board Chairperson.

The County Administrator or other person to whom the investigation was delegated will report the outcome of the investigation to the County Board member or to the Liaison Committee if it is appropriate to do so. Anonymous complaints may be investigated if the interests of the County will be served by doing so, but there is no obligation to respond to an anonymous complaint.

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History: Ord. 2 (2011/12); Ord. 1 (2012/13); Ord. 5 (2013/14)



CHAPTER 48  
EMPLOYEE GRIEVANCE PROCEDURE

48.01 POLICY AND PURPOSE.

- (1) It is the County's policy to treat all employees fairly and equitably.
- (2) An employee has the right to bring a grievance to the County's attention without fear of reprisal. Filing a grievance will not reflect unfavorably on an employee's loyalty or adversely affect an employee's employment status.
- (3) An earnest effort shall be made to settle the grievance amicably through the oral and written processes provided for herein.
- (4) Nothing in this Chapter abrogates any legal means of redress available to an employee, including the right to seek redress in a court of law.
- (5) Nothing in this Chapter creates an employment contract. Employment, as applicable, is at-will. There is no definite or ascertainable term of employment. An employee may be terminated at any time, with or without cause.
- (56) It is the purpose of this Chapter to establish a grievance system for its employees as required by Wis. Stat. § 66.0509(1m) as created by 2011 Wisconsin Act 10.

48.02 DEFINITIONS.

- (1) **Arbitrary and Capricious Standard** – means ~~lacking any reasonable basis or logical justification for the decision~~ the standard to be used by any reviewing entity in rendering recommendations on appeal is whether or not the action taken by the employer was appropriate or arbitrary and capricious. To recommend change of the decision, the reviewer must find the decision was arbitrary and capricious which means that the decision was one which lacked any rational basis or which was the result of unconsidered willful or irrational choice. It must have been a decision with no rational basis.
- (2) **County** – means Sheboygan County.
- (3) **Days** – means calendar days. In counting days, the day of the act, event, or occurrence from which the designated period of time begins to run shall not be included. The last day of the period so counted shall be included unless it is a day County offices are closed, then the last day shall be the next calendar day County offices are open. Saturdays, Sundays, and holidays shall be counted. Days end at 5:00 pm. central time.
- (4) **Employee** – means a person employed by Sheboygan County as a regular full-time or regular part-time employee. **Employee** does not mean a person employed by the County on a limited term, casual, or a contract basis.



- (5) **Employee discipline** – means suspension or termination from employment for violation of a work rule. **Employee discipline** does not include verbal notices, counseling, reminders, or warnings or written notices, counseling, reminders or warnings. Verbal or written notices, counseling, reminders, and warnings will be documented but are not subject to the grievance procedure. The purpose of these notices, counseling, reminders, or warnings is to alert the employee that failure to correct the behavior may result in employee discipline.
- (6) **Grievance** – means an employee complaint regarding employee discipline or workplace safety.
- (7) **Law enforcement officer** – means a person employed by the County for the purpose of detecting and preventing crime and enforcing laws or ordinances who is authorized to make arrests for violations of the laws or ordinances which he or she is employed to enforce.
- (8) **Preponderance of the evidence** – means the greater weight of the evidence; superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.
- (9) **Supervisor** – means the management-level employer who directly supervises the employee and evaluates the employee. The supervisor may be a Department Head.
- (10) **Suspension** – means the employee is involuntarily suspended from employment for a period of time without compensation as employee discipline. **Suspension** does not include any administrative leave with pay, voluntary leave of absence, furlough, layoff, workforce reduction, job transfer, or demotion, medical leave, or military leave.
- (11) **Termination** – means the employee is involuntarily dismissed from employment as employee discipline. **Termination** does not include voluntary termination, layoffs, workforce reduction, job transfers, or demotions, action taken as a result of an employee failing to meet the qualifications of a position, actions taken as a result of reorganization, end of employment due to disability or retirement, or end of employment due to the completion of a contract or budget limitations.
- (12) **Time limits** – means that all time limits set forth herein are to be strictly adhered to unless both parties mutually agree to waive the applicable time limit. In addition, an impartial hearing examiner may permit exceeding a time limit for conducting a pre-hearing conference or final hearing for good cause.
- (13) **Workplace safety** – means a condition of employment related to the physical health and safety of an employee. It includes but is not limited to the safety of the physical work environment, provision of protective equipment, safety training, the safe operation of workplace equipment and tools, and accident risk and workplace violence prevention. It does not include conditions of employment related to general working conditions that are not directly related to physical health or safety, such as compensation, performance reviews, work schedules,

hours of work, breaks, overtime, sick leave, family or medical leave, or vacation scheduling.

#### 48.03 LIMITATIONS.

- (1) A grievance that may be brought by or on behalf of a law enforcement officer using the procedure specified in Wis. Stat. § 59.26(8) and Section 2.08 of this Code may not be brought under this Chapter.
- (2) A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement in effect may not be brought under this Chapter.
- (3) The County Administrator, Department Heads, and the Assistant to the County Administrator who are appointed by the County Administrator pursuant to Wis. Stat. §§ 59.18(2)(b) and 59.18(3) may not bring a grievance under this Chapter regarding termination or discipline with respect to his or her employment.
- (4) Circuit Court Commissioners who are appointed pursuant to Wis. Stat. § 757.68 may not bring a grievance under this Chapter regarding termination or discipline with respect to his or her employment.
- (5) Corporation Counsels who are appointed pursuant to Chapter 42 of this Code may not bring a grievance under this Chapter.
- (6) Registers in Probate who are appointed pursuant to Wis. Stat. § 851.71(1) may not bring a grievance under this Chapter regarding the suspension or termination of his or her employment.
- (7) County Supervisors, elected constitutional officers, and members of boards and commissions are not subject to the grievance procedure under this Chapter.

#### 48.04 ADMINISTRATION.

- (1) The Human Resources Director shall supervise and administer the grievance process.
- (2) Department Heads, Managers, and Supervisors shall keepconsult with the Human Resources Director ~~informed of the status of all~~ prior to taking any employee discipline actions, and grievances relating thereto.

#### 48.05 EMPLOYEE DISCIPLINE PROCEDURE.

- (1) Any employee who violates any work rule, engages in misconduct related to the workplace or to the employee's position, or engages in poor work performance rising to the level of being a work rule violation may be subject to ~~discipline including~~ suspension or termination. The employee's immediate Supervisor shall be responsible for imposition of discipline. A Supervisor may utilize verbal or written notices, reminders, or warnings that the Supervisor determines to be appropriate. The Supervisor is encouraged but is not required to follow a specific

pattern of progressive discipline, including verbal or written notices, reminders, or warnings prior to suspension or termination, but the absence or presence of verbal or written notices, reminders, or warnings may be considered in the determination of whether the discipline subject to a grievance was arbitrary and capricious.

- (2) Any employee discipline will be accompanied by a written statement which states at least one reason for the discipline and the date or dates it will take effect.
- (3) Prior to issuing any suspension or discharge, the Supervisor or Department Head must consult and obtain the approval of the Human Resources Director.
- (4) Conduct subject to employee discipline includes conduct as described in the Sheboygan County Personnel Policy and Procedure Manual, as it may be amended from time to time.
- (5) Nothing in this Chapter shall be construed to require a Supervisor to impose discipline in a sequential or progressive manner. A Supervisor has discretion to impose discipline that he or she determines is appropriate under the circumstances.

#### 48.06 ORAL/INITIAL GRIEVANCE PROCESS.

- (1) An employee with a grievance must ~~orally first~~ present ~~the~~ written grievance to his or her Supervisor together with a copy to the Department Head, if different from the Supervisor, within ten (10) calendar days of the action or event that gives rise to the grievance. Failure to present the grievance ~~orally~~ within this time frame shall render any subsequent grievance null and void. The written grievance must contain a statement explaining the reasons for the grievance, provide any information that the employee would like the Supervisor and the Department Head to consider in connection with the grievance, and describe the remedy that is being sought.
- (2) The Supervisor and Department Head shall promptly notify the Human Resources Director and the ~~Department Head~~ County Administrator of any ~~oral~~ written grievance, provide the name of the employee and the nature of the grievance, and keep the Human Resources Director and the ~~Department Head~~ County Administrator informed of the status of the grievance.
- (3) The Supervisor and Department Head shall meet with the employee to discuss the grievance and attempt to resolve the grievance. This attempt shall be completed within ten (10) days of the presentation of the written grievance.
- (4) If the attempt to resolve the grievance through the employee meeting is unsuccessful, The Supervisor and Department Head shall meet with the Human Resources Director and County Administrator to discuss the grievance in full to determine the merits of the grievance and to consider whether to grant the remedy sought by the employee. Upon making a determination on the grievance, the Department Head shall prepare a written report documenting all of the facts and circumstances regarding the grievance and the determination on

~~the grievance which shall be signed by the Department Head, the Human Resources Director, and the County Administrator within three (3) ten (10) calendar days of the meeting and shall provide a copy of the report to the Department Head, the Human Resources Director, the County Administrator, and the employee.~~

#### ~~48.07 WRITTEN GRIEVANCE PROCESS.~~

- ~~(1) If a grievance is not resolved to the employee's satisfaction within ten (10) calendar days after it is first discussed with the employee's Supervisor, the employee may submit the grievance in writing to the employee's Department Head. A written grievance must be filed no later than ten (10) calendar days after it is discussed with the employee's Supervisor.~~
- ~~(2) The written grievance must contain a statement explaining the reason for the grievance, provide any information that the employee wants the Department Head to consider in connection with the grievance, and describe the remedy that is being sought.~~
- ~~(3) The Department Head shall promptly notify the Human Resources Director of any written grievance, provide a copy of any written materials received in connection with the grievance, and keep the Human Resources Director informed of the status of the grievance.~~
- ~~(4) The Department Head shall, within ten (10) calendar days of receipt of a written grievance, meet with the employee to discuss the grievance and attempt to resolve the grievance whenever possible.~~
- ~~(5) The Department Head shall provide a written reply to the employee within ten (10) calendar days following the meeting and shall provide a copy of the written reply to the Human Resources Director at the time it is provided to the employee.~~

#### ~~48.08~~48.07 IMPARTIAL HEARING.

- (1) An employee may within ten (10) calendar days of receipt of the Department Head's ~~reply~~report and determination request a hearing before an impartial hearing examiner by filing a written hearing request with the Human Resources Director.
- (2) The Human Resources Director shall upon receipt of a written hearing request appoint an impartial hearing examiner to hear the matter. In the discretion of the Human Resources Director, with the approval of the County Administrator, the Human Resources Director may select a person who is not ~~affiliated with~~employed by the County. Alternatively, the impartial hearing examiner may be selected by the Human Resources Director with the approval of the County Administrator from among the Department Heads but shall not be a person who supervises the employee.
- (3) The hearing examiner shall be impartial and may not have any prior knowledge of the grievance.

- (4) A hearing will be scheduled within thirty (30) calendar days of receipt of the hearing request. The hearing examiner may reschedule the hearing with the mutual consent of the parties.
- (5) The hearing examiner may with consent of the parties use his or her best efforts to mediate the grievance.
- (6) The employee has the right to be represented at the hearing, at the employee's expense, by a person of the employee's choosing. The employee has no right of discovery except the employee is entitled to his or her personnel files to the extent allowed by Wis. Stat. § 101.13.
- (7) The hearing shall be conducted using the procedures set forth in Wis. Stat. §§ 68.11(2) and (3), as applicable.
- (8) The employee has the burden of proof in an employee discipline grievance to show that the County's discipline was arbitrary and capricious and/or that the County did not adhere to the time limits or other grievance process requirements established under this Chapter. The County has the burden of proof in a workplace safety grievance. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.
- (9) The hearing examiner has the authority to overturn the Department Head's determination and to order back pay or reinstatement or both.
- (10) The hearing examiner shall provide a written decision to the parties within twenty (20) calendar days following the close of the record. The written decision should include a case caption, the parties and appearance, a statement of the issue(s) and findings of fact, any necessary conclusions of law, the final decision and order, and any other information the hearing examiner deems appropriate.
- (11) The hearing examiner's records shall be preserved, held, and sealed as may be legally required by the Human Resources Director. Any appeal of the hearing examiner's decision shall be deemed a waiver of any rights that the employee might otherwise have to keep the records sealed.

**48.0948.08** COUNTY BOARD APPEAL.

- (1) An employee may within ten (10) calendar days of receipt of the hearing examiner's decision appeal the decision to the County Board by filing a written notice of appeal with the County Clerk.
- (2) The written notice of appeal must contain a statement explaining the reason for the appeal, include a copy of the written grievance filed with the Department Head, and include a copy of the hearing examiner's decision. The notice of appeal may include a copy of the hearing transcript or exhibits or both but may not contain any information that was not admitted into evidence at the hearing.

- (3) The County Clerk shall promptly notify the Human Resources Director and County Administrator of any written notice of appeal that has been filed. The Human Resources Director shall determine whether the appeal is timely filed. If the appeal is determined by the Human Resources Director to have been timely filed, the Human Resources Director shall ~~notify the Clerk to place the appeal on the Agenda~~ arrange for the appeal to be placed on the Agenda of the Human Resources Committee as provided for hereafter and shall furnish to the ~~Clerk~~ Committee the Notice of Appeal and supporting documents, and any portion of the hearing examiner's record that was not included with the notice of appeal. The County Board Chairperson and Vice Chairperson shall serve as voting members of the Human Resources Committee for purposes of considering the appeal.
- (4) The appeal will be placed on the agenda for ~~the first County Board~~ Human Resources Committee meeting ~~that isto be held at least ten (10)~~ no more than thirty (30) calendar days after the County Clerk receives a written notice of appeal. If related to a matter of employee discipline, the appeal will be noticed for consideration as a potential closed session pursuant to Wis. Stat. § 19.85(1)(b) pertaining to the dismissal, demotion, licensing, or suspension of a public employee. The County Clerk will provide a copy of the meeting notice to the employee and the employee may request that an open session be held.
- (5) The employee may submit written arguments in support of the appeal with the notice of appeal or at any time up to seven (7) calendar days prior the ~~County Board~~ Human Resources Committee meeting at which the appeal will be heard. The ~~Clerk~~ Human Resources Director shall distribute such written arguments to the ~~County Board~~ Human Resources Committee.
- (6) The employee has the right to representation by a person of the employee's choosing and at the employee's expense. The employee and the employee's representative may attend the closed session. The employee and the employee's representative may address the ~~County Board~~ Human Resources Committee in support of the appeal. However, the employee and the employee's representative will be excluded from any closed session during the ~~County Board's~~ Human Resources Committee's discussion or deliberation.
- (7) The Human Resources Director or his or her designee may address the ~~County Board~~ Human Resources Committee in support of the hearing examiner's decision after the employee and the employee's representative. However, the Human Resources Director or designee will be excluded from any closed session during the ~~County Board's~~ Human Resources Committee's discussion or deliberation.
- (8) The ~~County Board~~ Human Resources Committee will not receive any additional testimony or evidence into the record. The ~~County Board's~~ Human Resources Committee's consideration of the appeal will be limited to a review of the record and any oral or written arguments to determine whether there was any procedural error or any abuse of discretion.
- (9) The Human Resources Committee's review is limited to:



- (a) Whether the hearing examiner kept within his or her jurisdiction;
- (b) Whether the hearing examiner's action was arbitrary or capricious; and
- (c) Whether the evidence was such that the hearing examiner might reasonably have made the decision in question.

(910) The ~~County Board~~ Human Resources Committee, by majority vote, including the vote of the County Board Chairperson and Vice Chairperson ~~may reverse~~ shall affirm the hearing examiner's decision, remand the decision for further proceedings, substitute a lesser discipline, or ~~affirm reverse~~ the hearing examiner's decision.

(4011) The County Board Chairperson shall prepare and sign a written ~~determination~~ Committee Report reflecting the ~~County Board's~~ Human Resources Committee's decision. The County Board Chair may enlist the assistance of the County Clerk or the Corporation Counsel or both in preparing the determination. A copy of the determination will be provided to the employee within ten (10) calendar days following the ~~County Board's~~ Human Resources Committee's decision. A copy will be submitted to the County Clerk who will place the report on the next available County Board meeting Agenda for full County Board acceptance or rejection if the report is adverse to the employee.

(12) ~~At the following County Board meeting, the Committee Report will be submitted to the full County Board for acceptance or rejection. The County Board shall not take testimony, accept additional e-mails, accept briefing, accept oral argument, or otherwise conduct a hearing of any sort in relation to an appeal.~~

(13) The County Board shall evaluate the Committee Report and shall, upon majority vote, accept the Report unless the County Board finds the conclusions outlined in the Committee Report to be arbitrary and capricious, in which case the Report will be referred back to the Human Resources Committee to modify the decision contained therein at its next Committee meeting.

(14) The Clerk shall provide to the employee a copy of the Board minutes reflecting the action of the full County Board on the Committee Report. The Human Resources Director shall notify the employee of any Human Resources Committee action modifying the decision contained in its Committee Report if the Report had been referred back by the full County Board.

(1415) The County Board's decision is final and may not be appealed.

48.1048.09 COSTS. Each party shall bear its own costs for witnesses, transcripts, exhibits, attorneys' fees, and all other out-of-pocket expenses incurred in investigating, preparing, and prosecuting a grievance or appeal. The County shall bear the costs of any hearing examiner.

48.1148.10 POLICIES AND PROCEDURES MANUAL. This Chapter shall be incorporated into the County's Policies and Procedures Manual. All other provisions of the Policies and Procedures Manual shall be applicable to the grievance procedure outlined herein.



To the extent that any other provisions of the Policies and Procedures Manual conflict with the provisions of this Chapter, the provisions of this Chapter shall prevail.

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# SHEBOYGAN COUNTY

**Roger L. Te Stroete**  
County Board Chairman

TO THE HONORABLE MEMBERS OF THE SHEBOYGAN COUNTY BOARD:

I, Roger L. Te Stroete, Chairman of the Board of Supervisors, pursuant to Resolution No. 16 (2013/14), do hereby submit for your confirmation the following appointments to the Joint County Library Planning Committee:

**Thomas Wegner, 202 Daleview Drive, Plymouth, WI 53073**

*(Representing – County Board Member from a Municipality that operates a Public Library)*

**Brian Hoffmann, 1621 Pheasant Lane, Sheboygan, WI 53081**

*(Representing – County Board Member from a Municipality without a Library)*

Respectfully submitted this 8th day of April, 2014.

## EXECUTIVE COMMITTEE

\_\_\_\_\_  
Roger Te Stroete, Chairman

\_\_\_\_\_  
Thomas Wegner, Vice-Chairman

\_\_\_\_\_  
William Goehring, Secretary

\_\_\_\_\_  
Peggy Feider, Member

\_\_\_\_\_  
George Marthenze, Member